

Philip J. Rock Center and School



EMPLOYEE HANDBOOK

FY2022-2023

TABLE of CONTENTS

CORE POLICIES	4
1.0 WELCOME.....	4
1.1 A Welcome Policy	4
1.2 At-Will Employment.....	4
2.0 INTRODUCTORY LANGUAGE AND POLICIES.....	5
2.1 About the Company.....	5
2.2 Ethics Code.....	5
2.3 Mission Statement.....	5
2.4 Our Organization.....	6
2.5 Revisions to Handbook	7
3.0 HIRING AND ORIENTATION POLICIES.....	7
3.1 Employment of Relatives and Friends.....	7
3.2 Job Descriptions.....	7
3.3 Posting of Openings.....	7
3.4 Training Program.....	7
3.5 Employment Authorization Verification.....	8
4.0 WAGE AND HOUR POLICIES	8
4.1 Attendance	8
4.2 Direct Deposit.....	8
4.3 Job Abandonment	8
4.4 Recording Time	8
5.0 PERFORMANCE, DISCIPLINE, LAYOFF, AND TERMINATION	9
5.1 Criminal Activity/Arrests	9
5.2 Exit Interview.....	9
5.3 Open Door/Conflict Resolution Process	9
5.4 Performance Improvement.....	9
5.5 Standards of Conduct.....	10
5.6 Transfers	10
6.0 GENERAL POLICIES	11
6.1 Computer Security and Copying of Software	11
6.2 Driving Record.....	11
6.3 Nonsolicitation/Nondistribution Policy.....	11
6.4 Off-Duty Use of Employer Property or Premises	12
6.5 Personal Appearance/Dress Code	12
6.6 Personal Cell Phone/Mobile Device Use.....	12
6.7 Personal Data Changes	13
6.8 Security	13
6.9 Social Media.....	13
6.10 Third Party Disclosures	14
6.11 Use of Company Technology	14
6.12 Workplace Privacy and Right to Inspect.....	15
7.0 BENEFITS.....	15
7.1 Bereavement Leave	15
7.2 Continuing Education and Tuition Assistance	16
7.3 Dental Insurance	16
7.4 Employee Assistance Program (EAP).....	16
7.5 Exempt Personnel.....	16
7.6 Health Insurance	17
7.7 Life Insurance.....	17
7.8 Nonexempt Personnel.....	17
7.9 Personal Leave of Absence	17
7.10 Sick Pay	17
7.11 Unemployment Compensation Insurance	18
7.12 Vacation	18
7.13 Vision Care Insurance	18
7.14 Workers' Compensation Insurance	18
7.15 COBRA	19
7.16 Military Leave (USERRA).....	19
8.0 SAFETY AND LOSS PREVENTION	19
8.1 Drug and Alcohol Policy	19
8.2 General Safety	20
ILLINOIS POLICIES	21
HIRING AND ORIENTATION POLICIES.....	21
Disability Accommodation	21
EEO Statement and Nonharassment Policy.....	21
Religious Accommodation.....	24
WAGE AND HOUR POLICIES	24

Accommodations for Nursing Mothers	24
Meal and Rest Periods	24
Overtime.....	25
Pay Period.....	25
PERFORMANCE, DISCIPLINE, LAYOFF, AND TERMINATION	25
Disciplinary Process	25
GENERAL POLICIES	25
Access to Personnel and Medical Records Files	25
BENEFITS.....	26
Domestic/Sexua/Genderl Violence Leave	26
Family Military Leave.....	27
Jury Duty Leave	28
Voting Leave	28
SAFETY AND LOSS PREVENTION	28
Workplace Smoking	28
CLOSING STATEMENT	29
ACKNOWLEDGMENT OF RECEIPT AND REVIEW.....	30

Core Policies

1.0 Welcome

1.1 A Welcome Policy

Welcome! You are part of a great team! We hope that your employment with Philip J Rock Center and School will be rewarding and challenging. We take pride in our team as well as in the dedication to our students.

Philip J Rock Center and School complies with all federal and state employment laws, and this handbook generally reflects those laws. The Rock also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

The employment policies and/or benefits summaries in this handbook are written for all staff. When questions arise concerning the interpretation of these policies as they relate to paraprofessionals who are covered by a collective-bargaining agreement, the answers will be determined by reference to the actual union contract, rather than the summaries contained in this handbook.

Please take the time now to read this handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The Rock reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the workplace.

If you have questions about your employment or any provisions in this handbook, contact Bonnie Jordan.

We wish you success in your employment here at PRC!

All the best,

Bonnie Jordan

Executive Director

Philip J Rock Center and School

1.2 At-Will Employment

Your employment with Philip J Rock Center and School is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the Rock at any time, with or without notice and with or without cause.

Nothing in this handbook or any other PRC document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the Executive Director has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Executive Director.

If a written contract or collective bargaining agreement between you and the Rock is inconsistent with this handbook, the written contract/collective bargaining agreement is controlling.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under any applicable labor relations law.

2.0 Introductory Language and Policies

2.1 About the Company

The Philip J. Rock Center and School is more than a facility; it is an extended family to parents and their children who live with both hearing and vision disabilities. Devoted staff accompany the kids throughout the day whether on site or at school, constantly working toward the goal of helping each student live as independently as possible according to their personal abilities. The shared vision of "Together for Independence" makes this a reality. The Philip J. Rock Center and School (PRC) provides services to individuals who are deaf-blind. Individuals with deaf-blindness have always had unique needs that require specific educational strategies and services. The residential school offers one of the most intensive, comprehensive continuum of educational and recreational programs available for children who are deaf-blind in the 3- to 21-year-old age group.

The Center and School is operated by The Illinois State Board of Education. The primary goal of the Philip J. Rock Center and School is to help people who are deaf-blind achieve maximum independence based on their individual potential. Our vision is of the community of the Philip J. Rock Center and School, which consists of the parents, educational staff, and support staff, working together so that all students learn the skills needed to become valued and accepted members in their home, local, and future adult communities.

