



*CHRISTINA SCHOOL  
DISTRICT*

*EMPLOYEE HANDBOOK*



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## **WELCOME**

Welcome to Positive Directions II LLC (PD II LLC). This company provides Counseling and other Contracted School Based Services to a variety of the schools in Delaware. We are also a facility that addresses the entire family with respect to the needs of the child first.

The ultimate goal in starting this company was to promote a program that would have a positive influence in the lives of children and their families. It would also challenge them to maintain self-control, respect for self and others, along with becoming responsible decision makers.

In October 2009, PD II LLC was formed in order to make a clear distinction between the contracted programs that was school based during the day, versus the counseling services provided in the home in the evenings.

PD II LLC, with less than one (1) year providing counseling and other school based services, is not a stranger to providing the same type of services and support necessary in all of the schools served. Initially, all services were conducted under the parent company called "Positive Directions". In spite of the change, the same excellent services continue to be provided to all of the schools being served.

I continue to make a commitment to hire individuals who are passionate about being a positive role model for students in the school setting, while challenging them to also maintain a professional and positive relationship with school administration and staff.

As an employee of Positive Directions II LLC, you will be provided with important information about policies, procedures and other benefits in this manual. Please become familiar with its contents and feel free to ask questions if something is unclear. It is my pleasure to have you become part of this company. I look forward to working with you in the near future.

Sincerely,

Sheree Manlove, Med  
Positive Directions II LLC Owner

## History Of Positive Directions II LLC

The Positive Directions II LLC (PD II LLC) contracted counseling and school based services agency was launched in October 2009. As stated earlier, PD II LLC was formed in order to make a clear distinction between the contracted programs that was school based during the day, versus the counseling services provided at home in the evenings by counselors. All services were initially conducted under the parent company called “Positive Directions”.

Positive Directions II LLC has the following staff working for the company in the following capacities:

- Students Support Services (includes the following positions)
  1. Hall Monitors
  2. In School Suspension Monitors
  3. Time Out Monitors
  4. Substitute Positions
  
- Behavior Intervention Specialist
  1. Substitutes Positions
  
- School Climate Interventionist
  1. Behavior Interventionist
  2. Substitute Positions
  
- Elementary Guidance Counselors
  1. Substitute Positions
  
- Executive Assistant
  
- Administrative Assistant
  
- Office Assistant
  
- Supervisor

Finally, I am currently working on my Non-Profit Company called “Helping Hands Development Center, Inc.”. This company is in the early stages of development. My hope and desire is to allow employees from the Positive Directions II LLC Company to provide a continuation of services to the non-profit company. More information will be forth coming about this project in the fall of 2009.

## **CONTRACTED SERVICES**

Positive Directions II LLC is an Independent Contractor that provides services for the various School Districts throughout the State of Delaware. All of Positive Directions II LLC work is contractual, and depends on contract renewals for continued employment.

Although you are an employee of Positive Directions II LLC, your employment will not only be based on your job performance, but also on the contract renewals. That would mean if contracts are NOT renewed, Positive Directions II LLC will not have any positions to fill, therefore, Positive Directions II LLC will be forced to lay off said employees.

**ALL POSITIONS, INCLUDING ADMINISTRATIVE AND SUPERVISORY, ARE DEPENDENT ON CONTRACT RENEWALS.**

**Chapter I**  
**Positive Directions II LLC**

**Employee Handbook**

**Introduction**

The efficiency of Positive Directions II LLC's daily operations depends upon a mutual understanding of expectations. Employees must know what is expected of them and what they can expect from Positive Directions II LLC. This handbook has been designed to provide an outline of these expectations by informing employees of Positive Directions II LLC's mission, benefit programs and personnel policies. It is intended to serve as a convenient reference guide.

**Information Updating**

The policies described in this handbook are regularly reviewed and may be altered, added to or terminated by Positive Directions II LLC when necessary to meet employee or employer needs.

Any updated pages will be distributed for inserting in the proper section of the handbook. It is the responsibility of all employees to review these changes, insert the updated pages in their handbook, as well as returning the completed Acknowledgement page. A full and updated copy of this handbook is available for review at the Positive Directions II LLC main office.

**Employee Handbook Limitations**

The information contained herein is provided as a guide and is intended only to highlight Positive Directions II LLC's policies and practices which have been developed over the years. It is not intended to create any expressed or implied contract between Positive Directions II LLC and its employees.

\* \* \* \* \*

**The Employee Handbook**

This handbook provides general guidelines and outlines the policies and procedures that affect your daily work. It is not intended to create, express or imply any contractual obligation between Positive Directions II LLC and its employees.

**This handbook applies to all employees of Positive Directions II LLC.**



**Please review this handbook carefully. By signing the handbook acknowledgement page, you are verifying that you have read and understand all of the materials contained herein.**

This Employee Handbook supersedes any previous written or unwritten policies.

In accordance with the Delaware Employment-At-Will Doctrine, Positive Directions II LLC and its employees have an employment-at-will relationship, which means that either Positive Directions II LLC or the employee has the right to terminate the employment relationship at any time with or without cause.

The Owner of Positive Directions II LLC has the sole authority to hire any prospective employee, for any specific period of time, or to make any agreement contrary to our employment-at-will relationship.

Positive Directions II LLC is committed to providing equal employment opportunities to all qualified individuals based on their ability to perform a specific job.

Positive Directions II LLC does not discriminate with regard to race, color, religion, sex, disability, or any other legally protected status.

## **Chapter II**

### **Positive Directions II LLC Vision and Goals**

#### **Our Vision Statement**

The mission and vision of Positive Directions II LLC is to equip students socially, emotionally and behaviorally for the 21<sup>st</sup> century with the use of “Educational Counseling”. Because of the day and age in which we live, it is critical that we teach students how to maintain a sense of integrity, self-control, respect for self and others, as well as understanding and practicing what it means to have good character. Children must be taught that it may not always be popular to stand up for what’s right; however they can become responsible decision makers.

Positive Directions II LLC is committed to providing client centered services to children and their families in a school setting. This is done by hiring qualified individuals who are passionate about becoming positive role models for today’s youths and their families.

#### **Company Values**

Positive Directions II LLC is committed to operating with a spirit of excellence. All employees are valued and treated with the utmost respect.

We will also keep and maintain open and clear lines of communication with all employees. It is equally important for all employees to govern themselves in the same manner. We value the ability to be open and honest with our employees.

Positive Directions II LLC is also committed to providing professional and excellent services to the schools and the administration, along with supporting all employees who are assigned to the various schools.

#### **Company Compliance**

Positive Directions II LLC is committed to carrying out its mission; which means adherence to a high standard of individual ethical and legal business practices. This is a company wide initiative that focuses on business and professional standards of conduct; compliance with federal, state and local laws, regulations and rules. Compliance is the responsibility of each employee.

All employees are expected to report violations of federal, state or local law or regulations of which they become aware and to cooperate with the investigation of any reported violations. Notifications will be treated with the utmost confidentiality. Failure to comply with applicable laws and regulations is a serious matter and will be handled as set forth in Positive Directions II LLC policies and procedures. There will be no retaliation by Positive Directions II LLC against an employee for reporting any violations of the law or regulations of which they become aware.

Delaware and Federal law specifically state that an employer may not “discharge, threaten, or otherwise discriminate” against “employees” who have reported or are about to report to a public body, the employer or the employee’s supervisor for a violation of a federal, state or local law or regulation or rule of Delaware.

### **Individual Integrity Policy**

All employees who deal with fellow employees, students, families, schools, and/or third parties, with whom they have contact on behalf of Positive Directions II LLC, will do so with honesty and integrity.

Employees who have access to their own Positive Directions II LLC records will not edit their own information, in any way, unless done so under the specific guidance and permission of the Positive Directions II LLC Owner.

Employees who are entitled to reimbursement for expenses by Positive Directions II LLC will keep accurate records of expenses and will not seek reimbursement except as set forth by the applicable policy and procedures.

