This handbook is designed to acquaint you with Latin American Youth Center (LAYC) and to provide you with information about working conditions, employee benefits, and policies affecting your employment. It describes many of your responsibilities as an employee, and outlines the programs developed by LAYC to benefit employees. You should read and become familiar with all provisions of the handbook, so you will know what LAYC expects from you, and what you can expect from LAYC.
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Welcome Statement

Latin American Youth Center's (LAYC) mission is to empower a diverse population of youth to achieve a successful transition to adulthood, through multi-cultural, comprehensive, and innovative programs that address youth's social, academic, and career needs.

For over 50 years, LAYC has been committed to transforming the lives of low-income young people and their families. LAYC offers multi-service, comprehensive, and bilingual enrichment, prevention, and intervention programs and opportunities in education, workforce readiness, housing, community wellness, behavioral health services, arts, and healthy recreation to over 5,000 individuals each year.

For those of you commencing employment with Latin American Youth Center (“Latin American Youth Center” or “LAYC”), on behalf of LAYC, we extend a warm and sincere welcome. We hope you will find fulfillment in your work and we are very glad to have you with us.

For those of you who have been with LAYC for some time, thank you for your past and continued service.

I extend to you my personal best wishes for your success at LAYC. We understand the importance of your contributions, and it is because of the services that you provide to our youth that they have achieved their goals. In addition, we are hopeful that you will grow professionally, enabling you to meet your goals and our young people to meet theirs.

Mirna (Lupi) Quinteros-Grady
President & CEO

Revised July 2019
About this Handbook

This handbook contains only general information and guidelines. It is not intended to be comprehensive, or to address all the possible applications of, or exceptions to, the general policies and procedures described. Additionally, the policies in this handbook are intended to cover current federal and Washington, DC regulations. Because LAYC has sites in multiple jurisdictions (Washington, DC, and Montgomery County and Prince George’s County in Maryland), there may be some policies in this handbook that do not apply as written because of the different requirements of the applicable law in the jurisdiction where you work. We have pointed out relevant differences where possible in this handbook; however additional variances may exist. In these cases, please contact Human Resources (HR) for policy clarification.

LAYC reserves sole discretion to interpret its policies and resolve any conflict between or among policies. As LAYC evolves, the need may arise to changes policies described in this handbook. LAYC therefore reserves the right at any time to revise, rescind, suspend, cancel, supplement or otherwise amend any policies or portion of the handbook as it deems appropriate, in its sole and absolute discretion. It is our intent to notify employees of such changes as they occur. Please direct any questions regarding applicable differences in policies to HR. Similarly, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to HR.

This supersedes all previous handbooks issued by LAYC.

Revised July 2019
General Employment Policies

Employment at Will

Your employment with LAYC is “at will.” This means that you may terminate your employment with LAYC for any reason and at any time, and similarly, LAYC may terminate your employment at any time and for any reason not otherwise prohibited by law, and without providing prior notice, warning, or discipline. Nothing contained in this handbook is intended to create, and should not be construed, as a contract of employment or changing the “at will” status of all LAYC employees. This handbook does not form a contract (with employees) regarding any of the policies in this handbook. The provisions of the handbook have been developed by management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at LAYC's sole discretion.

Equal Employment Opportunity Policy

LAYC is an Equal Opportunity Employer. It is our policy to prohibit unlawful discrimination and to afford equal employment and advancement opportunities to employees and applicants without regard to race, color, religion, sex, pregnancy, national origin, age, disability, sexual orientation, genetic information, veteran status or any other characteristic protected by law. This policy applies to all terms, conditions, and privileges of employment, including, but not limited to, hiring, promotion, compensation, termination, leaves of absence, training, development, and advancement. The policies and principles of equal employment opportunity also applies to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies, and any other firms doing business with or for LAYC. LAYC recognizes that we live and work in a diverse world, and values the skills and abilities of employees from all cultural backgrounds and traditions.

Non-Discrimination and Anti-Harassment Policy

LAYC is committed to providing a work environment that respects the dignity and worth of each individual, and is free from all forms of harassment. Every employee, at every level of LAYC, has the right to work in an atmosphere that is free of discriminatory practices and harassment. Therefore, any form of illegal harassment that has the purpose or effect of interfering with an individual’s work performance or that creates an intimidating, hostile, or offensive work environment, will not be tolerated.

Harassment of any individual by anyone (e.g., managers, co-workers or even non-employees such as contractors, consultants, and vendors) on any protected basis is strictly prohibited.
Protected bases include an individual’s race, sex, pregnancy, religion, color, national origin, age, mental or physical disability, sexual orientation, genetic information or other characteristic or activity protected by applicable local, state and/or federal anti-discrimination laws (including opposing illegal discrimination or participation in proceedings relating to claims of discrimination). Violations of this policy will result in disciplinary action up to and including termination of employment or services to LAYC.

LAYC takes allegations of harassment seriously, and will take all steps reasonably required to prevent, investigate, and promptly correct any such harassment or other similar conduct in the workplace or in settings in which employees and other service providers to LAYC may find themselves in connection with their employment.

Sexual Harassment – Prohibited Conduct

For the purposes of this policy, sexual harassment is defined as unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, submission or rejection of such conduct is used as a basis for making employment decisions affecting the individual, or such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creates an intimidating, hostile or offensive working environment.

Examples of what may constitute sexual harassment are:

- Unwelcome sexual advances or propositions – whether they involve physical touching or not; unwelcome and repeated flirtations.
- Unwelcome comments about appearance, body or dress.
- Sexually-oriented, suggestive, obscene, or insulting comments, language, or jokes said directly to another employee(s) or overheard by another employee(s).
- Written or spoken references to sexual conduct; and/or comments about an individual’s body, sexual activities, experiences, deficiencies, or preferences.
- Derogatory comments or actions based on stereotypical views of a person’s gender, even though they are not necessarily sexually provocative.
- Displaying, possessing or wearing in the workplace sexually suggestive, revealing, or pornographic objects, pictures, graffiti, clothing or cartoons or any other materials with a sexual content.
- Physical horseplay or practical joking of a sexual nature, such as whistling, leering, or unnecessary touching such as patting, pinching, or intentional brushing against another’s body, or sexual gestures.
- Threats, or promises of preferential treatment, designed to induce submission to or tolerance of any of the above conduct.
- Any other conduct of a sexual nature which, if unwelcome and sufficiently severe, may constitute unlawful sexual harassment.

Revised July 2019
➢ Threatening retaliation after a negative response to sexual advances, any of
the conduct above, or an employee’s indication that he or she intends to report
sexual harassment.

The above list of examples is not intended to be all-inclusive.

Other Forms of Harassment - Prohibited Conduct

For purposes of this policy, other harassment is defined as verbal or physical conduct that
denigrates or shows hostility or aversion toward an individual because of his or her race,
religion, color, national origin, age, genetic information, mental or physical disability, or other
characteristic protected by applicable local, state and/or federal anti-discrimination laws, and
that has the purpose or effect of unreasonably interfering with an individual's work
performance or creates an intimidating, hostile or offensive work environment.

Examples of such harassment are:

➢ Using epithets, slurs or derogatory comments.
➢ Mocking, ridiculing or mimicking another’s culture, accent, appearance, or
Customs.
➢ Engaging in offensive or hostile acts that focus on a protected characteristic,
including jokes or pranks.
➢ Displaying on walls, bulletin boards, e-mail or elsewhere on LAYC’s premises,
or circulating in the workplace or wearing, written or graphic materials that
denigrate or show hostility or aversion towards a person or group because of
any protected characteristic, such as derogatory objects, pictures, drawings,
photographs, cartoons, or posters.
➢ Threatening retaliation after a negative response to such conduct or an
employee’s indication that he or she intends to report harassment. The above list of
examples is not intended to be all-inclusive.

Employees are reminded that some inappropriate conduct or behavior, while not necessarily a
violation of this policy, may violate location work rules or policies and, as a result, appropriate
discipline may be imposed.

Responsibility

All LAYC employees have a responsibility to comply with this policy by refraining from engaging
in prohibited conduct, as well as any conduct that could be perceived by another as violating
this policy. Employees are also responsible for promptly addressing and reporting offensive or
other improper behavior he or she believes in good faith may constitute conduct prohibited by
this policy.
An employee can address such behavior by promptly advising the offender that his or her behavior is unwelcome and unwanted and request that it be discontinued. LAYC also requires the prompt reporting of all incidents of discrimination or harassment, regardless of who the offender may be. If you believe you have been subjected to a violation of this policy prohibiting discrimination and harassment, or if you have observed a violation involving another employee, you should report that violation immediately pursuant to the complaint procedure described below. It is the responsibility of any employee who experiences any job-related discrimination or harassment to utilize the complaint procedure, which has been established to prevent and correct unacceptable workplace behavior. Most incidents of harassment can be effectively addressed with a minimum of disruption if reported early, before the offending behavior becomes severe or pervasive. Failure to report, or delay in reporting, improper conduct also can make it difficult for LAYC to quickly take effective corrective action.

Complaint Procedure

Individuals who believe in good faith that they are being subjected to conduct that violates LAYC’s policy prohibiting discrimination and harassment may contact any of the following individuals to report the situation. LAYC also encourages individuals who believe in good faith that any other person in the work environment has been subjected or is being subjected to conduct that violates this policy to contact any of the following to report the facts of the situation:

- your manager
- your department head
- chief operating officer (COO), or president & chief executive officer (CEO)
- member of the board of directors (board)
- HR

REMEMBER! It is critical that you promptly report illegal harassment or improper conduct, even suspicions of such conduct, before the behavior escalates and creates additional problems.

Training Provided

LAYC will provide sexual harassment training to all employees, and they will be asked to demonstrate proof of training by signing the attendance page or completing an online quiz.

Manager/Management Responsibilities

All managers have a special responsibility to report any complaint of illegal harassment immediately to HR. Managers and management must make such reports even if the circumstances of the complaint are unclear and cannot be immediately substantiated. Prompt reporting and investigation by an impartial third party is critical to stopping illegal harassment before it becomes severe or pervasive.
Confidentiality

Your report of improper conduct will be investigated promptly and the investigation will be kept as confidential as possible, consistent with the need to determine the facts.

Protection Against Retaliation

An individual who reports incidents that the employee, in good faith, believes to be violations of this policy prohibiting discrimination and harassment, or who is involved in the investigation of discrimination or harassment, will not be subject to reprisal or retaliation. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, any person found to have retaliated against an individual will be subject to disciplinary action.

Employees with Disabilities Policy Statement

LAYC is committed to complying with all applicable provisions of the Americans with Disabilities Act (“ADA”) and other applicable federal and/or state laws designed to ensure equal opportunity in employment for qualified persons with disabilities. It is our policy not to discriminate against any qualified individual employee or applicant with regard to any terms or conditions of employment because of such individual’s disability or perceived disability, so long as the employee can perform the essential functions of the job. Consistent with this policy of non-discrimination, we will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA or applicable law, who has made LAYC aware of his or her disability, provided that such accommodation does not constitute an undue hardship on LAYC.

Employees or applicants who are disabled and who believe they need a reasonable accommodation to perform the essential functions of their job should contact HR. We will then meet with you, and your manager as required, to discuss and identify the precise limitations resulting from the disability and the potential accommodation that we might make to help overcome those limitations. Please note that the law does not necessarily require that LAYC make the best possible accommodation, reallocate essential job functions, or provide personal use items. In conversations with you, we will determine the feasibility of the requested accommodation considering various factors including, but not limited to, the nature and cost of the accommodation, the accommodation’s impact on the operations of LAYC, including the ability of other employees to perform their duties, and our ability to conduct business.

Employees or applicants who have questions regarding this policy or believe that they have been discriminated against or harassed based on a disability should notify a manager or HR. All such inquiries or complaints will be treated as confidential to the extent possible.


Business Ethics and Conduct

The continued success of LAYC is dependent upon policy makers, partners, vendors and other stakeholder’s confidence and trust; we are dedicated to preserving that trust. Staff have a duty to LAYC, state policy makers, partners, and stakeholders to act in a way that will merit the continued trust and confidence of the public. Business ethics and high standards of conduct apply to the fair dealing and ethical conduct of LAYC staff, as well as the staff’s ethics and conduct toward LAYC partners and other stakeholders. LAYC’s reputation for integrity and excellence requires careful observance of all applicable laws and regulations, as well as scrupulous regard for the highest standards of conduct and personal integrity by its staff, as well as its officers and board members.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with HR or the president & CEO.

Compliance with this policy of business ethics and conduct is the responsibility of every LAYC employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

Ownership of Work Materials at LAYC

All work performed in the course of employment with LAYC is exclusively for the benefit of LAYC. LAYC shall own all rights to any product, outcome, service, report or other materials developed by any employee and may make any use or nonuse of such works without further payment or obligation to the employee. If an employee leaves LAYC, s/he cannot use, sell, and/or distribute, repackage or recreate any products or materials developed for LAYC without written permission of the president & CEO. LAYC retains full ownership of all funder data including directories and/or stakeholder lists.

Conflict of Interest Policy

The participation of employees in external activities that enhance their professional skills or constitute public service can be beneficial to LAYC, as well as to the individual employee. External activities provide an opportunity to discover and pass on new knowledge, with the formation of alliances that enhance LAYC’s mission.

