

# Grace Place Employee Handbook

~~Adopted January 11, 2010~~



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## **Welcome to the Staff of Grace Place**

We are happy that you have chosen to become a member of the Grace Place staff. Each position on the Grace Place team is important in making the organization function. Your talents are needed and respected. Your duties are important and so should be done effectively, efficiently, and with a spirit of commitment and an attitude of excellence so that the organization as a whole will function well.

At Grace Place, staff and volunteers together are considered to be partners in implementing the mission and programs of Grace Place. Employees and volunteers have equal but complementary roles to play. Your commitment will make a difference in many lives.

Employment by Grace Place carries with it a responsibility to be constantly aware of the importance of good ethical conduct. Employees must refrain from taking part, or exercising influence, in any transaction in which their own interest may conflict with the best interest of Grace Place. Grace Place recognizes and respects the individual employee's rights to engage in activities outside his or her employ which in no way conflict with or reflect poorly on Grace Place. Grace Place reserves the right, however, to determine when an employee's activities represent a conflict with the interests of Grace Place and to take whatever action is necessary to resolve the situation.

We hope this Personnel Manual will make your employment at Grace Place easier, more fulfilling and enjoyable. We wish you the best success in your position and hope that your employment with Grace Place will be a rewarding one.

### **MISSION of GRACE PLACE**

Grace Place is a faith-based non-profit community center teaching literacy, language, and life skills to at-risk children and impoverished families in Golden Gate city.

### **PURPOSE OF GRACE PLACE**

Grace Place provides free, high quality, educational programs that strengthen families and foster children's social, emotional, physical, spiritual and intellectual development. Programs concentrate on academic excellence, social competency, relational mentoring for positive behavior choices, and safe, structured opportunities for enrichment activities. The outcome will be children who grow up to reach their full potential as literate, happy, healthy, and productive members of society.

## Employment Policies

### At-Will Employment

Employment with Grace Place is on an at-will basis. This means that the employment relationship may be ended at any time, by either the employee or Grace Place, for any reason with or without cause or notice. Any written or oral statement to the contrary by a supervisor or other agent of Grace Place is invalid and should not be relied upon. This handbook does not alter the at-will relationship, and nothing in this handbook should be interpreted as a guarantee of continued employment.

### Probationary Period

All employees hired shall be considered probationary employees until completion of ninety (90) calendar days of employment, unless otherwise indicated. Notwithstanding the fact that the employee has successfully completed the employee's ninety (90) day probationary period, the employee's employment with Grace Place is at all times considered at-will, unless otherwise indicated.

### Equal Employment Opportunity

Grace Place provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, sex, national origin, age, handicap, marital status, veteran or disability status, or other unlawful discriminatory characteristics in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, transfer, leaves of absence, compensation, and training.

### Harassment Free Workplace

Grace Place is committed to a work environment free from unlawful harassment in which everyone is treated with respect and dignity while working, while on the Grace Place premises, while traveling or on Grace Place business, or at Grace Place social functions. Grace Place has zero tolerance for unlawful harassment. The complete Grace Place Anti-Harassment Policy is provided to each employee in the Employee Conduct Policy Handbook [Addendum](#).

### Immigration Employment Law Compliance

Grace Place employs only United States citizens and aliens who are authorized to work in the United States. As a condition of employment, within three days of hire, each new employee must complete the I-9 eligibility verification form and present documentation ~~to the Executive Director~~ establishing employment eligibility and identity. Grace Place shall not permit an employee to ~~work~~ **receive compensation** if the employee has not submitted the information requested on the I-9. Employment will be terminated for any individuals who cannot establish their right to work in the United States.

### **Reference and Background Checks**

Grace Place strives to maintain a safe and productive workplace with honest, trustworthy, qualified, reliable and non-violent employees who do not present a risk of harm to their co-workers or others. Grace Place performs reference and background checks on all adult employees. All reference and background checks will be performed in accordance with applicable federal and/or state law.

Reference and background checks may include employment history and education verification, criminal history, social security number verification and sex offender registry review, and licensure and motor vehicle record, if appropriate to the position. All reference and background check results will be maintained in a confidential file.