All employees shall immediately notify the Positive Directions II LLC main office with any potential conflict of interest which could influence any decision or action which they may take on behalf of Positive Directions II LLC.

### **Conflict of Interest**

Positive Directions II LLC Conflict of Interest policy requires that its employees disclose any possible conflict of interest which could influence any decision or action which they may take on behalf of Positive Directions II LLC. In order to comply with these requirements, please review the attached statement that further explains the policy and then complete the attached questionnaire and return it to the Positive Directions II LLC main office. The questionnaire is designed to allow you to disclose any situation that could create or be perceived as creating a possible conflict of interest between Positive Directions II LLC and you and your family's personal interests.

We owe our first business loyalty to Positive Directions II LLC. This means placing the interests of Positive Directions II LLC before our personal interests. A conflict of interest arises whenever we allow, or appear to be allowing, personal interests or relationships to impair our judgment and ability to make decisions with integrity and honesty. By doing this, we may act in a way that is damaging, or potentially damaging, to Positive Directions II LLC. We may also harm our personal reputation.

Every employee holds a position of trust and responsibility. It's up to each of us to avoid situations that may lead to an actual or potential conflict of interest. We must not use our position for personal gain, or for the benefit of our family, friends, colleagues or anyone else.

Sometimes, it's not easy to tell if a situation may lead to a conflict of interest. If you find yourself in this position, ask yourself the following questions;

- Am I following proper procedures?
- Do I stand to gain personally from my actions?

- Will my actions result in a financial or other advantage for myself, a relative or friend?
- Am I uncomfortable discussing this with my supervisor or fellow employees?
- Would I act differently if a friend, relative or an acquaintance weren't involved?

If you ever have any doubts about a possible conflict, raise the matter with your supervisor. Conflicts of interest are serious; insure that you get the guidance you need.

### Loans

We should not accept, whether directly or indirectly, any loan or guarantee of obligations from any school, student, family or individual who is associated with the work we perform everyday.

### Gifts

We cannot accept gifts, gratuities, or entertainment from schools, students, families or individuals who do or seek to do business with Positive Directions II LLC except within limited expectations. Problems arise because gifts, gratuities and entertainment may compromise, or seem to compromise, your ability to make fair and objective decisions. Receiving any gift, gratuity, or entertainment might be looked upon as unfairly influencing any business interaction and involves you in a conflict of interest situation.

For this reason we must not accept gifts and gratuities, except for unsolicited hospitality, gifts or mementos of nominal value that are customary and business related. All other gifts must be politely returned. Accepting gifts having a monetary value are always prohibited, such as gift certificates, cash, services, discounts or loans.

We recognize that building relationships with schools, students and families is a very important part of doing business. That is why offering and accepting reasonable hospitality may be appropriate in certain cases. You should consult your supervisor or the main office when in doubt about the appropriateness of a particular gift or gratuity.

### General Guidelines

We should not:

- Solicit or encourage gifts, hospitality, entertainment or any other thing for personal use.
- Accept any gifts, entertainment or any other thing from schools, students and families that would appear to influence your judgment or create an appearance of a conflict of interest.

At times, conflict of interest may be difficult to recognize, so always ask yourself the following questions:

- Taking into account the nature of the services that you perform, would the gift or gratuity be considered appropriate or customary?
- Would it be perceived as insulting or damaging to the business relationship to return the gift or decline the gratuity?
- Can the gift or hospitality be applied to benefit all team members rather than certain individuals?
- Under similar circumstances, would Positive Directions II LLC offer a gift or gratuity in a similar manor?
- Would you feel uncomfortable or embarrassed if the situation were to be reported?

#### Family and Personal Relationships

Each of us has a variety of personal relationships that we keep separate from our work. Sometimes, our work and personal lives intersect, and we may find ourselves considering a business relationship with a relative, partner or close friend. We must report this relationship if it compromises, or could possibly compromise, our ability to act in Positive Directions II LLC's best interest. We should also know that combining our personal and business lives may cause the schools, students, families and co-workers to believe we are in a conflict of interest.

To avoid a conflict we must inform our supervisor or the Positive Directions II LLC Main Office if:

- A relative or friend is an applicant for a position at Positive Directions II LLC.
- A relative or friend is the student or family that we are providing services for.
- A relative or friend has a position of power within the school or school district in which we are providing services for.

#### Outside Employment, Opportunities and Other Activities

We all have other obligations during our non-working hours. We must ensure that our outside employment or other activities do not conflict with Positive Directions II LLC's business or with our ability to fulfill our duties as employees. With this in mind, you may not utilize Positive Directions II LLC's equipment, time or materials in paid or unpaid work for other organizations without obtaining permission from your Supervisor or the Main Office.



### **Open Door Policy**

Communication is very important to the successful operation of Positive Directions II LLC. Employees are encouraged to share their concerns, seek information, provide input, and resolve problems and issues through their immediate supervisor and consult with any office personnel toward a resolution. Supervisors and the Positive Directions II LLC's Main Office staff will listen to employees' concerns, encourage their input, and seek clarity in resolving problems and issues.

The Open Door policy is a voluntary process that allows employees to talk with their immediate supervisor or with office personnel without fear of retaliation. Employees are encouraged to solve a problem at the lowest possible managerial level, but they may take issues as far up the chain of command as needed.

Positive Directions II LLC will not tolerate retaliation against employees who utilize this process.

## Chapter III

### Policies for Employment, Classification and Compensation

#### **Hiring Policies and Procedures**

At Positive Directions II LLC, every person is important in achieving our mission. Our employees are selected on the basis of their skills and qualifications to fulfill established specifications for the job.

Positive Directions II LLC is an *Equal Opportunity Employer*, and its employment policies are consistent with the laws and regulations of Delaware and the Federal Government. It is our objective to recruit, select, train, and promote into all job levels, the most qualified individual without regard to race, color, religion, sex, disability, or any other legally protected status. Positive Directions II LLC will make a reasonable accommodation of a *known* physical or mental disability of a qualified applicant or employee, unless the accommodation would impose an undue hardship on its operations. Any qualified applicant or employee who believes he or she may require such an accommodation should contact the main office as soon as the need is realized.

It is the responsibility of all new employees to have your Criminal Background Check **for public school employment** and your TB Test completed within the **first week** of employment. Due to the fact that the cost of the Criminal Background Check changes periodically, you can contact 302-739-2528 to obtain that information. You must obtain this Criminal Background Check **for public school employment** from the Dover office. You will be provided the address and hours of that office. Upon applying for your Criminal Background Check, you will be issued a receipt. **This receipt MUST be faxed or dropped off at the Positive Directions II LLC Main Office by the employee during the first week of employment. You should receive your results within 2 - 4 weeks; upon receiving, you are required to provide the results, within 1 week of receiving them, to the Positive Directions II LLC main office, along with the original envelope that reflects the post mark to verify the date that the results were received. Any employee who is found to have charges and/or convictions associated with drugs, weapons, sexual offenses and/or crimes against children will be terminated from their position immediately.** All employees that have turned in their receipt AND results, and have completed 5 months employment with Positive Directions II LLC will be reimbursed this expense by the company. **ANY employee who does not provide Positive Directions II LLC with the receipt and results of the Criminal Background Check after the 2 – 4 week period will be replaced with a substitute until all required documents are received by the Positive Directions II LLC Main Office.**

Because you work in a school setting with children, it is equally important to provide documentation regarding your TB screening. TB tests can be completed with your family physician, or at any local clinic, urgent care center, etc. You can have the doctor's office fax the results of this test to the Positive Directions II LLC Main Office, or you can drop the results off. If the results of your TB Test are positive, a chest x-ray is required. The results of the chest x-ray must be turned in to the Positive Directions II LLC Main Office. In cases such as this, depending on the doctor's recommendation, you should be able to continue working with this



company and in the schools. This decision is based solely on the doctors' recommendation. **The lack of providing proof of your TB Test results could result in your dismissal from this company.**

### **Employee Orientation**

When you begin your employment with Positive Directions II LLC, a New Hire Meeting specific to the services you will be providing will introduce you to Positive Directions II LLC and provide important information regarding your position, facility, policies, conditions of employment, compensation, and to orient you regarding the mission of the company.

