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## Wisconsin Youth Company Employee Handbook

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## Welcome and Introduction

Wisconsin Youth Company has been building relationships with children and families since 1974. Our mission is to engage youth in activities that encourage them to be their best selves. We began as a partnership with the University of Wisconsin to create a safe place for children after school. Today we have grown to serve children and families in nine school districts in south central Wisconsin through both summer and school year programs. Our programs include:

- Before and After School
- 4K Wrap Care
- Summer Day Camps
- Circus and Theater Immersion Camps
- Wander Wisconsin
- Middle School U
- Elver Park Neighborhood Center
- Theresa Terrace Neighborhood Center

Our committed, dedicated and talented staff team makes it possible to continue this work. This handbook is intended to provide guidance to employees in creating a collaborative and equitable workplace culture. The fluid nature of employment regulations and business conditions means that the content of this handbook may change at any time, with or without notice, and with or without explanation. In situations where management practices deviate from this handbook, such practices will prevail. Actions may vary from written policy.

This handbook is reviewed annually to ensure compliance with state and federal laws. This handbook overrides, supersedes, and replaces any former or existing handbooks, manuals, or policy statements.

Thank you for being part of Wisconsin Youth Company! I look forward to working with you.

Rebecca Carlin  
Executive Director

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Notes:

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## At-Will Employment

### POLICY

Employment at Wisconsin Youth Company is voluntary and subject to termination by you or Wisconsin Youth Company, with or without notice or cause, for any reason or no reason, except for an illegal reason. Nothing in these policies shall be interpreted as an employment contract that modifies in any way the at-will employment laws and regulations of the state of Wisconsin.

No person other than the executive director has authority to enter into an employment agreement for a specified period of time or to make any agreement contrary to the foregoing. Any such agreement must be in writing and signed by the executive director. Any written or oral statement to the contrary, even if made by a supervisor, manager or officer of Wisconsin Youth Company is invalid and should not be relied upon by any applicant or employee.

Neither this handbook nor the policies it contains are intended to be a contract of employment.

# Wisconsin Youth Company Employee Handbook

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## Employee Recruitment and Hiring

### POLICY

Wisconsin Youth Company is committed to providing the best possible quality of care for children. Hiring decisions are based on relevant success factors including experience, education, certifications and fit with Wisconsin Youth Company's mission, values and environment. It is Wisconsin Youth Company's intention to comply with all equal employment opportunity requirements throughout the recruiting, selection and hiring process.

### PRACTICE

The hiring process, beginning with recruitment and specific procedures, is developed and reviewed on an annual basis.

Open positions will be posted on Wisconsin Youth Company's website. Employees are encouraged to monitor such postings and apply if they are interested and qualified or refer acquaintances who may be qualified and interested. Applicants will complete and sign a Wisconsin Youth Company application.

References will be verified before a job offer is made and a background check will be conducted before employment begins. Finger print background checks are required for all new employees.

An employment offer may be contingent upon program enrollment and the candidate's acquisition of specific child care credentials as required by the state of Wisconsin.

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## Employment Forms

### POLICY

The following documentation must be completed and on file the first day of work:

- Completed employment application
- Authorization and release to complete a fingerprint background check
- I-9 form

All employees will be asked to acknowledge receipt of this employee handbook.

### PRACTICE

#### I-9 Form

Per requirements of the Immigration Reform and Control Act (IRCA) of 1986 all employees must provide documentation that substantiates their qualification to work in the United States (or a receipt for such documentation) and complete an I-9 form.

Wisconsin Youth Company has the same expectation of all employees when it comes to timeliness and cooperation with the I-9 form process. That is, failure to cooperate with the process and provide documentation or a receipt for documentation within three business days of the first day of employment is grounds for immediate dismissal. IRCA requirements are very strict and very clear on this point.

Wisconsin Youth Company does not discriminate based on the type of documentation provided by employees, a future expiration date, or any other factor protected by local, state and federal law.

#### Background Check

A new employee must grant permission to the Department of Children and Families (DCF) to conduct a fingerprint background check and verify that the employee has preliminary and final eligibility to work in Wisconsin Youth Company child care programs. An acceptable background check must be on file before an employee can work with children or have access to child information. An unsatisfactory background report may be grounds for immediate dismissal or disqualification for employment. After the initial fingerprint check, background checks are conducted on an annual basis. After the annual background check has been completed, employees are required to report any new or additional charges, pending convictions or convictions to their supervisor or risk management director within 24 hours of alleged offense/conviction. This report needs to be made in writing and a new background check may be required.

#### Acknowledgement of receipt of employee handbook form

All employees will have access to Wisconsin Youth Company's Employee Handbook and relevant position manuals. Employees are expected to review, be familiar with and follow the policies in Wisconsin Youth Company's Employee Handbook. If employees have any questions about any policy or procedure they are responsible for asking questions and getting clarity from their supervisor, human resources or the executive director. Employees will be asked to sign a form acknowledging receipt of a handbook. This form is filed in each employee's personnel file. A copy of the employee handbook can be found online through the employee portal on the Wisconsin Youth Company website.

Revised 8/2019



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## Equal Employment Opportunity and Affirmative Action

### POLICY

Wisconsin Youth Company complies with and supports all Equal Employment Opportunity (EEO) and Affirmative Action requirements that apply under federal, state and local laws in all of its policies regarding recruitment, hire, transfer, promotion, compensation, benefits, training, layoff, recall and termination.

All employment practices will be administered without regard to race, religion, marital status, age, color, sex, gender identity, disability, national origin or ancestry, income level or source of income, arrest record or conviction record, physical appearance, sexual orientation, political beliefs, student status, non-job related pending conviction or conviction record\*, veteran status, less-than-honorable discharge from military service, or any other characteristic protected by law. In addition, to ensure full equality of opportunity in all operations and activities of Wisconsin Youth Company, those who are employed in the company shall be selected under fair employment procedures that provide equal employment opportunities to all people. Reasonable accommodations will be made for physical and mental limitations of employees and applicants consistent with performance of essential job functions and the effective and safe operations of the business.

\*The exception to this provision is a pending conviction or conviction record prohibited by Wisconsin Department of Children and Families for employees engaged in child care.

Wisconsin Youth Company completes and files an Affirmative Action Plan with the City of Madison.

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## Evaluation of Performance

### POLICY

All Wisconsin Youth Company employees will be provided with opportunities for an appropriately scheduled performance evaluation. Performance evaluations are based on the employee's job description, the organization's core values, and individual and organizational goals. All conversations regarding evaluation of performance are to be held in private and any written documents should be handled confidentially.

### PRACTICE

Supervisors are encouraged to give timely, supportive verbal feedback on a regular basis. All year-round employees, site supervisors and group leaders who work more than one semester should have an annual evaluation on file.

Performance feedback for program staff positions is provided on a regular basis (monthly or more frequently) through T.I.P. (Towards Improved Performance) sheets and summary semester T.I.P. sheets. These serve as the basis for frequent performance conversations between employees and their supervisor. Program staff is expected to actively participate in the feedback process and engage in a meaningful dialogue with their supervisor. The staff member should complete a self-assessment that is discussed with the supervisor and input from both included in the final document. Evaluations may include input from co-workers, other staff, and parents as applicable.

Performance goals will be set initially and then on an annual basis for all program supervisors and administrative staff. Performance goals will be reviewed as needed throughout the year by employees and supervisors and a written evaluation will be completed at the end of the goal period. Performance evaluations should include a written self-assessment, discussion and written final evaluation.

Wisconsin Youth Company values an attitude of continual improvement and employees, regardless of their classification or the performance development process that is applicable to their position, are encouraged to do the following:

- Inquire about their performance from time to time
- Accept additional responsibilities and show initiative
- Review opportunities for advancement within Wisconsin Youth Company
- Learn about training opportunities available to improve skills

### POLICY

Wisconsin Youth Company believes the exit interview process is important. The intent of an exit interview is to seek full disclosure of an employee's reasons for separation and provide the organization with suggestions that may improve Wisconsin Youth Company.

### PRACTICE

Exit interviews are conducted between the separating employee and human resources or another director that is not the separating employee's supervisor. Wisconsin Youth Company exit interview forms will be used. Completed exit interview forms are collected and reviewed by human resources and the executive director.

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## Health Information Privacy

### POLICY

Wisconsin Youth Company sponsors group health benefit plans that may be subject to the Health Insurance Portability and Accountability Act (HIPAA). On the basis of that law, privacy regulations now apply to certain protected health information (PHI). Wisconsin Youth Company has adopted the following policy to comply with these regulations and other state and federal privacy regulations.

### PRACTICE

Wisconsin Youth Company will comply with all federal and state laws concerning medical privacy.

“PHI” means “Protected Health Information.” It is individually identifiable health information that is transmitted by electronic media; maintained in electronic media; or transmitted or maintained in any other form or medium except: that information covered by the Family Educational Rights and Privacy Act, as amended; in records described in FERPA at 20 USC part 1232(g)(a)(4)(B) (iv); in employment records held by a covered entity in its role as an employer, and regarding a person who has been deceased for more than 50 years are not defined as PHI. 45 CFR § 160.103 definition of “Protected Health Information.”

Wisconsin Youth Company generally does not collect or maintain PHI. To the extent that Wisconsin Youth Company may obtain PHI, Wisconsin Youth Company will maintain any information in confidence. In general, Wisconsin Youth Company will maintain all individually identifiable health information in a confidential location separate from other employment or education records. At a minimum, it will require an appropriate release of information granting access to the records prior to accessing any individually identifiable health information subject to any state or federal privacy law.

Before assisting employees with understanding the group health plan, filing claims, or disputing claims, Wisconsin Youth Company will obtain an individual’s authorization to access that person’s PHI. Wisconsin Youth Company, as plan administrator and sponsor, will provide plan participants with a summary plan description and a notice of the privacy practices of the group healthcare plan.

Wisconsin Youth Company will discipline employees (up to and including discharge) if intentional and improper access, use, or disclosure of PHI (protected health information) or other confidential medical information is proven. Protected information includes:

- Social Security numbers
- Medical records numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate/license numbers
- Vehicle identifiers and serial numbers, including license plate numbers
- Device identifiers and serial numbers
- Web Universal Resource Locators (URLs)

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## Health Information Privacy

- Internet Protocol (IP) address numbers
- Biometric identifiers, including fingerprints and voiceprints
- Full-face photographic images and any comparable images
- Any other unique identifying number, characteristic, or code

Wisconsin Youth Company will not take any retaliatory action against any person for filing a complaint, assisting in an investigation, or otherwise opposing any act under the HIPAA privacy regulations or under any other state or federal privacy law which provides protection against retaliation.

### **COVID-19 Disclosure**

Staff are required to inform their supervisor if they have a positive COVID-19 diagnosis, have come in close contact with others testing positive for COVID-19 or have any symptoms of COVID-19. Exclusions or restrictions from attendance at work may be required of staff pending symptoms and/or exposure.

Local public health department and the Department of Children and Families Bureau of Early Care Regulation will be contacted if there was exposure to children or staff working in licensed programs. Wisconsin Youth Company will notify affected families and staff of any confirmed staff or child cases of COVID-19.

### POLICY

Job descriptions document essential duties, performance expectations and required qualifications. The skills and experience of candidates for employment are evaluated against position requirements included in the job description. Employees' performance is assessed based on the degree to which the employee effectively performs the essential duties listed in their position's job description.

### PRACTICE

A job description exists for all Wisconsin Youth Company positions. Employees will receive a copy of their job description upon hire and whenever it is revised. Supervisors are responsible for providing job descriptions to their employees.

Job descriptions shall be reviewed periodically and updated when necessary. This will ensure that they accurately describe each employee's responsibilities and his or her relationship to others within the organization.

### POLICY

Employees shall be identified for layoff based on staffing requirements, seniority, experience, past performance and skill. This list is not organized according to priority and other factors may be considered. Employees may be furloughed as deemed necessary by the executive team. A furloughed employee is considered a current employee, but will be required to take unpaid time-off.

### PRACTICE

In the event of a layoff, employees will be notified in writing and given at least two weeks' advance notice. Laid-off employees shall be on a recall list for a period of four months from date of layoff. The order of recall shall be determined by staffing requirements, experience, past performance, and skill. It is important for employees who want to be recalled to keep Wisconsin Youth Company informed of changes in contact information. Seniority and related benefits are retained but do not accrue during layoffs. Laid-off employees may elect to continue health and dental insurance coverage at their own expense through COBRA.

Furloughed employees will be required to take unpaid time-off from Wisconsin Youth Company during the furlough. Furloughed employees are eligible for unemployment.

A furloughed employee will remain an active employee with Wisconsin Youth Company, meaning they do not have to be re-hired in order to return to work.

Furloughed employees will retain all benefits through Wisconsin Youth Company during the furlough. Time-off will not accrue during the furlough.

If an employee has not been recalled within four months of their layoff date their position will be considered to be eliminated and their employment at Wisconsin Youth Company will end. Employees will receive a letter confirming the elimination of their position.