A conflict of interest occurs when an employee is faced with an actual or potential compromise of his or her loyalties to the organization. A conflict of interest may also exist when the interests or concerns of any director, officer or employee, or such individual’s immediate relatives, or any party, group or organization to which such person has allegiance, may be seen as
competing with the interests or concerns of LAYC. External activities can lead to conflicts of interest with regard to an employee’s responsibilities at LAYC. As such, this policy is intended to provide a framework for recognizing and managing employee conflicts of interest, and whenever possible, to prevent even the appearance of conflicts of interest. While the primary goal of this policy is to prevent an employee’s external activities and association from adversely influencing LAYC operations, this policy is also intended to protect employees from undue suspicion that their external activities or associations may improperly influence LAYC operations.

- Employees must exercise good faith and act with the highest standard of fairness in all transactions touching upon their duties to LAYC, and its assets.
- Conflicts of interest should be avoided where possible, or otherwise disclosed and managed. Employees are expected to use good judgment to identify possible conflicts of interest and to manage such conflicts so as not to adversely influence LAYC operations.
- All acts performed as part of an employee’s employment responsibilities shall be for the benefit of LAYC.
- Employees shall not use their positions, or knowledge gained from them, so that a conflict might arise between the interests of LAYC and those of any individual or organization. Employees shall also seek to avoid any situation that may suggest the appearance of a conflict of interest.
- An employee of LAYC, or any member of his or her immediate family (e.g., father, mother, child or children, siblings, aunt, uncle, grandparents) shall not derive any income from working as an independent contractor for an entity that receives any income from LAYC.
- No employee of LAYC shall accept any favor, kickback, or gratuity that may influence or appear to influence his or her actions concerning LAYC.
- Nothing in this policy shall be construed to permit, even with disclosure, any activity that is prohibited by law.

All LAYC employees and members of the board shall complete the LAYC Conflicts of Interest Disclosure Form (Disclosure Form) no less often than annually, and submit it to HR.

A new disclosure form should also be completed whenever there is a significant change. For example, if an employee undertakes any new employment activity, grant award, investment or other interest, which may involve obligations that compete or conflict with, or that appear to compete or conflict with, the interests of LAYC, then the new activity and potential conflict will be promptly disclosed by submitting an updated Disclosure Form to HR. Employees shall avoid any involvement with all related LAYC activities and decisions until HR has evaluated and approved the reported conflict of interest.

When disclosing a conflict or potential conflict, an employee or board member shall include a brief statement of the nature and extent of the conflict on the Disclosure Form.
In the event that HR or the board’s HR committee members conclude that there is no reasonable way to manage a conflict of interest, then the employee or board member may be prohibited from participating in conflicting LAYC affairs.

All information disclosed regarding conflicts of interest shall be considered part of the employee’s personnel file or the board’s HR committee documentation and shall be deemed confidential. To the extent allowed by law, any information disclosed by an employee or board member as required by this policy shall be used solely for the purpose of administering this policy, and shall not be used for any other purpose unless required by law.

If LAYC becomes aware of a conflict of interest that an employee member has not disclosed, HR shall discuss the situation with the employee, require that a written disclosure be made as provided in this policy, and manage the conflict.

If LAYC becomes aware of a conflict of interest that a board member has not disclosed, the HR board committee will discuss the situation with the board chair and the board member, and require that a written disclosure be made as provided in this policy, in order to manage the conflict of interest.

Violations of LAYC policies, including the failure to avoid a prohibited activity or to disclose a conflict of interest in a timely manner, will be dealt with in accordance with applicable LAYC policies and procedures. This may include disciplinary actions up to and including termination of employment with LAYC or separation from the board.

**Whistleblower Policy**

LAYC expects all employees to observe the highest standards of business and personal ethics while conducting organizational business. As representatives of LAYC, employees are expected to practice honesty and integrity in fulfilling responsibilities; comply with all applicable laws and regulations; and to report violations or suspected violations in accordance with this whistleblower policy.

No employee who, in good faith, reports a violation (such as outright theft of equipment or cash), fraudulent expense reports, misstatements of any accounts to any manager or to LAYC's auditors, or even an employee's conflict of interest that results in financial harm to LAYC) shall suffer harassment or retaliation, nor will he or she suffer an adverse employment consequence as a result of such report. Any employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This whistleblower policy is intended to encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside the organization.

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LAYC encourages employees to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, your manager is in the best position to address an area of concern. However, if you are not comfortable speaking with your manager, or are not satisfied with the manager’s response, you are encouraged to speak with HR or any member of the leadership team you are comfortable approaching. Managers are required to report suspected violations to HR, COO, president & CEO, or the board’s HR committee members who are responsible for investigating all reported violations.

HR, COO, and/or president & CEO are responsible for investigating and resolving all reported complaints and allegations concerning violations. The board’s HR committee members are responsible for investigating reported complaints and allegations concerning members of the senior team, which includes the president & CEO, COO, chief financial and administrative officer (CFAO), and chief strategy officer (CSO).

**Personnel Files**

LAYC maintains a personnel file on each employee. The personnel file includes such information as the employee’s job application, resume, records of training, documentation of performance appraisals, salary increases, and other employment records. Personnel files are the property of LAYC, and access to the information they contain is restricted. Generally, only those who have a legitimate business reason to review information in a personnel file are allowed to do so. Typically, the employee, HR, and the employee’s immediate manager have a legitimate business reason. With reasonable advanced notice, the employee may review his/her file in HR, which can provide a copy of any documentation contained in the file, but will not permit the removal of any original documents contained in the file.

Confidential personnel records and information will be provided to outside sources only as required by law.

**Verification of Employment**

From time to time, LAYC may receive inquiries from third parties regarding employees (such as banks verifying employment for the purpose of approving a loan application, or prospective employers seeking information about an employee’s experience at LAYC). It is our policy to verify job title, dates of employment, and final salary. More extensive information will only be released if the employee first provides written authorization. All requests for reference information should be directed to HR. Likewise, occasionally, we receive reference requests concerning our consultants/contractors. Those requests should be directed to HR and the response will be coordinated with the staff person who is best suited to provide information on the contractor.

Revised July 2019
Confidentiality of LAYC Information

By accepting and continuing employment with LAYC, the individual staff member agrees that they will not disclose or use any of LAYC’s confidential information as defined below, either during or after their employment. LAYC sincerely hopes that its relationship with its staff will be long-term and mutually rewarding. However, employment with LAYC assumes an obligation to maintain confidentiality, even after a staff member is no longer with LAYC.

Confidential Material Outlined

All supplies, materials, and work products of staff shall remain the property of LAYC during and after resignation, discharge, or layoff. All notes, staff records, copies or reproductions, electronic or otherwise, are exclusive property of LAYC and the staff member agrees to return such materials promptly upon termination of employment and/or erase them from any digital media retained by the staff member as directed by LAYC. The term “confidential material” shall mean all information of any nature and in any form which relates to any aspects of the duties and responsibilities of the individual staff, including but not limited to donor lists, mailing lists, program information, publications, business or political contacts, financial matters, contracts, organizational initiatives, strategies and plans, and research activities.

Staff who improperly use or disclose proprietary or confidential business information to internal or external sources will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

Grievance Procedure

LAYC is committed to all of its employees and strives to ensure fair treatment of all. Part of this commitment is encouraging open communication in which any problem, complaint, suggestion, or question receives a timely response from the organization’s management. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive feedback.

If employees disagree with organizational practices, they can express their concern through the grievance procedure. No employee will be penalized, formally or informally, for voicing a complaint with the agency in a reasonable, business-like manner.

If a situation occurs when an employee believes that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to bring those issues to management’s attention using the procedure described here.

Revised July 2019
1. Employee presents problem to immediate supervisor at LAYC after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to any other member of management at LAYC and/or HR at LAYC.

2. Supervisor at LAYC responds to problem during discussion or after consulting with appropriate management, when necessary. Supervisor documents discussion.

3. Employee contacts HR if a problem is unresolved.

4. HR counsels and advises employee.

5. HR presents problem to management at LAYC.


**Child Abuse Accusations Procedure**

All staff members serving youth directly are advised to familiarize themselves with this policy. This is a general overview of the procedure to be followed in the event of an accusation or suspicion of child abuse.

Accusations against a staff member or admission by a staff member of child abuse towards a client should be immediately brought to the attention of the COO. If a youth states to a staff member that he or she has been abused by another staff member, the staff member should immediately notify the COO.

Once an accusation or admission has been made, an official report to authorities according to law should be made and an internal report documented. If an investigation proceeds, the staff member accused/admitting will be placed on administrative leave with pay for up to ten days or until the investigation is complete. If the investigation lasts longer than ten days, the president & CEO, in consultation with the chair of the board, will decide whether the staff member may continue on administrative leave with pay, or be placed on leave without pay pending the end of the investigation. The investigation may be internal and/or external.

In the event that a staff person is accused of abusing a youth and it is determined that a physical or psychological evaluation is necessary, LAYC may pay for these expenses with the agreement that the results of the testing be provided to LAYC. Family counseling and other services will be determined after review of the facts of a specific case.

If any staff member suspects that a child is the victim of child abuse by someone other than a staff member, he or she should report this immediately to his or her supervisor. All direct youth-serving staff members are considered mandatory reporters and must be familiar with the policy and protocol for reporting abuse and neglect. If a direct youth serving staff member suspects abuse or neglect by someone in the child’s household, he or she is required to notify their supervisor and consult the LAYC protocol for mandated reporters, which is available online at https://cfsa.dc.gov/service/report-child-abuse-and-neglect (DC), or

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Along with his or her supervisor, the youth-serving staff member should proceed with all mandated reporting procedures, including, but not limited to, contacting the appropriate authorities, documenting the report, and informing the COO. Services to the family while the case is under internal or external investigation will be determined on a case-by-case basis.
Employment Status

Introductory Period

The introductory period is intended to give new staff the opportunity to demonstrate to LAYC their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. LAYC uses this period to evaluate employee capabilities, work habits and overall performance. Either the employee or LAYC may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired staff work on an introductory basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If LAYC determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee’s performance, the introductory period may be extended for a specified period. On the other hand, if LAYC determines that it has done a thorough evaluation of an employee’s performance in fewer than 90 days, the introductory period may be shortened.

In cases of promotions or transfers within LAYC, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and LAYC's needs.

Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification.

During the initial introductory period, new staff are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other LAYC-provided benefits, subject to the terms and conditions of each benefits program. New staff are discouraged from requesting paid time off during their introductory period. Staff should read the information for each specific benefits program for the details on eligibility requirements.

Employment status is not changed during the secondary introductory period that result from a promotion or transfer within LAYC.

Employment Classifications

For purposes of salary administration and eligibility for overtime payments and benefits, employees are classified as set forth below. Specifically, LAYC will classify all new employees as

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full-time, part-time, or temporary, and as exempt (non-overtime eligible) or non-exempt (overtime eligible) based on the terms of their employment. You will be informed of your employment classification at your time of hire. If your position changes as a result of a transfer, promotion or otherwise, you will be informed of any change in your employment classification.

Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. NON-EXEMPT employees are generally paid on an hourly basis, and are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are defined by the Fair Labor Standards Act and state laws as those whose duties meet the legal definition of primarily executive, administrative or professional. While exempt employees are expected to adhere to regular schedules to ensure effective workflow, the number of hours actually worked in a given week may vary. An exempt employee is paid a salary that does not, except in limited circumstances authorized by law, change based on the number of hours worked. Employees in exempt positions are not entitled to overtime pay. Exempt employees are always paid in full-day increments, although they must use the appropriate paid leave, if available, for absences for personal reasons of more than four hours.

In addition to the above categories, each employee will belong to one other employment category:

- **A full-time employee** is an individual who is regularly scheduled to work a full-time 40-hour per week schedule and is hired for an indefinite period. Regular full-time employees are eligible for participation in all LAYC benefit programs, subject to the terms, conditions, and limitations of each benefit program.

- **A part-time employee** is an individual who is regularly scheduled to work less than a 40-hour work week and is hired for an indefinite period. Part-time employees who work at least 30 hours per week are eligible to participate in LAYC’s benefit programs for which they qualify subject to the terms, conditions, and limitations of each benefit program.

- **A paid intern** is a student that is hired on a short-term basis, for no longer than a semester or an academic year. Paid interns may be full-time or part-time, receive all legally mandated benefits (such as workers’ compensation insurance and social security), but are ineligible for all other LAYC benefit programs subject to the terms, conditions, and limitations of each benefit program.

- **A temporary employee** generally is an individual who is hired either part-time or full-time for a limited period of time. Temporary employees retain that status unless and until notified in writing by LAYC of a change. While temporary employees (hired directly by LAYC) receive all legally mandated benefits (such as workers’ compensation insurance and social security), they are ineligible for all other LAYC benefit programs subject to the terms, conditions, and limitations of each benefit program.

- **Outsourced Consultants** are persons hired on a consulting basis rather than staff.
Only the CEO or COO may approve the engaging of an outsourced consultant; all such arrangements must be approved by the COO. Contractual or consulting-related work may begin only after a written agreement outlining the terms and conditions of the consultancy have been approved by LAYC. Consultants and independent contractors are not employees, and are not eligible for any benefits or leave as described herein, and may be required to provide proof of liability insurance.

- **Program Consultants** follow the same guidelines as Outsourced Consultants, with the exception that program or department directors may approve the engagement.
- **Independent Contractors** follow the same guidelines as Outsourced Consultants, with the exception that program or department directors may approve the engagement.