*\* All New Hire Meetings are mandatory.\**

### **60-Day Introductory Period**

Your first 60 days of employment will be your introductory period. You will have the opportunity to experience your job and decide if you like working at Positive Directions II LLC; in the meantime, your supervisor will observe your ability to handle your job responsibilities when on assignment. Employees at Positive Directions II LLC are "at will" employees; which means that either the employee or Positive Directions II LLC can end employment at any time for any or no reason, with or without cause.

### **Employee Classifications**

All positions offered by Positive Directions II LLC are contracted, and as with most contractual positions, they will have a salary cap. The variety of positions; reflecting the salary ranges are as follows:

**STUDENT SUPPORT SERVICES ASSOCIATES:** \$8.00 per hour to \$12.00 per hour, depending on experience (High School Diploma or GED required).

**SUBSTITUTE STUDENT SUPPORT SERVICES ASSOCIATES:** \$8.00 per hour to \$11.00 per hour.

**BEHAVIOR INTERVENTION SPECIALIST:** \$8.00 per hour to \$13.00 per hour depending on experience and degree(s).

**DRUG & ALCOHOL COUNSELOR:** \$10.00 per hour and up, depending on experience and degree(s).

**COUNSELOR:** \$14.00 per hour and up, depending on experience and degree(s).

**VISITING TEACHER:** \$14.00 per hour and up, depending on experience and degree(s).

Continued employment will not only be based on your job performance, but also on the contract renewals. For example, if contracts are **NOT** renewed, there will not be a position available to fill. Therefore, Positive Directions II LLC will be forced to lay off said employees. Although the positions listed below are NOT contracted, they still depend on contracts being renewed for continued employment:

**ADMINISTRATIVE ASSISTANT:** \$9.00 per hour to \$12.00 per hour.

**OFFICE ASSISTANT:** \$8.00 per hour to \$11.00 per hour, plus mileage reimbursement.

**SUPERVISOR:** \$12.00 per hour and up depending on experience and education.

**Hours and Lunch Breaks**

Working hours will vary from school to school. Depending on the school, employee hours range from 7:00 am – 4:00 pm. Upon hiring, you will be informed of your assigned hours. Any employee working 6 or more hours per day are required to take an half (1/2) hour **unpaid** lunch break. This lunch break must be reflected on your time sheet as follows:

DATE	START	LUNCH	LUNCH	END	TOTAL
1/22/08	9:00	11:00	11:30	3:30	6

Prior to working any additional hours above your regular schedule, you MUST have written permission from your schools Administrator, as well as notifying the Positive Directions II LLC Main Office.

**Time Sheets**

All time sheets are due in our office every two (2) weeks, by 3:00 pm. You will be supplied a listing of pay periods and check dates to assist you with the date that Time Sheets are due. ALL TIME SHEETS MUST BE SIGNED BY YOUR PRINCIPAL. ANY employee who does not turn in their Time Sheets on time, or come in without signatures, the following will apply: **First Offense:** You will be paid 1 hour at your regular rate and the remainder of your check will be paid to you on the next pay date after your completed time sheet has been received. You will not receive direct deposit. You will be issued a live check that you will need to pick up at our office. You will also be *verbally warned*. **Second Offense:** You will be paid 1 hour at your regular rate and the remainder of your check will be paid to you on the next pay date after your completed time sheet has been received. You will not receive direct deposit. You will be issued a live check that you will need to pick up at our office. You will also receive a *written warning*. **Third Offense:** You will be paid 1 hour at your regular rate and the remainder of your check will be paid to you on the next pay date after your completed time sheet has been received. You will not receive direct deposit. You will be issued a live check that you will need to pick up at our office. You will also be *suspended for one (1) day without pay*. **Fourth Offense:** You will be paid 1 hour at your regular rate and the remainder of your check will be paid to you on the next pay date after your completed time sheet has been received. You will not receive direct deposit. You will be issued a live check that you will need to pick up at our office. You will also be *terminated* at this time.

**Daily Logs**

The various school districts we work with require all employees of Positive Directions II LLC to complete Daily Logs. These logs are imperative and reflect the services that you provide to the school. The logs are utilized to account for your time, as well as give a detailed descriptions of your interactions with the students seen by you. When completing your logs, you MUST describe the service provided, not why or what the students’ offense had been. All logs for the Christina School District MUST be signed by the employee completing the log, as well as the Principal or authorized agent at the school. You are REQUIRED to turn in all logs with your time sheet. For each day that you have time recorded on your time sheet, you must have a log to match those exact hours. Example: If your time sheet reflects that you worked 6 hours on Monday, then your log MUST reflect 6 hours of services for that day. Your time sheet will be considered late if you do not submit your log when presenting your time sheet to the Positive Directions II LLC Main Office.

### **Payroll Request Policy**

If you are signed up for Direct Deposit and need to request a live check, the request form **MUST** be sent to the office by the Monday before payday. You will only be eligible to change from Direct Deposit to a live check **TWO (2) TIMES** throughout the school year. If you are signed up to receive a live check and want to change to direct deposit, you **MUST** fill out the Direct Deposit form provided by the office. You will only be able to change from live check to direct deposit **TWO (2) TIMES** during the school year. There is not a limit on the amount of times you can change the account your direct deposit will go into. Any changes to your direct deposit account information will need to be completed on the Direct Deposit Form provided by our office. This form will need to be completed by you and turned into the office at least by the Monday before pay day. Any employee requesting a direct deposit will need to provide the office with a voided check, voided deposit ticket reflecting their account number or a letter/notice that can be obtained from the employee's financial institution.

### **Primary Use of Staff**

#### **School Climate Interventionist (Behavior Interventionist Specialist)**

To monitor and/or facilitate the Behavior Interventionist Specialist program, any employee hired could provide the following services: **Hall Monitor, In-School Suspension (ISS), Time Out and or In-School Alternative (ISA) Program** in this District. The worker hired for this position is not limited to one assignment or position. They could be responsible for providing a number of intervention services throughout the day in any one or all positions above. They are responsible for the implementation of direct services to disruptive students in the form of re-direction, character education as well as data collection.

To monitor and/or facilitate the **In-School Suspension (ISS) Program**. Responsibilities include the implementation of direct services to disruptive students in the form of re-direction, character education and data collection (related to direct services provided to students).

To monitor and/or facilitate the **Time Out Program**. Responsibilities include the implementation of direct services to disruptive students in the form of re-direction (clearly identify behavior, identify (teach/re-teach) replacement behaviors) and data collection (related to direct services provided to students).

To monitor and/or facilitate the **Hall Monitor Program**. Responsibilities include the implementation of direct services to disruptive students in the form of re-direction, character education and data collection (related to direct services provided to students). This is accomplished by monitoring the halls especially when students pass from one class to another. Students are reminded about the importance of quickly moving in the halls while in route to their next class.

To monitor and/or facilitate the **In-School Alternative (ISA) Program**. Responsibilities include the implementation of direct services to disruptive students in the form of service learning, character education, behavior modification (clearly identify behavior, teach replacement behaviors, practice), data collection (related to direct services provided to students), and work with the school administration to insure that students have access to the academic component. This position requires a more proactive approach to dealing with behaviors as they present

themselves. The Behavior Intervention Specialist is not located in a set area, he/she has the flexibility to monitor and observe students on their way to their classroom, while they are in their classrooms as well as when they enter the hallway to go to their specials, recess, lunch or other classes.

### Counselors

To provide group and/or individual counseling for personal and social development of students, counseling support for the academic development of students (ex. Attitude, knowledge, skills that contribute to effective learning in school), support to students to acquire the skills and knowledge to make informed career decisions and data collections (related to direct services provided to students).