### POLICY

Telecommuting allows employees to work at home or in a satellite location for all or part of their workweek. Wisconsin Youth Company considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with Wisconsin Youth Company.

### PRACTICE

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

#### **Eligibility**

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

#### **Equipment**

On a case-by-case basis, Wisconsin Youth Company will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phones, and other office equipment) for each telecommuting arrangement. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Wisconsin Youth Company accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the organization is to be used for business purposes only. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

Wisconsin Youth Company will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary.

The employee will establish and stay in communication with their supervisor about their appropriate work environment within his or her home for work purposes.

#### **Security**

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment. Employees are expected to lock screens or phones when not in use.



### **Time Worked**

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Wisconsin Youth Company's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

### **Ad Hoc Arrangements**

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

# Wisconsin Youth Company Employee Handbook

## Position Classifications

### POLICY

Wisconsin Youth Company positions are internally classified as one of the following: school year, summer, year-round, or limited term employee (LTE). A position's classification will be clearly and explicitly communicated to employees and candidates.

Positions are further classified as exempt or non-exempt for purposes of determining eligibility for overtime pay.

Each classification is defined in more detail below. Wisconsin Youth Company is an at-will employer and no classification is to be interpreted as permanent or guaranteed employment.

### PRACTICE

**Volunteer** – an unpaid position that exists in the support of the organization's mission. Volunteers at program sites are under direct supervision at all times. Individuals who wish to volunteer on an ongoing basis are scheduled for specific hours and number of weeks. Individuals who volunteer for a one-time event, may or may not be authorized for other volunteer opportunities. Volunteers may be reimbursed for out-of-pocket expenses pre-approved by their supervisor.

**School Year Position** – a position that exists for the duration of the school year as defined by the school district where work takes place.

**Summer Position** – a position that exists for the duration of the summer break as defined by the Wisconsin Youth Company summer program schedule.

**Year-Round Position** – a position whose responsibilities are not bound by the school year or summer programs.

#### Notes:

- School year employment does not guarantee summer employment and vice versa
- School year employment followed by summer employment does not equate to year-round employment
- School year, summer, and year-round positions are considered "regular" (not LTE) positions

**LTE Position** – a position that is filled for a defined period of time or to complete a defined project. Temporary workers may be hired by Wisconsin Youth Company directly or through a temporary employment agency. Temporary and LTE employees are not eligible for benefits.

**Exempt/Non-Exempt** – Wisconsin Youth Company positions are evaluated for classification according to best practices. Employees who hold positions deemed to be exempt are not eligible for overtime pay. Employees who hold non-exempt positions will receive overtime pay in accordance with the regulations.

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## Resignations/Separations

### POLICY

Employment separations will be treated in a confidential, professional manner by all concerned.

Employees who voluntarily terminate their employment are asked to do so in writing and if possible provide three weeks, or 15 working days, notice.

Seniority and benefits will cease on the last day of employment, except for enrolled health and dental coverage which will continue to the last day of the month in which employment ends.

### PRACTICE

Employees are encouraged to discuss their intentions and potential last day with their immediate supervisor in order to choose a date that is best for both the employee and organization. The written notice of resignation should include the reason for termination.

The employee shall receive his or her final paycheck(s) from Wisconsin Youth Company as individually arranged. The final check(s) shall include all earned pay and any additional payout due the employee. At that time the separating employee will also receive any reimbursements due. Written permission will be sought from the separating employee to deduct any outstanding amount due from his/her paycheck.

It is important for supervisors to record the reason for termination of employment at the time of separation in order to determine post-termination benefits, and to establish eligibility for rehire.

A separating employee shall notify Wisconsin Youth Company of his or her intent to continue or terminate applicable insurance coverage within 60 days of termination. Separating employees are eligible under COBRA to continue their health and dental benefits at their own expense. COBRA rights and limitations are explained further in this handbook and will be detailed upon separation.

On or before the final day of employment, the employee shall return all keys and Wisconsin Youth Company property in their possession, including staff manuals, cell phones, computer, credit card, checkbook and photo I.D.'s/lanyards, to the appropriate director. Wisconsin Youth Company believes the exit interview process is important and the process is further explained in this handbook.

At the time of separation, it will be determined how best to retrieve employee personal belongings that are not immediately accessible.

Once separated from the company an individual may not visit, for any reason, any Wisconsin Youth Company site or location without prior permission from the appropriate director or executive director.

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Notes:

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## ADA - Disability Accommodation

### POLICY

Wisconsin Youth Company prohibits discrimination against employees with disabilities in all aspects of employment, including application, hiring, promotion, discharge, compensation, benefits, and training. "Disability" under the Americans with Disabilities Act as Amended, (the "ADAAA") means, with respect to an individual: (A) a physical or mental impairment that substantially limits one or more of the major life activities of an individual; (B) a record of such impairment; or (C) being regarded as having such an impairment. 42 U.S.C. sec.1202. A "qualified person with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or desires. 42 U.S. C. sec. 12111(8).

Under the Wisconsin Fair Employment Act, an "individual with a disability" means an individual who (a) has a physical or mental impairment that makes achievement unusually difficult or limits the capacity to work; (b) has a record of such impairment; or (c) is perceived as having such an impairment. Wis. Stat. sec. 111.32(8).

### PRACTICE

**Reasonable accommodation.** Wisconsin Youth Company seeks to reasonably accommodate qualified individuals with disabilities. Such reasonable accommodation may take the form of making existing facilities readily accessible to or usable by individuals with a disability, restructuring jobs, modifying schedules, acquiring or modifying equipment, adjusting training materials, adjusting employment policies, and the like. Generally, such reasonable accommodation will be made unless it creates an undue hardship for the organization.

**Safety.** All employees are expected to comply with all safety procedures. Wisconsin Youth Company will seek to place applicants and employees in positions for which they are qualified and in which they do not pose a direct threat to the health or safety of themselves or others. The determination that an employee poses a direct threat to the safety or health of themselves or others will be confirmed by an opinion in writing from an appropriate professional, such as a physician.

**Drugs and alcohol.** All employees are expected to comply at all times with Wisconsin Youth Company's policy regarding the use of drugs and alcohol.

**Violations.** Anyone who believes that there has been a violation of this policy or any applicable law relating to accommodating a person with a disability should immediately contact their supervisor or the executive director. All complaints will be promptly investigated. All individuals are expected to cooperate with an investigation. The information obtained in the course of an investigation will, to the extent possible, be held in confidence and will only be disclosed to those individuals who have a need for the information.

Employees who report participating in or provide information about an ADA violation will not suffer retaliation of any kind for their participation.

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## Grievance Policy

Wisconsin Youth Company wants to create and maintain a work place where communication between all levels and all employees is open, professional and respectful. With that in mind, employees are welcomed and encouraged to bring up any issue with any level of management, including the board of directors.

Conflict and disagreement in the workplace can happen occasionally. Any employee who feels that a Wisconsin Youth Company policy or rule has been misapplied to them is asked to first raise the issue with their immediate supervisor. If that is uncomfortable or impractical the employee may take the issue to any other level of management. An employee's grievance should be in writing and will be taken seriously by Wisconsin Youth Company.

After an employee approaches a supervisor or manager of Wisconsin Youth Company, and is still concerned about the employment action, the concern may be appealed at the level of the board of directors in a written format. The address is: Chair, Board of Directors, Wisconsin Youth Company, 1201 McKenna Blvd., Madison, WI 53719.

Wisconsin Youth Company intends to treat all employees with fairness, equity and respect. Employee satisfaction and a just workplace are priorities for all members of management. That doesn't mean that employees will be happy with all decisions, but it does mean that Wisconsin Youth Company management is committed to listening and considering all viewpoints. After a grievance has been evaluated by a team of at least three managers, a written response will be provided. Wisconsin Youth Company reserves the right to halt the appeals process and enforce a final decision.

Nothing in this policy supersedes an employee's right to pursue legal or government agency action if they believe a law has been broken.

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## Civic Responsibilities

### POLICY

#### **Voting**

Wisconsin Youth Company asks that employees make arrangements to vote in civic elections during their non-work hours. When that isn't possible, however, Wisconsin Youth Company will honor employee requests to be away from their work site or up to three hours during the workday to vote in local, state, or federal elections. In order to provide continuous and minimum staffing levels Wisconsin Youth Company reserves the right to schedule the specific hours when employees are excused to vote. Non-exempt employees may choose to use vacation or personal leave for time taken to vote; otherwise, the time will be unpaid. Exempt employees who work any other part of an election day are expected to manage their time so that productivity expectations are met.

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

Wisconsin Youth Company recognizes that jury service is a civic obligation and therefore will try to grant a leave when possible. If the jury duty summons comes at a time that causes particular hardship on the company, a request to defer service may be sought. When a leave of absence for jury duty is granted it will be with pay.

### PRACTICE

Employees will receive advance notice of the possibility that they may be chosen for jury duty. A copy of the summons to jury duty should be given to one's direct supervisor immediately. Employees will be paid their regular salary or wages while on jury duty. Site supervisors and group leaders will be paid their regular program hours and scheduled meeting time. Site supervisors can complete other administrative tasks at other times when not on jury duty. Legally the company can ask that employee jury fees excluding mileage be paid over to the company. Wisconsin Youth Company will only do this if jury service lasts more than two weeks. Should an employee be excused from jury service on a scheduled workday, or they are released early in the day, they should report to work. It is the employee's responsibility to keep his or her supervisor informed about the amount of time required for jury duty.

A copy of the court order or subpoena for a matter unrelated to Wisconsin Youth Company business shall be supplied to the employee's supervisor when requesting time off.

Time off for court appearances in which the employee is the party in any civil or criminal litigation shall not be compensated. The employee is expected to report for work when it does not conflict with court obligations.

Court ordered appearances or subpoenas related to one's position with Wisconsin Youth Company shall be considered work time and will be compensated accordingly.

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## Safety and Emergency Procedures

### POLICY

Safety is of primary importance at Wisconsin Youth Company. All employees are expected to know and follow all safety rules, risk management and emergency procedures. Employees must immediately report any unsafe or potentially unsafe conditions or circumstances to their immediate supervisor, risk management director or executive director. Employees who violate safety standards, cause hazardous or dangerous situations, fail to report unsafe conditions or take appropriate action may be subject to disciplinary action, up to and including termination.

All Wisconsin Youth Company administrative and program staff must wear official company ID badges and lanyards when at any of our program sites, at Wisconsin Youth Company sponsored events such as the spring fairs or when accompanying groups of our children on field trips or other activities. Wisconsin Youth Company identification badges include a photo to help parents, school personnel and others identify staff. Emergency contact information must also be on file in each employee's personnel file and at the appropriate program location.

In the event of a crisis or incident involving the Wisconsin Youth Company, the executive director is the media contact. The director of operations will be the alternate media spokesperson for the Wisconsin Youth Company in the event the executive director is not available. Staff are advised to politely refer any media to the designated contact and not answer any questions.

### PRACTICE

Any employee injury requires a staff injury report form to be completed immediately by the staff supervisor or person injured. The report must be submitted to the risk management director within 24 hours. The injured employee is responsible for supplying the risk management director with doctor's restrictions or limitations, and return to work information. The employee must also communicate restrictions to their supervisor. The employee must maintain contact with the employer, and advise of any changes in their medical condition that may affect their continued employment, or expected return to work date.

Employees who miss three or more consecutive days of work are required to submit a fit for duty certification prior to returning to work.

Emergency procedures are in staff manuals and available digitally through the staff portal. It is each staff member's responsibility to read and be familiar with emergency procedures.

Photo ID badges, for use at program site, are issued to employees when they start employment. Additional badges may be requested as needed. Administrative ID badges are given to administrative staff who must wear them while in the Wisconsin Youth Company offices.

If an ID badge is lost, the employee must notify their supervisor and make arrangements to get a replacement badge before or after their usual work site shift.



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## Communications and Technology Systems

### POLICY

This policy provides guidelines for the appropriate use of technology, both personal and Wisconsin Youth Company-owned devices and systems while working.

During work hours, computers and other devices and systems that are the property of Wisconsin Youth Company are to be used for work-related purposes. Personal use is restricted to non-work times with approval from your immediate supervisor. Storage of personal files on Wisconsin Youth Company-owned equipment or networks is prohibited. Email messages, stored files, network transmissions and other data on Wisconsin Youth Company-owned equipment or systems are the property of Wisconsin Youth Company.

Employees should have no expectation of privacy as to the items contained on Wisconsin Youth Company equipment. Where it appears that the integrity, security or functionality of Wisconsin Youth Company's computer or network resources are at risk, Wisconsin Youth Company reserves the right to take whatever actions it deems necessary (including, but not limited to, monitoring activity and viewing files) to investigate and resolve the situation which may result in disciplinary measures. All work data is to be stored on company-owned devices or in places that are established by the company. Staff may not initiate web-based or personal file locations for company business. When appropriate, digital file locations will be created by the IT director who will ensure Wisconsin Youth Company safeguards are met.