2.2 Ethics Code

PRC will conduct business honestly and ethically. We will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and staff are expected to adhere to high standards of business and personal integrity as a representation of our practices, at all times consistent with their duty of loyalty to the Rock.

We expect that administration, teachers, leaders, and staff will not knowingly misrepresent the Rock and will not speak on behalf of the Rock unless specifically authorized. The confidentiality and integrity of our students is the highest priority and information shared is to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

Ref. School Policy 2:105

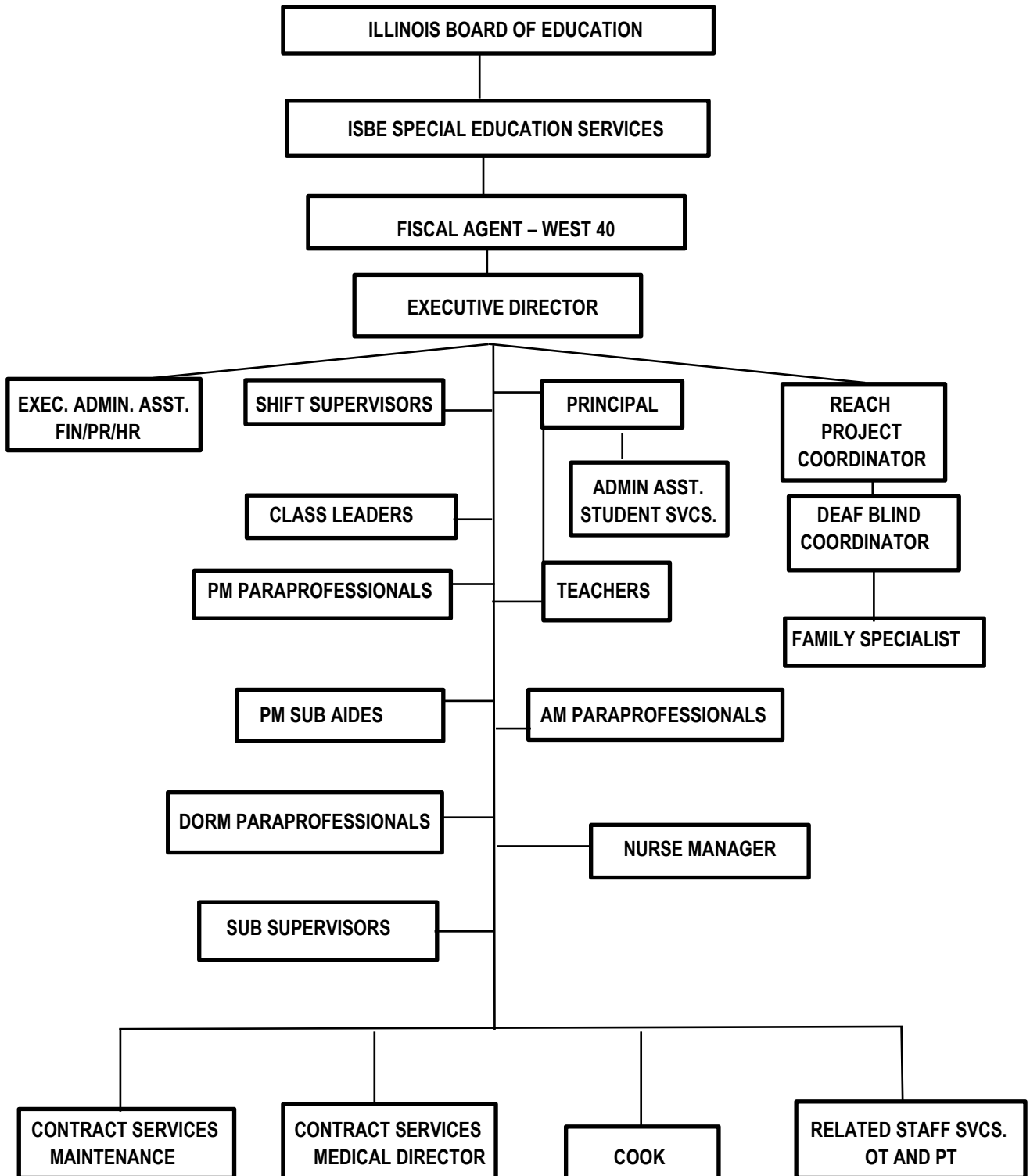
2.3 Mission Statement

The community of the Philip J. Rock Center and School, consisting of the parents, educational staff and support staff work together so all students learn the skills needed to become valued and accepted members in their home, local and future adult communities.

"Together for Independence"

2.4 Our Organization

PHILIP J. ROCK CENTER AND SCHOOL ORGANIZATIONAL CHART



2.5 Revisions to Handbook

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including Philip J Rock Center and School policies and procedures. The handbook is not a contract. The Rock reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on bulletin boards as well as email.

3.0 Hiring and Orientation Policies

3.1 Employment of Relatives and Friends

We will not employ friends or relatives in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and morale at PRC. It is your obligation to inform the Rock of any such potential conflict so we can determine how best to respond to the particular situation.

3.2 Job Descriptions

Philip J. Rock Center and School attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from the business office.

Job descriptions prepared by the Rock serve as an outline only. Due to school and student needs, you may be required to perform job duties that are not within your written job description. Furthermore, the Rock may have to revise, add to, or delete from your job duties per school and student needs. On occasion, the Rock may need to revise job descriptions with or without advance notice to staff.

If you have any questions regarding your job description or the scope of your duties, please speak with your supervisor.

Ref. School Policy 5:280

3.3 Posting of Openings

Philip J. Rock Center and School desires to promote qualified staff from within where it believes that is possible, consistent with the need to assure that all positions are staffed by highly competent individuals. New job openings generally will be posted on the bulletin board, emailed to all staff, and posted on our website and social media.