### Counselor/Brandywine Project

To provide family and individual counseling during the evenings while making home visits a main priority on behalf of the family. The main focus, Family Counseling is provided to families who need behavioral and emotional support for their child who are experiencing difficulty during school hours. The counselor also contacts the school counselor on a regular basis to ensure that services already offered during the day with the school counselor are reinforced through the services of the Brandywine Counselor.

### Visiting Teacher/Counselor

To provide family and individual counseling during the evenings while making home visits a main priority on behalf of the family. The main focus is to provide counseling services to families whose children are truant from school on a continual basis. Family Counseling is provided to teach and give strategies to families who need behavioral and emotional support for their child. The Visiting Teacher/Counselor also contacts the school administrative staff on a regular basis to ensure that services already offered during the day are reinforced in the evening.

## Chapter IV

### Positive Directions II LLC Employee Benefit Programs

#### **Basic Benefit Information**

Positive Directions II LLC is pleased to offer AFLAC Supplemental Insurance Coverage to all its employees **at the employee's expense**. Positive Directions II LLC will provide all employees the opportunity to review and decide to elect Supplemental Insurance at an affordable rate. Various products are available through the Insurance Providers, such as, Short Term Disability, Life Insurance, Accident, Sickness and Personal Cancer Indemnity.

Employees should request more detailed information with regards to these programs from the Positive Directions II LLC main office.

Positive Directions II LLC reserves the right to eliminate any benefit program it currently offers.

#### **Social Security & Medicare**

Positive Directions II LLC employees are eligible for benefits under the Federal Social Security System. In addition to retirement benefits, Social Security may also pay disability, survivor and Medicare benefits.

Positive Directions II LLC and the employee share the cost of Social Security benefits on a 50-50 basis. These contributions, known as the FICA payroll tax, pay for the benefits provided by Social Security. A percentage of your pay, up to the Taxable Wage Base, is deducted from your paycheck. The Taxable Wage Base is an indexed number that may increase each year. Presently, there are no salary caps or limits to the Medicare Tax.

#### **Unemployment Compensation**

As an employee of Positive Directions II LLC you are covered by unemployment insurance. Positive Directions II LLC pays in all required State Unemployment Taxes for all its employees.

#### **Workers' Compensation**

Workers' Compensation insurance provides all employees with coverage for medical expenses and out patient medical treatment as well as a limited amount of disability income protection in case of work-related illness or injury. All employees are required to **immediately report all injuries or work-related illnesses**, regardless of how minor, to their **Supervisor, the schools administration and the Positive Directions II LLC Main Office**. Employees are required to assist with completing the initial report.

Employees who fail to report such injuries and illnesses **immediately** will jeopardize their workers' compensation benefits. **Employees are financially responsible for expenses incurred as a result of a denied claim.** Employees may choose to pay the provider directly or process the claim through their health insurance provider.

### **Personnel Records**

Positive Directions II LLC maintains a personnel file for each employee. Upon request you may schedule a time to review your file in the presence of the Positive Directions II LLC Owner. A mutually convenient time will be arranged for you to review your file confidentially. Although you are free to make notes about your file, and may ask that your own written comments be added, the materials in your file are considered Positive Directions II LLC's property and may not be removed or modified. All personnel files are maintained in a strictly confidential manner. Information about current or former employees is not released without the written authorization from that employee or former employee, unless the information is required by law.

If there is a change in your personal or payroll status, please contact the Positive Directions II LLC Main Office as soon as possible.

### **References**

Positive Directions II LLC is aware of the need for **work references** for those employees who make a career move outside of Positive Directions II LLC. It is also important for Positive Directions II LLC to be consistent and accurate with information provided for those work references. For this reason, all work references will be handled through the Positive Directions II LLC Main Office.

### **Workshops, Seminars & Conferences**

Positive Directions II LLC recognizes, supports and encourages your continuing educational development. Positive Directions II LLC requires that you notify the Main Office as far in advance as possible, but no less than 2 weeks before attending any workshops, seminars or conference that will interfere with your attendance and work performance. **Time off to attend is subject to the availability of a qualified substitute to provide coverage for your position, as well as receiving permission from the school administrators that you provide services for.** Time off to attend any workshops, seminars and conferences will **not** be paid.

### **Leave of Absence**

Positive Directions II LLC understands that there may be times when you must be absent from work for brief or extended periods of time. Specific policies, procedures and guidelines in this handbook must be followed. All leaves must be submitted to the Positive Directions II LLC Main Office, in a timely manner, and must be approved in advance by your Supervisor and the school administrators that you provide services for. A Leave of Absence may be granted to eligible employees for the following reason(s):

- Military Leave
- Bereavement

### **Family & Medical Leave Act (FLMA)**

Although Positive Directions II LLC's employees **do not qualify** for the Family & Medical Leave Act (FMLA) we still like to inform employees of the act so that you are aware of its existence. As per Federal Regulations, employees who have been employed for twelve (12) months and have at least 1250 hours of service over the twelve (12) months preceding the requested commencement of leave are eligible for leave under the FMLA. An **Eligible**

**Employee** means and individual who has been employed by Positive Directions II LLC for at least twelve (12) months and has worked at least 1250 hours during the twelve (12) month period immediately before the use of FMLA leave. **Unemployment and unpaid leave time does not qualify as time worked for purposes of this requirement.** In order to be eligible for a medical leave of absence, you **must** provide the Positive Directions II LLC Main Office with a note from your doctor documenting your need for the leave. An associate who takes an extended leave without providing a valid legal excuse will be considered to have voluntarily resigned from their position.

### **Military Leave**

An employee who enters the Armed Forces, or who is called to reserve duty in any branch of the U.S. Military Service, or who is a member of the Reserves and voluntarily or involuntarily enters upon active duty, will be granted a job-protected leave of absence for the length of their tour of duty (up to a maximum of 5 years). Due to the fact that all positions at Positive Directions II LLC are contractual, there is **NO** guarantee that your regular position will be available upon your return to work. The administrators of the school you provide services to will make that decision and inform the Positive Directions II LLC Main Office. Although your regular position may not be available, Positive Directions II LLC will continue your employment as a substitute until another regular position that you are qualified for becomes available. The employee must give reasonable notice of the leave so that a qualified Substitute can be placed in their position. As soon as is possible, a written notification in the form of a copy of the official military orders should be presented as evidence of active military service. It shall be the responsibility of the employee to notify his or her supervisor and the Positive Directions II LLC Main Office of the commencement date of military leave and its expected duration if known. Although military leave is unpaid, reemployed service members are entitled to their seniority and all other rights based on seniority that they would have attained with reasonable certainty had they remained employed. Positive Directions II LLC reserves the right not to re-employ the employee if he/she was separated from the military service with a less than honorable discharge. The employee must provide the Positive Directions II LLC Main Office with a copy of the military order releasing him or her from military duty.

Positive Directions II LLC proudly complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Full details of this policy can be provided from the Positive Directions II LLC Main Office at your request.

### **Bereavement Leave**

Regular full-time employees are eligible for **up to** three (3) scheduled days off, without pay, for immediate family members and (1) scheduled day off, without pay, for non-immediate family members. This will be to attend the funeral and/or take care of family and related matters. Immediate family members are defined as:

- Spouse
- Child
- Parent or Guardian
- Brother, Sister
- Grandparent(s)

A step-parent, step-child, half-relative, and/or legal guardian who stand in the place of a parent are included as parent, children, brother or sister. However, to be included as a member of the immediate family for the purpose of bereavement leave, the employee must have resided with these “relatives” in an immediate family relationship for a regular and significant period of time. Bereavement time must be taken within seven days of the death.

A non-immediate family member is defined as:

- Aunt or uncle
- Niece or nephew
- In-law relatives

If additional time is needed, a request must be given to your supervisor, your school administrator and the Positive Directions II LLC Main Office. Approval of additional time off is subject to the availability of a qualified Substitute to provide coverage for your position, and ultimately be at the discretion of your schools administrators.