Candidates and employees are expected to cooperate fully with reference and background checks. Cooperation includes, among other things, providing written consent to conduct a reference and background check and responding with truthful and complete information to inquiries made by Grace Place or third party investigators. Failure to cooperate in these respects, or any attempt to interfere with implementation of this policy, or Grace Place efforts to obtain relevant information, may result in discipline, up to and including termination of employment.

### **Employee Records, References and Privacy**

Grace Place maintains personnel records of each employee which are the property of Grace Place and are confidential. Employees are required to notify ~~the Executive Director~~ **their supervisor** of any changes in personal status (e.g. marital status, number of dependents, beneficiaries, home address, telephone number) and to report any educational and skill training acquired after joining the Grace Place staff. Employees may review their personnel records whenever they wish. Employees must notify ~~the Executive Director~~ **their supervisor** and schedule a time for inspection that is mutually convenient.

### **Work Schedules**

The standard office hours of Grace Place shall be from 8:30 a.m. to 5:00 p.m. Monday through Friday. A half-hour paid lunch break is included in these hours. For compensation purposes, the weekly pay period shall begin on Sundays and end on Saturdays.

Staff personnel may work on a daily schedule which varies from the normal office hours. Such a schedule must be approved, in advance ~~and in writing, by the Executive Director~~ **by their supervisor**.

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Hourly staff persons must log in before performing any work and log out at the end of their work day. Supervisory staff must review and approve all time sheets before submittal to the bookkeeper.

Staff persons, whose work requires them to be in and out of the office, must take the responsibility to inform the ~~Program~~ **Administrative** Assistant of their departure, the destination(s), and anticipated time of return.

In addition to normal work hours, salaried program staff will be expected to attend various meetings and perform other special duties during extra-hour periods.

### **Attendance**

Grace Place expects all employees to assume diligent responsibility for their attendance and promptness. Employees who are unable to come to work or who will be late must notify their immediate supervisor by phone at least one hour prior to their scheduled start time. An employee who reports to work after the scheduled start time will be considered tardy and may be subject to disciplinary action. An employee who does not report to work without contacting his or her supervisor may be considered to have abandoned the position and voluntarily resigned from employment.

If an employee is absent due to illness for three or more consecutive workdays, a statement from the employee's health care provider may be required before the employee will be permitted to return to work.

In the event an employee cannot report to work on time for an unforeseen circumstance, the employee must report the circumstance to the immediate supervisor or Executive Director as quickly as possible. Excessive tardiness and absenteeism will subject an employee to disciplinary action, which may include termination.

### **Outside Employment**

If employees of Grace Place engage in outside work or hold other jobs, they are subject to certain restrictions. Grace Place requires that employees' outside work or other jobs not adversely affect job performance or be disruptive to the work environment. Employees' outside work or other job must not conflict with their representation in the community of Grace Place as a faith-based organization or entail a conflict of interest with the mission or purposes of Grace Place. Employees may not solicit or conduct outside business during Grace Place work time or use any Grace Place equipment or facilities for non-Grace Place purposes.

### **Job Descriptions**

Each employment position within Grace Place has a job description which provides for an outline of the following job elements:

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1. Purpose of position;
2. Essential activities and responsibilities;
3. Educational requirements;
4. Specialized knowledge requirements;
5. Experience requirements.

It is the purpose of the job description to establish an expected level of performance for each of the above elements.

### **Performance Feedback**

Employees and their supervisors are encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal performance review may be conducted at any time at the discretion of the employee's supervisor. Performance reviews are intended to reflect the employee's effectiveness on the job, and are a continuing record of job performance. They allow the supervisor to measure the employees' work against the requirements of their positions, review results of negotiated goals, and assess general performance behaviors.

Employees can expect to receive performance reviews at least annually, on or after the employee's anniversary date, or at the close of the Grace Place fiscal year.

Salary increases are related in part to individual performance as assessed on the employee's performance review and are considered on the basis of the financial capacity of Grace Place, and are at the Grace Place Board's sole and absolute discretion.