3.4 Training Program

In most cases, and for most shifts, training staff is done on an individual basis by the shift supervisor. Even if you have had previous experience in the specified functions of your job duties, it is necessary for you to learn specific procedures, as well as the responsibilities of the specific position. If you ever feel you require additional training, consult your supervisor.

Ref. School Policy 5:100

3.5 Employment Authorization Verification

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with Philip Rock.

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by Philip Rock.

4.0 Wage and Hour Policies

4.1 Attendance

If you know ahead of time that you will be absent or late, provide reasonable advance notice to your supervisor and document in timekeeper. You may be required to provide documentation of any medical or other excuse for being absent or late where permitted by applicable law.

Philip J. Rock Center and School reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences where permitted by applicable law. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy.

4.2 Direct Deposit

For payroll processing, all Philip Rock staff are enrolled in direct deposit. Please make sure to notify the Executive Administrative Assistant if any account number and/or bank routing number changes. It is the staff's responsibility to provide new account information when changes occur at the bank on record or new accounts are requested.

4.3 Job Abandonment

If you fail to show up for work or fail to call in with an acceptable reason for the absence for a period of three consecutive days, you will be considered to have abandoned your job and voluntarily resigned from Philip J Rock Center and School.

4.4 Recording Time

Philip J. Rock Center and School is required by applicable federal, state, and local laws to keep accurate records of hours worked by all employees. To ensure that the Philip J. Rock Center and School has complete and accurate time records and that employees are paid for all hours worked, nonexempt full and part-time employees are required to record all working time using time-keeping system for Philip Rock. Exempt full time employees are not required to track days or time worked.

You must accurately record all of your time to ensure you are paid for all hours worked and must follow established PRC procedures for recording your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work.
- If you are required to clock in, you should clock in no more than five minutes ahead of your start time and clock out no later than five minutes after your quitting time.

Notify your HR/Payroll Department of any pay discrepancies, unrecorded or misrecorded work hours. Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to Supervisor of any employee,

supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

5.0 Performance, Discipline, Layoff, and Termination

5.1 Criminal Activity/Arrests

Philip J. Rock Center and School will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by the Rock, whether on or off property, may result in disciplinary action including suspension or termination of employment.

You are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

Ref. School Policy 5:290

5.2 Exit Interview

You may be asked to participate in an exit interview when you leave the Rock. The purpose of the exit interview is to provide management with greater insight into your decision to leave employment; identify any trends requiring attention or opportunities for improvement; and to assist the Rock in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated.

5.3 Open Door/Conflict Resolution Process

The Rock strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the workplace to the attention of your supervisor and, if necessary, to administration. To help manage conflict resolution we have instituted the following problem-solving procedure:

If you believe there is inappropriate conduct or activity on the part of PRC management, its staff, vendors, visitors, or any other persons or entities related to the Rock, bring your concerns to the attention of your supervisor at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate supervisor. If you have already brought this matter to the attention of your supervisor before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to administration. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

5.4 Performance Improvement

Philip J. Rock Center and School will make efforts to periodically review your work performance. The performance improvement process will take place annually, or as needs dictate. You may specifically request that your supervisor assist you in developing a performance improvement plan at any time.

The performance improvement process is a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. Pay raises and promotions are based on numerous factors, only one of which is job performance.

Ref. School Policy 5:320

5.5 Standards of Conduct

Philip J. Rock Center and School wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our staff, students, parents, visitors, and other stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge staff for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol during working hours on PRC property (including in PRC vehicles), or on PRC business.
- Inaccurate reporting of the hours worked by you or any other staff member.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the Rock or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra-company communications, or expense records.
- Taking or destroying PRC property.
- Possession of potentially hazardous or dangerous property such as firearms, weapons, chemicals, etc.
- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or visitor.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking on PRC property
- Working unauthorized overtime.
- Solicitation of fellow employees on PRC premises during working hours.
- Failure to dress according to PRC policy.
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace.
- Gambling on PRC premises.
- Lending keys or keycards to PRC property to unauthorized persons.

Nothing in this policy is intended to limit your rights under any applicable labor relations law, or to modify your at-will employment status.

Ref. School Policy 5:120

5.6 Transfers

PRC may transfer your employment from one position to another with or without notice, as required by student or service needs, or upon request by you and with management approval. Transfers in excess of 90 days may be considered final.

Ref. School Policy 5:270

6.0 General Policies

6.1 Computer Security and Copying of Software

Software programs purchased and provided by Philip J. Rock Center and School are to be used only for creating, researching, and processing materials for PRC use. By using PRC hardware, software, and networking systems you agree to comply with this policy and other applicable PRC policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the PRC, is and will be deemed PRC property. It is the policy of PRC to respect all computer software rights and to adhere to the terms of all software licenses to which the Rock is a party. The Executive Director is responsible for enforcing these guidelines.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or the Rock to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your supervisor and director's approval.

You may not duplicate, copy, or give software to any outsiders. You may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by the Rock.

Ref. School Policy 5:125

6.2 Driving Record

All staff required to operate a motor vehicle as part of their employment duties at Philip J Rock Center and School must maintain a valid driver's license and acceptable driving record. The Rock may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license for your personnel file. Any changes in your driving record, including but not limited to driving infractions, must be reported to the Rock.

Ref. School Policy 5:285

6.3 Non solicitation/Non distribution Policy

To avoid disruption of business operations or disturbance of employees, visitors, and others, Philip Rock has implemented a Non solicitation/Non distribution Policy. For purposes of this policy, "solicitation" includes, but is not limited to, selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the Non solicitation/Non distribution Policy.

You are prohibited from soliciting other employees during your assigned working time. For this purpose, working time means time during which either you or the employee who are the object of the solicitation are expected to be actively engaged with assigned work. You may conduct solicitations during your lunch period, coffee breaks, or other authorized nonworking time, so long as you do so when the other employee are also on nonworking time.