Bereavement Leave is unpaid.

### **Jury Duty**

If you are selected to serve on a jury you must notify your supervisor and the Positive Directions II LLC Main Office as soon as possible.

Employees subpoenaed for jury duty will not be paid. Jury duty does not include mandatory or voluntary appearances as a witness.

A copy of any subpoena or notice from the court regarding your appearance should be given to the Positive Directions II LLC Main Office.

### **Holidays**

A calendar of holidays can be obtained from the school you are providing services for. All holidays, in-service days, winter and spring breaks, etc. are unpaid.

### **Employee Recognition**

Positive Directions II LLC sincerely appreciates its employees who show their dedication through loyalty. We extend award certificates, and when financially capable, will provide bonuses for good attendance. All bonuses are at the discretion of the Positive Directions II LLC Owner and are not guaranteed.

Another way Positive Directions II LLC shows their employees appreciation is by providing nice events to all employees, such as the Annual Positive Directions II LLC BBQ.

### **Inclement Weather / Emergency Notification**

In the event of bad weather and/or any emergency you should check your local radio or TV station. The following Radio and TV Stations will normally be advised of any closings and updates:



## **RADIO STATIONS**

1290 am WJBR 92.9 fm WDSB  
1410 am WDOV 93.5 fm WZBH  
1450 am WILM 93.7 fm WSTW / WDEL  
1060 am KYW 94.7 fm WRDX  
97.7 fm WAFL / WYUS  
99.5 fm WJBR  
99.9 fm WWFG  
101.3 fm WXPZ  
101.7 fm WRKE  
103.7 fm WXCX  
104.7 fm Q105

## **TV STATIONS**

CBS 3  
NBC 10  
WBOC-TV 16  
W27AJ-TV 27  
WMDT-TV 47  
FOX 4 (New Castle County)  
FOX 9 (Kent & Sussex Counties)

School closings for inclement weather or emergencies will be determined by the administrators of the school district(s). If the school district that you provide services for is closed, you do not need to report to work, unless otherwise informed by your Supervisor, the school administration or the Positive Directions II LLC Main Office.

Inclement weather and emergency closings are unpaid.

## **Chapter V**

### **Positive Directions II LLC Employee Expectations**

#### **Accommodating Persons With A Disability**

The ADA prohibits employment discrimination against "qualified individuals with disabilities." A qualified individual with a disability is an individual with a disability who is qualified for (meets the skill, experience, education, and other job-related requirements) a position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of a job.

Positive Directions II LLC supports the advancement of qualified employees with disabilities at all levels. Positive Directions II LLC recognizes that traditional methods, programs, and services may not accommodate the needs of some persons with disabilities. Each qualified person with a disability shall receive the reasonable accommodation necessary to ensure equal access to employment, training opportunities, advancement, and activities in the most integrated setting appropriate. Positive Directions II LLC does reserve the right to only provide accommodations which do not place an undue hardship on the company. All accommodations at the school you provide services for will be at the discretion of that schools administration. Employees who believe that they have been unlawfully discriminated against because of their disability may file a complaint with the Positive Directions II LLC Main Office. Requests for accommodations should be made at the earliest possible date, in most instances at least (30) days prior to the date by which an accommodation is needed.

#### **Confidentiality**

All employees must guard as confidential ANY information of which they may be aware concerning students, families, schools and/or co-workers. Employees, specifically those who handle confidential information on a daily basis, have a legal and ethical obligation not to share any such information with anyone except authorized persons in carrying out their duties.

#### **Consideration and Courtesy**

Positive Directions II LLC employees are to provide quality service for all students, families, and schools that we provide services to. Employees are expected to serve our students, families, schools, and co-workers without regard to race, color, religion, gender, disability, or any other legally protected status. An employee's appearance and behavior can do much toward putting students, families and schools at ease by creating an atmosphere of helpfulness, efficiency, patience and concern. Courtesy toward students, families, co-workers and schools and a dignified behavior that is cheerful and cooperative at all times will help create this atmosphere and is expected of all employees.

#### **Telephone Courtesy**

Courteous telephone manners create a favorable impression. When answering the telephone, answer promptly and ask the caller how you may be of assistance. Personal calls are to be kept to a minimum.

### **Personal / Business Communication Devices**

Positive Directions is committed to the privacy and confidentiality of our student clients, their families and support systems, and to the school systems and personnel we work and collaborate with. Although proper use of cell phones, pagers and other communication devices aid us in the performance of our duties, we have legal and professional responsibilities to assure that these instruments are used in an appropriate manner that demonstrates courtesy and respect, care and concern. It is expected that proper safeguards will consistently be used to protect all information communicated or exchanged.

Additionally, this policy commitment extends to the use of cameras, camcorders, and other photo and picture taking devices; as well as to computer usage and internet technology. Legal, ethical, and professional requirements extend to emails, blogs, chat rooms, website viewing and postings, and social networking operations such as Facebook, Twitter, My Space, etc.

Each employee is a representative of, and reflection of Positive Directions. Therefore, behaviors or actions that are oppositional to this commitment, and pose the potential for an adverse or negative impact on the organization, will not be tolerated. Disciplinary consequences for such violations and infractions will be severe; up to and including, employment termination. This policy is intended to regulate work or duty related actions and behaviors, as well as personal actions and behaviors that are done in the work setting, during work hours, utilizing work equipment or supplies, and/or reasonably viewed as being work connected or associated.

My signature indicates that I have reviewed, understand, and agree to fully follow the policy described.

### **Dress and Personal Appearance**

Our business is to provide quality professional services to the various students, families and schools we deal with daily. It is important that your dress, appearance and grooming reflect this professionalism. Employees are expected to dress in a manner appropriate to the job they perform and in consideration of the fact that the open-work environment gives high visibility to all employees. Safety should always be a major concern. It is important to remember that circumstances may require an employee to work outside the normal work environment, and it is expected that the employee will consider such situations. Exceptions to this policy will be made in case of inclement weather, special outside work assignments, or other unusual circumstances. School Districts and/or schools may establish their own dress codes. Employees who do not follow the dress code policy and/or present a safety hazard will be asked to correct the situation immediately. Questions should be addressed to your supervisor. **Violations of this policy may result in disciplinary action.**

### **Request for Time Off & Sick Time**

At Positive Directions II LLC we try to be dependable when sending employees to the schools we deal with. As a Positive Directions II LLC employee, it is very important that you report to work **every day on time**. We know that employees will sometimes have an emergency and/or illness that will keep them from working, but we **MUST** try to keep the amount of days off as

low as possible. Please keep in mind that you have scheduled days off already for holidays, in-service days, winter & spring breaks, etc., during the school year. Principals do not acknowledge whether an absence is excused or unexcused when they are considering their staffing needs. They want dependable employees who are capable of providing quality services. When time is taken off in excess, it causes problems with the daily workings of the Positive Directions II LLC Main Office, and it affects the schools and children that are seen every day. As an Independent Contractor, the Administration in the schools we provide services to can request a change in staffing, or contractor at any time; absences, excused or not, could result in the loss of your position, and a loss of Positive Directions II LLC contract for that District.

If **any** employee is **requesting time off and/or are absent** more than **three (3) days** throughout the school year, **without a valid excuse**, the following will apply:

- 4<sup>th</sup> absence – Verbal Warning
- 5<sup>th</sup> absence – Write Up
- 6<sup>th</sup> absence – 1 Day Suspension without pay
- 7<sup>th</sup> absence – Termination

**Any employee who has excessive excused absences will be removed from their regular position and put on or returned to the Substitute Listing.**

Request for time off and sick time off are **unpaid**.