Contact between staff and children via phone, social media or any type of digital method is not condoned nor encouraged outside of program time. Wisconsin Youth Company does not take any responsibility for what may happen as a result of such contact, even if sanctioned by a parent, unless the contact is an official Wisconsin Youth Company-sponsored and supervised event. If a child initiates contact, the Wisconsin Youth Company policy is for employees to respond to the child once explaining that they are not allowed to continue contact, then not respond to any further contact. For the safety of the children, staff and the organization, it is best to maintain a professional work relationship rather than a personal one.

### PRACTICES AND PROHIBITED ACTIONS:

**Software:** Use of unauthorized software is not permitted on any Wisconsin Youth Company computer or device. Staff wishing to use software not owned by Wisconsin Youth Company in the course of their work must get permission from the IT director.

**Passwords:** Computers with password protection are assigned to employees and may not be used by others without appropriate authorization. Passwords are to be changed every 90 days.

**Antivirus:** All Wisconsin Youth Company computers are protected by antivirus software. Report all computer virus attacks to the IT director. Introducing viruses or intentionally destroying or modifying files on Wisconsin Youth Company networks is prohibited and may result in legal action against the offender.

# Wisconsin Youth Company Employee Handbook

## Communications and Technology Systems

**Email:** Employees are assigned email addresses consisting of their first initial and last name followed by “@wisconsinyouthcompany.org” unless approval for a different listing is given by the IT director. All employees are to use a “signature block” consisting of their name, title, Wisconsin Youth Company, the address of the office where they work and the organization’s tagline and an approved confidentiality statement. Email is not confidential and there is no assurance of privacy. Employees should bear in mind that their email messages may be read by someone other than the person to whom they are sent and may even someday have to be disclosed to outside parties or in court in connection with a lawsuit. Accordingly, employees must take care to ensure that their messages are courteous, professional and businesslike, and that the tone and words they use would not cause embarrassment to themselves or Wisconsin Youth Company if the message were made public.

**Personal Devices:** Some employees use personal devices at home for work purposes. Any use of a personal device must be authorized in advance. Wisconsin Youth Company files, including photos taken at program, may not be stored on personal devices.

**Telephones:** Wisconsin Youth Company phones are primarily for business. Personal calls should be brief and restricted to non-working times such as breaks or lunch time. Phone lines should be answered “Wisconsin Youth Company. This is (name). May I help you?” Voice mail greetings must be professional and should be updated to reflect when you are out of the office.

**Work Cell Phones:** Work cell phones will be signed out to authorized staff. Staff Manual also include instructions on using Wisconsin Youth Company owned cell phones in programs. Administrative staff assigned cell phones are to carry them during work hours. Work cell phone use must follow other Wisconsin Youth Company property guidelines. Smart phones must have the screen lock enabled in order to protect sensitive data.

**Personal Cell Phones:** Personal cell phones should be out of sight as much as possible during work hours. Program staff must have personal cell phones out of sight during program hours. Any exceptions must be approved by your site supervisor. Administrative staff should limit use of personal cell phone calls and/or texting to breaks or lunch times. While at work personal cell phones should be set to “vibrate” to avoid audible ring tones.

**Fax Machines:** Fax machines may be used for work purposes only.

**Safety Issues for Mobile Devices:** All employees are expected to follow applicable state or federal laws or regulations regarding the use of cell phones at all times. Employees who are driving are expected to refrain from using their phone while driving unless they have hands-free capability. Wisconsin Youth Company is not requiring you to answer your work or personal phone if driving.

The following practices are prohibited on Wisconsin Youth Company owned communication devices:

- Disclosing confidential or proprietary information about or belonging to Wisconsin Youth Company or using said information for any purpose that is illegal, against Wisconsin Youth Company policy or contrary to Wisconsin Youth Company’s interests.

# Wisconsin Youth Company Employee Handbook

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## Communications and Technology Systems

- Originating or forwarding malicious phishing or spam emails. Any links in suspicious emails should not be opened. Please contact the IT director if you suspect an email may be malicious.
- Distributing literature, petitions, surveys, fund raising or requesting support for any charitable, religious, political or other cause, or for the sale of merchandise, raffle tickets or personal items.
- Personal use of email distribution lists.
- Using work email for non-work related invitations or social sharing of information.
- Knowingly transmitting, downloading, retrieving or storing any communication of a discriminatory, insubordinate, defamatory, obscene, threatening, harassing, offensive or disruptive nature. Sending email messages with sexual implications or which reflect offensively on another's age, race, gender, gender identity, sexual orientation, national origin, religious or political beliefs or disability.
- Reproducing or distributing copyrighted music, movies, computer software, text or images.
- The Wisconsin Youth Company name and logo and the names and logos of any of its programs may not be used without expressed written permission.
- Originating or perpetuating electronic files or communication of any kind that violates Wisconsin Youth Company's harassment policy.

Use of Wisconsin Youth Company's electronic devices, networks and telecommunication resources and services constitutes acceptance of this policy. Failure to adhere to the policies and procedures listed above may result in disciplinary action including termination of employment

# Wisconsin Youth Company Employee Handbook

## Conflict of Interest

### POLICY

Decisions of Wisconsin Youth Company are to be made solely on the basis of a desire to promote the best interests of the organization and its mission and not because of any personal interest that any employee of the organization may have with respect to a particular transaction or business matter. As a not-for-profit organization Wisconsin Youth Company is expected to act in the public good.

A conflict of interest exists when the personal or professional concerns of an employee or any member of the employee's family or any party, group or organization in which they are actively involved may be seen as competing with the interests or concerns of Wisconsin Youth Company. Employees have a responsibility to bring real or perceived conflicts of interest to their supervisor and/or the executive director for resolution and the protection of everyone involved. Employees can do so without fear of retaliation.

1. **Misuse of position:** A Wisconsin Youth Company employee or any member of an employee's family\* acting individually, on behalf of any group, organization or business to which they have allegiance or obligation should not utilize their position at Wisconsin Youth Company for personal, professional, political or monetary gain.
2. **Performing Services:** Employees shall not perform for personal gain services for Wisconsin Youth Company's vendors, suppliers, consultants or customers in any capacity which provides compensation.
3. **Disclosure of Influence:** If an employee has any influence on transactions involving purchases, contracts or leases, he or she must disclose these influences to Wisconsin Youth Company as soon as possible so that safeguards can be established to protect all parties. Employees who have an actual or potential conflict may not be substantively involved in decision-making affecting such transactions.
4. **Acceptance of Gifts:** Neither an employee nor any member of an employee's family should accept any gift, entertainment, services, loans or promises of future benefits from any person who personally or whose employer might benefit or appear to benefit because of a connection to Wisconsin Youth Company. These restrictions include offers of free service, travel or merchandise. If an employee receives a gift in excess of \$25, they should tell their supervisor about the gift and the best course of action will be determined. Meals are not included within the definition of the term "gift." Cash, of any amount, is not to be accepted, under any circumstances.
5. **Misuse of Confidential Information:** Employees may not use for personal advantage or for the advantage of any private business or organization confidential information or material acquired in the discharge of their duties (such as program registrations, mailing lists or staff directories).

\*Family member of a Wisconsin Youth Company employee is defined as his or her current or former spouse or domestic partner, siblings, parents, aunt/uncles, cousins, children or grandchildren or any other individual residing in the same home not otherwise described herein.

### Procedure:

1. All employees of Wisconsin Youth Company must sign a conflict of interest form on the date of hire and each year thereafter to verify their acknowledgment and acceptance of the conflict of interest policy. (See the forms section of this handbook.)
2. Full disclosure: Employees in decision-making roles must make known their connections with groups doing business with the organization. This information must be provided annually when the conflict of interest policy is signed.
3. As soon as an employee becomes aware of a conflict of interest or a potential or perceived conflict of interest they must report it to their immediate supervisor. The supervisor will refer it to the executive director for necessary action.

### POLICY

It is Wisconsin Youth Company's policy to take appropriate disciplinary action when the law, employer policies, procedures, codes of conduct, ethical standards, or other behavior and performance expectations are violated.

The severity and extent of disciplinary action will be determined by the circumstances surrounding the employee behavior(s) or activity(ies) that prompts discipline. Disciplinary action generally follows a progressive set of steps; however, the company retains the right to immediately terminate the employment relationship with any employee, with or without cause and with or without notice for any reason or no reason, but not for any illegal reason. Nothing in this policy changes the at-will nature of employment under Wisconsin law. Violation of any part of this policy may be grounds for disciplinary action up to and including termination.

Progressive discipline steps include but are not limited to verbal warnings, written corrective action plans with expectations for when improvement will occur, written warnings and consequences, training requirements, leave without pay, or termination. Consequences will be more severe for repeated violations. Employees will be informed of those consequences as part of the disciplinary process. Feedback noting both performance improvement and continuing concerns will be given through the process. All conversations regarding discipline are to be held in private and any written documentation is handled confidentially.

It is the intent of Wisconsin Youth Company to treat all employees with dignity, fairness and objectivity. Legal requirements, employer policies, procedures, codes of conduct, ethical standards, and other behavior and performance expectations outlined in this employee handbook and elsewhere are not all-inclusive and may change with or without notice at the organization's sole discretion.

### PRACTICE

When a supervisor believes that an employee's behavior or actions violates company policies, procedures, or codes of conduct, the initial conversations should focus on the observed behavior or actions with both parties giving input as to the circumstances, intentions, motivations, and concerns. The desired behavior and actions need to be clearly identified. The consequences of failure to improve or repeat violations should be communicated at each step in the progressive discipline. Progress made should be noted verbally and in writing. Supervisors should involve the executive director or human resources in determining progressive discipline steps if initial steps do not result in the desired behaviors or actions.

Wisconsin Youth Company supports both a progressive disciplinary policy and performance appraisal system to ensure that deficiencies in either behavior or performance are communicated to the employee by the supervisor. The goal of both the progressive disciplinary policy and the performance appraisal system is to communicate directly to the employee the patterns of behavior or levels of performance required to continue employment.

Wisconsin Youth Company's progressive disciplinary policy ranges from a verbal warning to discharge. The four-step disciplinary procedure is as follows:

- Step 1 - Verbal Warning
- Step 2 - Written Warning
- Step 3 - Suspension (generally without pay)
- Step 4 - Discharge

Because the seriousness of the infraction or the presence of extenuating or aggravating circumstances determine the type of discipline administered, not all four steps of the progressive disciplinary procedure will be exercised in every instance. For example, theft by an employee, compromising the safety of children, mis-representation of Wisconsin Youth Company, and harassment are particularly serious offenses and may result in the immediate discharge of the offending party.

### MISCONDUCT

For purposes of this policy, misconduct includes, but is not limited to:

Actions that violate the Organization's Code of Conduct (and any underlying policies) or any of the accounting and financial policies included in this manual.

Fraud including but not limited to the following:

- Forgery or alteration of checks, bank drafts, documents or other records (including electronic records)
- Destruction, alteration, mutilation, or concealment of any document or record with the intent to obstruct or influence an investigation, or potential investigation, carried out by a department or agency of the Federal government or by the Organization in connection with this policy
- Disclosure to any external party of proprietary information or confidential personal information obtained in connection with employment with or service to the Organization
- Unauthorized personal or other inappropriate (non-business) use of equipment, assets, services, personnel or other resources
- Acts that violate Federal, state, or local laws or regulations
- Accepting or seeking anything of material value from contractors, vendors, or persons providing goods or services to Wisconsin Youth Company. Exception: gifts less than \$25.
- Impropriety of the handling or reporting of money in financial transactions
- Failure to report known instances of misconduct in accordance with the reporting responsibilities described herein (including tolerance by supervisory employees of misconduct of subordinates)
- Misrepresenting skills or abilities

Failure to adhere to these core principles will result in immediate disciplinary action up to and including termination.

### POLICY

Wisconsin Youth Company employees are expected to report to work and follow their scheduled hours. Any employee who misses work without notification or good cause will be disciplined within Wisconsin Youth Company disciplinary procedures.

All employees are encouraged to work with their supervisor to determine a schedule when a modified schedule is necessary.



### POLICY

Wisconsin Youth Company staff are expected to come to work dressed appropriately. Neatness, cleanliness and a professional look are expected whenever an employee is working and/or representing the Wisconsin Youth Company. Clothing, jewelry, shoes and accessories must be chosen with safety and appropriateness in mind. At times staff are expected to wear shirts or sweatshirts provided by the company.

### PRACTICE

In general, Wisconsin Youth Company allows the standard of “business casual” for general office work and meetings. Program staff must be dressed appropriately to work directly with children while looking professional. Occasionally, professional meetings or conferences may require a higher standard of dress. If an employee is in doubt about the appropriate standard, they may ask their immediate supervisor or a director.