To avoid inappropriate litter, clutter, and safety risks, you may not distribute literature or other items that are not work related in working areas at any time. Working areas do not include break/rest areas, lunchrooms, or parking lots. Electronic distribution of materials is prohibited during work time. Literature that violates the company's equal employment opportunity (EEO) and non-harassment policies (including threats of violence), or is knowingly and recklessly false, is never permitted. Non-employees are not permitted to distribute materials on company premises at any time.

This policy is not intended to restrict the statutory rights of employees, including the right to discuss terms and conditions of employment, consistent with applicable labor laws.

Violations of this policy should be reported to supervisor.

Ref. School Policy 5:140

6.4 Off-Duty Use of Employer Property or Premises

You may not use Philip Rock property for personal use during working time.

It is Philip Rock's policy to control off duty and nonworking hour use of Philip Rock facilities either for business or personal reasons. You are prohibited from using Philip Rock facilities during off duty or nonworking hours without the consent of your supervisor. You are responsible for maintaining Philip Rock property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes use of copy machines, computers, Philip Rock products, or office supplies for personal use without prior authorization.

6.5 Personal Appearance/Dress code

Your personal appearance reflects on the reputation, integrity, and public image of Philip Rock. Staff is expected to report to work dressed in a neat and clean manner. Jeans, t-shirts, and sweatshirts are acceptable as long as they are not ripped. Shorts may be worn in the summer. Clothing should cover you from shoulders to mid-thigh, no short shorts, cutoffs, halter, or midriff tops are allowed. Sunglasses, unless prescribed by a physician, are considered inappropriate when worn in the building. Staff members who come in dressed inappropriately will be asked to go home and change clothes. Direct care staff must wear either athletic shoes or shoes with enclosed toes - no high heels, sandals, flip-flops, or clogs. Hats are not allowed during work shifts. House slippers should not be worn by staff. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed.

All clothing must be appropriate for the PRC environment. Clothing that depicts or advertises alcohol, tobacco, cannabis, weapons, or any illicit drugs; that depicts violence; that is lewd, obscene, or vulgar; or that is defamatory or violates the rights of others.

6.6 Personal Cell Phone/Mobile Device Use

While Philip Rock permits staff to bring personal cell phones and other mobile devices (i.e. smart phones, PDAs, tablets, laptops) into the workplace, you must not allow the use of such devices to interfere with your job duties or impact workplace safety and health.

You are expected to comply with PRC policies regarding the protection of confidential and proprietary information when using personal devices.

While operating a vehicle on work time, the PRC requires that the driver's personal cell phone/mobile device be turned off. If you need to make or receive a phone call while driving, pull off the road to a safe location unless you have the correct hands-free equipment for the device that is in compliance with applicable state laws.

You may connect your personal device to the PRC network.

Nothing in this policy is intended to prevent staff from engaging in protected concerted activity under applicable labor relations law.

You will be subject to disciplinary action up to and including termination of employment for violation of this policy.

Ref. School Policy 5:125

6.7 Personal Data Changes

It is your obligation to provide Philip Rock with your current contact information, including current mailing address and telephone number. Inform the HR/Payroll Department of any changes to your tax withholding status. Failure to do so may result in delayed receipt of W-2 and other mailings.

6.8 Security

All staff are responsible for helping to make Rock a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or similar devices to your supervisor immediately. Refrain from discussing specifics regarding PRC security systems, alarms, passwords, etc. with those outside of the Rock.

Immediately advise Administration of any known or potential security risks and/or suspicious conduct of staff, or guests of the Rock. Safety and security are the responsibility of all staff and we rely on you to help us keep our premises secure.

Ref. School Policy 8:30

6.9 Social Media

At PRC, we recognize the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to the Rock, you are expected to follow our guidelines for appropriate use of social media.

This policy applies to all staff who work for the Rock.

Guidelines

For purposes of this policy, **social media** includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with the Rock, as well as any other form of electronic communication.

Philip Rock principles, guidelines, and policies apply to online activities just as they apply to other areas of work. Ultimately, you are solely responsible for what you communicate in social media. You may be personally responsible for any consequences that may arise should you make unlawful defamatory, slanderous, or libelous statements.

Know and Follow the Rules

Ensure your postings are consistent with these guidelines. Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

The Rock cannot mandate respectful and courteous activity by staff on social media during nonworking time. However, activity on social media that impacts other people at the Rock may result in discipline. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or PRC policy.

Maintain Accuracy and Confidentiality

When posting information:

- Maintain the confidentiality of personal information relating to students, families, and staff at the Rock.
- Never represent yourself as a spokesperson for the Rock. If the Rock is a subject of the content you are creating, do not represent yourself as speaking on behalf of the Rock. Make it clear in your social media activity that you are speaking on your own behalf.
- Respect copyright, trademark, third-party rights, and similar laws and use such protected information in compliance with applicable legal standards.

Using Social Media at Work

Do not use social media while on your work time, unless it is work related as authorized by your manager or consistent with policies that cover equipment owned by the Rock.

Media Contacts

Direct all media inquiries for official PRC responses to Human Resources.

Retaliation and Your Rights

Retaliation or any other negative action is prohibited against anyone who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is designed to interfere with, restrain, or prevent staff from communications regarding wages, hours, or other terms and conditions of employment, or to restrain staff in exercising any other right protected by law. All staff have the right to engage in or refrain from such activities.

Ref. School Policy 5:125

6.10 Third Party Disclosures

From time to time, Philip Rock may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, newspapers, law enforcement agencies, and other outside persons may contact our staff to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of Philip Rock and should refer any call requesting the position of Philip Rock to the Executive Director.

6.11 Use of Company Technology

This policy is intended to provide Philip Rock staff with the guidelines associated with the use of the Philip Rock information technology (IT) resources and communications systems.

This policy governs the use of all IT resources and communications systems owned by or available at the Rock, and all use of such resources and systems when accessed using your own devices, including but not limited to:

- Email system
- Internet
- Telephones and voicemail systems
- Printers, photocopiers, and scanner
- Fax machines
- Access key cards

Philip Rock IT resources and communications systems are to be used for PRC purposes only unless otherwise permitted in this handbook.