### **Call Out Procedures**

You **must** contact the Call Center at 824-6135 **two (2) hours before you are expected at your school**. Example: If you start work at 8:00 am, you **must** contact the Call Center by **6:00 am**. If you are unable to contact the Call Center, then contact the Positive Directions II LLC Owner, Sheree Manlove at 388-6786. This will allow us an opportunity to contact a substitute to cover on your behalf in a reasonable amount of time. It is not your responsibility to find a substitute to fill in for you in your absence but Positive Directions II LLC responsibility. **Following the outlined procedure will eliminate any confusion**. Once a substitute is contacted, the school will be contacted by the Positive Directions II LLC Main Office and given the name of the person who will cover you for the day(s). **If for some reason your school does NOT require a substitute to provide coverage on your behalf, you MUST contact the Positive Directions II LLC's Call Center to make our office aware of your absence.** When you do not advise our office of your absences, you will not only be subjected to the disciplinary actions listed below, it also leaves us open to errors on your time sheet, as well as eliminates your chances of qualifying for an attendance bonus (if offered) at the end of the school year.

You will be responsible for the following:

- Contact the Call Center if unable to go to work before 9:00 am.
- Contact your school and alert them that you will not be in.

**Please Note: DO NOT CALL THE OFFICE to inform that you will not be at work.** The office opens at 9:00 am, so for any situations occurring after 9:00 am, you will need to contact the office (302-654-9444), **otherwise, contact the Call Center at the telephone number that is provided above.**

There will be disciplinary actions taken for ANY employee who does not adhere to this policy as outlined below:

- 1<sup>st</sup> occurrence – Verbal Warning
- 2<sup>nd</sup> occurrence – Write Up
- 3<sup>rd</sup> occurrence – 1 Day Suspension
- 4<sup>th</sup> occurrence – Termination

### **Lateness**

It is understandable that there may be times that an employee is late for work, but we MUST try our best to report to work on time every day. If for some reason you will be 15 minutes or more late reporting to your school, you must contact the School and the Positive Directions II LLC Call Center at 824-6135 immediately. If for some reason you are unable to reach the Call Center, contact the Positive Directions II LLC Owner, Sheree Manlove, at 388-6786.

If any employee is **late for work** more than **two (2) times** throughout the school year, **without a valid excuse**, the following will apply:

- 3<sup>rd</sup> lateness – Verbal Warning
- 4<sup>th</sup> lateness – Write Up
- 5<sup>th</sup> lateness – 1 Day Suspension without pay
- 6<sup>th</sup> lateness – Termination

### **No Solicitation / No Distribution**

Employees are not permitted to solicit, for any purpose, either verbally, visually or electronically while on Positive Directions II LLC and/or school property. This applies during working time, exclusive of break times in break areas. The distribution of literature for any purpose is prohibited in working areas, even during non-working time. Canvassing of any kind, solicitation, pools or collections for any purpose by outsiders is prohibited.

### **Purchasing Supplies & Equipment**

Positive Directions II LLC employees are not to order any supplies or equipment under the Positive Directions II LLC, school district or school name without written authorization approving you to do so. All planned purchases must be presented to the Positive Directions II LLC Owner and/or the school district or school. At that time, you will be made aware if the purchase is approved, and who will be responsible for payment. **Violations of this policy may result in disciplinary actions.**

### **Correspondence**

Under **NO** circumstances is a Positive Directions II LLC employee authorized to utilize the School, School District or Positive Directions II LLC's letterhead and/or name to write letters on behalf of friends, acquaintances or family members with the intent to speak on their behalf. Any correspondence that is required to be sent to students and/or their families is to be authorized by the School, School District and the Positive Directions II LLC Owner.

**Violations of this policy may result in disciplinary actions.**

## STANDARDS OF CONDUCT AND PERFORMANCE

### **Counseling / Disciplinary Process**

Your supervisor is your coach and mentor who is interested in seeing you become a successful employee at Positive Directions II LLC. When concerns arise about your job performance or work behaviors, your supervisor will bring these to your attention. In most cases, one-on-one coaching or counseling is all that is needed to correct potential problems before they become more serious.

Additional corrective action may be necessary to safeguard the interests of the company, our employees, students, families and schools. The degree of corrective disciplinary action depends upon the severity and frequency of the offense as well as the circumstances under which it occurred. Corrective disciplinary action may consist of counseling, a written warning, suspension or termination of employment.

Policies, procedures, rules and guidelines implemented by Positive Directions II LLC are designed to ensure the best services to our students, families and schools and provide the safest possible working conditions. These policies and procedures are intended to protect all of us. When one is broken, generally the first step will be counseling, followed by a written warning, a suspension, and finally termination.

**Positive Directions II LLC does not limit itself to any one or more of these forms of discipline, including the right to skip, advance, or repeat any level of discipline, nor do we relinquish the right to terminate an employee for any reason, at any time.**

### **Policy Violations**

Employees have the responsibility to Positive Directions II LLC, students, families, co-workers, and schools to conduct themselves according to certain rules of behavior. We ask for whole-hearted cooperation of all our employees in the observation of rules and regulations which are necessary to protect us all. Any suspensions for policy violations will be without pay.

### **Disciplinary Action / Termination Approval**

Disciplinary action is necessary to correct an “unwanted behavior”. Should the behavior be corrected then the goal has been achieved and no further action is necessary. However, should the unwanted behavior persist harsher discipline actions will be taken until the behavior is corrected or said employee is terminated. Termination is the last resort and will also be used for serious violations which will result in immediate termination.

It is important to understand that, by establishing a progressive disciplinary process, Positive Directions II LLC does not limit itself to any one or more of these forms of discipline, including the right to skip, advance, or repeat any level of discipline, nor do we relinquish the right to terminate an employee for any reason, at any time.

### **Notification Of An Arrest, Charges and/or Conviction of a Criminal Law**

All employees are required to advise their supervisor and the Positive Directions II LLC Main Office, in writing, within (5) days of an arrest, charges and/or conviction of any Criminal Law. The arrest, charges and/or conviction will be reviewed with the employee to determine employment suitability. Because we provide contracted services to a variety of public schools, we are bound by their policies and procedures with regards to criminal activity. **If the arrest, charge and/or conviction have to do with drugs, weapons, sexual offenses and/or crimes against children, Positive Directions II LLC will immediately terminate said employee.**

### **Problem Resolution**

Employees who have constructive suggestions or who have experienced difficulties in the work place are urged to express those concerns to their supervisor. Every effort shall be made by Positive Directions II LLC to resolve all such concerns and to make employment a pleasant and worthwhile experience.

Employees who have a concern should first contact their supervisor. If the problem is not resolved at the employee / supervisor level, or if the problem involves their supervisor, employees may present their concern to the Positive Directions II LLC Main Office.

***No supervisor may place an employee at a disadvantage or retaliate against an employee lodging a complaint or an appeal of disciplinary action. Any proven violation will result in disciplinary action up to an including termination of employment.***

### **Work Assignments**

It is our goal at Positive Directions II LLC to match your knowledge, skills and abilities with our organizational needs. On occasion it may become necessary to reorganize our services and internal organizational structure. Therefore, we may assign you to another school or shift where your particular abilities can best be used. If such a reassignment occurs, you will be given as much advance notice as possible under the circumstances. If your reassignment is more than temporary, you will also be provided additional orientation to help you succeed in your new position.

If you are concerned that a work assignment may conflict with your personal or religious beliefs, you should discuss your concerns with your supervisor. Positive Directions II LLC will make reasonable efforts to provide an accommodation for you provided that the quality of service to students, families and schools are not compromised.

Failure to accept the reassignment may result in the termination of your employment.

### **Working Together**

Positive Directions II LLC places a high value on communicating effectively with our employees. We continually review and update our methods of communicating so that you will receive the information you need to know and feel that you are a part of all Positive Directions II LLC programs and activities.



You are encouraged to talk to your supervisor regularly about matters that concern you and to make recommendations that can make Positive Directions II LLC better. We believe that enhancing the personal relationship between you and your supervisor provides the best environment for your development and helps foster the teamwork necessary for us to accomplish our mutual goals with excellence.

If you have suggestions for improving work methods, working conditions, or other improvements, you should present them to your supervisor or the Positive Directions II LLC Main Office.