Staff hired from temporary employment agencies for specific assignments are staff of the respective agency, and are not staff of LAYC. They should not be given copies of this handbook, nor given any reason to imply or believe they are employed directly by LAYC.

LAYC may add other flexible staffing classifications or arrangements as needed.
Recruitment & Hiring

Internal Job Posting and Hiring Policy

The goals of LAYC’s internal job posting and hiring policy are to ensure that all employees are made aware of and have the opportunity to apply for open positions and to clarify that it is LAYC’s policy to have employees go through an interview process in order to be hired for another position or promoted within the organization. This policy provides current employees an opportunity to pursue and be considered for positions with increased responsibilities and compensation.

LAYC is committed to a fair and transparent system of internal hiring and promotions that seeks to ensure that the hiring manager is aware of all employees who may be interested and qualified for any open position. As such, employees will generally not be promoted into a position of increased responsibility without that position being posted internally so that all interested employees may apply.

All open or new positions will be posted internally through email notification by the hiring manager for a minimum of five business days before being posted externally. Upon the exhaustion of this period, positions may open to external candidates, at the discretion of the hiring manager, through posting on LAYC’s website and other external recruitment websites.

All regular full-time and part-time employees with at least 12 months or more of continuous LAYC tenure, and who have a satisfactory performance and attendance record, are eligible to apply for posted openings.

The hiring manager will interview all qualified internal candidates who express an interest in the job opening. The hiring manager may request to review the original employment application, resume, and the most recent performance appraisal for each internal candidate.

The internal candidate should notify their immediate supervisor of their interest in the position and their intent to apply once they have been selected for an interview. This will ensure the supervisor’s awareness that the employee is a potential candidate for another position.

All internal candidates interviewed by the hiring manager will be notified when a hiring decision has been made. Such notification will be the responsibility of the hiring manager.

Normally, the successful internal candidate will fill the new position within three to four weeks of the job offer. If, however, this is not possible, and more than three to four weeks is required for the business needs of LAYC, the hiring manager and the internal candidate’s immediate supervisor will negotiate a reasonable start date. Any new salary associated with the employee’s job change will become effective at the beginning of the pay period immediately following the job change. All changes in pay will be consistent with the guidelines listed in LAYC’s
Compensation Administration Policy. The salary offered for the new position will be determined primarily based on the employee’s qualifications for the new position and internal equity - with similar positions across the organization.

Employees can choose to accept or decline offers, without repercussions for their current position.

As in external hires, managers hiring internal staff will determine the staff’s new performance goals and objectives and review these with the staff member before starting their new position.

A performance review will be completed on or around the 90th day of employment, consistent with our Introductory Period guidelines.

Please note that all hiring managers have the option to post job openings externally at the same time as posting internally, depending on the position and experience needed. The decision to recruit externally at the same time as internally requires the approval of the department director, HR manager, and the COO.

In addition, while it is LAYC’s policy to post all positions internally and require an interview of applicants, there are unusual business conditions that could cause a position to be filled without posting. These conditions include, but are not limited to: organizational restructuring, sudden or unexpected vacancy, critical operational needs, etc. The decision to fill a position without posting or interview process requires the approval of the department director, HR manager, and the COO.

**Employee Referrals**

LAYC also encourages staff to identify friends or colleagues who are interested in employment opportunities and refer qualified outside applicants for posted jobs. Staff should obtain permission from the individual before making a referral, share their knowledge of the organization, and not make commitments or oral promises of employment.

An employee may submit the referral's resume and/or completed employment application to originator of the job posting, rather than have the individual directly respond to the posting. If the referral is interviewed, the referring employee may or may not be notified of the initial interview and the final selection decision.

**Eligibility to Work in the United States**

LAYC employs United States citizens and Permanent Residents and those authorized to work in
the United States, and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9, and present documentation establishing identity and employment eligibility within three business days following employment date. Former staff who are rehired must also complete the form if they have not completed an I-9 with LAYC within the past three years, or if their previous I-9 is no longer retained or valid.

Reliance on Integrity of Information

LAYC relies upon the accuracy of information contained in the resume/employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, may result in termination of employment.

Employment Reference Checks

To ensure that individuals who join LAYC are well qualified and have a strong potential to be productive and successful, it is the policy of LAYC to check the employment references of all applicants. Hiring managers and HR will collaborate and determine responsibility for contacting former employers (two professional references required), personal references as well as third-party known references of candidates for hire.

Reemployment of Former Staff Members

A former LAYC staff member may be rehired if:

- The staff member was not terminated for misconduct, poor performance, or a cause other than reduction in staff, and;
- The COO and HR provide a favorable reference, or, if such a reference is not available, there is no documentation in the staff member’s file concerning performance or conduct problems, and;
- The former staff member meets the minimum qualifications for the position and he or she is determined to be the best qualified applicant for the job.

If a former regular employee is rehired within 12 months of the last date of employment, the original anniversary date shall be used for the purpose of determining benefits eligibility, subject to plan provisions; benefits will not accrue during the time the employee was not employed by LAYC. If an employee is rehired after one year of the previous separation date, the rehire date shall be used for determining benefits eligibility, subject to plan provisions.

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Employment Offers

The hiring manager will make a verbal employment offer to the candidate whom they determine is best qualified for the position and best meets LAYC’s needs. HR then sends the candidate a written offer of employment, signed by the COO. The letter outlines the terms of employment and advises the candidate that the offer is pending the candidate’s submission of the required documentation of eligibility for hire in the United States.

Job Descriptions

LAYC maintains a job description for each position within the organization. The job description outlines the essential duties and responsibilities of the position. Because job descriptions are guidelines to staff roles within the organization, each employee must remember that anyone may be called upon from time to time to perform various duties that are not mentioned in their position descriptions. When the duties and/or responsibilities of a position change, the job description should be revised to reflect those changes. If you have any questions or wish to obtain a copy of your position’s job description, please see your manager.

Promotions & Internal Transfers

A promotion occurs when there is a substantial increase or upgrade in level of duties and responsibilities, either in a new position for which a staff member applied and was selected, or in his/her current position. Factors affecting promotions include performance on present and previous assignments, expertise in the field required, ability to assume additional responsibilities, and years of experience. A transfer is a move to a new position following the successful application, interview and selection. It involves a change in title and duties but not a significant change in level of responsibility.

When a promotion or transfer occurs, it may be accompanied by an increase in compensation and/or a title change. Pay adjustments may be made based on job classification, current salary, and available resources. Prior to a staff member being promoted or transferred internally, the current manager will conduct a year-to-date performance review with the staff member. This performance review will be placed in the staff member’s personnel file within two weeks after the promotion or transfer.

It is the responsibility of the employee to communicate to their supervisor that he/she will be applying for another position within the organization upon the employee’s selection for an interview. If the employee is awarded the new position, the two supervisors will decide on a transition plan.
Managers receiving promoted/internally-transferred staff members will determine the staff’s new performance goals and objectives, and review with the individual staff member before starting their new position.

During the week of the 90-day anniversary date, a performance review will be completed consistent with our Introductory Period guidelines. Transfers and promotion letters will be provided by HR.
Compensation & Salary Administration

Compensation Philosophy

LAYC salary structure is designed to:

- Provide competitive wages reflecting each employee’s duties, responsibilities, and accountabilities.
- Provide competitive salaries in relation to the various external markets in which LAYC competes for talent.
- Relate base salary increases to individual performance and contributions (through base salary adjustment and/or bonuses).
- Ensure that all salary-related actions are made on a consistent basis.

Salary levels are determined by HR, the president & CEO, and the COO, with the approval of the president & CEO based on an evaluation of factors including; the amount and scope of knowledge including years of experience, training and/or specialized skills required for the position; scope and range of responsibilities of the position; the organizational authority; level of supervision exercised; the scope and type of interaction with other staff, members, peers in other organizations, vendors.

Consideration of salary adjustments are made at the time of the employee’s annual review.

Timekeeping

Accurate timekeeping through the use of timesheets is essential for sound financial management, labor distribution and grant reporting. Additionally, federal and state laws require LAYC to keep accurate records of employee’s time worked in order to calculate employee pay and benefits. It is important that timesheets are completed and electronically signed in accordance with payroll deadlines. Deadlines to complete timesheets are the 3rd and the 18th of the month. To ensure that timesheets are electronically entered and are completed in a timely fashion and in accordance with payroll deadlines, timesheets are accessible online through the Paycom® Time and Attendance System. Failure to electronically complete timesheets on a timely basis adversely affects the finance department’s ability to process payroll and other financial reports in a timely and accurate manner. Employees who consistently fail to adhere to payroll’s timekeeping deadlines will have this reflected in connection with performance evaluations, promotions and pay increases. Staff are responsible for making arrangements for submissions of their timesheets in a timely fashion when they are on leave during the timesheet due date.

Accurately recording time worked is the responsibility of every employee at LAYC; therefore, staff are expected to document all time worked and leave taken. Failure to do so is considered
falsification and could lead to disciplinary action up to and including termination of employment. In order to accurately record one’s work time, employees must follow these guidelines:

- Employees are to record actual hours worked and accurately allocate hours against appropriate grants supported.
- Never work “off-the-clock.”
- When taking a bona fide meal period (generally 1 hour of paid lunch), employees should not perform any work duties.
- An employee’s work day and work hours may be longer than the employee’s scheduled hours.
- Work time must include all time that the employee is reading memos or notices or performing other duties related to the employee’s job prior to or after completing the employee’s primary work function.
- Work time must include all time an employee may expend retrieving, reading and/or listening to work related e-mails or voicemails (regardless of where this takes place.)
- Work time should include any break lasting twenty minutes or less.

LAYC’s automated time and attendance system (Paycom) is used when recording time worked. Employees are expected to record time in and record time out every day except when attending offsite meetings. In these cases, the employee can document the time on their timesheet. Employees must record their actual time worked for payroll and benefit purposes. Non-exempt (hourly) employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on the timesheet as prescribed by management.

Altering, falsifying or tampering with timesheets is prohibited and subjects the employee to discipline, up to and including termination. Non-exempt employees may not start work until their scheduled start time. It is the employee’s responsibility to sign their timesheet to certify the accuracy of the time recorded. Errors to the timesheet should be reported immediately to their Supervisor.

Employees are expected to record their timesheet on a daily basis in Paycom. Supervisors must review the timesheet in the Paycom system for accuracy, before an electronic signature is provided. Next level supervisors can sign timesheets when a supervisor is out on leave; however, other LAYC Managers should not sign timesheets for staff outside of their respective departments.

Your Paycheck

All LAYC exempt employees are paid on a semi-monthly pay period. Employees are paid on the
first and the 15th of the month. If a pay day falls on a weekend, employees may be paid either the Friday prior, or the following business day. Each paycheck will include earning for all work performed since the last pay date.

All LAYC non-exempt employees are paid on a bi-weekly pay cycle, which operates on a two-week lag, beginning on the Saturday following pay day, and continuing through the second Friday. Each paycheck will include earnings for all work performed during that pay period, as reported on the timesheet.

Each payroll stub itemizes deductions made from your gross earnings. By law, LAYC is required to make deductions for Social Security, federal income tax, and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. For non-exempt employees, each payroll stub will also differentiate between regular pay received and overtime pay received. LAYC actively seeks to avoid any improper pay deductions or errors. Should an employee notice any improper deductions or payroll errors, he or she should immediately make a manager or HR aware of the issue. If an improper pay deduction or payroll error is found to have been made, LAYC will reimburse the employee for the amount of improper deduction or error.

Your paycheck will be given only to you, unless you request that it be mailed, or authorize in writing another person to accept your check for you.

You also have the option of receiving your pay deposited to your bank account through our direct deposit program. You will be given forms on your first day of employment that will allow you to participate. You may have up to two accounts that can be used for direct deposit, i.e.: savings and checking. Staff can make changes at any time to their direct deposit allocation(s).

**Compensatory Time**

At LAYC, we have an expectation that everyone works to get the job done for our youth. This may require coming in early and staying late, and is an expected part of our regular jobs. However, there are some cases when exempt level staff truly go above and beyond and may benefit from compensatory time off. The purpose of LAYC’s compensatory (comp) time-off policy is twofold: 1) to reward staff who commit time above and beyond the regular work schedule “to get the work done,” including working special events, or working beyond regular hours to complete an intensive assignment and, 2) to prevent burnout due to time spent on difficult client cases, projects, or special events. However, the awarding of comp time should be unusual and infrequent.

**Approving Comp Time**

Comp time off is granted to exempt positions only. A supervisor may choose to grant comp time
to exempt employees who are required to work in excess of eight hours per day for special projects, or during weekends or any normally scheduled time off. Employees may earn up to 24 hours of pre-approved comp time per fiscal year. No additional comp time can be earned after 24 hours per fiscal year is earned. Comp time cannot be rolled over from one fiscal year to the next. All comp time is reset to zero on October 1 of every year.

In order to avoid using comp time, staff may be allowed by their supervisor to adjust their arrival or departure time on a future date, after extra hours are worked. This should happen only under exceptional circumstances, and is at the supervisor’s discretion. This adjusted arrival/departure time should happen within the same pay period. For example, if a staff person has to work during the evening for an LAYC event, that staff person could come in late or leave early on a different day within the pay period. In extenuating circumstances, the time period for this adjusted arrival/departure time may be extended to within the calendar month.