The following guidelines should be followed:

- Appropriate footwear that allows for safety must be worn. No flip flops, backless sandals, spiked heels or bare feet are allowed at any time at any Wisconsin Youth Company location.
- Staff working directly with children or visiting program sites may wear shorts if they are no shorter than the tip of the fingers when hands are placed on the side.
- Shirts must cover fully the chest, back, stomach, and shoulder area. Elastic straps and waistbands of undergarments may not be visible.
- Hats may not be worn inside except for a program activity. Head covers that are required for religious purposes or to honor cultural traditions are allowed.
- Clothing that has slogans, logos, or graphics that represent sex, drugs, alcohol, weapons, or political or religious statements are not appropriate.
- Personal Hygiene: Clothing must be clean and free of rips and tears. Good physical and oral hygiene is expected including hair that is clean and that does not affect an employee’s ability to establish eye contact or do their job without their hair getting in the way.
- Remember that some people are allergic to the chemicals in perfumes, cologne and make-up, so refrain from using scented products as much as possible or use with restraint.
- Visible piercings and tattoos should be in good taste with no offensive words or symbols.
- If required for the program, staff must have appropriate swimwear and wear a company-provided shirt for swim trips.

When wearing clothing with Wisconsin Youth Company or other company logos outside of work time you may be perceived as representing the company. Your actions or behavior may affect the company’s reputation.

# Wisconsin Youth Company Employee Handbook

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## Drug and Alcohol Use

### POLICY

Wisconsin Youth Company seeks to establish and maintain a work environment that is free from the effects of alcohol and drug use, and where employees report to work in condition to perform their duties.

In this policy, the term “drug” is used generically to refer to alcohol, prescription medication, controlled substances as defined in 21 CFR parts 1308.11-.15, and other chemical substances that may cause an individual to become intoxicated or otherwise under the influence of the substance.

The use, sale, transfer or possession of alcohol, drugs or any controlled substances, or paraphernalia associated with them, on Wisconsin Youth Company premises or work sites (including Wisconsin Youth Company vehicles and any private vehicles parked on Wisconsin Youth Company premises or work sites) is grounds for discharge for the first offense.

Employees may not report to work or attempt working while under the influence of any substance. “Under the influence” means being unable to perform work in a safe and productive manner, or being in a physical or mental condition that creates a risk to the safety and well-being of the individual, other employees, the public or Wisconsin Youth Company property or work sites; or having any detectable level of alcohol, drugs, other chemical substances, intoxicants, or any combination thereof, in the body that would cause the employee to be unsafe working or unable to work.

The following are prohibited:

- No employee is to use, possess, transfer or sell any controlled substance (21 CFR § 1308.11-.15).
- No employee may bring any drugs or paraphernalia onto Wisconsin Youth Company premises or work sites, including Wisconsin Youth Company vehicles and private vehicles parked on Wisconsin Youth Company premises, except as prescribed for that employee by a licensed medical practitioner.
- No employee shall ingest any controlled substance, except as prescribed for that employee by a licensed medical practitioner.
- No employee shall be under the influence of alcohol during normally scheduled work hours nor while working for or representing the company at other times, unless at Wisconsin Youth Company social events held independent of program activities, with management approval.
- Any employee who knowingly takes prescription or over-the-counter drugs but who does not report the potential or actual side effects to the employer, and who then comes under reasonable suspicion of being under the influence of drugs or alcohol.
- Refusing testing once Wisconsin Youth Company establishes reasonable suspicion.

Discipline of employees for violation of this policy shall be in accordance with the discipline policy of the employee handbook.

### PRACTICE

No level of alcohol, drugs, other chemical substances that may cause an individual to become intoxicated or otherwise under the influence of the substance, other intoxicants, or any combination thereof, is acceptable during work hours at WYC while engaged in program activities with youth. Employees who are taking prescription or over-the-counter drugs prescribed to them by a qualified health care professional that may affect job performance are required to report this to their supervisor. Doing so is for the protection of the employee and for safety purposes as well as to prevent the employee from being falsely accused of taking an illegal substance. Information disclosed by the employee under these circumstances is protected by HIPAA and may invoke FMLA or ADA protections. An employee whose alertness, reasoning, thought processes, or other abilities may be affected by prescription or over the counter drugs may be placed on leave or assigned other duties as safety or other program requirements dictate for the time period during which they are to take the drugs that have been authorized by a healthcare provider.

Alcoholic beverages may be available at Wisconsin Youth Company social events held independent of program activities, with management approval. A non-alcoholic beverage choice shall be provided whenever alcohol is an option.

# Wisconsin Youth Company Employee Handbook

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## Family and Personal Relationships at Work

### POLICY

Wisconsin Youth Company is committed to providing a workplace that is fair and equitable.

It is permissible to employ more than one member of the same family, provided that family members are not in a position to determine or influence hiring, training, compensation, performance evaluation, termination, or any employment decision.

Members of the same family must disclose such a relationship to their supervisor, regardless of whether or not the employees supervise or manage each other. Non-disclosure of a family relationship is grounds for immediate dismissal.

A social relationship, such as dating or co-habitation, between Wisconsin Youth Company employees is permissible under the same conditions described for family members. In the event that a social relationship between Wisconsin Youth Company employees ends it is expected that the employees will conduct themselves with maturity and professionalism. In such situations, employees must take great care to avoid any situation that could be construed as inappropriate or harassing.

While Wisconsin Youth Company recognizes that social relationships may develop while working together, or may have existed prior to employment at Wisconsin Youth Company, the organization cautions employees about inappropriately pursuing a social relationship when the other person doesn't return the interest. Wisconsin Youth Company's harassment policy is in place at all times and in all circumstances and employees are encouraged to familiarize themselves with its content and intent.

### POLICY

Wisconsin Youth Company does not condone or tolerate unlawful harassment of any type. This includes harassment due to race, gender, gender identity, religion, creed, color, age, disability/handicap, marital status, HIV status, source of income, familial status, ancestry or national origin, sexual orientation, arrest record, conviction record, current or past military service, less than honorable discharge, use or non-use of lawful products off the employer's premises during non-work hours (notwithstanding the exceptions noted in Sec. 111.35, Wis. Stats.), physical appearance, political beliefs, the fact that a person is a student, or any other protected characteristic under local, state or federal law.

This policy reflects Wisconsin Youth Company's desire to provide a safe and productive work environment. It also sets a standard of behavior and states that employees must avoid any and all conversations, scenarios, interactions, and communication, whether in person, on the phone, electronic, or through any other media, that could be construed or interpreted as discriminatory or harassing in nature.

This policy is in effect whenever an employee is "on the clock" and working for Wisconsin Youth Company.

Employees and non-employees, with whom a Wisconsin Youth Company employee comes into contact during the performance of his/her job, are expected to follow the letter and spirit of this policy.

### PRACTICE

#### Definitions:

Any unwelcome behavior or attention is harassment. Unwelcome behavior or attention directed at an employee in one of the protected classes listed above is unlawful harassment.

Harassment may be a single incident or a pattern of behavior which entails verbal, physical, or psychological harassment and/or abuse of any nature.

#### Harassment exists when:

- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for an employment decision affecting the individual.
- The conduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment.

Sexual harassment is a specific type of harassment that includes unwelcome verbal or physical conduct of a sexual nature. Sexual harassment includes, but is not limited to, the following examples:

- Unsolicited and inappropriate gestures or comments
- Display of offensive and sexually graphic materials

Harassment may be subtle, manipulative, and not immediately evident to outside observers. It refers to personally offensive behavior, but not occasional compliments of a socially acceptable nature. Verbal harassment includes jokes; innuendos; degrading sexual remarks; whistling; cat calls; comments about a person's body or sex life; pressure for sexual favors; or other similar conduct.

Non-verbal harassment includes gestures; staring; touching; hugging; patting; blocking a person's movement; brushing against a person's body; displaying sexually suggestive or degrading pictures; or displaying racist or otherwise derogatory cartoons or drawings.

### **How to report illegal harassment**

An employee who witnesses or suspects they have witnessed sexual or other illegal harassment in which a Wisconsin Youth Company employee is either the victim or perpetrator must immediately convey any and all information regarding the alleged harassment to the executive director or human resources. Failure to do so will be considered a violation of this policy and may result in disciplinary action up to and including termination.

An employee who believes they have been the victim of sexual or other illegal harassment can bring their complaint to the executive director, human resources or risk management director. If the employee is not comfortable reporting an incident to one of these individuals, they should report the matter to the board chairperson.

Reporting an incident quickly will allow Wisconsin Youth Company to immediately address the complaint. However, complaints will be accepted regardless of any delay in reporting.

### **Investigation process**

All complaints will be promptly and thoroughly investigated by Wisconsin Youth Company management or their designated representative in a fair and impartial manner. Investigations will be conducted with discretion and confidentiality. However, confidentiality of either the accuser or accused can't be guaranteed and shouldn't be expected.

Harassment investigations will proceed with or without the alleged victim's cooperation. Wisconsin Youth Company will follow the advice of counsel in the event that an employee is accused of harassment by a non-employee.

### **Consequences of illegal harassment**

Any employee found to have instigated, engaged, enabled, or participated in illegal and harassing behavior towards another employee or a non-employee while carrying out their work responsibilities for Wisconsin Youth Company will be subject to disciplinary action up to and including termination.

### **Retaliation**

Wisconsin Youth Company will not tolerate any form of retaliation against any employee who comes forward with illegal harassment complaints or cooperates with a harassment investigation. If retaliation is found to have occurred, the aggressor will be disciplined up to and including termination of employment.

### **False claims of harassment**

Anyone who brings or perpetuates a harassment investigation that they know to be false or frivolous and that is proven to be untrue faces the possibility of civil repercussions from the falsely-accused party. Such individuals will also be subject to disciplinary action, up to and including termination of employment.

### POLICY

Employees are allowed to bring in small personal items (photos, desk accessories, etc.) to personalize their private work space. Such items must be non-offensive and non-intrusive to the workspace of other employees. Lit candles, incense and warmers are prohibited.

Employees are discouraged from bringing items of value to work. Wisconsin Youth Company is not responsible for lost, stolen, or damaged personal items that employees voluntarily bring to work. Employees who bring purses, briefcases, and backpacks to work do so at their own risk and are strongly encouraged to keep such items out of sight.

### PRACTICE

Program staff are discouraged from bringing their personal equipment to site for use by the children or other staff. You should make any equipment needs known to your supervisor. Using personal fans, heaters, and lights must be pre-approved by your supervisor.



### POLICY

No political activities or solicitations shall be carried out at Wisconsin Youth Company program sites or the administrative offices.

### PRACTICE

Political activities are defined as activities in support of any partisan political issue, any individual candidate for political office, or any political party, or political organization which seeks to influence the election of candidates.

Participation in civic and political activities is considered a personal matter. As such, it is to be carried on outside of normal working hours.

# Wisconsin Youth Company Employee Handbook

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## Professional Behavior

### POLICY

Professional behavior is expected in any situation or context in which that behavior could be viewed as a reflection of Wisconsin Youth Company.

### PRACTICE

Employees are expected to adhere to the Code of Professional Conduct that is detailed below.

The Code of Professional Conduct requires that an employee must:

- behave honestly, openly and with integrity at all times;
- act with care and diligence in the course of performing their job;
- treat co-workers, children, families, supervisors, and others encountered while performing their job, with respect and courtesy, and without harassment or intimidation, at all times;
- respect property belonging to Wisconsin Youth Company or the location where a program is being held; this requires that employees not use Wisconsin Youth Company resources for personal reasons;
- behave and conduct themselves with professionalism. Any conduct that is considered to be hostile, verbally offensive, disruptive to the work environment or intimidating, undermining or insubordinate to management will not be tolerated at any time;
- Communicate any changes in arrest record, criminal history and/or driving records (if applicable) to the risk management director;
- maintain appropriate confidentiality about dealings that the employee has with parents, children, or any/all members of staff;
- not provide false or misleading information in response to a request for information;
- at all times behave in a manner that upholds the values, integrity and good reputation of the organization;
- be aware that any relationship, on or off the job, that affects Wisconsin Youth Company's ability to run business, or an employee's ability to do his/her job is a valid reason for termination.
- adhere to the "first point of contact" protocol and bring any/all concerns, issues, questions and/or situations where you feel there is conflict (with anyone in the workplace) to the attention of your supervisor first unless, of course, the concern is with your supervisor. In that case you should go to the department director, the human resources manager or the executive director.

### POLICY

Because we recognize the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco, it shall be the policy of Wisconsin Youth Company to provide a tobacco-free environment for all employees and visitors. This policy covers the smoking of any tobacco product including e-cigarettes and the use of oral tobacco products or “spit” tobacco, and it applies to both employees and non-employee visitors of Wisconsin Youth Company. Wisconsin’s state-wide smoking ban and Wisconsin Youth Company policy prohibits smoking in any Wisconsin Youth Company building, work site, vehicle or related exposure. Smoking is also prohibited any place that is open to the public, including school property. Furthermore, Wisconsin Youth Company prohibits smoking or the use of tobacco during work hours or Wisconsin Youth Company-sponsored events.