All content maintained in Philip Rock IT resources and communications systems are the property of the Rock. Therefore, staff should have no expectation of privacy in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on PRC electronic information and communications systems.

Philip Rock reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over PRC IT resources and communications systems in accordance with applicable law. Any individual who is given access to the system is hereby given notice that the Rock will exercise this right periodically, without prior notice and without prior consent.

The interests of PRC in monitoring and intercepting data include, but are not limited to: protection of PRC confidential information; managing the use of the computer system; and/or assisting staff in the management of electronic data during periods of absence.

You should not interpret the use of password protection as creating a right or expectation of privacy, nor should you have a right or expectation of privacy regarding the receipt, transmission, or storage of data on PRC IT resources and communications systems.

Do not use Phil Rock IT resources and communications systems for any matter that you would like to be kept private or confidential.

If you violate this policy, you will be subject to corrective action, up to and including termination of employment.

Re. School Policy 5:125

6.12 Workplace Privacy and Right to Inspect

Philip Rock property, including but not limited to lockers, phones, computers, tablets, desks, workplace areas, vehicles, or machinery, remains under the control of the Rock and is subject to inspection at any time, without notice to any staff, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on PRC premises including that kept in lockers and desks.

7.0 Benefits

7.1 Bereavement Leave

Philip J. Rock Center and School recognizes the importance of taking leave when there is a death in the family. Where bereavement leave is not required by law, the PRC will provide bereavement leave as follows:

Full-time employees are eligible for 5 days of paid bereavement leave for the death of an immediate family member.

You may use accrued but unused vacation/sick leave/paid time off if additional time is needed. Additional unpaid time off may be granted at the discretion of the Executive Director on a case-by-case basis.

For purposes of this policy, **immediate family member** includes the following and applies both to the family of the employee and the employee's spouse: spouse, mother, father, sister, brother, child including foster child and stepchild, step-parent, grandparent and grandchild. Also, In-laws defined as employee's present mother-in-law, present father-in-law, present sister-in-law, present son-in-law, and present daughter-in-law.

The Philip J. Rock Center and School may require documentation supporting your need for bereavement leave.

Ref. School Policy 5:330

7.2 Continuing Education and Tuition Assistance

We believe in the continuing education of our staff. If PRC sends you to a class or training program during related to your employment, you will be paid for that time. If you are interested in attending an outside class and having PRC pay for your attendance, you may submit a request describing the class, including the subject matter, length, and cost. Depending on the type of training, the Rock may reimburse some or all the fees, including materials, expenses, meals, and transportation. If the Executive Director approves of your attendance at a class that is not sponsored by the Rock, you will be reimbursed once you have attended and paid for the class.

7.3 Dental Insurance

All regular full-time employees at Philip J. Rock Center and School are eligible for a PPO or HMO dental plan. Full time hourly employees are eligible after 60 days of employment. Full time salaried employees are eligible as of their hire date.

The employee portion of the dental insurance is deducted from the employee's payroll.

Please see the Executive Administrative Assistant for the current co-pay schedule.

7.4 Employee Assistance Program (EAP)

The Philip J Rock Center and School provides confidential assistance through its employee assistance program (EAP) to all eligible staff and their family members/dependents. The EAP provides confidential access to professional counseling services for help with personal concerns that may impact job performance. These concerns may include, but are not limited to, health, marital, family, financial, legal, emotional, alcohol abuse, and drug use. The EAP can help assess the problem, offer guidance, and provide a referral to quality care.

Voluntary participation in the EAP will not jeopardize your opportunities for promotion or employment. You can contact the EAP directly. Any information about your contact, participation, or any recommended treatment is confidential and will not be disclosed to PRC.

In certain circumstances, you may be referred to the EAP by your administration due to job performance issues.

EAP services are available to eligible participants without charge. The cost of treatment or rehabilitation is not covered by EAP, but may be covered by insurance.

EAP services can be initiated by contacting the EAP service provider Support Linc at: 1-888-881-LINC(5462) or at <https://www.supportlinc.com/https://www.supportlinc.com/> Username is Philip J Rock Center and School. Password is linc123.

7.5 Exempt Personnel

If you are classified as exempt at the time of your hiring, you are not eligible for overtime pay as otherwise required by federal, state, or local laws. If you have a question regarding whether you are exempt or nonexempt, contact the business office administration for clarification.

7.6 Health Insurance

Philip J. Rock Center and School offers group health insurance benefits to all eligible full-time hourly employees who have completed 60 days of employment. Salaried employees are eligible for benefits from date of hire. Please see the Executive Administrative Assistant for the current co-pay schedule per your Health plan choice.

Your group health benefits are paid in part by the Philip J. Rock Center and School. The remainder for the costs are paid by you through from your payroll.

Benefits may be changed at the discretion of the Philip J. Rock Center and School, unless otherwise prohibited by law.

If you or a dependent become ineligible for benefits due to a change in work hours or through a life event, or you leave employment with us, you may have the right to continue your health benefits under federal or state law. In such event, the Philip J. Rock Center and School will provide you with information about your rights to continue your benefits coverage.

7.7 Life Insurance

Philip J. Rock Center and School provides life insurance to all regular full-time employees in the amount of \$50,000. You will be required to notify the benefits administrator of your intended beneficiary.

7.8 Nonexempt Personnel

If you are classified as nonexempt employee at the time of your hiring, you will be eligible for minimum wage and overtime pay in accordance with federal, state, and local laws. If you have a question regarding whether you are exempt or nonexempt, contact Human Resources for clarification.

7.9 Personal Leave of Absence

Philip J. Rock Center and School recognizes that you may need personal time off from work in special circumstances.

Eligibility

Full time hourly employees are entitled to 3 personal days per year after completing their probationary period. Full time salaried employees are eligible for 3 personal days per year from their date of hire. All full-time staff are eligible for 4 personal days per year after 5 years of continuous service.