Procedures

Comp time must be pre-approved by the department director and COO. The pre-approval form should be submitted to the payroll manager at the time of timesheet submittal in order for comp time to be credited. Comp time is only available to exempt employees. All employees should record the appropriate time worked and time taken in the Paycom time and attendance system.

Using Comp Time

An employee who has accrued comp time and requests the use of the comp time, must be permitted to use the time off within a “reasonable period” after making the request. Supervisors may deny the request if the use of comp time will disrupt the department’s operations.

How Comp Time Off is Administered

Sick leave and vacation leave cannot be credited back to the employee. For example, on a typical Monday – Friday work week, if a staff member is out due to vacation/sick leave on Monday, and earns several hours of comp time on Tuesday, their timesheet will reflect 8 hours of sick/vacation leave used on Monday, and comp time earned on Tuesday for future use. The comp time cannot be credited back to the Monday date to cover the employee’s sick/vacation leave.

Fair Labor Standards ACT (FLSA) Provision (Exempt and Non-exempt)

The provisions of the Fair Labor Standards Act (FLSA) established a test to determine overtime exemption applied to all positions within LAYC. Positions that do not meet the exempt test standard are classified as non-exempt. Nonexempt positions are entitled to overtime pay and must be compensated for any hours worked over 40 hours in a workweek and by the LAYC
policy are not eligible for compensatory time off. And, exempt positions are not eligible for overtime pay under the FLSA provision.

Overtime

The nature of LAYC’s business is such that there are periods during which you may be required to work beyond the regularly scheduled eight-hour workday. In such cases, it is expected that you will cooperate with your manager’s request, provided that there is no prior excused absence scheduled. LAYC will make every reasonable effort to give as much advance notification and planning as possible.

Non-exempt (overtime-eligible) employees will be paid their regular hourly rate for all hours worked up to 40 hours in any work week. Employees who are eligible for overtime will be paid one and one-half times their regular hourly rate for all hours worked, in excess of forty hours in a work week, except in states where additional overtime payments are required. Only actual hours worked count towards the overtime accrual. Though your manager must approve all overtime in advance, employees will be paid for all overtime worked, regardless of whether that time was pre-approved. However, employees may be subject to discipline for working unapproved overtime.

Payroll Deductions

LAYC is required by law to make certain deductions from your paycheck each period. Such deductions typically include federal, state, and Social Security (FICA) taxes as well as state disability (SDI). Depending on the state in which you reside and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your W2.

Garnishment/Child Support

When a staff’s wages are garnished by a court order, LAYC is legally bound to withhold the amount indicated in the garnishment order from the individual staff member’s paycheck, in accordance with all applicable state and federal laws.

Personnel Data Changes

It is the responsibility of each employee to promptly notify HR of any changes in personal data such as home mailing addresses, telephone numbers, number and names of dependents, emergency contacts, educational accomplishments, and other such status reports. This information should be accurate and current at all times.

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**Pay Advances**

Advances on payroll will be granted under extreme circumstances up to one thousand dollars, and require the prior approval of the COO. The employee must certify that he/she is in immediate and heavy financial hardship due to expenses incurred or anticipated to be incurred for medical care; purchase of a primary residence of the employee; tuition and related educational expenses for the next twelve months for post-secondary education; to prevent the eviction from or foreclosure on the mortgage of the principal residence of the employee; or for the payment of funeral expenses for dependents and repairs to primary residence of the employee. In addition, approved advance amounts must not be greater than the average of the last two payroll checks processed for the employee. Advanced payroll amounts will be automatically recouped in subsequent payroll disbursements until fully paid. The repayment period will be anywhere from one to three months, depending on the amount of the request and the tenure of the employee.
General Workplace Policies

Work Schedules

LAYC’s normal business hours are from 8:00AM to 7:00PM (Monday, Wednesday, Friday) and 8:00AM to 8:00PM (Tuesday and Thursday), although there are certain functions of the organization that are 24 hours, and there is limited programming on Saturday.

Once an employee has an agreed-upon work schedule, (which possibly could include flextime), the employee is expected to adhere to it and it should not be changed without managerial approval. Generally, most full-time employees are expected to be in the office between the core hours of 9:00AM to 5:00PM or 10:00AM to 6:00PM; however, flextime arrangements can be offered depending on the position and/or situation.

Flextime is an arrangement that allows an employee to alter the start and end times of his/her work day around the normal business hours schedule of 8:00AM to 7:00PM. Flextime includes:

- Individualized start and end times that remain constant each work day, e.g., 7:00AM to 3:00PM, or 9:00AM to 5:00PM with a one-hour lunch Monday through Friday.

Flextime does not reduce the total number of hours worked in a given week. Core hours are designated times when all employees must be at the worksite and are required to be working. The core period may vary depending upon the requirements of the position and operational needs of the unit/department.

Flextime is intended to create flexible conditions that help employees integrate their work and personal lives more effectively, and better manage issues such as commuting, care giving, continuing education, and community service. Successful flextime arrangements serve the needs of both the individual employee and of their work unit/unit/departments. The focus of the arrangement is on the job performance and meeting business demands, including extended hours of operation.

Attendance, Punctuality and Dependability

Attendance, punctuality, dependability and a commitment to do the job right are essential at all times. As such, it is important that employees report to work on time, each day, as scheduled, and be ready to begin working at this time. Unscheduled absences and tardiness place a burden on other employees and on LAYC’s business operations and should, therefore, be limited to unavoidable circumstances. LAYC does recognize and understand that there are instances in which employees cannot avoid being late to work or are unable to work as scheduled. When this occurs, you are expected to notify your manager as soon as possible in

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advance of the anticipated tardiness or absence. If you are required to be out of the office for
more than one workday, you are required to notify the office each day of your absence in
accordance with the above standards.

Poor attendance, excessive tardiness, and unexcused sick leave particularly before and after
holidays or paid time off, are disruptive in the workplace. Either may lead to disciplinary action,
up to and including termination of employment.

Inclement Weather and Other Emergencies

In the case of snow or other inclement weather, LAYC will follow the decision of the federal
government, regarding delayed openings or office closures. A message reflecting the office
closure will be recorded on the main office line to alert our contacts. Any staff
member(s) expecting outside visitors are responsible for alerting them of the office closure.

In the event of an emergency affecting our ability to open the office as scheduled, the
president & CEO and COO will make that determination. Employees will be notified of the
office closure, via e-mail, by the LAYC staff persons designated as emergency contacts
for the building. We encourage staff to be proactive, if inclement weather is predicted. We
encourage you to be prepared to work from home for the day, provided you have been
approved for specific work assignments for that day(s).

Generally, employees who work from a remote location are required to continue working
through any delayed opening, early dismissal, or office closure related to adverse weather
conditions (e.g., a snow emergency) or emergencies affecting the office’s ability to open as
scheduled. The employee is expected to work at his or her remote site or request annual leave,
other paid time off, or leave without pay, unless instructed otherwise.

In consultation with the COO and president & CEO, the directors for the Maryland sites may
make decisions based on Maryland weather conditions as to whether or not it is safe and
practical to remain open.

Work Breaks

Overtime-eligible employees are entitled to an unpaid hour lunch break and two paid ten-
minute breaks for each four consecutive hours worked in a single day. You are free to leave the
premises during meal breaks. Meal breaks are provided during each day for your convenience
and should be taken. Meal breaks cannot be disregarded in an attempt to leave earlier than
your normal scheduled departure time. Managers will arrange schedules so that all staff may
take their breaks. Staff who feel that they are unable to take their required breaks or meal
period must contact their manager before the scheduled break or meal period.

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Lactation Breaks

LAYC supports an employee who chooses to breastfeed infant children, and will provide a reasonable amount of break time during the workday to accommodate an employee’s need to express milk for the employee’s child. We recognize that the schedule may need to vary over time. Therefore, break times for this purpose should, if possible, be taken concurrently with other break periods already provided, but may be scheduled as frequently as necessary. An employee should notify her manager or HR to request time to do so. LAYC has designated a lactation room for the employee to express milk in private.

Employee Dress and Personal Appearance

LAYC strives to be known as an organization where employees enjoy their work environment, while creating extraordinary results. Also, we would like our offices to be a place where open communication occurs comfortably across all levels.

To help meet these goals, we have adopted a Casual Dress Policy as our dress standard Monday through Friday, with jeans allowed where appropriate. Clothing should be in good condition, laundered, and fit appropriately.

There may be times when staff are asked to wear business attire, for example, when outside guests are here, or when one is representing LAYC at an outside business meeting or other function. HR will make a formal announcement when there are office-wide events that require more business-like attire. Furthermore, particularly in LAYC’s workforce programs, staff may be asked to model appropriate business atmosphere for the youth by wearing business attire during trainings, etc.

In keeping with the current dress code, the need for proper appearance from all staff is expected. Therefore, the following guidelines of dress will help define day-to-day acceptable attire.

Guidelines (Monday through Friday):

- LAYC logo shirts are recommended not required.
- Shoes must provide safe, secure footing, and offer protection against hazards.
- All clothing should provide ample coverage.
- Tube tops, halter tops and low cut shirts may not be worn under any circumstances.
- T-shirts are allowed but should be in good condition and good taste (no derogatory or negative messages printed on them). Tank tops should have thick straps and ample coverage.
- Dresses and skirts should be no shorter than two inches above your knee.
- Sports shorts can only be worn during summer programming or during special sports or recreational events, and must also be no shorter than two inches above the knee.

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Leggings should not be worn as pants.
Jeans and khakis can be worn. However, they must have appropriate coverage.
Any employee whose appearance does not meet these standards will be counseled. If the appearance is unduly distracting, the employee may be sent home to correct the problem. Reasonable accommodation will be made for employees' religious beliefs and disabilities whenever possible, consistent with Federal and state law and the business necessity to present a professional appearance.

Consult your manager or HR if you have any questions as to what constitutes appropriate attire.

**Travel/Expense Reimbursement**

All travel for which expenses are to be paid, either to the staff or by LAYC, requires advance travel authorization. To obtain advance authorization, LAYC staff must submit the following to their direct manager, in writing: details of the trip, reason, and estimated expenses. The estimate is an estimate only and does not entitle the traveler to be reimbursed for the total of the estimate – reimbursements are based on actual expenses. Once the direct manager approves the travel authorization, it will then be forwarded to the COO for final approval.

LAYC uses the IRS’s standard mileage rate for mileage reimbursement.

LAYC reimburses staff for actual expenses (lodging, meals & incidentals) incurred up to the standard guidelines for per diem, which can be found at [www.gsa.gov](http://www.gsa.gov). These rates apply to all staff members and contractors of LAYC. We expect all expenses to be as reasonable as possible. For example, if a hotel room can be obtained at a lower rate than the guideline specifies, we ask that you obtain the lower rate. Every expense incurred must be attributable to a code, and incurred within the parameters of the grant for which the travel is undertaken. All expenses must be accompanied by a receipt, regardless of the cost.

When approved, the actual costs of travel, meals, lodging and other expenses directly related to LAYC business will be paid. Tips for handling baggage at airport terminals and tips for the handling of baggage when arriving at or departing from the place of lodging are allowed, as they are reasonable gratuities paid in connection with taxi and limousine service. Tips for room service, valet, and other hotel services must be within established guidelines. As an overarching guideline, staff are expected to limit expenses to reasonable amounts.

LAYC will not cover expenses for non-business guests or family, luggage, or other travel equipment and supplies, or for personal time and activities undertaken during a business trip.
The costs of laundry, entertainment, between-meal snacks or other refreshments, and other personal expenses are not reimbursable.

Employees are expected to use their best judgment when incurring expenses on behalf of LAYC, whether on their own behalf, or for expenses incurred on behalf of others. Employees with questions should contact their manager for guidance.

**Safe Harbor Policy for Exempt Employees**

It is our policy and practice to accurately compensate employees, and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly, and that no improper deductions are made, you must review your pay stubs promptly to identify and report all errors.

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours you may work for LAYC. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

Under federal and state law, your salary is subject to certain deductions. For example, unless state law requires otherwise, your salary can be reduced for the following reasons:

- Full-day absences for personal reasons.
- Full-day absences for sickness or disability.
- Full-day disciplinary suspensions for infractions of our written policies and procedures.
- Family and Medical Leave absences (either full- or partial-day absences).
- To offset amounts received as payment for jury and witness fees or military pay. The first or last week of employment, in the event you work less than a full week. Any full work week in which you do not perform any work.

Your salary may also be reduced for certain types of deductions such as your portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which you performed any work, your salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness, or disability.
Your absence on a day because your employer has decided to close a facility on a scheduled work day.

Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.

Any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to your accrued leave for full- or partial-day absences for personal reasons, sickness, or disability.

If you believe you have been subject to any improper deductions, you should immediately report the matter to your supervisor. If the supervisor is unavailable, or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply), you should immediately contact the payroll manager.

Company-Issued Cell Phone

LAYC issues and pays for cell phones to all employees who are required to be in close contact with the organization at all times. Generally speaking, this includes employees at the director level and above, and those with approval of the COO. While cell phones are a necessary convenience of the business world, we require that our employees follow the guidelines listed below for their own and others safety.