### POLICY

Wisconsin Youth Company strives to provide an environment that is conducive to work. Therefore, soliciting employees or distributing material not related to Wisconsin Youth Company to employees in work areas during working hours is prohibited. Solicitation (e.g. contributions for charitable cause) or distribution that involves employees is only allowed in non-work areas during non-work time. Solicitation that is deemed to be intrusive, intimidating or otherwise offensive is prohibited. Non-employees are prohibited from soliciting on the premises at any time. Any such incident should be reported to the executive director immediately.

### POLICY

Wisconsin Youth Company recognizes that social media is a widely used form of communication for its employees. However, use of social media also presents certain risks and carries with it certain responsibilities. The following are guidelines to using social media responsibly, as it relates to work.

#### Guidelines:

Social media includes all means of communicating or posting information or content of any sort on the internet, including, but not limited to: your own or someone else's blog, journal, personal website, social networking or affinity website, or chat room, whether or not associated with Wisconsin Youth Company, as well as any other form of electronic communication.

The core values expressed by Wisconsin Youth Company apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of other employees, or customers of Wisconsin Youth Company may result in disciplinary action up to and including termination.

Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Employees are encouraged to avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, employees or partners or that might constitute harassment or bullying. Examples of such conduct include posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law.

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched.

Maintain the confidentiality of Wisconsin Youth Company information. Do not create a link from your blog, website or other social networking site to the Wisconsin Youth Company website without identifying yourself as a Wisconsin Youth Company employee. Express only your personal opinions, rather than speaking for the organization. If Wisconsin Youth Company is the subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of Wisconsin Youth Company management, board, customers, or fellow employees. Wisconsin Youth Company employees are prohibited from using any photos of children in Wisconsin Youth Company programs for their own personal use on social media, blogs, other internet posts or email.

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor. Do not use Wisconsin Youth Company email addresses to register on social networks, blogs or other online tools utilized for personal use.

Wisconsin Youth Company prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Wisconsin Youth Company encourages staff to comment, react/like, share Wisconsin Youth Company posts to increase our social media presence; however, Wisconsin Youth Company recommends that when using a personal social media platform/account to set your privacy settings to be private, to help protect your private/personal life.

Wisconsin Youth Company staff are prohibited to accept or ask program families to be friends on FB or connect on any other social media network, personal or professional.

### PRACTICE

If you have any questions regarding photos, videos, posts/comments on our social media networks, please email [socialmedianetwork@wisconsinyouthcompany.org](mailto:socialmedianetwork@wisconsinyouthcompany.org).

If you have any questions about this policy, please ask your supervisor for clarification. Any reports of deviation or disregard of this policy should be expressed to the executive director.

If you receive a request to connect with program families or youth, staff should decline the request. If the staff member wishes, he or she may send the parent/youth a message informing them that we do not accept requests from parents or youth, and encouraging them to like our Wisconsin Youth Company business Facebook page if they have not done so already.

### POLICY

Employees are expressly prohibited from carrying a weapon in the course of employment or during any part of the course of employment. This means that employees may not carry a weapon anywhere on or off company premises while performing their work duties.

### PRACTICES

The McKenna office is a child care facility as well as an office. Department of Children and Families prohibits the presence of weapons in a certified school age program as follows:

DCF 22.09 (4)(B) The indoor area shall be free of hazards, and items that may be harmful to children such as medications, drugs, poisons, insecticides, weapons, matches, cigarette lighters and flammable liquids shall be kept out of reach of children.

Wisconsin's law SB93 allows the issuing of licenses for individuals to carry concealed weapons. Wisconsin Youth Company has posted signs prohibiting weapons in Wisconsin Youth Company buildings. Weapons covered by the law are defined as handguns, electronic tasers, billy-clubs and knives.

Much of our work takes place on school property. It is a crime to possess a dangerous weapon on or in any school building, school grounds, or recreation area on property owned, used, or operated for school administration.

### POLICY

All Wisconsin Youth Company employees are protected from retaliation should they in good faith report any concerns regarding unethical or unlawful practices carried out by the organization (Wisconsin Youth Company). No Wisconsin Youth Company employee will be discharged or threatened or discriminated against in any manner for reporting in good faith what he or she perceives to be wrongdoing, violation of law or unethical conduct. All Wisconsin Youth Company employees are to conduct themselves in a manner that complies with all applicable laws and regulations.

The purpose of this policy is to provide all employees with guidelines for the reporting of unethical or illegal behavior by Wisconsin Youth Company board members, employees, vendors, professional service providers or affiliated organizations.

Any employee who reasonably believes that a policy, practice, or activity or contemplated action of Wisconsin Youth Company or any of its programs is in violation of law or is unethical, or believes that action needs to be taken for Wisconsin Youth Company to be in compliance with the law or appropriate ethical standards must promptly report it.

### PROCEDURES

1. **What to report:** Illegal acts such as theft or misuse of organizational property; fraud; any condition that may significantly threaten the health or safety of Wisconsin Youth Company employees, the families and children we serve; the public and serious or substantial violations of Wisconsin Youth Company policy.
2. **How to report:** Allegations can be reported orally or in writing and can be anonymous. If reporting orally notify those listed under “Who to tell” either in person or by phone. If wishing to make an anonymous phone report, call the Help Line, 608-445-8014. To avoid identification through caller ID, call from a public phone, one that is used by multiple employees or invoke caller ID blocking.
3. **Who to tell:** Your supervisor or any member of the leadership team.
4. **Receiving a report:** Anyone receiving a report of unethical or unlawful practices must inform at least one other member of the leadership team as soon as practical, but not later than 24 hours after receiving such a report. Together they will determine a course of action. The course of action may include one or more of the following:
  - Appointing a committee to investigate the allegations.
  - Speaking with the person making the allegations to clarify a potential misinterpretation of policy.
  - Distributing a memo to all employees to reinforce or clarify policy related to concerns raised by reporting employee.
  - Conferring with the president of the Wisconsin Youth Company Board of Directors if allegations involve the executive director. The board president may refer the matter to auditors, the police or legal counsel.

An employee is protected from retaliation only if the employee brings the alleged unlawful or unethical activity, policy, or practice to the attention of Wisconsin Youth Company and provides Wisconsin Youth Company with a reasonable opportunity to investigate and correct the alleged



unlawful or unethical activity. This protection is only available to employees that comply with this requirement. All forms of retaliation against whistleblowers, including harassment, termination, and blacklisting, will not be tolerated and will result in disciplinary action. All managers and supervisors will receive training regarding this policy and the rights and responsibilities of employees to raise concerns. All employees will be informed about the policy when they are hired as part of their orientation.

# Wisconsin Youth Company Employee Handbook

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Notes:

# Wisconsin Youth Company Employee Handbook

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## Wage and Salary Administration

### POLICY

The success of Wisconsin Youth Company and all its programs is dependent on the efforts of its employees. Talented, trained and committed employees create the high quality programs that Wisconsin Youth Company offers.

Wisconsin Youth Company has developed a wage and salary administration program to ensure fair and equitable pay among employees.

The wage and salary administration program provides guidance on an employee's salary at time of hire, performance based increases and other salary adjustments when necessary and warranted. Salary ranges, hiring grids, or any compensation plan do not imply permanent or guaranteed employment.

Wage and salary increases are determined annually as part of the budgeting process and will be established and implemented at the level supported by the organization's financial forecast.

### PRACTICE

The wage and salary administration program is designed to:

- Attract, develop, retain, motivate and reward high quality employees
- Provide internal equity through job evaluation and position evaluation
- Ensure pay is market sensitive and locally competitive
- Comply with all applicable state and federal laws and regulations

Salary ranges and the staff hiring grid have been developed by analyzing the current local market and reviewing national data for similar positions. These salary ranges and hiring grids are reviewed on an annual basis as part of the budget process.

All positions are graded by a review of the scope of responsibility and supervision and through identification of the level of education, specialized training, knowledge, skill and experience needed to perform each job. Positions with similar scope and requirements are grouped together at the same salary range. All salary ranges express the minimum, midpoint and maximum for that position.

Salary increases may be given annually and are based on merit. Merit raises will be given after the annual performance review is conducted by supervisors with each employee. A written summary of the performance review will be completed and filed in their personnel file.

One-time compensation increases may include T.E.A.C.H. scholarship bonuses for completion of course of study or other one-time adjustments as determined on an annual basis.

# Wisconsin Youth Company Employee Handbook

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## Overtime Compensation

### POLICY

Wisconsin Youth Company positions are evaluated for classification as exempt or non-exempt according to best practices. Employees who hold positions deemed to be exempt are not eligible for overtime pay. Employees who hold non-exempt positions will receive overtime pay in accordance with this policy.

**Non-Exempt Positions.** Employees who hold non-exempt positions are compensated for time worked and are entitled to pay for all time spent working, including work-related travel, required-attendance trainings, or work done at home. All hours worked in excess of those normally scheduled are to be approved in advance by the employee's supervisor. Non-exempt employees shall receive overtime compensation of one and one half times their normal hourly rate for the hours actually worked in excess of 40 in a single workweek, recognized as Sunday to Saturday.

**Exempt Positions.** Employees who hold exempt positions are compensated for filling a role, regardless of how much time that requires. Exempt employees are not eligible for overtime compensation and are encouraged to use the flexibility of their schedules to balance hours worked during a pay period or month.

### PRACTICE

Exempt employees are responsible for managing and tracking their own effective use of time.

Non-exempt employees who fail to get pre-approval for overtime may be subject to disciplinary action.

# Wisconsin Youth Company Employee Handbook

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## Payday and Timesheet

### POLICY

Wisconsin Youth Company operates on a semi-monthly pay schedule (1-15 and 16-31). Payday is the fifteenth and last day of the month. Employees must complete the electronic timesheet as required for their position each pay period.

# Wisconsin Youth Company Employee Handbook

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## Payroll Deductions

### POLICY

The following mandatory deductions shall be made from every employee's gross wages as applicable: federal income tax, social security tax (FICA), Medicare and Wisconsin income taxes. Every employee shall complete and sign a federal and Wisconsin state withholding allowance certificate (Federal W-4 and State WT-4) on or before his or her first day on the job and at least annually thereafter.

Every employee will receive an annual Wage and Tax Statement (IRS Form W-2) for the preceding year on or before January 31.

Other deductions may include the employee portion of selected medical and/or dental insurance premiums, 403B plans, or a court ordered garnishment. Signed and written consent of the employee is required for any payroll deduction not considered mandatory or not court-ordered.

### PRACTICE

The IRS-Form W-4 and Wisconsin State WT-4 must be completed in accordance with federal regulations. Employees may fill out new W-4s anytime their circumstances change. Employees are expected to comply with the instructions on the W-4. Questions regarding the propriety of claimed deductions may be referred to the IRS.

The amount withheld for Federal Income Tax is computed by a mathematical formula, using your exact earnings, your marital status and the number of claimed dependents. The withholding tax form (W-4) completed upon hiring determines the amount of tax deducted. If the amount is not sufficient to cover your tax needs, you may request an increased withholding tax deduction. A new withholding form must be signed if you wish to change the number of your exemptions or want additional funds withheld. In accordance with federal law, Wisconsin Youth Company makes deductions from the employee's paycheck for the Social Security Program (FICA) and Medicare. Wisconsin Youth Company matches the employee's deduction, but this contribution does not show on employees' pay stubs. This means that the amount applied toward the individual's Old Age and Survivors Benefit Program Account (Social Security) is actually twice the amount of the payroll deduction with the exception of any temporary FICA tax benefits such as the HIRE act.

Any employee who believes that his or her deductions are incorrect for any pay period should contact human resources. Payroll questions should be directed to human resources.

# Wisconsin Youth Company Employee Handbook

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# Wisconsin Youth Company Employee Handbook

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## Bereavement Leave

### POLICY

Paid bereavement leave is reserved for the death of an immediate family member or life partner and may be granted by the employee's supervisor for one, two, or three days depending on individual circumstances and shall not exceed a maximum of three (3) days.

### PRACTICE

Immediate is defined as father or step-father, mother or step-mother, brother, step-brother or brother-in-law, sister, sister-in-law or step-sister, spouse, spouse's parents, life partner, life partner's parents, son or step-son, daughter or step-daughter, grandparents and aunts, uncles and first cousins.

A request for bereavement leave shall be made of an employee's supervisor.

Time off to attend the funeral of other family members, close friends or neighbors will be considered personal leave time.



# Wisconsin Youth Company Employee Handbook

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## COBRA --Continuation of Health Insurance

Wisconsin Youth Company is a covered employer for purposes of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA requires group health plans sponsored by covered employers to allow qualified beneficiaries to have “COBRA continuation coverage” in the event that they lose group health plan coverage for specified reasons. Continuation requires the insured to pay the full premium, including the former employer’s share.

A “covered employee” is an individual who is eligible to be covered under a group health plan by virtue of the performance of services for the employer maintaining the plan.