Requesting Personal Day

Requests for personal day must be submitted through PRC timekeeper for approval by the Executive Director.

Ref. School Policy 5:330

7.10 Sick Pay

Philip J. Rock Center and School allows its regular full-time staff who have completed their introductory period paid sick days according to your position and continuous years of service per calendar year. Enter your sick time using the PRC timekeeper. There may be occasions, such as sudden illness, when you cannot enter your sick time off using the timekeeper. In these circumstances, please notify your supervisor soon as possible. PRC staff absent three (3) or more consecutive days will need a release from their doctor to return to work.

You may use sick leave benefits for dental or doctor visits or to care for immediate family members who are

sick. There may also be state mandated use of sick time. Unused sick days may not be converted to a cash payment. You may be required to use available sick leave during family and medical leave, disability leave, or other leave.

PRC does not cap accumulated sick time.

Ref. School Policy 5:330

7.11 Unemployment Compensation Insurance

Unemployment compensation insurance is paid for by Philip J Rock Center and School and provides temporary income for staff who have lost their job under certain circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from the Rock.

7.12 Vacation

Philip J. Rock Center and School provides full time staff with paid vacation.

All full time staff are eligible to receive vacation time.

Vacation days must requested and approved at least seven (7) days before the first scheduled vacation day, with a maximum of three (3) employees being approved for a given shift, at the discretion of the Administration.

Vacation time must be scheduled so as not to accumulate more than **twenty-five days**.

Philip Rock may require you to use any unused vacation during disability or family medical leave, or any other leave of absence, where permissible under local, state, and federal law.

Separation of Employment

Upon separation of employment for any reason, you will be paid for earned unused vacation time.

Refer to Vacation and Personal Day Chart for total days per Position Categories and Continuous Years of Service.

Ref. School Policy 5:330

7.13 Vision Care Insurance

All regular full-time staff at Philip J. Rock Center and School are offered a vision care plan. Employees pay for this plan 100%.

7.14 Workers' Compensation Insurance

Workers' compensation is a no-fault system designed to provide benefits to all staff for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at Philip J Rock Center and School, no matter how slightly, you are to report the incident immediately to your supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your Supervisor immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

7.15 COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible PRC staff and their beneficiaries to continue health insurance coverage under the PRC health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

Contact Human Resources to learn more about your COBRA rights.

7.16 Military Leave (USERRA)

Philip J Rock Center and School complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments) and all applicable state law. You must submit documentation of the need for leave to Administration. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify administration of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact the business office.

Ref. School Policy 5:250

8.0 Safety and Loss Prevention

8.1 Drug and Alcohol Policy

Philip J Rock Center and School is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of PRC to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others and will not be tolerated. Please see policy 5:50 Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition for further details.

Prohibited Conduct

The Rock expressly prohibits staff from engaging in the following activities when they are on duty or conducting PRC business or on PRC premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. The Rock does not discriminate against staff solely on the basis of their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work. If you have a valid prescription for medical marijuana, refer to the PRC Disability Accommodation policy for additional information.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your administration if you believe the medication may impair your job performance, safety, or the safety of others

or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

Violations

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

Ref. School Policy 5:50

8.2 General Safety

It is the responsibility of all PRC staff to maintain a healthy and safe work environment, report any health or safety hazards, and follow PRC health and safety rules. Failure to do so may result in disciplinary action, up to and including termination of employment. PRC also requires that all occupational illnesses or injuries be reported to your supervisor or Nurse as soon as reasonably possible and that an occupational illness or injury form be completed on each reported incident.

Ref. School Policy 4:160

Illinois Policies

Hiring and Orientation Policies

Disability Accommodation

Philip J Rock Center and School complies with the Americans with Disabilities Act (ADA) and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the Rock will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the school.

If you require an accommodation because of your disability, it is your responsibility to notify your supervisor/administration. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, PRC will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the Rock in connection with a request for accommodation will be treated as confidential.

The Philip J Rock Center and School encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, PRC is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Rock.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The Philip J Rock Center and School will not discriminate or retaliate against any staff member for requesting an accommodation.

Ref. School Policy 5:10

EEO Statement and Non harassment Policy

Equal Opportunity Statement

Philip J Rock Center and School is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. The Illinois Human Rights Act states that employees have the right to be free from unlawful discrimination and sexual harassment. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of an individual's actual or perceived age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, order of protection status, citizenship status, employment status, arrest or conviction record (unless otherwise authorized by law), credit history, crime victim status, physical or mental disability, genetic information (including testing and characteristics), military status, or any other status protected by federal, state, or local laws.

In addition, if you have a disability or are pregnant, recovering from childbirth, or have a medical or common condition related to pregnancy that affects your ability to perform your job, you have the right to request one or more reasonable accommodations. A **reasonable accommodation** means a modification to access to the work site or an adjustment to the work process or work schedule that would enable you to perform your job despite your disability or condition.

PRC is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Rock will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. PRC will take appropriate corrective action, if and where warranted. The Philip J Rock Center and School prohibits retaliation against staff members who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your supervisor or any other designated member of administration.

Policy Against Workplace Harassment

Philip J Rock Center and School has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's actual or perceived age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, order of protection status, citizenship status, employment status, arrest or conviction record (unless otherwise authorized by law), credit history, crime victim status, physical or mental disability, genetic information (including testing and characteristics), military status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, staff members, non-employees including contractors and consultants, vendors, visitors, and parents are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. An individual's work environment is not limited to the physical location where an individual is assigned to perform work duties.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors.
- Lewd or derogatory comments or jokes.
- Comments regarding sexual behavior or the body of another.
- Sexual innuendo and other vocal activity such as catcalls or whistles.
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature.
- Repeated requests for dates after being informed that interest is unwelcome.
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the school or any government agency.
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties, or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults or blocking or impeding movements.