Employees who are issued a cell phone understand the phones are issued primarily for business use. LAYC subscribes to voice and data service plans that provide a sufficient amount of voice minutes and data bandwidth to conduct LAYC business – and a limited use of personal business – within the allowable limits, before additional charges are incurred. Employees are expected to make every effort to not exceed the contracted pools. Phone bills may be reviewed when they arrive, and any employee who exceeds their contracted allowed pool may be subject to additional usage review. If data usage exceeds the contracted limit creating additional charges to LAYC, the employee may receive a bill for the additional charges and may be responsible for payment of these charges. LAYC reimburses authorized cell phones on a monthly basis: $30 for staff, and $40 for management.

Acceptable Use Tips for Cell Phones

All employees are required to be professional and conscientious at all times when using LAYC phones. Phones shall be turned off, silenced or placed on vibrate mode during meetings, conferences, and in other locations where incoming calls may disrupt normal workflow.

LAYC requires its employees to follow the jurisdictional regulations regarding the use of cell phones for talking or texting while driving. LAYC does not want its employees to place themselves, or others, at risk to fulfill business needs. Therefore, regardless of the
circumstance, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call or text message. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Employees should have no expectation of privacy regarding use of LAYC-issued cell phones, whether for personal or LAYC data, pictures or information. For this reason, consistent with existing LAYC technology policies, storage of personal, sensitive, proprietary or confidential information on cell phones at any time is not recommended. LAYC’s Discrimination and Harassment policies extend to use on an LAYC-issued cell phone. Phone and data records may be audited to ensure no inappropriate use occurs. Employees provided cell phones are responsible for the security of those devices. Employees are to keep the devices on their person at all times when traveling. All LAYC-provided phones and accessories remain the property of LAYC. In the event a cell phone is lost, stolen or misplaced, Information Technology should be notified immediately so that appropriate steps can be taken.

**Personal Cellular Telephone Reimbursement Policy**

It is the practice of LAYC to reimburse staff for usage of their personal cellular telephones for business purposes. The reimbursement for personal cellular telephone usage is up to $30 per month for staff & $40 per month for directors, which should be used to off-set the overall monthly cellular telephone costs. All expenses should be submitted to the finance department as part of the normal business expense reimbursement procedure.

**Corporate Credit Card Policy**

Specific senior team members, and other staff (president & CEO, COO, CFAO, Maryland managing directors, and controller) may be issued a corporate credit card after they complete the LAYC American Express Card Policy and Application. Employees below the executive staff level will make requests to use the corporate credit card, including an accompanying justification, to their supervisor in writing.

Employees issued an LAYC credit card are expected to use the card for all LAYC expenses, rather than using a personal credit card.

LAYC’s credit card cannot be used to obtain cash advances, bank checks, traveler’s checks, or electronic cash transfers. The card may not be used for personal purchases, or to secure personal travel reservations. Misuses of the card will result in cancellation of the card, withdrawal of LAYC corporate credit card privileges, and may result in disciplinary action up to and including termination. Lost or stolen cards must be reported immediately to the CFAO.

LAYC corporate credit card expenditures must be reconciled and submitted with original

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receipts to the finance department within 10 days of the American Express statement date. The expense reports must include specific descriptions of the business purpose of all charges, as well as the appropriate grant (SPA) code(s). Cardholders who have not reconciled and submitted their monthly expenditure within this period will be asked to do so immediately. Continued or repeated non-conformance to this policy, defined for purposes of this policy as two late submissions within a six-month period, will result in cancellation of the card, and other such personnel actions as appropriate. Employees whose cards are cancelled in such situations will then have to use their own personal credit cards while travelling or incurring expenses on behalf of LAYC. Employees are expected to follow the same reimbursement guidelines and to submit and code expenses in the same manner that they would if they were using a corporate card. Failure to submit expense reports using personal credit cards in a timely manner may result in the expenses not being reimbursed by LAYC.

**Professional Development Policy**

LAYC is committed to developing and maintaining a high performance workforce. At times this will require training, which is an opportunity for employees to develop the knowledge and skills necessary to succeed in their jobs and provide optimum service. For these reasons, LAYC maintains a professional development policy for those employees who will receive off-site training.

The professional development policy provides financial assistance for approved trainings to support employees’ development of skills and knowledge that will be of mutual benefit to both the employee and LAYC. To participate in any off-site training, individuals must be active full-time or part-time regular employees. All training opportunities must be approved in advance by the employee’s supervisor.

An approval form for participation is to be completed at least three weeks prior to the start of the class(es) and submitted to the department director and COO for approval. Upon approval or denial, the employee will be notified. If an employee voluntarily terminates employment at any time within 12 months of receiving reimbursement under this policy, the employee is obligated to repay LAYC 50% of the financial assistance he or she received as reimbursement for expenses incurred. The employee agrees that any balance owed to LAYC can be withheld from their final pay given their prior written permission, or will be paid immediately upon termination by the employee. Repayment is not required if the employee is terminated for any reason other than cause.

Once an employee has completed professional development training, the employee is required to provide a copy of the certificate of training completion to the HR office to be included in their personnel file.
Housekeeping

The cooperation of all staff members is needed to keep LAYC’s offices and common areas presentable. Staff are responsible for maintaining a clean and effective workplace. Coffee, food preparation, and eating areas are available for use by all staff members. Staff members are required to wash and replace all utensils immediately after use and to keep refrigerator(s) free from spoiled or unwanted food. The refrigerators will be periodically purged of spoiled and/or unlabeled food.

For safety reasons, hallways should be kept clear of any obstructions, and employees should keep their workplace clean and without clutter.

Visitors in the Workplace

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

All visitors should enter LAYC at the main entrance, and main entrances of the site offices in Maryland. Authorized visitors will receive directions or be escorted to their destination. Staff are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed at any LAYC site, staff should immediately notify the senior-most staff member in the office or, if necessary, direct the individual to the main entrance.

Safety in the Workplace

Maintaining a safe work environment requires the continuous cooperation of all employees. LAYC strongly encourages employees to communicate with their manager and HR regarding safety issues. Please observe the following precautions:

- Notify your manager of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your manager immediately.

- Use, adjust, and repair machines and equipment only if you are trained and qualified. Know proper lifting procedures. Get help when lifting or pushing heavy objects.
In the event of an accident or injury, employees will be provided care, first-aid and emergency service, as required, while on LAYC’s premises. Employees should contact their immediate supervisor, the COO, or HR, and/or 911, as appropriate, in the event of an accident or emergency. For on-the-job injuries, LAYC provides coverage and protection in accordance with Worker's Compensation laws. When an injury is sustained while at work, it must be immediately reported to HR, which will document the details of the incident. Failure to report accidents is a serious matter, as it may preclude an employee's coverage under Worker's Compensation Insurance.

**Bulletin Boards**

Important notices and items are posted on LAYC’s bulletin board near the elevators in the main LAYC building, including instructions in case of emergencies. Make it a practice to review it frequently. To avoid confusion, please do not post or remove any material from the bulletin board. Program bulletin boards contain important notices about upcoming programs and information. Make it a practice to keep these bulletin boards neat and updated.

**Solicitation and Distribution**

LAYC’s bulletin boards are used to communicate official government information on equal employment opportunity laws, wage and hour laws, health and safety, and other issues. They also may be used to communicate information regarding LAYC programs, policy, procedures, guidelines, and business announcements, including, but not limited to, job postings, safety rules, health items, benefit programs, and notices announcing special events.

Solicitation of any type by employees or non-employees is not permitted during working time or in working areas. Distribution and/or posting of pamphlets, leaflets, or other literature by employees or non-employees are not allowed during working time or in working areas or by electronic mail.

**Workplace Violence**

LAYC’s policy is ‘zero tolerance’ for actual or threatened violence against co-workers, visitors, or any other persons who are either on our premises or have contact with staff in the course of their duties. Security and safety in the workplace is every staff member’s responsibility.

All employees, clients and visitors to our office should be treated with courtesy and respect at all times. Staff must refrain from arguing, participating in “horseplay,” fighting, or any other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or
hazardous devices or substances are prohibited from all LAYC premises. All suspicious individuals or activities should also be reported as soon as possible to a manager. Do not place yourself in danger. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening. In situations where a staff member becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situation, the employee should immediately contact the COO, and, if appropriate, law enforcement authorities by dialing 911. When reporting a threat of violence, be as specific and detailed as possible.

LAYC encourages employees to bring their disputes or differences with other employees to the attention of their managers or HR before the situation escalates into potential violence. LAYC is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns prior to the perpetration of any violent acts or threats.

Every verbal or physical threat of violence must be treated seriously and reported immediately to the staff member’s manager and HR. HR will be responsible for consulting with the appropriate resources and witnesses. This may include, in appropriate cases, consultation with the manager of the staff member who made the threat, the threatened staffer and/or any witnesses. Where a violation of the policy is found, HR will take appropriate corrective action.

Full cooperation by all staff is necessary for LAYC to accomplish its goal of maximizing the security and safety of its employees. Staff should direct any questions they have regarding their obligations under this policy to HR. Staff can report violations of the policy and raise any questions regarding their obligations or this policy without fear of reprisal of any kind.

**Weapons in the Workplace**

Possession, use or sale of weapons, firearms or explosives on work premises is strictly forbidden. This policy applies not only to all staff but also to anyone who enters the premises, including those who may have a valid permit to carry a firearm.

**Smoke-free Workplace**

LAYC is committed to providing a safe and healthy environment for staff and visitors. Smoking is not allowed inside the building or in any of our branch sites.

**Substance Use/Drug-free Workplace**

LAYC has a vital interest and a federal obligation in ensuring a safe, healthy, and efficient working environment for our staff and coworkers. As it presents a danger to everyone, the
unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited in the workplace. Employees in violation of this policy are subject to appropriate disciplinary action, up to and including termination of employment. LAYC reserves the right to conduct searches or drug tests at any time in its discretion to ensure compliance with this policy.

All staff are to notify HR within five days of any criminal conviction for possession or distribution of illegal drugs, if the violation itself occurred in the workplace. Failure to report such a criminal conviction could lead to disciplinary action, up to and including termination.

Consistent with its fair employment policy, LAYC maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance use conditions. We encourage staff to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. LAYC will attempt to assist individual staff members consistent with LAYC’s policies and applicable federal, state, or local laws.

LAYC further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance use policy.

Acceptance of Gifts, Gratuities, and Services

Generally, staff members may not accept any gift, gratuity, travel, or entertainment with a value of more than $25 from any LAYC member or any person or organization that does business with LAYC, without the approval of the COO.

If there is no likelihood that staff members will be, or appear to have been, improperly influenced in the performance of their duties for LAYC, the following are exceptions to this policy:

- Normal business courtesies (e.g., lunch, dinner, drinks) involving no more than normal amenities.
- Token non-cash gifts of less than $100 in value at holidays or other special, infrequent occasions.
- The exchange of gifts because of kinship, marriage, or social relationships, entirely apart from business relationships.

The use of the name, assets, facilities, or credit of LAYC or any LAYC partner for the purpose of making or soliciting a gift, contribution (including political contributions), loan, or commitment to any person or organization that would be illegal, or represent an actual or a potential conflict of interest, is not permitted.
If you are offered an opportunity because of your position at LAYC to speak, write papers, consult or have some other engagement, sponsoring organizations may cover your travel and related expenses. Honoraria should be turned down or turned over to LAYC. If it’s not related to LAYC, time spent away from the office should be charged to paid vacation or personal leave, and honoraria should be discussed with your supervisor.

Staff members who do not comply with this policy will be subject to disciplinary action, including termination.

**Authorization to Sign Contracts & Agreements**

In order to protect LAYC’s financial resources and to mitigate liability, the guidelines below have been developed to guide staff in the approval process for executing contracts on LAYC’s behalf.

Senior staff, such as the president & CEO, COO, or Maryland directors, may initiate, negotiate and sign agreements or contracts. Staff below senior management level should present any information to a member of the senior management team.

All signed agreements must be submitted to the contracts administrator (president & CEO or COO) with a copy to the CFAO. Employees with questions about the contracts process should contact the COO or CFAO. Anyone who executes any agreement or contract outside of the above parameters shall be subject to disciplinary action up to and including termination.

**Communication with the Press**

LAYC has designated a spokesperson to respond to the media. When approached for comment by a reporter with regard to an issue of potential significance or policy, staff should refer the reporter to the president & CEO, the COO, and/or the director of communications. In the absence of the director of communications, the COO should be notified. When a staff member has been sent to represent LAYC off-site, that staff member is empowered to speak with the media; however the director of communications shall be provided the contact information for the member(s) of the media with whom employee spoke. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of LAYC must first obtain approval from the president & CEO or COO.

Staff wishing to express their views in their capacity as an independent citizen may do so but must make no reference to their workplace.
Political Activities Policy

LAYC, as a 501(c)(3) tax-exempt organization, is prohibited from participating or intervening in any political campaign on behalf of (or in opposition to) any candidate for elective public office.

This prohibition applies to all campaigns, including campaigns at the federal, state, and local levels. Non-compliance with this prohibition could result in loss of tax-exempt status and the imposition of fines.

Prohibited political intervention includes not only direct expenditures on election-related messages or activities, but also the use of LAYC assets and resources, including LAYC’s name or good will, to benefit a candidate or political party. When LAYC personnel in their individual capacities attend campaign rallies or meetings, or participate in other partisan electoral activities, such as voter registration or get-out-the-vote drives, they should refrain from displaying or making reference to their connection to LAYC (e.g., attendees at a candidate event should not use LAYC’s name when registering, or on an identification tag, or hand out LAYC business cards).