**Qualified beneficiary.** A qualified beneficiary is an individual who, on the day before a “qualifying event,” is covered by Wisconsin Youth Company’s group health plan. The individual can be a covered employee, the spouse of a covered employee, or a dependent child of the covered employee. A special rule allows a child who is born to or placed for adoption with a covered employee during a period of COBRA continuation coverage to be a qualified beneficiary.

**Group health plan.** Group health plan for purposes of COBRA is defined as a benefit program that is maintained by an employer (Wisconsin Youth Company) to provide health care to employees, former employees, the employer, others associated or formerly associated with the employer or employee organization in a business relationship (including members of a union who are not currently employees), or their families.

**Health care.** Health care includes the diagnosis, cure, mediation, treatment, or prevention of disease, or any other undertaking for the purpose of affecting any structure or function of the body. It also includes transportation that is essential to such health care.

### **COBRA Continuation Coverage**

COBRA continuation coverage is an extension of the coverage that the qualified beneficiary had immediately before the qualifying event.

Wisconsin Youth Company will provide an opportunity for qualified beneficiaries of a plan to continue coverage if they would lose coverage as a result of a qualifying event. Continuation coverage will be the same as the coverage provided to similarly situated beneficiaries with respect to whom a qualifying event has not occurred. Modifications to the plan will apply to qualified beneficiaries if such modifications apply to similarly situated beneficiaries for whom a qualifying event has not occurred.

### **Qualifying Events**

The following events are examples of events which may qualify an individual for COBRA continuation coverage if the event causes loss of coverage for a qualified beneficiary.

- Termination or reduction of hours of a covered employee other than due to the employee’s gross misconduct
- Death of a covered employee
- Divorce or legal separation of a covered employee
- Entitlement of the covered employee for benefits under Title XVIII of the Social Security Act (Medicare)
- “Aging out” of a child (i.e., he or she ceases to be a dependent child under the age requirements of the plan)

# Wisconsin Youth Company Employee Handbook

## COBRA --Continuation of Health Insurance

- Bankruptcy
- Employee's failure to return to work at the end of a qualifying FMLA leave may be a qualifying event.

### Length of Continuation Coverage

In general, benefits under COBRA continuation coverage begin on the date group health coverage is lost because of the qualifying event. COBRA continuation rights are usually limited to either 18 or 36 months (with the exception of bankruptcy as the qualifying event).

**18 months.** A qualified beneficiary is allowed to continue coverage under COBRA for a maximum period of 18 months if coverage would otherwise end because of termination of employment or reduction of hours.

**29 months.** Certain disabled qualified beneficiaries and each family member who is also a qualified beneficiary but is not disabled are allowed to continue coverage under COBRA for a maximum period of 29 months if coverage would otherwise end because of termination of employment or reduction of hours.

**36 months.** A qualified beneficiary who is a spouse or dependent child is allowed to continue coverage under COBRA for a maximum period of 36 months if coverage would otherwise end because of:

- Death of the covered employee;
- Divorce or legal separation from the covered employee;
- Entitlement of the covered employee for Medicare benefits; or
- Disqualification of a child as a dependent due to age.

**36 months.** If a secondary qualifying event that is the death of the covered employee, divorce or legal separation from the covered employee, or a child ceasing to be a covered dependent because of age occurs during an 18- or 29-month continuation period, the qualified beneficiary who is a spouse or dependent child is allowed to continue coverage under COBRA for a maximum period of 36 months measured from the first qualifying event. Medicare entitlement may also be a second qualifying event, but only if it would have resulted in a loss of coverage for the spouse or child if the qualified beneficiary who was the covered employee was still working enough hours to be covered as an employee.

**Lifetime of retiree.** A qualified beneficiary who is a retired employee and his or her spouse and dependent children are allowed to continue coverage for the retiree's lifetime coverage would otherwise end because of a bankruptcy proceeding plus an additional 36 months for a surviving spouse and dependent children.

### Notice Requirements

**General Notice.** The "General Notice of COBRA Continuation Coverage Rights" that follows this policy serves as an initial notice of COBRA rights.

# Wisconsin Youth Company Employee Handbook

## COBRA --Continuation of Health Insurance

Employee or family member notice to plan administrator. Employees or their family member must notify Wisconsin Youth Company's plan administrator of qualifying events that are divorce or legal separation and loss of dependent status, including when these are second qualifying events, and a qualified beneficiary's disability or cessation of disability.

**Election Notice.** The notice that Wisconsin Youth Company's plan administrator provides to qualified beneficiaries will be in writing and will be provided within 14 days after receipt of a notice of a qualifying event. Under federal law you have 60 days after the date of this notice to elect COBRA continuation coverage.

### General Notice of COBRA Continuation Coverage Rights

Introduction: You are receiving this notice because you have recently become covered under a group health plan (the plan). This notice contains important information about your right to continuation coverage under federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). Continuation coverage is a temporary extension of coverage under the Plan. This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it. COBRA continuation coverage can become available to you when you would otherwise lose your group health coverage. It can also become available to other members of your family who are covered under the plan when they would otherwise lose their group health coverage. For additional information about your rights and obligations under the plan and under federal law, you should either review the Plan's Summary Plan Description or contact the plan administrator.

### What is COBRA continuation coverage?

COBRA continuation coverage is a continuation of plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries who elect COBRA continuation if coverage under the plan is lost because of a qualifying event. Under the plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage. If you are an employee, you will become a qualified beneficiary if you will lose your coverage under the plan because any of the following qualifying events happens:

- Your hours of employment are reduced; or
- Your employment ends for any reason other than your gross misconduct.
- If you are the spouse of an employee, you will become a qualified beneficiary if you will lose your coverage under the plan because any of the following qualifying events happens:
  - o Your spouse dies;
  - o Your spouse's hours of employment are reduced;
  - o Your spouse's employment ends for any reason other than his or her misconduct;
  - o Your spouse becomes entitled to Medicare benefits (under part A, part B, or both); or
  - o You become divorced or legally separated from your spouse.

# Wisconsin Youth Company Employee Handbook

## COBRA --Continuation of Health Insurance

Your dependent children will become qualified beneficiaries if they will lose coverage under the plan because any of the following qualifying events happens:

- The parent employee dies;
- The parent employee's hours of employment are reduced;
- The parent employee's employment ends for any reason other than his or her misconduct;
- The parent employee becomes entitled to Medicare benefits (part A, part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible as a "dependent child" for coverage under the plan.

Filing a proceeding in bankruptcy under title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to Wisconsin Youth Company and that bankruptcy results in the loss of coverage of any retired employee covered under the plan, the retired employee will become a qualified beneficiary with respect to the bankruptcy. The retired employee's spouse, surviving spouse, and dependent children will also be qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan. As well, if a covered employee takes FMLA Leave and fails to return to work from the leave, that too may be a qualifying event.

### **When is COBRA coverage available?**

The plan will offer COBRA continuation coverage to qualified beneficiaries only after the plan administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, commencement of a proceeding in bankruptcy with respect to the employer, or the employee's becoming entitled to Medicare benefits (under part A, part B, or both), the employer must notify the plan administrator of the qualifying event.

### **You must give notice of some qualifying events**

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the plan administrator within 60 days after the qualifying event occurs. You must send this notice and supporting documents to: Human Resources, Wisconsin Youth Company, 1201 McKenna Blvd., Madison, WI 53719, email [ajacobson@wisconsinyouthcompany.org](mailto:ajacobson@wisconsinyouthcompany.org).

### **How is COBRA coverage provided?**

Once the plan administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, the employee's becoming entitled to Medicare benefits (under part A, part B, or both), your divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation coverage lasts for up to 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than

# Wisconsin Youth Company Employee Handbook

## COBRA --Continuation of Health Insurance

the employee lasts until 36 months after the date of Medicare entitlement. For example, if a covered employee becomes entitled to Medicare 8 months before the date on which his or her employment terminates, COBRA continuation coverage for the spouse and children can last up to 36 months after the date of Medicare entitlement, which is equal to 28 months after the date of the qualifying event (36 months minus 8 months). Otherwise, when the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage generally lasts for only up to 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

### **Disability extension of 18-month period of continuation coverage**

If you or anyone in your family covered under the plan is determined by the Social Security Administration to be disabled, and you notify the plan administrator in a timely fashion, you and your entire family may be entitled to receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of continuation coverage. Please send notice and Social Security Administration determination within 45 days of the end of the 18-month period to Human Resources, Wisconsin Youth Company, 1201 McKenna Blvd., Madison, WI 53719, email, [ajacobson@wisconsinyouthcompany.org](mailto:ajacobson@wisconsinyouthcompany.org).

### **Second qualifying event extension of 18-month period of continuation coverage**

If your family experiences another qualifying event while receiving COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, to a maximum of 36 months, if notice of the second qualifying event is properly given to the plan. This extension may be available to the spouse and any dependent children receiving continuation coverage if the employee or former employee dies, becomes entitled to Medicare benefits (under part A, part B, or both), gets divorced or legally separated, or if the dependent child stops being eligible as a dependent child under the plan, but only if the event would have caused the spouse or dependent child to lose coverage under the plan had the first qualifying event not occurred.

### **If you have questions**

Questions concerning your COBRA continuation coverage rights should be addressed to the contact or contacts listed below. For information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the nearest regional or district office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA), or visit the EBSA website at [www.dol.gov/ebsa](http://www.dol.gov/ebsa). (Addresses and phone numbers of regional and district EBSA offices are available through EBSA's website.)

### **Keep your plan informed of address changes**

In order to protect your family's rights, you should keep the plan administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the plan administrator.

### **Plan contact information**

Plan Administrator: Wisconsin Youth Company Human Resources, 1201 McKenna Blvd., Madison, WI 53719, email, [ajacobson@wisconsinyouthcompany.org](mailto:ajacobson@wisconsinyouthcompany.org), 608-276-9782.

# Wisconsin Youth Company Employee Handbook

## School Age Program Benefit

### POLICY

Wisconsin Youth Company employees who are eligible are afforded program enrollment benefits in company-sponsored programs for their children as follows: employee must be legal guardian of child and the child must reside with the employee.

Eligibility is determined by an employee's scheduled work hours.

Program options include before and after school, all day programs and summer day camp programs during hours in which the employee is working. Immersion camps, Middle School U or Wander Wisconsin trips qualify for partial benefit.

### PRACTICE

The employee and child are subject to all program and registration requirements as defined by Wisconsin Youth Company.

Employees are eligible for the following for before or after school, all day programs or day camp programs: first child at no cost; second child at 50% of normal fees; third and/or subsequent children at full cost.

Employees are eligible for the following for immersion camps and Wander Wisconsin as space allows (determined by director of operations and summer director program): a deduction for the first child's program fee equivalent to the period of day camp, usually one week. Employees are eligible for the following for qualifying MSU programs: 50% off the course fee for MSU classes and up to day camp cost for Wander and Immersion camps. The second child can receive up to 25% off the course fee for MSU classes and up to 50% off day camp reimbursement for Wander and Immersion camps. Wisconsin Youth Company reserves the right to limit any specific course or program from this benefit.

The employee benefit authorization form must be completed and authorized prior to the child's start in a program.

All participating employees' children must be enrolled in the program they attend and all paperwork must be submitted and must appear on the appropriate attendance sheets. Their emergency information must be on file.

Children enrolled under such circumstances are subject to the same behavior and participation expectations as children enrolled through other channels. If a child is unable to participate in program for any reason, that should not affect the employee's ability to work.

# Wisconsin Youth Company Employee Handbook

## Family Medical Leave

### FEDERAL FAMILY and MEDICAL LEAVE ACT (FMLA) WISCONSIN FAMILY and MEDICAL LEAVE ACT (WFMLA)

Wisconsin Youth Company strives to provide a flexible workplace that allows employees the freedom to attend to the important and serious health concerns of themselves and their immediate family members.

Wisconsin Youth Company will comply with all state and federal regulations, including Military Leave provisions, in the Family and Medical Leave Act of 1993 as amended (FMLA), and in-the Wisconsin Family and Medical Leave Act (WFMLA). An outline of regulations, employee eligibility, and qualifying reasons for leave are included here. Specific questions can be asked of the director of operations or the executive director.

#### Federal and State Regulations

Federal and state family and medical leave regulations are similar, but not identical. An employee who is qualified for both receives the protection that is most favorable; an employee who is qualified for one but not the other receives the protection for which they qualify.

#### Eligibility Requirements

Employees must meet all of the requirements described below to be eligible for FMLA/WFMLA protections.