Other Harassment

Harassment is any unwelcome conduct on the basis of an individual's actual or perceived age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, order of protection status, citizenship status, employment status, arrest or conviction record (unless otherwise authorized by law), credit history, crime victim status, physical or mental disability, genetic information (including testing and characteristics), military status, or any other status protected by federal, state, or local laws, that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. An individual's work environment is not limited to the physical location where an individual is assigned to perform work duties.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories.
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify Bonnie Jordan, Executive Director or any member of the administrative team.

The Philip J Rock Center and School prohibits retaliation against staff members, who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If PRC determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Rock may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, PRC will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

Resolution Outside Company

The purpose of this policy is to establish prompt, thorough, and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, you have the right to file a complaint with the Illinois Department of Human Rights (IDHR) or the federal Equal Employment Opportunity Commission (EEOC).

Administrative Contacts for Complaints

Illinois Department of Human Rights (IDHR)

Chicago Office: James R. Thompson Center 100 W Randolph Street, Suite 10-100 Chicago, IL 60601
312-814-6200 TTY: 866-740-3953 Fax: 312-814-6251

Springfield Office: 535 Jefferson Street, 1st Floor Springfield, IL 62702 217-785-5100 TTY: 866-740-3953
Fax: 217-785-5106

Illinois Human Rights Commission (IHRC)

Chicago Office: James R. Thompson Center 100 W Randolph Street, Suite 5-100 Chicago, IL 60601 312-814-6269 TDD: 312-814-4760 Fax: 312-814-6517

Springfield Office: 1000 E Converse, Suite 1232N Springfield, IL 62702 217-785-4350 TDD: 217-557-1500 Fax: 217-524-4877

United States Equal Employment Opportunity Commission (EEOC)

Chicago District Office: John C. Kluczynski Federal Building 230 S Dearborn Street Chicago, IL 60604

Filing of Private Sector Charges: Suite 1866 800-669-4000 TTY: 800-869-8001 Fax: 312-588-1260

Ref. School Policy 5:10

Religious Accommodation

The Philip J Rock Center and School is dedicated to treating its staff members equally and with respect and recognizes the diversity of their religious beliefs. All staff members may request an accommodation when their religious beliefs cause a deviation from PRC's dress code or the individual's schedule, basic job duties, or other aspects of employment. The Rock will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that will be considered are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other staff members — when determining a reasonable accommodation.

If you require a religious accommodation, speak with your supervisor or administration.

Wage and Hour Policies

Accommodations for Nursing Mothers

Philip J Rock Center and School will provide nursing mothers reasonable paid break time to express milk for their infant child(ren) for up to one year following the child's birth.

If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from co-workers and the public.

Expressed milk can be stored in company refrigerators. Sufficiently mark or label your milk to avoid confusion for other staff members who may share the refrigerator.

Break time should, if possible, be taken concurrently with any other break time already provided.

You are encouraged to discuss the length and frequency of these breaks with your supervisor.

No provision of this policy applies, or will be enforced, if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state, or local law, or regulation.

Meal and Rest Periods

Philip J Rock Center and School strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods. Check with your Supervisor regarding procedures and schedules for rest and meal breaks. PRC requests that staff accurately observe meal and rest periods.

Meal breaks of no more than 45 minutes are mandatory for all nonexempt staff who are scheduled or required to work a shift of at least 8 hours. In addition, you are entitled to a 15-minute rest break. Typically, your break will be scheduled to start after you have completed four hours of work. If you are scheduled to

or anticipate working at least 8 continuous hours, you must ensure you take a break. You may be required to have these breaks with specific children in order to fulfill the special needs of children at the facility.

Ref. School Policy 5:35

Overtime

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your supervisor and administration.

At certain times the Philip J Rock Center and School may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Unless otherwise required or exempted by law, overtime pay of one and one-half times your regular rate of pay is paid for any hours worked more than 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

Ref. School Policy 5:35

Pay Period

At the Philip J Rock Center and School, the standard pay period is bimonthly. Pay dates are on the 15th or 30th. If a pay date falls on a holiday, you will be paid on the preceding workday. If a pay date falls on a Saturday or Sunday, paychecks will be issued on Friday.

Review your paycheck for accuracy. If you find an issue, report it to the business office immediately.

Ref. School Policy 5:35

Performance, Discipline, Layoff, and Termination

Disciplinary Process

Violation of the Philip J Rock Center and School policies or procedures may result in disciplinary action up to and including termination of employment. PRC encourages a system of progressive discipline depending on the type of prohibited conduct. However, PRC is not required to engage in progressive discipline and may discipline or terminate staff who violate the rules of conduct. Again, any use of progressive discipline does not imply that your employment is anything other than on an "at-will" basis.

Depending upon the circumstances, management may provide you with one or more verbal warnings, then with one or more written warnings, and if the conduct is not sufficiently altered, suspension, or termination of employment. Your supervisor will make every effort possible to allow you to respond to any disciplinary action taken.

Ref. School Policy 5:270 and 5:290

General Policies

Access to Personnel and Medical Records Files

Philip J Rock Center and School maintains separate medical records files and personnel files for all staff. Files containing medical records are stored separate and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information

related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

Supervisors and others in management may have access to your personnel file for possible employment-related decisions. If you wish to review your personnel or medical records file, you may do so after giving written notice and returning it to the business office. After submitting the request, you will be able to review your personnel and/or medical documents within seven working days. Inspection must occur in the presence of a PRC representative.

All requests by an outside party for information contained in your personnel file, and/or for copies, will be directed to the Executive Director, which is the only person authorized to give out such information.

Ref. School Policy 5:150

Benefits

Domestic/Sexual/Gender Violence Leave

In accordance with the Illinois Victims' Economic Security and Safety Act (VESSA), Philip J Rock Center and School offers eligible staff unpaid domestic or sexual violence leave (domestic violence leave) for a qualifying reason, with a guarantee of restoration to the same or an equivalent position on return from leave.