In the event you wish to engage in an activity that is not specifically addressed above, and are uncertain as to whether it would be appropriate, please contact the COO in advance of doing so.

Excluded Parties List System Policy

LAYC’s policy and good management practice includes checking the Excluded Parties List System (EPLS) for lists of Parties Excluded from federal procurement and non-procurement programs; contractors debarred, suspended, proposed for debarment, or declared ineligible from doing business with the federal government; and individuals and entities who are either debarred or suspended from receiving federal assistance or federal funds.

The purpose of EPLS is to provide a single comprehensive list of individuals and firms excluded by federal government agencies from receiving federal contracts or federally approved subcontracts and from certain types of federal financial and nonfinancial assistance and benefits. The EPLS is used to keep agencies abreast of administrative, as well as, statutory exclusions taken throughout the federal government.

For procedures completed for any sub-awardees or vendors entering into a contract with LAYC (including procurement), and any employees who receive wages paid for by federal awards, please refer to the Excluded Parties List System Policy & Procedures document (kept separately).
Employee Benefits

Employee Benefits & Eligibility

LAYC has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting financial burdens that can result from illness and disability, and to help you plan for retirement. This portion of the Employee Handbook contains a very general description of the benefits to which you may be entitled as an employee of LAYC. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits (summary plan descriptions are available in HR). Your rights are governed by the terms of the plan documents. You should refer to the applicable plan documents or insurance policies for complete information for any rights and obligations you have under the plan or insurance policies. In the event there is any difference between the terms of the descriptions contained in this handbook and the applicable plan documents or insurance policies, the terms of the applicable plan documents and insurance policies shall control.

Any and all of these benefit programs may be modified or discontinued at the discretion of LAYC.

Many of the benefits outlined below are subject to the current contracts with insurance carriers and may be amended at any time. Employees will be notified promptly of any changes to their benefits.

Benefits Overview

- Medical, dental, vision, life, and short & long term disability coverage for all regular, full-time and part-time employees (who work more than 30 hours per week) begins on the first day of the month following employees’ first day of employment.

- Life and accidental death and dismemberment (AD&D) Insurance is available to regular full-time employees and is calculated at 1x the employee’s annual salary, up to $100,000.

- Additional and supplemental insurance is available for employees, including AFLAC policies and Flexible Spending Accounts.

- Retirement benefits or 403(b). Employees may elect to participate in saving money for retirement on a pre-tax basis at any time of their employment. Contact HR for Summary Plan Descriptions and more details.
Pre-tax Premium Deductions

LAYC offers a pre-tax contribution option for staff members. If you enroll in the medical, dental or vision insurance plans, your gross pay is reduced by an amount equal to your cost of medical insurance, dental insurance and other benefits offered by LAYC.

You cannot make changes to your medical, dental or vision plans until the next open enrollment period, unless your family status changes or you become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or termination of employment of your spouse. A change in election due to a change in family status is effective the next pay period.

Benefits Continuation

You and your covered dependents will have the opportunity to continue medical and dental benefits for a period of up to 18 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical and dental coverage for you and your covered dependents would otherwise end due to your death or because:

- Your employment terminates, for a reason other than gross misconduct.
- Your employment status changes due to a reduction in hours.
- Your child ceases to be a dependent child under the terms of the medical and dental plans.
- You become divorced or legally separated.
- You become entitled to Medicare.

In the event of a divorce, legal separation, or a child’s loss of dependent status, you or a family member must notify the plan administrator within 60 days of the occurrence of the event.

The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

Social Security and Medicare

During your employment, both you and LAYC contribute funds to the federal government to support the Social Security and Medicare programs. These programs are intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.
Unemployment Insurance

Upon separation from LAYC, you may be entitled to state unemployment benefits. Information about these benefits can be obtained from HR.

Workers’ Compensation

On-the-job injuries are covered by our Workers’ Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to your manager. Consistent with applicable law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead or contribute to a staff member’s accident.

Workers’ Compensation leave shall run concurrently with Family and Medical Leave, if applicable. Staff on workers’ compensation leave can utilize accrued paid leave in coordination with any workers’ compensation benefits up to an equivalent of full regular pay. Unless otherwise entitled to a continuation of benefits by use of paid leave or Family and Medical Leave for the absence, health benefits during any period of workers’ compensation leave are on a self-pay basis. Staff who lose employer paid health coverage during such leave shall receive a COBRA notice describing the process for continuing such coverage.

Time Away From Work

In an effort to encourage employee work/life balance, LAYC offers a number of generous leave programs to support employees in effectively balancing professional and personal obligations. We believe that our employees are at their best when they feel supported and have the flexibility to manage the demands of life while maintaining a rewarding career.

Holidays

LAYC provides ten paid holidays annually. The ten fixed holidays are:
- Martin Luther King Jr. Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Day

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➤ New Year’s Day

Employees must work the last scheduled day before a holiday and the first scheduled working day following the holiday to be eligible for holiday pay, unless time off on these days has been granted with pay (e.g., vacation). If the 1st or the 15th fall on a Saturday, then staff will be paid on that Friday. If the 1st or the 15th fall on a Sunday, then staff will typically be paid on that Monday. However, if the holiday falls on a Monday, staff will be paid on that Tuesday. Using sick days in combination with vacation days is strongly discouraged. Supervisors have the option to ask the employee to provide a medical note. Employees may take time off to observe other holidays, e.g., religious holidays. This time will be considered vacation time.

Holiday Week

In addition to the ten fixed holidays each year, LAYC employees receive one paid holiday day between Christmas and New Year’s Day. LAYC will grant one additional paid day that will be announced in October of that year, to be used, alongside the Christmas and New Year holidays. This paid holiday is offered in addition to the ten paid holidays, vacation, and sick days. During the week between Christmas and New Year’s Day, LAYC will be closed, with the exception of certain essential employees. Employees must take vacation time, comp time, or leave without pay during the remaining three days of the holiday week.

Vacation/Annual Leave

Regular full-time employees accrue annually two weeks (3.33 hours per pay period) of paid vacation during the first three years of employment. In the fourth and fifth year of employment, employees accrue three weeks (5 hours per pay period). In the sixth year and thereafter, employees accrue four weeks (6.67 hours per pay period). Changes in the rate of accrual are effective on the employee’s anniversary date.

Regular part-time employees scheduled to work 30 or more hours per week may earn vacation time. Temporary employees and interns are not eligible for vacation/paid leave benefits.

Because proper rest and relaxation contribute to optimal performance, employees are strongly encouraged to take vacation time in the year during which it is accrued. Recognizing that this is not always possible due to work demands, employees may carry a maximum of two weeks (80 hours) from one fiscal year (starting October 1) to the next.

Vacation hours are accrued at every pay period and the balances can be viewed on the timesheet system. Employees’ tier of vacation accrual will be adjusted at the end of the month, following the date an anniversary is completed.

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VACATION ACCRUAL TABLE

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<thead>
<tr>
<th>DURATION OF EMPLOYMENT</th>
<th>YEARLY AWARD</th>
<th>SEMI-MONTHLY/BI-WEEKLY ACCRUAL</th>
<th>CARRY OVER FROM YEAR TO YEAR</th>
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<tr>
<td>0 – 3 years</td>
<td>2 weeks</td>
<td>3.33 Hours</td>
<td>80 Hours</td>
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<tr>
<td>4 – 5 years</td>
<td>3 weeks</td>
<td>5 Hours</td>
<td>80 Hours</td>
</tr>
<tr>
<td>6th year onwards</td>
<td>4 weeks</td>
<td>6.67 Hours</td>
<td>80 Hours</td>
</tr>
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Employees may take their accrued vacation at any time within a year, subject to approval by their manager. Vacation requests should be made to your manager at least two weeks in advance of the intended vacation, by completing an electronic request through the payroll system. Approval will be based on business needs. In cases where staffing and workload conflicts arise, they will be resolved as fairly as possible with the help of the department director.

If a paid holiday falls within an employee’s vacation period, that day will be charged as a holiday, not a vacation day.

Upon separation of employment, employees will be paid in a lump sum for any unused, accrued vacation time that has been earned through the last day of work. In addition, any employees leaving LAYC’s employ (for whatever reason) who have taken unearned vacation time will have the appropriate amount of reimbursement (to LAYC) reflected in their final paycheck.

**Sick Time**

For the purposes of sick and bereavement leave, LAYC defines “immediate family” as:

- parents, including in-laws and step-parents
- grandparents, including in-laws and step-grandparents
- spouse, domestic or long-term partner
- sibling, including in-laws and stepsiblings
- children, including natural, adopted, stepchildren, and foster children
- grandchildren
- son-in-law, daughter-in-law

LAYC provides paid sick days to regular full and eligible part-time employees for absences due to illness, injury or medical appointments. Sick days may also be used to care for a sick immediate family member or long-term resident in the employee’s household.

Twelve (12) days are granted per fiscal year for full-time employees accrued every pay period at the rate of four (4) hours per pay period. Sick days will be prorated for regular part-time employees. All unused sick days will automatically roll over from one fiscal year to the next with limited accrual of 160 hours (20 days.) Unused sick days will not be paid out if the employee
does not use them.

LAYC may request medical verification for any sick days taken (particularly when extended leave benefits such as the Family Medical Leave Act or disability apply). In addition, employees will be asked to document all sick days taken on their timesheet. Employees who are unable to report to work due to illness, injury, or medical appointments should notify their direct manager before their scheduled start time on each day of their absence, unless an extended sick leave arrangement has been made, e.g., parental leave. Additionally, in cases involving an illness or injury requiring extended time away from the office, you should notify HR to determine your eligibility for extended medical leave benefits.

In cases where an employee needs to take time off due to an illness, injury, or medical appointment, but does not have the necessary sick leave balance available, this time will be deducted from your vacation/annual leave balance. Requests for leave without pay will only be granted when all other leave balances have been exhausted. Time taken as a sick day will not count as hours worked for the purposes of determining whether overtime pay is owed.

**Bereavement Leave**

Eligible employees may receive up to five (5) days of paid bereavement leave if the employee must travel, and up to three (3) days if employee does not need to travel, in the event of a death in the employee’s immediate family. (See definition of immediate family in Sick Leave section).

If an employee requires additional time due to the death of an immediate family member, discretionary time, such as vacation leave, or leave without pay, may be available with manager approval.

**Family and Medical Leave**

LAYC fully complies with the Federal Family and Medical Leave Act (FMLA) and the DC Family and Medical Leave Act (DCFMLA), collectively referred to in this policy as FMLA, all of which provide unpaid, but job-protected leave to eligible staff so that they can care for their families or themselves in the event of specified family and medical conditions.

DCFMLA provides up to 16 weeks of medical leave in a 24-month period (FMLA provides up to 12 weeks leave in a 12 month period) if you, the employee, are unable to perform the functions of your position because of a serious health condition. In addition, DCFMLA provides up to 16 weeks of family leave, in a 24-month period, for one or more of the following reasons:

- The birth of an employee’s child.
The placement of a child with the employee for adoption or foster care.
• The placement of a child with the employee when s/he permanently assumes and discharges parental responsibility for that child.
• The care of a family member of the employee who has a serious health condition.

Leave can be taken intermittently, continuously, or on a reduced work schedule basis during a defined 24-month period, depending on the reason for the leave, and the individual circumstances as documented in the employee’s request for such leave (see below).

Under DCFMLA, a family member is defined as a person to whom the employee is related by blood, legal custody, or marriage; a child who lives with an employee and for whom the employee permanently assumes and discharges parental responsibility; or a person whom the employee shares or has shared, within the last year, a mutual residence and with whom the employee maintains a committed relationship (D.C. Code Ann. § 32—501(4)).

Covered Service Member Leave Entitlement

LAYC also provides a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member for purposes of this leave entitlement is:

• A current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty, which may render the service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.
• A veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness that was incurred in or aggravated by service in the line of duty on active duty in the Armed Forces, whether or not the illness or injury manifested itself before or after the member became a veteran; and the veteran was a member of the Armed Forces, National Guard or Reserves at any time during the five year period before he or she began that treatment, recuperation, or therapy.

Employee Eligibility for FMLA

An eligible employee is an individual who works within DC or Maryland and has been employed by LAYC for one (1) year without a break in service except for regular holiday, sick, or personal leave granted by LAYC and has worked at least one thousand (1,000) hours during the twelve-month (12-month) period immediately preceding the request for FMLA. The one (1) year of employment without a break in service need not be immediately preceding the DCFMLA request, but if the break in service between the request for FMLA leave and the last date of

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service is greater than seven (7) years, the time need not be included in determining eligibility.

**FMLA Allowances**

You may choose to request the use of your accrued vacation time and/or sick time for some or all of an approved FMLA period, provided that the occurrence qualifies for the use of such leave under LAYC policy. For example, you use accrued sick time during an FMLA absence for purposes of your own or your family member’s serious health condition. Any paid period during family and medical leave also counts as part of the allowable period of FMLA leave.

**Your Benefits during FMLA Leave**

LAYC continues to make the employer’s share of contributions of benefits premiums during periods of FMLA, but you continue to be responsible for your portion of benefits premiums. LAYC will bill you directly for your portion of benefits premiums if you are on unpaid status for over 30 days. Your failure to make timely payments for premiums may result in cancellation of your benefits. If you are on an approved FMLA leave of absence you can choose to cancel or change your benefits coverage. To cancel or change benefits coverage, staff must contact HR within 30 days of the start of the leave.