### **Separation from Employment with Grace Place**

Voluntary separation from Grace Place occurs when an employee resigns, retires or dies. Employees are encouraged to give Grace Place at least two weeks notice of intent to resign in a written resignation letter stating the reason for leaving and intended last day of work.

Involuntary separation occurs when an employee is discharged, is the subject of a reduction in work force, or when the employee's position comes to an end.

The date of termination is the last day worked, but cannot fall on a Saturday, Sunday or holiday (unless it is a regularly scheduled workday). Employees may not use accumulated Paid Days Off to extend the date of employment beyond the last day that actual work is performed. Final paychecks are processed in accordance with federal, state, and local regulations, less any amounts owed to Grace Place, and will include payment for time worked. Accumulated Paid Days Off will not be paid.

On or before the employee's last day of work, an exit interview will be scheduled, at which time all Grace Place property must be returned. This includes Grace Place authorized credit cards and other Grace Place property (including, but not limited to, equipment, supplies, policy

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manuals, organization manuals, business documents, papers, files, proprietary information, computers and accessories, portable telephones, identification badges, and keys).

## Compensation Policies

### Employment Classifications

All paid positions at Grace Place are classified as either exempt or nonexempt from the overtime provisions of the Fair Labor Standards Act (FLSA). For purposes of salary administration and eligibility for overtime payments, employees are classified as follows:

*Nonexempt employees.* Employees who are required to be paid overtime at the rate of one and one-half times the employee's regular rate of pay for all hours worked in excess of forty hours in a workweek, in accordance with applicable federal wage and hour laws, or more frequently in accordance with certain state or local wage and hour laws.

*Exempt employees.* Employees who are not required to be paid overtime in accordance with applicable federal wage and hour laws for work performed in excess of forty hours in a workweek. Executives, professional employees, outside sales representatives, and certain employees in administrative positions are typically exempt.

### Employment Categories

For purposes of employee benefits, the following employment categories exist:

*Full-time regular employees.* Employees hired to work the normal, full-time 40 hours workweek on a regular basis. Such employees may be "exempt" or "nonexempt" as defined above.

*Part-time regular employees.* Employees hired to work 30 hours or less per week on a regular basis. Such employees may be "exempt" or "nonexempt" as defined above.

### Non-Exempt Time Reporting and Overtime

Non-exempt employees are paid for actual hours worked as accurately recorded by their time sheet. Overtime pay is based upon hours recorded and worked and will be reflected in the pay for the pay period following the one in which the overtime was worked. Hours worked by non-exempt employees in excess of 40 per workweek are paid at the rate of one and one-half times the employee's regular hourly rate unless otherwise required by state or local law. Paid holidays and vacation do not count towards hours worked for the purpose of calculating overtime.

Overtime must be approved by the Executive Director prior to being worked. Working overtime without prior approval, or falsification of time records, may result in disciplinary action, up to and including termination of employment.

### Pay Practices

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Employees are paid on a bi-weekly basis. Grace Place takes all mandatory deductions including federal, state and local taxes, FICA (Social Security and Medicare), tax liability and wage deductions directed by the courts. Voluntary deductions will also be made for approved benefit or employee programs. If an employee believes an improper payroll deduction has been made, the employee should notify the Executive Director or the Bookkeeper. Reports of improper deductions will be reviewed promptly and, if valid, the employee will be reimbursed for any improper deduction(s) as soon as possible after the conclusion of the investigation.

Paychecks (or paystubs for Direct Deposit) are issued to the employee directly. Incorrect paychecks must be reported immediately to the Executive Director or Bookkeeper. Employees are responsible for reviewing paychecks to ensure payment was issued and deductions were recorded correctly. Issues of over and underpayment will be reconciled.

## Time Away From Work Policies

### Holidays

Grace Place observes 9 holidays each year and the office and programs are closed on these days. Regular full-time employees, and part-time employees who are regularly scheduled to work at least 30 hours per week year-round, are eligible to receive these days off with pay.

New Year's Day	January 1
Martin Luther King, Jr. Day	3 <sup>rd</sup> Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25

Holidays that fall on Sunday will be observed the following Monday. Holidays that fall on Saturday will be observed on the preceding Friday. If a paid holiday falls within an employee's approved paid leave, that day will not be counted against paid leave.