To help keep you informed we provide all employees with our monthly newsletter, "Post It". You will want to review the material posted in this newsletter regularly to stay abreast of current information, news, changes, tips and upcoming company events.

We also keep employees informed by contacting them via telephone and e-mail. We have found that e-mail is the most effective form of correspondence. All employees are encouraged to provide Positive Directions II LLC with an e-mail account that they check regularly.

Your willingness to stay well informed about Positive Directions II LLC and to openly voice your concerns, suggestions, and comments will help us to better understand your individual needs.

Positive Directions II LLC enthusiastically accepts the challenge and responsibility to provide good working conditions and fair wages, as well as the equitable treatment and personal respect each employee deserves.

### **Staff Meetings**

Staff Meetings for employees will be held bi-monthly throughout the school year on in-service days. The meetings will be held at the Positive Directions II LLC Main Office in Wilmington. Exact dates and times of Staff Meetings will be provided to all associates during their New Hire Meetings. Any changes to the dates provided will be done so by contacting you by telephone or in writing. **STAFF MEETINGS ARE MANDATORY FOR ALL EMPLOYEES.** Important information is shared and discussed at these meetings. Please make every effort to attend. Employees will be paid for their time at Staff Meetings.

## Chapter VI

### Safety Policies

#### **Child Safety First**

All employees are expected to report any instances of illegal or unethical behaviors while on assignment.

Positive Directions II LLC employees are required to report any activity that they have knowledge of that would include, but not be limited to the following:

- Instances of physical abuse to students;
- Instances of child abuse or neglect;
- Instances of unethical business conduct;
- Violation of any State or Federal Law;
- Instances of danger to student, employee or the public's health and safety

Any Positive Directions II LLC employee who reports such incidents described above will not be subjected to any retaliation in the workplace or educational environment whether committed by a supervisor, the School District, the School Administration, staff, students and families.

Any employee who needs to report any activity listed above should contact their Supervisor and/or the Owner of Positive Directions II LLC.

#### **Injuries**

Regardless of how minor they may seem, all injuries sustained by employees must be reported immediately to their supervisor, the schools administration and the Positive Directions II LLC Main Office. Information on work related injuries is also discussed in the Workers' Compensation Policy in Chapter IV, page 13.

#### **Anti-Harassment/Discrimination/Hostile Work Environment**

Positive Directions II LLC is committed to maintaining learning and working environments that are free from all forms of harassment and discrimination. Each employee is responsible for fostering civility, for being familiar with this policy, and for refraining from conduct that violates this policy. Accordingly, harassment based on an individual's race, color, religion, sex, disability, or other legally protected characteristic is prohibited. **Positive Directions II LLC will not tolerate harassment, sexual harassment, discrimination or retaliation in the workplace or educational environment whether committed by a supervisor, the School District, the School Administration, staff, students and families.**

**Such conduct demonstrated by a Positive Directions II LLC associate will result in disciplinary action up to termination of employment.**

Specifically, no supervisor shall threaten or insinuate either explicitly or implicitly that any employees' submission to or rejection of sexual advances will in any way influence any

personnel decision regarding that employee's employment, evaluation, wage, advancement, assigned duties, shifts, or any other condition of employment or career development.

**Other harassing conduct in the workplace, whether physical, verbal, psychological or any other means, committed by anyone is also prohibited. This includes, but is not limited to: slurs, jokes or degrading comments concerning an individual's race, color, religion, sex, disability, or membership in other protected groups; repeated offensive sexual flirtation, advances, or propositions; continual or repeated abuse of a sexual nature; graphic or verbal comments about an individual's body; and the displaying in the workplace of sexually suggestive objects or pictures.**

Employees who have complaints of harassment, discrimination, or retaliation should immediately report such conduct to their supervisors, the Positive Directions II LLC Main Office and the School's Administration. Employees who observe harassment should also report such behavior to their supervisors. The Owner of Positive Directions II LLC will immediately investigate the matter. Where investigations confirm the allegations, appropriate corrective action will be taken.

All employees are expected to cooperate with the investigation. Failure to do so will lead to discipline up to termination of employment. *Information provided by individual employees in the course of an investigation will be treated as confidential and only be provided to those who have a need for the information or when it is required in the course of investigating the complaint.*

**You will not be subject to any form of retaliation or intimidation as the result of making a complaint of sexual harassment. If an investigation confirms that harassment has occurred, Positive Directions II LLC will take swift, appropriate corrective action that may include termination of the offender.**

Hindering or providing false information in the course of an investigation is grounds for discipline that may include termination.

If a satisfactory resolution has not been arrived at, the complainant will have five (5) calendar days to request his/her appeal, in writing. The written request will detail the reasons for the appeal and what considerations should be given. The Positive Directions II LLC Owner will review the complaint in its entirety and make a decision based on the facts presented. The employee will be advised of the decision within ten (10) calendar days.

### **Hands Off Policy**

All Positive Directions II LLC employees are to use a "Hands Off" approach when dealing with students. Contact the appropriate Administrator at your school for assistance if you are faced with this situation. Due to the contractual agreement with this company, **you are not covered** under the School District's policies as it relates to handling students who are aggressive and are in crisis.

**All Positive Directions II LLC employees MUST understand and adhere to the following:**

As an employee (substitute or regular) with Positive Directions II LLC, you are NOT to handle the students in any way that can cause any type of bodily harm or can be misconstrued as such. There are times in a school setting that students might become irate to the point in which they might need to be physically removed from the classroom or another setting. Under no circumstance are you permitted to put your hands on a student to assist in this manner, even if it is to help out. Once you obtain the proper training and certification (Non-Violent Crisis Intervention Training) you will then be permitted to assist in the case of a child who might be in crisis.

**Mandatory Reporting Requirements**

It is the legal responsibility for **ALL** Positive Directions II LLC employees to report any type of physical, sexual or mental abuse that has been brought to their attention. If a student reports, or if you have been made aware of any form of abuse, you are **REQUIRED** to immediately inform the School's Administration of said abuse *in writing*. **ALSO INSURE THAT YOU HAVE DOCUMENTED ALL INFORMATION WITH REGARDS TO THE SITUATION IN WRITING.**

**Smoke-Free Environment**

Smoking is not permitted inside of any schools and/or buildings, or in the Positive Directions II LLC Main Office. Employees may only smoke in outside designated areas.

**Personal Property**

Positive Directions II LLC and/or the School District and Schools cannot be responsible for personal property that is lost, stolen or damaged in any of the schools that we provide services for. You are encouraged not to bring valuables to work and to keep your personal belongings out of sight and/or locked.

**Workplace Violence**

This policy is intended to guide employees of Positive Directions II LLC both in preventing acts of violence and in responding to them when they occur on or in relation to the companies various schools. Positive Directions II LLC is committed to providing a learning and working environment that is safe to all associates of the company. Positive Directions II LLC will not tolerate violent acts at its schools or offices, or in its programs. This policy of "zero tolerance" extends not only to actual violent conduct but also to verbal threats and intimidation, whether by students and families, staff, school administrators and staff or visitors.

Positive Directions II LLC urges all employees who have experienced or witnessed incidents of violence to report them to the schools administration and the Positive Directions II LLC Main Office and/or local law enforcement agencies.

Positive Directions II LLC will not permit retaliation against anyone who, in good faith, brings a complaint of violence or serves as a witness in the investigation of a complaint of violence.

Information regarding incidents of violent conduct and threats of violence will be investigated, and if warranted, disciplinary action will be taken. Positive Directions II LLC will notify law enforcement authorities of criminal conduct. If the continued presence of an employee threatens or disrupts the conduct of Positive Directions II LLC business, the individual may be suspended from work pending the outcome of the assessment.

When advised of circumstances warranting intervention, Positive Directions II LLC will render assistance by contacting local, state and/or federal law enforcement agencies as appropriate. Employees of Positive Directions II LLC who receive threats of bodily harm or who are the targets of harassing or stalking behaviors are urged to contact our Main Office.