Upon return to active employment, you may re-enroll or make a change (this is a qualifying life event) to your benefits within 30 days of returning to work. If you canceled your benefits while on leave, you must remember to re-enroll in your benefits within 30 days of returning to work, or you must wait until the next Open Enrollment period to enroll. If you do not return to work following your FMLA leave, you may be required to reimburse LAYC for the share of benefits premiums paid on your behalf, unless you are not returning due to the continuation, recurrence, or onset of a serious health condition which would entitle the employee to FMLA leave, or due to any other circumstances beyond the employee’s control.

**Your Obligations under FMLA**

When possible, you should provide a minimum of 30 days advance notice for the need to take FMLA leave, particularly if you are going to require an absence of consecutive days, weeks, or months. When 30 days advance notice is not possible, you should provide notice as soon as practicable and, if applicable, comply with your normal call-in procedures. LAYC will request you to provide a medical certification from a health care provider if you are requesting leave (under FMLA) because of a serious health condition for yourself or a family member. The certification should include the following:

- Date on which the health condition began.
- Probable duration of the condition.
- “Appropriate medical facts within the knowledge of the health care provider” that qualifies you to take family and medical leave.
If you are taking leave for your own serious medical condition, you will also need to provide a statement from your health care provider stating that you are unable to perform the essential functions of your position. LAYC, in specific circumstances, has the right to require you to obtain second and third medical opinions, at LAYC’s expense. Staff may also be required to provide a periodic recertification to support the need for continued leave.

**LAYC’s Obligations under FMLA**

LAYC cannot take away any employment benefits or seniority accrued before your Family and Medical Leave. Additionally, upon return from FMLA leave, you must be restored to your position or to an equivalent position with equivalent benefits, pay, seniority, and other terms and conditions of your previous employment. The only exceptions to this rule are if:

- You are among the 10% highest paid staff at LAYC.
- LAYC can demonstrate that denial of restoration of employment is necessary to prevent substantial economic injury to LAYC’s operations.
- LAYC has notified you of the intent to deny restoration of employment and the basis for that decision.

**Who to Contact Regarding FMLA**

You and your manager should work together with HR to assess your specific needs as they relate to the provisions of FMLA leave. Or, you can seek the assistance of HR directly if you believe you may be eligible for this leave and/or have questions that are not answered in this handbook.

**Paid Parental Leave**

Maternity/paternity/adoption leave under this policy is a paid leave associated with the birth of an employee’s own child or the placement of a child under the age of 18 with the employee in connection with adoption or foster care. Maternity/paternity/adoption leave is not charged against the employee’s other paid leave accruals. The paid leave will include any LAYC paid holidays within the paid leave time and the amount of paid days received is four weeks. An employee must have at least one year of continuous service to be eligible for this benefit and for non-exempt (hourly waged based staff). The pay for parental leave will be paid at the employee’s hourly rate and based on the employee’s approved set hours in each pay period. If both parents are employees, only one may access the paid benefits of this policy. Both, however, continue to be entitled to FMLA if eligible.

Temporary employees are not eligible for paid maternity/paternity/adoption leave under this policy.

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Continuation of Benefits

Health insurance benefits will continue to be provided during the paid paternity/paternity/adoption leave under this policy at the same rate as in effect before the leave was taken regardless of length of service, provided the employee has at least one full year of service. Paid leave benefits will continue to accrue.

Requirements for Obtaining Paid Leave

The employee must provide to their supervisor 30 days’ notice of the requested leave (or as much notice as practical if the leave is not foreseeable), complete the necessary forms, and file them with HR.

After the four weeks of maternity/paternity/adoption leave have been exhausted, subsequent leave will be covered under appropriate policies (sick, vacation, compensatory time). DCFMLA allows 16 weeks within a 24-month period. Paid leave under this policy will run concurrently with FMLA leave. After paid maternity/paternity/adoption leave is exhausted, the employee is required to apply any other available paid leave, which will also run concurrently with FMLA leave.

Employees not eligible for FMLA leave should refer to the Leave of Absence Policy after the four (4) weeks of paid maternity/paternity/adoption leave and any other paid leave have been exhausted regarding continuation of insurance coverage for employees on unpaid leave of absence.

School Visitation Leave

Under DCFMLA, staff may take 24 hours of parental leave per year to allow staff to attend school-related events. The employee must give ten days’ advance notice, unless such notice is impossible. Parental leave allows a parent, aunt, uncle, or grandparent to attend school-related events sponsored by a school or parent-teacher association, including concerts, plays, rehearsals, sporting games or practices, and meetings with teachers or counselors. As with all DCFMLA leave, parental leave is unpaid, but the employee may choose to use available vacation leave in order to receive pay during the leave. LAYC reserves the right to deny the leave if the requested leave would unduly disrupt business operations.

Voting Leave

LAYC believes that every employee should have the opportunity to vote in any state or federal election, general primary, or special primary. Therefore, we will grant employees up to two hours of paid leave in order to vote. Please coordinate the need for voting leave with your manager.

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Jury Duty

LAYC encourages employees to fulfill their civic responsibilities by serving jury duty when required. All regular full-time and part-time employees (except temporary employees) will receive their regular salary for jury duty service. Employees called to jury duty should inform their manager as soon as they receive the summons, and employees must submit a copy of their jury duty notice to HR prior to serving jury duty. To the extent that jury duty does not require a full day’s attendance, employees should return to work.

LAYC will continue to provide all benefits for the full term of the jury duty absence and these benefits will continue to accrue during unpaid jury duty leave.

Military Leave

A military leave of absence will be granted to staff who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Staff will continue to receive full pay while on leave for two-week training assignments and shorter absences. The portion of any military leave of absence in excess of two weeks will be unpaid. However, staff may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA, based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accruals, such as vacation, sick leave, or holiday benefits will be suspended during the leave and will resume upon the employee’s return to active employment.

Staff on military leave for up to 30 days are required to return to work for the first regularly scheduled workday after the end of service, allowing reasonable travel time. Staff on longer military leave must apply for reinstatement in accordance with USERRA and all applicable DC laws.

Staff returning from military leave will be placed in the position they would have attained had they remained continuously employed, or a comparable one, depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact HR for more information or questions about military leave.
Other Legally-Mandated Leaves

LAYC will provide staff with any leave of absence required by law, including for appearance as a witness in a legal proceeding, domestic violence and crime victims for appearance in court or to obtain services, appearance by a parent at school when requested, performance of emergency duty by a volunteer firefighter or police reservist, or any other reason authorized by law. Whenever possible, reasonable advance notice of the need for a legally required leave of absence shall be provided by the staff member. This leave will be unpaid for non-exempt staff. However, in certain circumstances staff may utilize accrued paid leave to cover these absences.

Additional Leave without Pay

Any other leave not provided for in this handbook shall be without pay. Leave Without Pay in excess of five business days may be only taken with the prior approval of the president & CEO or COO.
ORGANIZATIONAL PROPERTY & TECHNOLOGY

Personal Property

LAYC is not responsible for loss or damage to personal property. Valuable personal items such as purses, cell phones and other valuables should not be left unattended or in areas where theft might occur.

Search and Inspection Policy

For business reasons, and in order to enforce these policies, LAYC may at any time access, inspect or search any LAYC property, which may include, but is not limited to: staff work areas; staff desks; all contents, effects, or articles that are in staff work areas or desks; any file cabinet and any form of electronically recorded information, received by, transmitted by or stored in computer files, e-mail, facsimile, and telephone voice recorders; whether or not such LAYC property is designated as being for the exclusive use of the particular LAYC staff member. Any personal articles or property brought onto LAYC premises are subject to search by LAYC. Prohibited materials, including weapons, explosives, alcohol, non-prescribed medications or illegal drugs, and sexual jokes, cartoons, or other material, may not be placed in a work area, desk, or brought onto LAYC premises. Staff who fail to cooperate in any requested inspection may be subject to corrective action, including possible suspension or termination. LAYC is not responsible for any personal articles that are placed or left in LAYC premises that are lost, damaged, stolen or destroyed.

Document Retention

The corporate records of LAYC are important assets.

Corporate records include all documents produced by staff in the course of their work, and by the elected and appointed leadership of LAYC, whether paper or electronic. This includes memoranda, e-mails, contracts, minutes of meetings, or reports and records of work.

LAYC is required by law to maintain certain types of corporate records for specified and recommended periods of time. Failure to retain records for these minimum periods could subject the individual and the organization to penalties and fines, or cause LAYC to obstruct justice, spoil potential evidence in a lawsuit, place LAYC in contempt of court, or seriously disadvantage itself in litigation.

LAYC expects all staff to fully comply with any published records retention or destruction policies and schedules, provided that all staff should note the following general exception to any stated destruction schedule.

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If you believe, or LAYC informs you, that certain records are relevant to litigation, or potential litigation (e.g., a dispute that could result in litigation), then you must preserve those records until it is legally determined that the records are no longer needed. This exception supersedes any previously or subsequently established destruction schedule for those records. If you believe this exception may apply, or have any question regarding the possible applicability of this exception, you should retain the records and bring the matter to the attention of the COO. From time to time, LAYC may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. These schedules can be obtained from the COO.

Failure to comply with LAYC’s Document Retention Policy may result in employee discipline including suspension or termination.

**Use & Care of Equipment**

LAYC provides any supplies, equipment, and materials necessary for you to perform your job, and expects that these items will be used solely for that purpose. You are expected to exercise care in the use of office equipment and property and use it only for authorized purposes. Loss, damages to or theft of LAYC property should be reported at once. Negligence in the care and use of LAYC property may be considered grounds for discipline, up to and including termination.

LAYC office equipment, such as telephone, computer, postage, facsimile and copier machine, is intended to be used for business purposes. Additionally, the use of staff resources for non-business related purposes (such as personal appointment setting or to handle personal business) should be limited. Personal usage of office equipment, in an emergency or other circumstance, that results in a charge to LAYC should be reported immediately to your manager or accounting so that reimbursement arrangements can be made.

Upon termination of employment, the employee must return all property, equipment, work product and documents in his or her possession or control.

**Operation of Vehicles**

Any employee who will drive or operate an LAYC vehicle should read the LAYC Motor Vehicle Policy and sign the appropriate documentation. All documents should be sent to the finance department. Please visit the LAYC staff corner to view the full policy.
Computer, E-mail, and Internet Usage Policy

Computers, computer files, the e-mail system, and software furnished to employees are LAYC’s property and intended for business use. Any data, information or documents created or stored on LAYC hardware communications systems, including, but not limited to, computers and electronic mobile devices, are the sole property of LAYC. All e-mail correspondence in the LAYC network communications system is the property of LAYC regardless of where it may have originated.

Electronic Communications

Employees should not have an expectation of privacy in anything they create, store, send or receive on the LAYC communications systems. “Communication systems” includes, among other things, messages, images, data or any other information used in e-mail, instant messages, voice mail, fax machines, computers, cell phones, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives.

LAYC has the right to monitor any and all aspects of its computer resources, including but not limited to monitoring sites visited by employees on the Internet, monitoring chat groups and newsgroups, reviewing material downloaded or uploaded by employees to the Internet or other computer resources, and reviewing e-mail sent and received by employees. By using LAYC’s computer resources, an employee recognizes LAYC’s rights in this regard and consents to such activities. The contents of any and all materials so obtained may be disclosed within LAYC and to third parties without further permission of the employee and at LAYC’s discretion.

Employees should be aware that messages sent to recipients outside of LAYC, if sent over the Internet and not encrypted, are not secure. Accordingly, no confidential LAYC information should be sent over the Internet unless proper steps to ensure the security is taken.

Employees should be aware that deletion of email messages or files will not truly eliminate the messages from the system. All email messages and files are backed-up on a central system in the normal course of data management.

LAYC strives to maintain a workplace free of sexual or other harassment and sensitivity to the diversity of its employees. Therefore, no email messages should be created, sent, or received if they contain intimidating, hostile or offensive material concerning race, color, religion, sex, age, national origin, disability, sexual orientation, or any other class protected by law. The email system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job-related solicitations.

Employees may not misrepresent, disguise, or conceal their identity or another’s identity in any
way while using communication systems; make changes to communication systems without clearly indicating such changes; or use another person’s account, mail box, password, etc. without prior written approval of the account owner and without identifying the actual author.

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer proprietary materials of LAYC or others without appropriate authorization.

All communication system passwords and encryption keys must be available and known to LAYC. Employees may not install password or encryption programs or use the passwords and encryption keys belonging to others.

Internet Usage

Access to the Internet is intended primarily for LAYC business purposes. However, limited use for non-business purpose, including but not limited to, personal communication, and purchasing personal goods or services, is acceptable.

LAYC’s policies against sexual and other types of harassment apply fully to Internet usage, including the use of instant messaging programs. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from displaying, transmitting and/or downloading sexually explicit images, messages, ethnic slurs, racial epithets, or anything that could be construed as harassment or disparaging to others.

Computer Software Licensing

LAYC purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, LAYC does not have the right to reproduce such software for use on more than one computer. Accordingly, LAYC does not condone the illegal duplication of software. You must use the software in accordance with the license agreement. This policy applies not only to individual desktop computers and laptops but to local area networks as well.

Personal & LAYC-Issued Laptops and Devices

Employees are expected to use their LAYC-issued laptop or device to remotely access the LAYC network. Only in extreme circumstances should employees use an unsecure or non-LAYC issued laptop/device to dial into the Virtual Private Network (VPN). Any laptop or device issued by LAYC shall be configured by LAYC, as it will be supported by LAYC’s IT partner.