	FEDERAL/FMLA	STATE/WFMLA
Length of employment	12 months or 52 weeks of employment at Wisconsin Youth Company. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years.	52 consecutive weeks of employment at Wisconsin Youth Company. The consecutive weeks of employment need not be the 52 weeks immediately preceding leave.
Hours worked	Employees requesting FMLA leave must have worked at least 1,250 hours for Wisconsin Youth Company in the 12 months preceding leave.	Employees requesting WFMLA leave must have worked at least 1,000 hours for Wisconsin Youth Company during the 52 weeks immediately preceding leave.
Qualifying reasons for leave	<ul style="list-style-type: none"> <li>• The birth of a child or prenatal care that makes the expectant mother unable to work.</li> <li>• The placement of a child for adoption or foster care, including pre-placement evaluation and assessment.</li> <li>• The serious health condition of an immediate family member (defined below).</li> <li>• An eligible employee's own serious health condition (defined below).</li> <li>• Active military duty of spouse, son, daughter, or parent.</li> </ul>	<ul style="list-style-type: none"> <li>• The birth of a child or placement of a child for adoption.</li> <li>• The serious illness of an immediate family member (defined below).</li> <li>• An eligible employee's own serious health condition (defined below).</li> </ul>

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# Wisconsin Youth Company Employee Handbook

## Family Medical Leave

	FEDERAL/FMLA	STATE/WFMLA
Serious health condition	<p>An illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a healthcare provider.</p> <p>Treatment for substance abuse is a serious health condition provided that treatment is provided by a qualified healthcare provider. Absence because of the use of a substance, but not its treatment, does not qualify for FMLA leave.</p> <p>Note: Treatment for substance abuse, even if it qualifies for protected FMLA leave, does not prevent Wisconsin Youth Company from taking adverse employment action as described elsewhere in this handbook.</p>	<p>A disabling physical or mental illness, injury, impairment or condition involving inpatient care in a hospital, nursing home or hospice, or out-patient care that requires continuing treatment or supervision by a health care provider.</p>
Covered family member	<p>Spouse – a husband or wife, as defined or recognized in the state where the individual was married (“place of celebration”), and specifically includes individuals in lawfully recognized same-sex and common law marriages and marriages that were validly entered into outside of the United States if they could have been entered into in at least one state.</p> <p>Parent – biological, adoptive, step or foster mother or father or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents-in-law.</p> <p>Child – a biological, adopted, foster child, step-child, legal ward, or child of a person standing in loco parentis, who is either under age 18, or age 18 or older and “incapable of self-care because of a mental or physical disability” at the time that FMLA leave is to commence.</p> <p>In Loco Parentis: A person stands in loco parentis if that person provides day-to-day care or financial support for a child. Employees with no biological or legal relationship to a child can stand in loco parentis to that child, and are entitled to FMLA leave (for example, an uncle who cares for his sister’s children while she serves on active military duty, or a person who is co-parenting a child with his or her same-sex partner). Also, an eligible employee is entitled to FMLA leave to care for a person who stood in loco parentis to that employee when the employee was a child.</p>	<p>In addition to covered family members as defined by federal regulation, WFMLA leave extends to qualifying domestic partners. Employees may request WFMLA leave to care for a seriously ill domestic partner or the domestic partner’s parents. The provision does not extend to a domestic partner’s children unless the children are legally adopted by the employee</p>



# Wisconsin Youth Company Employee Handbook

## Family Medical Leave

Covered family member - Continued	<p>Federal FMLA regulations define “spouse” as a husband or wife, as defined or recognized under state law for the purposes of marriage in the state where the employee resides.</p> <ul style="list-style-type: none"> <li>• Parent — biological, adoptive, step or foster mother or father or any other individual who acted as a parent when the eligible associate was a child.</li> <li>• Child — biological or legally recognized son or daughter, or a child for whom the employee has financial or day-to-day care responsibility.</li> </ul>	
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### Provisions of FMLA/WFMLA Leave for a Serious Health Condition

These are the specific benefits and protections provided by FMLA/WFMLA:

	FEDERAL/FMLA	STATE/WFMLA
Job protection	An eligible Wisconsin Youth Company employee who is on an approved and qualifying FMLA/WFMLA; complies with all communication, notification, and procedural requirements; and returns to work before or at the end of their leave entitlement will be returned to their position, or one of equal pay and status.	
Unpaid leave	Leave is unpaid.	
Substituting PTO	Employees who qualify for WFMLA only may choose to substitute unpaid FMLA leave with accumulated paid time off (vacation or sick/personal). Employees who qualify for FMLA will be required to do so.	
Length of FMLA/WFMLA leave	Up to 12 weeks during a calendar year.	<ul style="list-style-type: none"> <li>• Up to six weeks upon the birth or adoption of child or the placement of a child as a precondition to adoption; plus,</li> <li>• Up to two weeks for the serious illness of an immediate family member; plus,</li> <li>• Up to two weeks for an associate’s own serious health condition; during a calendar year.</li> <li>• Up to six weeks for employee to serve as bone marrow or organ donor.</li> </ul>

# Wisconsin Youth Company Employee Handbook

## Family Medical Leave

Intermittent or Reduced Schedule leave	FMLA leave may be taken intermittently or as a reduced schedule.	Intermittent leave is permitted, if medically necessary.
Benefits	Health care, dental, and vision benefits will continue for the duration of a FMLA/WFMLA qualifying leave as they existed prior to the leave. Time away from work for a qualified FMLA/WFMLA leave counts as time worked for purposes of qualifying for Wisconsin Youth Company benefits. An employee on FMLA/WFMLA leave is responsible for the portion of benefit premiums for the duration of their leave that the employee would pay when working. The termination date of an employee who does not return from FMLA/WFMLA leave will be retroactive to the start of their leave and they will be required to repay Wisconsin Youth Company for benefit premiums paid by Wisconsin Youth Company during their leave.	
Worker's Compensation	When an employee is absent due to a work-related illness or injury, which meets the definition of a serious health condition, the absence will be counted towards the allotment of FMLA leave under federal law, therefore using Federal FMLA concurrently with the worker's compensation absence.	

### FMLA - MILITARY LEAVE

Employees with immediate family members actively serving in the armed forces, or who have served within the last five years, receive specific benefits under federal FMLA regulations. Only federal FMLA regulations apply to the military leave provisions, therefore, employees must meet the requirements of the FMLA regulations listed above to be eligible for military leave provisions.

#### Provisions of FMLA Military Leave

In addition to FMLA leave for a serious health condition eligible employees may take Qualifying Exigency Leave or Service Member Caregiver Leave if an immediate family member is an active or veteran member of the armed services.

#### Qualifying Exigency Leave

A total of 12 weeks of FMLA military leave in one calendar year is available to eligible employees as Qualifying Exigency Leave for the reasons listed below. FMLA Qualifying Exigency Leave taken for one or more of these reasons is counted as part of the 26 week maximum that an employee may take as Service Member Caregiver Leave.

- Short-notice deployment
- Military events and related activities
- Child care and school activities
- Financial and legal arrangements
- Counseling
- Rest and recuperation
- Post-deployment activities
- Additional activities

### **Service Member Caregiver Leave**

An eligible employee may, on one occasion, take up to 26 weeks of unpaid Service Member Caregiver Leave in a 12-month period for reasons related to the injury and recuperation of a spouse, son, daughter, or parent or next of kin from a serious injury or illness sustained or complicated by active military duty. "Next of kin" is defined as the closest blood relative of the injured or recovering service member.

### **FMLA/WFMLA PROCEDURES**

#### **Requesting FMLA/WFMLA Leave**

Requests for FMLA/WFMLA leave must be made directly with human resources manager. Requests must be made at least 30 days in advance, or as soon as the need for leave is known, whichever is greater. If the need for leave is not known in advance a verbal request, either in person or on the phone, must be made to the payroll and benefits specialist within two business days of the start of leave. If the employee is unable to provide notification his/her designated representative may do so.

#### **While on FMLA/WFMLA Leave and Returning from FMLA/WFMLA Leave**

Wisconsin Youth Company will not make frivolous requests of an employee who is on FMLA/WFMLA leave. However, there may be circumstances that require information or a response from an employee while they are on leave or recertification as to the continuation of a serious health condition, as allowed by law. In these situations, we ask that employees respond to such requests.

Depending upon the duration of FMLA/WFMLA Wisconsin Youth Company will request written confirmation from the employee on leave that they intend to return to work.

Before returning to work an employee who has been on leave for their own serious health condition will be required to provide a Fitness for Duty Certification.

# Wisconsin Youth Company Employee Handbook

## Emergency Paid Sick Leave

In light of the COVID-19 epidemic, our Wisconsin Youth Company's ("Organization") commitment to the safety and well-being of its employees and other members of the community, the Organization has adopted this temporary Emergency Paid Sick Leave ("EPSL") Policy (the "Policy"). Under the Policy, employees may take a paid leave of absence, up to a maximum of two weeks of paid sick leave in addition to other paid leave provided by the Organization to the employee, subject to the terms and conditions outlined below:

- A. **Eligibility:** All employees are eligible for EPSL. Under this policy, employees who are normally scheduled to work 40 hours per week are eligible for up to a maximum of 80 hours of EPSL this calendar year. Employees who normally work less than 40 hours per week are entitled to a pro-rated amount of EPSL based on the average number of hours the employee works during a two-week period, up to a maximum of 80 hours of EPSL. (For example, employees who work 48 hours during a normal two-week period, will be eligible for up to 48 hours of EPSL.) For such employees whose schedule varies from week to week to such an extent that the Organization is unable to determine with certainty the number of hours the employee would have worked if the employee had not taken EPSL, the Organization will calculate an average number of hours.
- B. **Reasons for Emergency Paid Sick Leave:** An employee may use this EPSL if the employee is unable to work or telework because:
  1. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis, awaiting test results, or tested positive for COVID-19;
  2. The employee is caring for an individual who is subject to a federal, state, or local quarantine or isolation order related to COVID-19, or has been advised by a health provider to self-quarantine due to concerns related to COVID-19;
  3. The employee is caring for the employee's child because the child's school or place of child care has been closed due to COVID-19.
  4. The employee is experiencing side effects from a COVID-19 vaccination and is unable to work.
- C. **Carryover:** EPSL provided will not carry over to the following calendar year and is in addition to any paid sick leave currently provided by the Organization.
- D. **Request to use Emergency Paid Sick Leave:** An employee who seeks to use this EPSL is required to communicate with Human Resources, stating the reason the leave is requested.
- E. **Reasonable Notice:** After the first workday (or portion thereof) an employee receives EPSL under this policy, the Organization may, in its sole discretion, require the employee to provide reasonable notice of the need for additional EPSL in order to continue receiving such EPSL.
- F. **Termination:** If an employee's employment should end for any reason, any unused EPSL will not be paid out as wages upon termination, and shall be forfeited by the employee.
- G. **Calculation of Rate of Pay During EPSL:** Employees will receive their full pay during any period of EPSL that is taken for a use described in paragraph 1 and 4 of section B of this policy. Employees will receive 2/3 of their regular rate of pay during any period of EPSL that is taken for a use described in paragraph 2 or 3 of section B of this policy.
- H. **Return to Work:** Prior to returning to work, employees will be required to submit documentation, certifying that the employee does not present a risk of spreading COVID-19 in the workplace.
- I. **Overtime:** EPSL does not count as hours worked for purposes of calculating an employee's entitlement to overtime.

# Wisconsin Youth Company Employee Handbook

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## Emergency Paid Sick Leave

- J. Documentation: The Organization may, in its sole discretion, request that employees provide documentation to support a request for EPSL, and will notify employees if documentation is required.
- K. Effective Date and Expiration: This policy becomes effective on January 1, 2022 and shall expire on June 10, 2022, or earlier upon such notice from the Organization.

### POLICY

Wisconsin Youth Company recognizes the following holidays:

- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Martin Luther King, Jr. Day (Dane County Region)
- Good Friday (Waukesha County Region)
- Memorial Day
- Independence Day

### PRACTICE

Eligibility for holiday pay differs according to employee classification. Regularly scheduled employees are eligible for Wisconsin Youth Company holidays which fall on their regularly scheduled work days. Annually the executive director will issue a schedule of holidays clarifying what day the offices will be closed if the holiday falls on a Saturday or Sunday.

If an eligible school year supervisor or program staff member is required to work on a holiday he/she will receive holiday pay in addition to their wages for time worked.

# Wisconsin Youth Company Employee Handbook

## Insurance and Optional Benefits

### POLICY

Regular school year and year-round employees who are scheduled to work an average of at least 15 hours a week are eligible for the following benefits on the first of the month following 30 days of employment.

School-year employees who have a break in service of less than 90 days are eligible to resume health and dental insurance the first day of the month after re-hire. Wisconsin Youth Company only contributes to the employee's premiums and no other family members.

**Health and Dental Plans.** Wisconsin Youth Company pays a portion of the single-coverage health and dental premiums for eligible employees who elect coverage in employer sponsored plans. The amount paid by Wisconsin Youth Company shall be based on the number of hours an employee is regularly scheduled to work in a week.

**Short-Term and Long-Term Disability.** Full-time year-round employees and school year staff scheduled to work at least 30 hours per week are covered by employer paid short and long-term disability insurance.