### Paid Days Off (Vacation, Sick, Personal, Bereavement, etc.)

Regular full-time employees (school-year and year-round), and part-time employees who are regularly scheduled to work at least 30 hours per week year-round, are eligible to earn Paid Days Off. An employee must complete 90 days of service before being considered eligible for Paid Days Off.

The amount of Paid Days Off eligible employees ~~accumulate every month~~ are eligible for increases with the length of employment, as shown below. PDO accumulation rates are

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determined by the length of service and are pro-rated for part-time employees who are scheduled to work more than 30 hours per week year-round, as well as for full-time employees who do not work year-round.

Employment <u>Year</u>	Earned <u>Increments</u>	Total <u>Days</u>
Year 1	1.17/mo	14
Years 2–4	1.58/mo	19
Years 5–9	2.0/mo	24
Years 10+	2.42/mo	29

New employees will receive a pro-rated amount of Paid Days Off from their Hire Date until the end of the current fiscal year. A pro-rated initial year will be considered as one year of experience if there are more than six months from Hire Date until the end of the current fiscal year.

Paid Days Off must be scheduled and approved in advance by the immediate supervisor and should be requested in writing by employees ~~from their supervisor~~ as far in advance as possible. Requests are granted in writing based upon the expected workload, adequacy of staffing for that period of time and other appropriate considerations.

Paid Days Off must be used in the **fiscal** year of service incurred and may not be rolled over to the following **fiscal** year. Paid Days Off may be used only in half- and full-day increments.

### Illness

Employees who are unable to report to work due to personal illness or injury, or due to an illness or injury to an immediate family member (spouse, child, parent, or domestic partner of the employee) must report the need for Paid Days Off by personally contacting the immediate supervisor by phone no later than one hour after the start of the work day on the first day of absence and provide a follow-up report daily thereafter. If the employee's immediate supervisor is unavailable, the employee must then speak with the Executive Director. It is not acceptable to communicate the need for a Paid Day Off for medical illness to any other personnel or to leave a voice mail or email message and fail to call back.

Employees who become sick during the workday must notify their supervisor or Executive Director before leaving the office.

In case of prolonged illness, an employee must use earned unused Paid Days Off for absence during illness before going on special extension of sick leave, obtained through recommendation of the Executive Director. Special extension is considered on an individual basis in relation to length of service, former sick leave record, nature of illness, and other

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considerations. This would only be applicable in the event of prolonged illness or major surgery and accompanied by a physician's statement.

~~If an employee anticipates being out sick for more than 3 days, a physician's statement may be required when they return to work.~~

~~Paid Days Off are not paid at time of termination of employment. Paid Days Off must be used in the year of service incurred and may not be rolled over to the following year.~~

### **Leave Without Pay**

Grace Place may provide leaves of absence without pay to full and part-time employees to fulfill personal obligations. An employee who wishes to request leave without pay should submit a request in writing to his or her supervisor as soon as possible. Except in instances of emergency, the request must be submitted at least 30 days prior to the first day of requested leave. The request should include the reason for the leave, the anticipated beginning and ending dates, and the employee's intent to return to work after the leave.

Decisions whether to grant leaves of absence are made on a case-by-case basis by management. Requests for leave without pay will be evaluated based on a variety of factors, including but not limited to workload and staffing considerations during the proposed period of absence. Requests may be denied if they create an undue burden on Grace Place. Since Grace Place has less than 50 employees, it is not required to provide for the Family and Medical Leave Act (FMLA).

### **Jury Duty and Court Appearances**

An employee summoned for jury duty must notify his or her supervisor, submit a copy of the summons as soon as it is received and keep the supervisor informed of the dates and times of service as soon as they are known. Upon conclusion of jury service, employees should obtain a certificate from the clerk of the court verifying the dates of service.

An employee serving on jury duty will be paid his or her salary at the regular rate of pay for up to five (5) days of jury duty.

An employee required to appear as a witness in court because the employee is suing, being sued, or serving as a non-state witness may have the absences counted against accumulated leave or may request leave without pay. Leave without pay requires supervisory approval.