Each employee provided with a laptop is responsible for the physical security of the laptop. All laptops acquired for or on behalf of LAYC are company property. The laptop must be locked up

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and stored in a secure location when it is not in the immediate possession of the authorized user. In addition, the user must return the laptop immediately upon request. You are expected to notify your immediate supervisor and the IT Director immediately if your laptop is lost, stolen, misplaced, or damaged. All work created or performed on the laptop is considered LAYC property. The laptop is subject to inspection at any time without further advance notice and must be used in a manner that complies with all LAYC policies.

Employees should notify their immediate manager, HR, or any member of management upon learning of violations of the Computer, Email and Internet Usage policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Any questions concerning LAYC’s Computer, E-mail and Internet Usage Policy should be directed to HR.

**Portable Communication Device Use While Driving**

Employees who drive on LAYC business must abide by all state (District of Columbia and Maryland) or local laws prohibiting or limiting portable communication device (PCD) (cell phone or personal digital assistant) use while driving. Even if usage is permitted, employees may choose to refrain from using any PCD while driving. “Use” includes, but is not limited to, talking or listening to another person, or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, employees must abide by state and local laws while driving. LAYC encourages employees to proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, the employee must use a hands-free option and advise the caller that she or he is unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

**Telephone Use**

We understand that, occasionally, there may be a need to use LAYC telephones to conduct
personal business during work hours. In those instances, it is our expectation that you use discretion and sound professional judgment in limiting the length and frequency of such calls. Additionally, to ensure that LAYC is reimbursed for any and all charges resulting from long-distance telephone use, please obtain prior approval from your manager before making such calls.

Social Networking Policy

This policy sets forth employee guidelines for use of, and participation in, social media, including but not limited to blogs, wikis, social networks, multi-media networks, social communities, forums, virtual worlds and other online spaces in which user-generated content is posted or displayed (“Social Media”). For the purposes of this policy, Facebook, Twitter and LinkedIn are examples of social networks or social communities and youtube.com is an example of a multi-media network. Any employee who chooses to post content on social media or otherwise through the internet must abide by this policy.

Nothing in this policy prohibits or restricts, or is intended to discourage, an employee from reporting or discussing any matter that is protected by law.

**Purpose:** LAYC understands that many of its employees may have personal blogs, web logs, wikis, or post to public websites or other forms of social media. LAYC recognizes the widespread use and availability of social media and respects the right of employees to use them as a medium of self-expression, and as a means to discuss the terms and conditions of employment. However, LAYC wishes to ensure that content posted by its employees does not harm LAYC or other employees or subject LAYC to potential risks, reputational harm or liability.

**Procedure:** As provided in LAYC's Computer, E-mail and Internet Usage Policy, while LAYC’s servers, communications network, and connection to the Internet may be accessed and used by employees for incidental personal communications, including access to social media, such access is principally provided for business purposes. Any access and use by employees of such servers, network and Internet connection to participate in social media is subject in all respects to LAYC's Computer, E-mail and Internet Usage Policy.

LAYC views blogging as a personal activity, and thus, using company resources (including LAYC’s servers, communications network and connection to the Internet) to blog and post during working hours is discouraged, and such activity should not interfere with your employment responsibilities.

Employees are not authorized to and should refrain from making any representations on behalf of LAYC, or purporting to act for or on behalf of LAYC, when participating in such social media. The exception is a very limited number of employees who, as part of their job description or as specifically directed by their manager, have been designated to participate in social media on

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behalf of LAYC (“Authorized Individuals”).
With the exception of Authorized Individuals, employees participating in such social media
must make it clear to their readers that the views they express are theirs alone and that they do
not necessarily reflect the views of LAYC. Postings should neither claim nor imply that an
employee is speaking on behalf of LAYC. Employees shall not include company logos or
trademarks within their postings. If appropriate, employees should include a disclaimer stating
that “the views expressed on this blog (or in this posting) are my own and do not necessarily
reflect the views of my employer.”

Employees are subject to LAYC's Confidentiality Policy and shall not post or otherwise disclose
confidential or proprietary information of LAYC or of a third party in any public forum, other
social media, or otherwise through the Internet.

Employees are bound by LAYC's policies governing harassment and discrimination. Employees
may not post content concerning any other employee of LAYC that could reasonably be
construed as disparaging, harassing, or discriminatory in nature, or information concerning
another employee that is or should be recognized as being likely to cause embarrassment,
unhappiness, financial loss, or other injury to another employee or employees.

As with all communications, whether internally or with third parties, employees must refrain
from making defamatory statements and must treat LAYC and its competitors, customers and
employees in accordance with prevailing social norms of decency and respect. In the event a
member of the media or a competitor contacts an employee about a posting that concerns
LAYC, the employee should contact LAYC’s legal department for further instructions.

Blogs, wikis and other forms of social media discourse are individual interactions, not corporate
communications. Employees are personally and legally responsible for their posts. LAYC
reserves the right, in its sole discretion, to determine whether or not posted content violates
this policy.

Failure to comply with LAYC’s Social Networking Policy may result in disciplinary action, up to
and including termination from employment and/or legal action by LAYC.

If you have questions about the appropriateness of publishing matters related to LAYC's
business in social media, please consult your manager, HR or the COO.
Employee Performance & Workplace Conduct

Open Door Policy

LAYC believes the most important means of communication is dialogue between employees and their managers, and this “open door” policy is part of LAYC’s overall commitment to open communication. If an employee has a complaint, it should be first discussed with your immediate supervisor in an attempt to find a solution. If the complaint remains unresolved, it may be brought to the next higher level, e.g., your supervisor’s manager, HR director, or COO. The president & CEO is the final step in the appeals process, and the president & CEO’s decision on an issue will be final.

Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with LAYC, the position does not fall within the purview of LAYC’s work or “space,” and the employment does not represent a current or potential conflict of interest. Employees should contact HR or the president & CEO for clarification, or to discuss any possible conflicts with the above.

All employees will be judged by the same performance standards, and will be subject to LAYC’s scheduling demands, regardless of any existing outside work requirements. In cases of conflict with any outside activity (related to outside employment), your obligations to LAYC must be given priority. If it is determined that an employee's outside work interferes with job performance, or the ability to meet the requirements of LAYC, the employee may be asked to terminate the outside employment if he or she wishes to remain with LAYC.

LAYC does not permit staff members to use its equipment, staff, or office space to perform work for another employer or in a self-employed endeavor. Regular work hours may not be used to perform work for another employer or for a self-employed endeavor.

Anti-Nepotism Policy

LAYC generally does not permit the hiring of relatives, but exceptions may be made at the discretion of HR in consultation with the COO. For the purpose of this policy, relatives include: spouse, domestic partner parent, child, sibling, in-law, aunt, uncle, niece, grandparent, grandchild, and members of household.

LAYC also reserves the right to make unilateral decisions concerning the placement or supervision of a relative in order to avoid problems of reporting relationships, safety, security, morale and conflict of interest. This policy regarding placement or supervision also applies to
individuals romantically involved with each other.

**Life-Threatening Illnesses**

Employees occasionally develop serious or life-threatening illnesses. Our organization is committed to supporting such employees' efforts to continue their normal pursuits, including working. When necessary and where required by law, the organization will provide reasonable accommodations to otherwise qualified individuals with disabilities, including employees with serious or life threatening illnesses. All employees, including employees with serious or life threatening illnesses, must maintain acceptable performance standards.

Medical information on individual employees is treated confidentially. LAYC will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact HR for information and referral to appropriate services and resources.

**Performance Evaluation**

Managers and staff are strongly encouraged to regularly discuss job performance and goals. New hires are particularly encouraged to meet with their manager on a regular basis prior to their first review. Formal evaluations are conducted upon the completion of a successful introductory period (90 days) and on an annual basis. This provides both managers and staff the opportunity to discuss job responsibilities, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Consult the Performance Appraisal procedure (separate from this handbook) for specifics on the process, methodology and procedure for evaluations.

The employee and the manager will provide written comments in the above areas that will be discussed during a scheduled time. The employee, the manager, and HR sign the evaluation document and the evaluations are placed in the employee’s personnel file. An employee’s signature on an evaluation document signifies only that the employee has received the document and not necessarily that the employee agrees with the contents of the document. An employee’s refusal to sign an evaluation document will have no effect or consequences on the document itself or any action taken as a result thereof.
Standards of Conduct

To provide the best possible work environment, LAYC expects staff to follow rules of conduct that will protect the interests and safety of all staff and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records or any other official LAYC document
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace or while on LAYC business
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of LAYC property
- Insubordination or other disrespectful conduct
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized, excessive absence from the office during the workday
- Unauthorized use of telephones, mail system or other LAYC equipment
- Unauthorized disclosure of proprietary or confidential information
- Violation of personnel policies

Employment with LAYC is at the mutual consent of LAYC and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

Progressive Discipline

LAYC strives to administer equitable and consistent discipline for unsatisfactory conduct in the workplace. LAYC values fair treatment of all staff and seeks to ensure that disciplinary actions are prompt, uniform and impartial.

In many instances, LAYC managers should use progressive discipline to address issues of an employee’s workplace conduct. Often this means that the manager should counsel the employee orally regarding the workplace conduct issues and, if necessary, follow-up with a written warning before progressing to suspension or termination. In other cases, where the misconduct is serious, such as theft or fighting in the workplace, LAYC will proceed to
suspension or termination without oral counseling or a written warning.

And because employment at LAYC is at-will, LAYC may terminate the employment relationship at any time for any reason, whether or not an oral or written warning has been given.
Leaving LAYC

Resignation

When an employee decides to voluntarily end employment with LAYC for any reason, it is requested that you provide a written resignation letter at least two weeks in advance of your departure. For staff at the management level and above, we ask that you provide a written resignation letter at least 30 days in advance of your departure. This two-week and/or 30-day period allows LAYC sufficient time to re-align internal resources in advance of your departure. (Please bear in mind that vacation days may not be included in the two-week notice period).

If, as sometimes happens, the employee's manager wishes to accelerate an employee’s termination date upon receipt of a notice of resignation, the employee may be paid for the remainder of that period. Additionally, an employee will be considered voluntarily resigned if they are absent from work for at least three (3) consecutive days without notice to their manager.

Discharge

Every LAYC employee has the status of "employee-at-will," meaning that no one has a contractual right, express or implied, to remain in LAYC’s employ. LAYC may terminate an employee's employment, or an employee may terminate his/her employment, without cause, and with or without notice, at any time for any reason. No manager or other representative (except the president & CEO) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. Any employee whose conduct, actions, or performance violates or conflicts with LAYC’s policies may be terminated immediately and without warning.

Pay Upon Termination

Upon resignation or termination of employment, you will be provided with a check covering all wages due in compliance with the laws of the state of employment. To the extent permitted by law, LAYC reserves the right to withhold from your pay any amounts which you owe or to offset the value of any LAYC property that is not returned.

Unemployment Compensation

LAYC pays the cost of unemployment compensation insurance coverage. If your employment is terminated, you may be eligible to draw benefits for a time while unemployed. In case of a layoff, you should report directly to the local unemployment office for all the necessary
information.

COBRA

If your employment with LAYC ends or other qualifying events such as a divorce cause a loss of insurance coverage for you or your dependents, you may have the option of continuing your coverage under our group insurance policy at your own expense. Coverage may extend from 18, 29, or 36 months depending upon the qualifying event. You will receive additional information concerning your COBRA rights at the time your employment ends, or another qualifying event, which results in a loss of coverage for your dependents.

Exit Interviews

In an effort to gain a better perspective on our performance (as an employer) and employee satisfaction, we would like to hear from our departing employees (concerning their overall employment experience with LAYC). As such, HR seeks to conduct exit interviews with all terminating employees during their last week of employment. At this time, HR will interview you regarding your employment experience at LAYC, and explain the dispensation of your employee benefits, final pay, and collect any LAYC property in your possession.

Return of Property

Employees are responsible for items issued to them by LAYC or in their possession or control, such as the following:

- Keys and key fobs
- Cell phones
- Laptops
- American Express cards
- Computer passwords
- Other equipment
- Manuals
- Office equipment and supplies
- Books, reports, materials and files

Employment References

You may wish to use LAYC as a reference to gain future employment. Please be advised that our policy is to verify position title, final salary, and dates of employment. All calls for
employment references should be directed to HR. Employees must return all LAYC property on or before their last day of work. To the extent possible, LAYC may withhold from the employee’s final paycheck(s) the cost of any items that are not returned when required. LAYC may also take all action deemed appropriate to recover or protect its property.
Receipt of Employee Handbook

I acknowledge that I have received a copy of LAYC’s Employee Handbook. I agree to read it thoroughly, including the statements in the foreword describing the purpose and effect of the Handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from HR. I understand that LAYC is an "at will" employer and as such employment with LAYC is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.

No manager or other representative of LAYC (except the president & CEO) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand that this Handbook states LAYC’s policies and practices in effect on the date of publication. I also understand that these policies and procedures are continually evaluated and may be amended, modified, or terminated at any time.

I understand that nothing contained in the handbook may be construed as creating a promise of future benefits or a binding contract with LAYC for benefits, or for any other purpose.

Please sign and date this receipt and return it to HR.

Date: ____________________________

Signature: _________________________

Print Name: ________________________