Every effort will be made to respect the privacy of all employees involved in the matter. However, the necessity to investigate the matter and to cooperate with law enforcement authorities may require the disclosure of otherwise confidential information.

### **Drug & Alcohol Policy**

To help ensure a safe, healthy and productive drug free work environment for our employees and to provide an environment which will provide the highest possible level of service for our students and to protect Positive Directions II LLC property and assets and to assure efficient operations, Positive Directions II LLC has adopted a Policy on drugs, alcohol and other prohibited items.

It is the Policy of Positive Directions II LLC to maintain its property and to provide a drug free working environment that is both safe for our employees and conducive to efficient and productive work standards.

This policy restricts certain items and substances from being brought on or being present on the school and Positive Directions II LLC property, including its parking areas and prohibits Positive Directions II LLC employees and all others from reporting to work, working, or being present at the school, whether or not on duty, from having detectable levels or identifiable trace quantities of certain drugs and other substances, and prohibits the unauthorized possession by employees or others of property, equipment, materials or proprietary information belonging to the schools or Positive Directions II LLC.

### **PROHIBITED ITEMS**

The use, possession, sale, manufacture, distribution, dispensing, concealment, receipt, transportation or being under the influence of any of the following items or substances on school or Positive Directions II LLC property (including the presence of detectable levels or identifiable trace quantities), by employees and all others is prohibited:

- Illegal drugs, controlled substances, marijuana, mood-or-mind altering substances (legal or illegal), “look-alike” substances, designer, counterfeit or synthetic drugs, inhalants and any other drugs or substances which will in any way affect safety, work ability, alertness, coordination, judgment, response or the safety of others on the job.

- Alcoholic beverages, except as specifically authorized. Unauthorized consumption of alcoholic beverages during work hours is prohibited. Consumption of alcoholic beverages on School or Positive Directions II LLC property is prohibited.
- Prescription drugs and over-the-counter medications, except under the following conditions:
  - a) The drugs have been prescribed by an authorized medical practitioner for the person in possession of the drugs.
  - b) The use of prescription drugs and over-the-counter medications must be taken in accordance with dosage recommendations, and usage must not affect the person's ability to perform work safely.
  - c) Positive Directions II LLC reserves the right to consult with an authorized medical practitioner to determine if a drug or over-the-counter medication produces a hazardous work situation.

## **POLICY ENFORCEMENT**

### **Supervisor/Owner/School Administration**

The employee's Supervisor, the School Administration and/or the Positive Directions II LLC Owner, or their designee, have the right to conduct an on-the-spot search and inspection of employees, or others, and their personal property and effects, if said Supervisor has a reason to believe (reasonable suspicion) that employees, or others, are in direct violation of any part of this Policy. All searches and inspections conducted by outside specialists will be in the presence of the Supervisor, Schools Administration and/or the Positive Directions II LLC Owner, or their designee.

### **Investigations**

All employees are expected to cooperate with any investigation regarding this Policy. Failure to cooperate, provide false information, or omitting information may subject any employee to disciplinary action up to and including termination of employment.

### **Testing**

Employees may also be required to submit to a drug Test and/or Blood Test or other examination under the following circumstances:

- When an employee's Supervisor has reason to believe (reasonable suspicion) that an employee or other person is using or under the influence of prohibited drugs, alcohol and substances, or that there has been a violation of this Policy.
- When an employee or other person is found in possession of suspected illegal or prohibited drugs and substances, or when any of these drugs and substances are found in an area controlled or used exclusively by said employee or other person.

## **POLICY VIOLATION PENALTIES**

Any employee found in violation of this policy, or who refuses to submit to a search, or testing, shall be removed from their school and be subject to disciplinary action, up to and including termination of employment.

Any employee directed to submit to a drug and/or alcohol test shall be informed of the reasons why he/she is being ordered to submit the specimen. Any employees failing to submit the specimen will be informed that this refusal constitutes grounds for termination.

Any employee who, as a result of drug testing is found to have detectable levels or identifiable trace quantities of a prohibited drug or substance in his/her system, without an explanation satisfactory to Positive Directions II LLC will be considered in violation of this Policy, will be removed from their position, and will be subject to disciplinary actions up to and including termination of employment. Additionally, if employment is continued, such employees may be required to submit to random drug screens and/or to participate in and successfully complete a substance abuse program.

Preliminary findings of a Policy violation may require that the employee be suspended, without pay, pending the results of Positive Directions II LLC investigation. If said investigation clears the employee of any Policy violation, then said employee will be reinstated, including pay, to his/her job.

Any employee, or anyone else, who in any way alters, tampers with, or substitutes a specimen will be considered a violator of this Policy and the employee will be terminated.

Employees who are arrested, charged, convicted, plead guilty or nolo contendere on or off-the-job activities (drug or alcohol related) may be considered in violation of this Policy. In deciding what action to take, Positive Directions II LLC will consider the nature of the charges and other factors relative to the impact of the employee's arrest, conviction or plea upon the conduct of Positive Directions II LLC business. **Any employee who is found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.**

## Chapter VII

### Ending your Employment

Positive Directions II LLC will make every effort to assist employees leaving so that they retain a feeling of self-worth, dignity and a sense of goodwill toward Positive Directions II LLC, regardless of the circumstances surrounding the employment relationship.

#### **Voluntary Separation**

An employee who wishes to resign in good standing from Positive Directions II LLC must provide his/her Supervisor with adequate notice of the intent to resign. Employees must submit their resignation in writing to their Supervisor with a copy to the Positive Directions II LLC Main Office. Adequate notice is defined as:

ISS/ISA/Time Out/Counselors	2 weeks notice
Administrative Employees	4 weeks notice

Advance notice is to be given in order to allow for a transition of services. An employee is expected to be available for work according to his/her regular schedule throughout the resignation period. Though pre-scheduled time off or an unscheduled absence may be honored, your minimum resignation period may be extended by any scheduled or unscheduled days off that occur during this period.

If you have obtained a new position, or if you are **not** interested in returning to Positive Directions II LLC at the end of a contract year, it is **IMPERATIVE** that you contact the Positive Directions II LLC Main Office as soon as you are aware that you will not be returning to your position. Positive Directions II LLC “holds” a position for all employees who indicate that they are continuing their employment with our company. When an employee indicates they are returning, and then obtains work elsewhere, or changes their mind, they **MUST** inform the Main Office at least **2 weeks BEFORE** the new school year begins. We need to be sure that we have the time available to provide the school with a qualified replacement.

You are expected to return all Positive Directions II LLC property that has been issued to you and resolve any indebtedness that you might have incurred at the schools or with Positive Directions II LLC. For example, you should return keys, cell phones, computer equipment and/or any files which may be in your possession.

Should an employee fail to provide adequate resignation notice, Positive Directions II LLC will update said employees personnel record with the unfavorable information. Employees who have not given adequate resignation notice will not be offered the opportunity for re-employment.

Any Positive Directions II LLC employee who fails to return any of the schools or Positive Directions II LLC property or equipment on a timely basis, or make good on any debts due to



the school or Positive Directions II LLC, will be subject to collection activity, and if warranted, a complaint filed with the local law enforcement agencies.

### **Discharged Employees**

An employee may be discharged immediately with or without notice during or after the introductory period of employment. An employee who has been discharged must return all property to the Positive Directions II LLC Main Office. No employee will be permitted to go back into the school they provide services to when they have been discharged. The Positive Directions II LLC Supervisor or Owner will retrieve any personal belongings on behalf of the discharged employee. The employee will then have ample opportunity to pick up their possessions from our Main Office.

### **Exit Interview**

The Positive Directions II LLC Main Office will schedule an exit interview at a mutually convenient time before the employee's last day of work. The specifics of the exit interview are held in confidence. During the exit interview, employees will be asked a series of questions relating to their experience as a Positive Directions II LLC employee, as well as confirm that all the school and Positive Directions II LLC property has been returned.