Employees must report to work on days when their services are not required by the court and are expected to return to work on any day or partial day of at least four hours when services are not required by the court. Any request to deviate from this procedure requires supervisory approval.

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## Conduct Policies

### Conduct Guidelines

All employees are expected to adhere to the Employee Code of Conduct Policies. As a condition of employment with Grace Place, all employees are required to certify that they have read, understand, and will comply with the Employee Code of Conduct Policies. However, the absence of a signed Code of Conduct certification will not relieve any employee of the obligation to follow the Code of Conduct.

### Progressive Discipline

Grace Place has adopted rules and standards to ensure productive, harmonious operations. Although Grace Place employees are employed at-will, the best interest of Grace Place lies in ensuring fair treatment of all employees and in making certain that discipline is prompt, fair, and uniform.

Grace Place endorses a philosophy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve whenever practical or reasonable. Employees' performance and conduct is evaluated on an ongoing basis, with feedback provided when necessary.

In some cases, formal discipline is necessary. Progressive discipline steps may include, but are not limited to, verbal warnings, written warnings, unpaid administrative leave and termination of employment. Grace Place retains the right to administer discipline in any manner it deems suitable and any of the steps listed above may be skipped. Termination of employment may also occur at any time without any progressive disciplinary steps having been taken, as the Progressive Discipline does not alter the employees' at-will employment status.

### Drugs and Alcohol

Grace Place maintains a workplace that is free from the effects of drug and alcohol abuse. Grace Place will not tolerate any abuse of drugs or alcohol that imperils the health or well being of its employees, volunteers, or constituents it serves, threatens its operation, or compromises the safety of its services.

Grace Place reserves the right to establish drug and alcohol search and screening procedures consistent with applicable laws, as deemed necessary. Implementation of search or screening procedures will be established only with the joint and prior approval of the Executive Director.

While on Grace Place property or while performing Grace Place business off premises, employees are prohibited from the unlawful possession, use, manufacture, distribution, sale or dispensation of illegal drugs or alcohol. Such behavior is subject to immediate termination.

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Such conduct is also prohibited during nonworking time to the extent that it violates laws, negatively affects Grace Place activities, or adversely affects the reputation of Grace Place.

Employees who use legally prescribed drugs during work, and have any reason to expect that such use may affect their ability to perform work, must report this fact to the Executive Director.

Employees who are convicted of any drug or alcohol-related offense, including pleas of no contest, are obligated to inform the Executive Director within twenty-four hours of said conviction or plea. Failure to comply with this regulation will result in disciplinary action up to and including termination of employment.

### **Use of Firearms**

An employee shall not carry or use firearms on duty or at any time on Grace Place property or business, except as specifically authorized by Florida law. Displaying or carrying firearms on Grace Place property except as specifically authorized by Florida law shall be cause for immediate dismissal.

### **Smoking**

Grace Place provides a smoke-free work environment. Smoking anywhere on Grace Place property, including owned and leased vehicles, and while on any Grace Place business, are prohibited.

### **Dress Code**

Appropriately dressed employees add to the overall credibility of Grace Place and display a sense of professionalism and respect. The following guidelines describe grooming and attire appropriate for Grace Place work. Business attire and business casual are appropriate for office, teaching, and supervisory positions. Clean, professionally appearing jeans or other more casual clothing may be worn for child care or summer camp positions.

School age employees will be expected to dress in a manner that is compatible with the Dress Code of the Collier County Public Schools.

### **Media Inquiries**

The reputation and community trust of Grace Place is essential and, as such, all media inquiries should be directed to the Executive Director or his/her designee. Prior to any action or statement which might significantly affect or obligate Grace Place, employees should seek prior consultation and approval from the Executive Director. These actions may include but are not limited to: public statements to the press, collaboration or joint initiatives or any agreements involving contractual or other financial obligations. Employees are authorized to act as representatives of the organization as specifically indicated within their position/job

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descriptions and only to the extent of such written specifications.

## **Safety and Security Policies**

### **Workplace Safety and Security**

In order to provide a secure, safe and healthy work environment for employees, Grace Place periodically provides information to employees about workplace safety, health, and security issues through regular internal communication means such as meetings, memos or other written communications.