**403B Program.** Eligible employees have the opportunity to enroll in the 403B pre-tax investment retirement plan offered by Wisconsin Youth Company. This plan is totally funded by the employees. Enrollment is limited to the open enrollment periods set by Wisconsin Youth Company. Details are provided at orientation.

**Temporary Life Insurance.** Full-time year-round employees and school year staff scheduled to work at least 30 hours per week are covered by employer paid life insurance.

All full-time employees and regularly scheduled part-time employees (school year, summer or year round) working 15 hours/ week are eligible to receive the following benefits:

**Fitness Membership Reimbursement.** Fitness center membership reimbursement is available to all regularly scheduled Wisconsin Youth Company employees. Employees may apply for a wellness reimbursement upon employment with Wisconsin Youth Company. Reimbursement will be applied to the pay period following the first 30 days of employment.

**Student Loan Reimbursement.** Employees are eligible to receive a set amount of a tuition reimbursement for an existing student loan.

### PRACTICE

Summary Plan Descriptions and/or brochures describing available coverage are available from human resources. During new employee orientation, the cost, coverage, effective dates of coverage, eligibility requirements and conversion privileges of each plan will be explained in detail.

# Wisconsin Youth Company Employee Handbook

## Mileage and Expense Reimbursement

### POLICY

All expenditures shall be approved in advance by the employee's supervisor and receipts are required when submitting documentation for reimbursement. Employee must have proof of valid driver's license and current insurance on file to be reimbursed for mileage.

1. **Travel** - Required travel related to the job will be reimbursed based on rates as outlined in the reimbursement form. This may include meals, mileage and lodging. Travel must be within Wisconsin Youth Company budgeted means. Staff will discuss travel budgets with their supervisor.

2. **Registration and Conference Fees** - Employees will be reimbursed for expenses related to approved training, such as registration and conference fees not paid for directly by Wisconsin Youth Company.

### PRACTICE

All items purchased or charged by an employee shall be itemized on a Wisconsin Youth Company Expense Form and/or a payment voucher as requested. The necessity or purpose of the expenditure should be explained in sufficient detail on the form.

Expense forms should be signed and dated by the employee and initialed by the supervisor before the request will be processed for payment. Employees who have organization checkbooks may not reimburse their own expenses.

Expense requests must be made within 30 days of incurring the expense. Expense forms must be submitted monthly to the appropriate supervisor.

As a tax-exempt organization, Wisconsin Youth Company is not required to pay sales tax. Employees may be responsible for paying the sales tax if they fail to request exemption and provide the appropriate documentation.

Mileage Reimbursement and Travel Reimbursement: During the work week (Monday through Friday), mileage between home and assigned work locations is not reimbursable. If an employee is required to travel from home directly to a third location on Wisconsin Youth Company business and then to work, Wisconsin Youth Company should reimburse the employee for the difference between the mileage the employee normally drives to work and the total miles driven on business. It is your responsibility to check with your supervisor about whether mileage is covered for trainings and other work-related travel before incurring the expense.

From time to time Wisconsin Youth Company program and administrative employees are required to substitute at a site other than the one to which they are assigned. If an employee is already at an assigned site and asked to go to another site, Wisconsin Youth Company will pay mileage between the two sites. If an employee is contacted before the assigned shift and asked to report to a different site, Wisconsin Youth Company will pay the mileage difference from home to their regularly assigned site vs. the requested site.



# Wisconsin Youth Company Employee Handbook

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## Mileage and Expense Reimbursement

All work-related mileage must be documented on a monthly staff mileage form. The mileage reimbursement rate is 48 cents per mile. Supervisory approval shall be based on the necessity of the travel and the reasonableness of the time and distance, given the circumstances.

All employees assume liability for their own vehicles. Employees who are requesting mileage reimbursement are required to prove that they have a current driver's license and vehicle liability insurance in at least the minimum amounts required by state law. Wisconsin Youth Company will not pay for parking or speeding tickets issued while the employee is driving on company business. All travel-related expenses should be detailed on a Wisconsin Youth Company Expense Form. These forms require approval by an employee's supervisor. Travel expenses including lodging, meals and mileage need to be documented by receipts.

# Wisconsin Youth Company Employee Handbook

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## Professional Development

### POLICY

Employees are encouraged to continue their professional development while employed by Wisconsin Youth Company.

### PRACTICE

Attendance at professional conferences, meetings and educational in-service programs may be reimbursed. Employees shall submit their requests to attend professional development opportunities to their supervisor. The request shall identify the subject matter of the presentation, its relevance to the job and an estimate of the expenses. Non-exempt staff will be paid according to the regulations governing these situations and employees should ask for clarification from their supervisor prior to committing to the opportunity.

It is the responsibility of program staff to comply with state licensing regulations. Program staff who work more than 20 hours per week are required to participate in 25 hours of continuing education each year; staff who work 20 or fewer hours shall participate in at least 15 hours of continuing education each year. Program staff are responsible for turning in documentation to keep their continuing education files up to date.

### POLICY

The purpose of sick/personal leave is to provide employees with a degree of income protection during periods of temporary illness, or when other situations require that they be absent from work. Any time off taken for illness or injury, if available, is claimed as personal leave. Sick/personal leave may qualify for FMLA/WFMLA protection. The requesting Eligible Employee or Wisconsin Youth Company can pursue designation of sick/personal as FMLA/WFMLA leave as described elsewhere in this handbook.

#### **Personal Leave Year-Round Employees:**

Paid leave shall be awarded to year-round employees at a rate of one half day per pay period worked. Leave is credited on a semi-monthly basis. Year-round employees who work less than 40 hours per week receive a prorated amount. Paid sick/personal leave may be taken as it is earned and is accumulated up to the equivalent of two and a half weeks of regularly scheduled hours. On an employee's anniversary date up to four weeks of personal leave will carry over. Any unused sick/personal leave at termination shall be forfeited.

#### **Personal Leave School Year Staff:**

Paid leave shall be awarded to school year staff scheduled for 30 hours per week or more at a rate of one quarter of a day per pay period. School year staff who miss program time must use personal leave if available. Site supervisors can make up administrative time at other times during the week. If leave is used for more than two program days in a week, the site supervisor must use paid personal leave for the entire day to cover administrative time that can't be made up in that week. Paid sick/personal leave may be taken as it is earned. However, time off requested during September, May, and June is strongly discouraged. School year staff can carry over three days of accrued personal leave to the next school year. If still employed with the organization up to three days of the carry over amount will be paid out on January 15. Accrued personal leave will not be paid out at the end of employment.

Substitutes, staff scheduled for less than 30 hours per week and temporary staff are not eligible for sick/personal leave.

Employees who miss three or more consecutive days of work are required to submit a fit for duty certification prior to returning to work.

### PRACTICE

Sick/personal leave can only be used during a regular workweek. The exception is supervisors may claim it during school breaks that they are not working. Leave hours claimed shall not exceed those for which the employee is regularly scheduled to work. An employee who is on leave of absence shall not earn sick/personal leave.

Any planned use of this leave shall be approved in advance by an employee's supervisor. Any planned use that exceeds two weeks must be pre-approved by the executive director. Sick/personal leave is generally not granted to school-year supervisory staff the first and last month of the school year due to staffing considerations. Any exceptions must be pre-approved by the program director.

# Wisconsin Youth Company Employee Handbook

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## Unpaid Personal Leave of Absence

### POLICY

Year round employees and site supervisors shall submit a request for an unpaid leave of absence in writing to their supervisor. The request shall specify the date when the leave is to begin and the anticipated duration. Leave requests shall be submitted with as much advance notice as possible. The supervisor shall forward the request, accompanied by a recommendation, to the executive director. The executive director will review the request and make a final determination.

### PRACTICE

Leaves of absence shall not be granted for periods of less than ten working days and are not available for summer employees. School year and any year-round employees shall have accrued at least one year of seniority before they are eligible for leave.

Personal leaves are granted to employees having special personal needs for an extended period of absence and that don't qualify for leave under FMLA or WFMLA. Each case shall be evaluated on its own merits.

The employee is responsible for keeping Wisconsin Youth Company advised of the leave situation. The employee shall contact their supervisor at least two weeks prior to the expiration of the leave to discuss return to work. An employee who intends to resign their position shall report this as soon as possible.

Wisconsin Youth Company shall make reasonable effort, consistent with good business practice and program needs to reinstate an employee to the same position or similar position as the one previously held. If the same or a similar position is not available, the employee may be offered a different position. Pay shall be commensurate with the position offered and shall incorporate the employee's longevity. If the employment offer is not accepted, the employee shall be considered to have resigned their position.

Seniority is retained but shall not accrue during unpaid leaves of absence. Personal leave and vacation will not accrue during unpaid leaves of absences nor is an employee on leave entitled to holiday pay. Employees are responsible for their share of benefit premiums while on an unpaid leave of absence. Employees on an unpaid leave of absence longer than two months will assume responsibility for the full premium.

# Wisconsin Youth Company Employee Handbook

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## Inclement Weather

### POLICY

Snow day(s) benefit are available to all employees when all programs are not running due to inclement weather.

### PRACTICE

Snow days are granted only when all districts in a region have cancelled school and After School is not running.

If a school district cancels school due to weather or closes during the school day, there will be no After School at that site. It is the employee's responsibility to visit the Wisconsin Youth Company webpage or local news to see when Wisconsin Youth Company is not operating program in a school district assigned to employees. If other districts have not cancelled and school and After School are running in those districts, employees may be asked to work at another program in a different district.

Wisconsin Youth Company encourages all employees to evaluate safety when making decisions to report to work when there is inclement weather. Employees will not be compensated for a personal decision to not report to work due to weather conditions. Employees can use available Personal Leave for missed working days.

# Wisconsin Youth Company Employee Handbook

## Vacation

### POLICY

Vacation benefits shall be available to year-round employees who work at least 20 hours/week. Vacation benefits are based on the number of years of completed service and the number of regularly scheduled hours.

### PRACTICE

A week of vacation is equal to the number of hours regularly scheduled when the time is accrued. (e.g. if an employee regularly works 20 hours per week then a week of vacation is equal to 20 hours of vacation.) Employees who hours fluctuate during the year will accrue vacation based on the regularly scheduled hours for the majority of the year. Vacation time cannot be taken in less than full day increments. Vacation is accrued on a monthly basis starting the first month of employment. The rate of accrual is determined by the employee's anniversary date\*.

The number of weeks of vacation available at the end of each completed year of employment is as follows:

Year-Round Employees	
Completed Years of Employment Available	Vacation
1-3 years	2 weeks
4-8 years	3 weeks
9+ years	4 weeks

No more than two weeks of vacation time can be carried over from one year to the next. Vacation time in excess of two weeks, which is not taken, will be lost. After at least one year of employment, unused vacation time, up to two weeks, will be paid out upon termination. No vacation is paid out if employment ends prior to one year.

Advance notice of requested vacation time is required. Employees shall submit vacation requests to their immediate supervisor for approval with as much advance notice as possible and before committing to vacation plans. Direct supervisors and employees should work together to ensure that scheduled vacation appropriately meet the needs of the organization.

Employee preferences and the operating needs of the company are both considered in approving and scheduling vacations. In some circumstances the company may request that a scheduled vacation be postponed in whole or in part to meet the operating needs of the company. Every reasonable effort will be made to honor an employee's pre-approved vacation request. In the case that a holiday falls during an employee's scheduled vacation it shall be counted as holiday leave and not charged against vacation time if the employee is eligible for that holiday. If an employee is incapacitated because of illness or injury during a vacation period, sick/personal leave may be substituted for vacation time if appropriate medical documentation is available.

# Wisconsin Youth Company Employee Handbook

## Employee Handbook Acknowledgement

I acknowledge that I have been issued the employee handbook for Wisconsin Youth Company, Inc.

I have been asked to read and become familiar with the contents, the policies and related practices stated in the employee handbook. I have been given the opportunity to ask questions and seek clarification.

I further acknowledge that the employee handbook I have received does not constitute a contract with Wisconsin Youth Company, that employment is “at-will” and either I or Wisconsin Youth Company can terminate the relationship at any time with or without notice or cause for any reason or no reason, except for an illegal reason.

I understand that Wisconsin Youth Company, Inc. may add or delete policies and benefits and make changes to the handbook at any time, with or without notice and with or without explanation. Any addition, deletion or change in the policies and benefits may modify, supersede, or eliminate previous policies and benefits without notice to employees.

I understand that if I have any questions about my employment, applicable policies or their related practice, I should contact one of the following individuals:

Executive director or human resources

 \_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Employee Name (please print)

My signature below indicates my receipt and understanding of the Whistleblower Policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

 \_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Employee Name (please print)

# Wisconsin Youth Company Employee Handbook


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## Conflict of Interest Form

### CONFLICT OF INTEREST FORM

My signature below indicates that I have read, understand and agree to abide by the Wisconsin Youth Company Conflict of Interest Policy.

At this time, the following may be considered conflicts of interest (list below):

 \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Employee Name (please print)