Eligibility

You are eligible for leave if you are the victim of domestic violence, sexual violence, or gender violence or if you have a family or household member who is the victim of domestic violence, sexual violence, or gender violence

Qualifying Reasons for Leave

Domestic violence leave is available to:

- Seek medical attention for, or recover from, physical or psychological injuries caused by domestic or sexual violence against you or your family or household member.
- Obtain victim services for you or your family or household member.
- Obtain psychological or other counseling for you or your family or household member.
- Participate in safety planning, including temporary or permanent relocation or other actions to increase your or your household or family member's safety from future domestic or sexual violence.
- Seek legal assistance to ensure the health and safety of you or your household or family member, including participating in court proceedings related to the violence.

Duration of Leave

If eligible, you may take up to eight weeks of unpaid domestic violence leave within any 12-month period. Leave is based on a rolling 12-month period, looking back from the date the leave would begin. Leave under this policy may be taken intermittently or on a reduced schedule basis.

Notice and Certification

To obtain leave under this policy, you must provide PRC with at least 48 hours' notice, except in emergency situations or where such notice is not otherwise practical. In all cases, either before or after you take leave under this policy, PRC will require you to submit a sworn certification that your absence is for one of the qualifying reasons listed above and that you or a family or household member is a victim of domestic or sexual violence. PRC may also require you to submit the following supplemental information:

- Documents from a victim's services organization, member of the clergy, or medical professional from whom you or your family or household member sought assistance.
- A police report or court record.
- Other documentation for qualifying leave.

All information and documentation you provide in connection with your request for leave under this policy, including the fact that you requested and/or obtained leave, will be held in the strictest confidence — except to the extent you request or consent to any disclosure in writing, or as otherwise required by law. Further, PRC specifically prohibits any discrimination, harassment, or retaliation against staff who request or take leave under this policy in good faith.

Terms of Leave

Domestic violence leave is unpaid leave. However, you may utilize accrued and unused benefit time during the leave. The substitution of paid vacation does not extend the leave period but runs concurrently with it. Likewise, domestic violence leave runs concurrently with any leave available under the federal Family and Medical Leave Act (FMLA).

During leave, you must provide periodic reports (at least every 30 days) about your status and any change in your plans to return to work.

Maintenance of Benefits

During an approved domestic violence leave, PRC will maintain your health benefits as if you continue to be actively employed. If you choose not to return to work at the end of the leave period, you must reimburse PRC for the cost of any health benefit premiums paid to maintain your coverage during the leave, unless you cannot return to work because of continuation, re-occurrence, or onset of domestic or sexual violence or other circumstances beyond your control.

Ref. School Policy 5:250

Family Military Leave

Philip J Rock Center and School will provide eligible staff who are the spouse, parent, child, or grandparent of a person called to military service with up to 15 days of unpaid military family leave during the time federal or state deployment orders are in effect.

Eligibility

To be eligible for leave, you must:

- Have been employed by the Rock for at least 12 months.
- Have worked for the Rock for at least 1,250 hours during the 12-month period immediately preceding the leave; and
- Be the spouse, parent, child, or grandparent of a person called to military service lasting longer than 30 days with the state or the United States pursuant to orders of the Governor or the President.

Notice and Certification

If you are taking family military leave for five or more consecutive workdays, you must provide at least 14 days' advance notice of the intended date to take leave. If possible, consult with your supervisor to schedule leave so as not to unduly disrupt PRC operations.

When taking family military leave for less than five consecutive days, provide advance notice as is practicable.

The Rock may require verification of your eligibility for leave from the proper military authority.

Continuation of Benefits

During family military leave, you may continue any benefits, if applicable, at your own expense. No loss of seniority status will occur because of leave taken under this policy, nor will leave result in the loss of any benefits accrued prior to the leave.

Conditions of Leave

You may not take family military leave until you have exhausted all accrued vacation, personal, compensatory, or any other leave granted to you, with the exception of sick and disability leave. Where applicable, time off under this policy will run concurrently with time off under the federal Family and Medical Leave Act.

Reinstatement

Upon return from leave, you will be restored to your prior position or to a position with equivalent seniority status, benefits, pay, and other terms and conditions of employment.

Retaliation

PRC will not retaliate against staff who request or take leave in accordance with this policy.

Ref. School Policy 5:250

Jury Duty Leave

Philip J Rock Center and School encourages staff to fulfill their civic duties related to jury duty. If you are summoned for jury duty you must notify PRC by providing a copy of the summons to administration within 10 days of the summons being issued.

Any employee who is called to serve on Jury duty shall receive their full salary for the time they serve on the jury, provided the jury pay received for serving is submitted back to the School.

PRC reserves the right to require staff to provide proof of jury duty service to the extent authorized by law.

The Rock will not retaliate against staff who request or take leave in accordance with this policy.

Ref. School Policy 5:80

Voting Leave

If you request leave prior to the day of any election and your working hours begin less than two hours after the opening of the polls and end less than two hours before the polls close, you may take two hours of leave during the polling period for the purpose of voting. The time when you can go to vote will be at the discretion of your supervisor, consistent with applicable legal requirements.

Safety and Loss Prevention

Workplace Smoking

Smoking on PRC property is prohibited by law.

PRC prohibits discrimination against staff based on their off-premises, off-duty tobacco usage.

Re. School Policy 5:50

Closing Statement

Thank you for reading our handbook. We hope it has provided you with an understanding of our mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a successful, safe, productive, and pleasant workplace.

Bonnie Jordan, Executive Director

Philip J Rock Center and School

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the Philip J Rock Center and School Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the Rock has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, administrator or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the Executive Director of PRC. I also understand that any delay or failure by PRC to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the Rock or effect the right of PRC to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by administration or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized PRC representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized PRC representative) or a collective-bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective-bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA).

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Philip J Rock Center and School.

If I have any questions about the content or interpretation of this handbook, I will contact Bonnie Jordan.

Signature

Date

Print Name