Employees are discouraged from bringing large amounts of cash or other personal valuables to work unless absolutely necessary. Grace Place is not responsible for employees' personal items that are lost or stolen.

Ideas, concerns or suggestions for improved safety and security in the workplace are encouraged to be brought to management's attention so that the safety and welfare of all employees can be improved. Employees should feel free to report, without fear of retaliation, any condition which they believe poses a safety, health or security risk in the workplace. Grace Place will investigate such reports promptly and thoroughly and take appropriate corrective action. Further, any comments or jokes regarding threats of violence will be taken seriously and dealt with appropriately and promptly.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to their supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefit procedures.

### **On the Job Injuries**

If an employee is injured on the job, he or she should report the injury immediately to his or her supervisor, no matter how insignificant the injury may appear. This reporting is necessary to comply with federal and state laws and to initiate insurance and worker's compensation benefits should they be needed immediately or in the future. Workers compensation insurance is provided to all employees in accordance with applicable state laws.

### **Use of Grace Place Buses and Vehicles**

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Employees may be required to drive a Grace Place bus or vehicle as part of their job duties. Employees who drive as part of their job duties are required to do so in a friendly, courteous and safe manner. It is the policy of Grace Place to make sure its drivers are qualified and legally authorized to safely operate motor vehicles used in the course of Grace Place business. Only those employees and volunteers who meet the qualifications of the Grace Place vehicle policy are allowed to operate Grace Place vehicles.

Drivers are responsible for the safe operation of their vehicle. At no time are they permitted to subject a Grace Place vehicle to abuse through careless or reckless operation.

Drivers are required to notify Grace Place of license suspensions or revocations, and to report accidents or damage to Grace Place vehicles no matter how insignificant they appear within 24 hours. Drivers who fail to comply with these rules may face disciplinary action up to and including termination of employment.

Seat belts must be used at all times, by both the driver and all occupants of the vehicle. Failure to properly use seat belts will also be cause for disciplinary action. No employee, while operating a Grace Place vehicle, may use a hand-held cellular telephone. Smoking is prohibited in Grace Place vehicles.

No driver may operate a motor vehicle while the driver's ability or alertness is so impaired, through fatigue, illness, taking medication or any other cause, as to make it unsafe for the driver to operate the vehicle. Employees who drive Grace Place vehicles while under such conditions which could impair their driving ability face disciplinary action up to and including termination.

Drivers can be disqualified from driving vehicles for a number of reasons, including involvement in a number of accidents, or a demonstration of disregard for the safety of the public, as evidenced by excessive speeding, reckless driving, driving under the influence, driving while his/her license is suspended or revoked, other evidence of reckless driving, failure to report an accident and/or breaking any motor vehicle laws.

Parking and traffic fines incurred while utilizing vehicles are the responsibility of the driver and will not be paid or reimbursed by Grace Place.

## **Benefits Policies**

### **Health Insurance**

The Board of Directors of Grace Place determines health benefit programs to be offered, as well as eligibility and cost sharing provisions. Grace Place reserves the right, at its discretion, to modify its insurance program offerings, eligibility definitions and cost sharing provisions without advanced notice. For details on the insurance programs available at Grace Place, please

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contact the Executive Director.

## **Agreement and Acknowledgement Of Receipt of Employee Handbook**

I acknowledge that this Handbook exclusively sets forth the Grace Place employment policies and procedures and represents and expresses my complete agreement regarding the terms and conditions of employment. I understand and agree that my employment is at-will and may be terminated by Grace Place at any time, with or without cause, and with or without notice, at the option of either Grace Place or myself. I further agree that the at-will nature of my employment cannot be amended, modified or altered in any way. I also understand and agree that Grace Place retains the right to demote, transfer, change my job duties, change my compensation and change the terms and application of the policies in this handbook at any time with or without notice and with or without cause in its sole discretion.

I hereby acknowledge receipt of the Employee Handbook of Grace Place. I have thoroughly read and understand the policies and rules set forth in the Employee Handbook of Grace Place and agree to abide by them.

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Employee Signature

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Date

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Printed Name