

# Greene Arc, Inc.

Policy and Procedure Manual

## Table of Contents

<u>Policy #</u>	<u>Policy</u>
040	Introductory Statement
060	Customer Relations
101	Nature of Employment-at-Will
103	Equal Employment Opportunity
104	Business Ethics and Conduct
107	Immigration Law Compliance
108	Conflict of Interest
112	Non-Disclosure of Confidential Information
114	Disability Accommodation
115	Whistleblower Policy
116	Applicability of this Manual
204	Personnel Data Changes
205	Introductory Employees
209	Performance Evaluations
210	Limited Duty Restrictions
212	Background Check Policy & Exclusion Screenings
213	New Employee Training Policy
300	Employment Classifications
301	Timekeeping Procedures
304	Pay Day
305	Holidays
306	Vacation Time
307	Additional Paid Leave
308	Family Medical Leave (FMLA)
311	Jury Duty
312	Military Leave

**Effective 05-01-14** This document is for informational purposes only and is not to be construed as an employment agreement or contract. Greene Arc, Inc. retains the right to amend or change policies contained here-within at any time without prior notice. The provisions of this Policy and Procedure Manual will apply except where the policy conflicts with state law or Collective Bargaining Agreement provisions

# Greene Arc, Inc.

## Policy and Procedure Manual

### Table of Contents

313	Benefits Continuation (COBRA)
379	Workers' Compensation Insurance
380	ERISA
381	HIPAA
383	Benefits
391	Sleep Time for Non-Exempt Employees
392	Salary Basis Policy
393	Pension Contribution Policy and Procedure
401	Limited English Proficiency Policy
402	Financial Accountability Procedures
403	Beneficiary of a Life Insurance Policy
404	Fiduciary Relationship Policy
405	Legal Guardian Policy
406	Behavioral Emergency/Crisis Policy
407	DPW/ODP Rules and Regulations
408	Vacancy Management
409	PROMISe Billing Policy
410	Client Cosmetic Care Policy
415	Exploitation, Abuse and Neglect
420	Residential Awake Overnight Policy
421	Visitors
425	Medication Administration
426	Medication Disposal
430	Medication Logging Procedures

# Greene Arc, Inc.

## Policy and Procedure Manual

### Table of Contents

503	Break Periods
504	Use of Telephones
507	Overtime
512	Business Travel Expenses
515	Use of Social Media
516	Computer and Email Usage
517	Weather Delays and Cancellations
518	Workplace Monitoring
520	Damage to Participant's Property
522	Protocol for Back-up Plans
523	Protocol for Transition of Participants
580	Personal Automobile Use
581	Agency Vehicle Policy
582	Parking
583	Cellular Phones
584	Dress Code
585	Smoking Policy
586	Meal Allowance
600	First Aid
601	Residential Sites – Safety
602	Fire Drill Policy
702	Drug and Alcohol Use
703	Sexual and Other Unlawful Harassment
704	Attendance and Punctuality
706	Return of Property
710	Security Inspections
711	Disciplinary Actions
719	Incident and Accident Reporting
720	Complaint Form

# Greene Arc, Inc.

## Policy and Procedure Manual

### Table of Contents

877	Proxy Authorization Policy
878	Diversity, Equity and Inclusion Policy
879	Mask Policy
880	Personal Property
881	ISP Team Composition
882	Adult Protective Services
883	Request for Service Change
884	Transitions Policy
885	Infestation/Epidemic Emergency/Crisis Policy
886	Grievance Procedure
887	Records Management Policy
888	Restraint and Restrictive Procedure Policy
889	Accessibility of Intellectual Disability Services for Individuals who are Deaf
890	Transportation Policy
891	Incident Reporting Manual
892	Fraud, Waste and Abuse Awareness & Reporting
893	Living Technology & Remote Monitoring
894	Individual's Rights
895	Sexual Health, Personal Relationships & Sexuality
896	Petty Cash Fund
897	Temporary Leave Policy Changes (Covid-19)
898	Visitation – Residential Settings – Policy During “Green” Phase
899	Visitation – Residential Settings – Policy for Fully Covid-19 Vaccinated

# Greene Arc, Inc.

Policy and Procedure Manual

## Table of Contents

900	Signatory Policies:
	Visitor Disclaimer
	Vehicle Request/Denial Authorization
	Complaint Form
	Employee Manual Acknowledgement
	Anti-Harassment Policy Acknowledgement
	FMLA Policy Acknowledgement
	Act 33 Clearance
	Addendum to Job Description
	Cellular Phone Agreement

