

Greene Arc, Inc.

Policy and Procedure Manual

383 Benefits

Medical Insurance: The Company offers medical coverage to all eligible full-time employees and their dependents. The Company will pay the entire premium for eligible full-time employees and the employee may choose to add coverage for their dependents at their own expense.

Life Insurance: Greene Arc offers life insurance in the amount of *twenty thousand dollars (\$20,000)* to eligible full-time and part-time employees.

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391 Sleep Time for Non-Exempt Employees

In compliance with the Pennsylvania Department of Labor, sleep time during a required 24-hour shift will be unpaid. However, Greene Arc will:

- Provide adequate sleeping facilities with private quarters;
- Compensate the employee for interruptions in sleep time;
- Compensate the employee, at the applicable minimum wage rate as set by the Commonwealth of Pennsylvania, for the entire sleep time if the employee receives less than five (5) hours of sleep time; and
- Deduct no more than eight (8) hours for sleep time in a twenty-four (24) hour shift.

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392 Salary Basis Policy

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, the FLSA provides an exemption from both minimum wage and overtime pay for certain employees in particular job functions which meet certain criteria regarding job duties and salary.

Salary Basis Requirement: Being paid on a “salary basis” means an employee regularly receives a predetermined amount of compensation each pay period. The predetermined amount cannot be reduced due to quality or quantity of the employee’s work. Subject to certain exceptions, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee’s predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a “salary basis.” If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

Employers may make full or partial day deductions from an exempt employee’s pay in the following circumstances:

- Absence from work for one or more full days for personal reasons (not sickness/disability);
- Absence from work of one or more full days due to sickness/disability if the deduction is made in accordance with plan, policy or practice of providing compensation for salary lost;
- To offset amounts employees receive as jury or witness fees, or for military pay;
- Unpaid disciplinary suspensions of one or more full days due to workplace conduct rule violations;
- During initial or last week of employment;
- For penalties imposed for infractions of safety rules of major significance;
- When employees take unpaid leave under the Family and Medical Leave Act.

It is Greene Arc’s policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all company managers from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the company does not allow deductions that violate the FLSA.

If you believe that an improper deduction has been made to your salary, you should immediately report this to your direct supervisor, or to Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

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393 Pension Contribution Policy & Procedure

Pension Contribution Policy and Procedure

Upon reaching 18 months of full-time or part-time employment with Greene Arc, Inc., the Employer will establish a Simplified Employee Pension (SEP) with a provider selected by the employer.

Contributions for eligible employees shall be made monthly and will consist of 6% of the Employee's gross compensation.

These contributions will begin in the calendar month following the month in which the employee completes 18 months of service and has completed and submitted all necessary paperwork, needed to begin contributions to the SEP.

If the paperwork is delayed, by the Employee, contributions will begin the month following the submission of all needed documents.

The Employer shall pay any administrative fees. The employee shall pay the annual maintenance fee as required by the provider.

The Employer's contributions will be fully vested upon being made.

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401 Limited English Proficiency Policy

Greene Arc, Inc. is committed to providing equal opportunity in all programs and services to ensure full compliance with all civil rights laws, including Title VI of the 1964 Civil Rights Act, which requires non-discrimination on the basis of national origin.

Equal opportunity includes physical and program access for persons with disabilities and program access for persons with Limited English Proficiency (LEP). Program and physical access for persons with disabilities is covered in the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 as amended, Section 504.

It is the policy of this Agency to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served by our programs. Such services will be focused on providing meaningful access to our programs and services.

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402 Financial Accountability Procedures

The following procedures are to be followed regarding the security and accountability for handling of the individual's finances:

Each staff will count and document the balance of the individual's spending money using the new Personal Account Ledger with the balance check-off log listed on the back. This is to be completed each and every time a staff member starts and ends his/her shift. If the amount counted does not balance, the staff member must note this and then notify his/her supervisor or the on-call supervisor, whichever is applicable.

The file cabinets which contain the individual's finances and records must be kept locked at all times. The staff will be responsible to ensure that there is never a time when those cabinets are kept unlocked. The key(s) must be kept secure by staff as well. This means they must be kept in an area that is only accessible to other staff members. The residential supervisor of each site will inform the staff, in writing and through a staff meeting, the procedure that will be used for each respective site.

Checkbook Documentation: Each staff is to initial by each entry he/she makes in the individual's checkbook ledger. This will help eliminate confusion regarding questions pertaining to an entry of purchase, withdrawal or deposit.

Note that if the above listed procedures are not followed, it will lead to disciplinary action.

If you have any questions please do not hesitate to ask your direct supervisor or the Director of Residential Services.

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403 Beneficiary of a Life Insurance Policy

Greene Arc, Inc. prohibits any employee to be listed as beneficiary on the life insurance policy of an individual that is receiving services from Greene Arc, Inc. unless the individual receiving services is a family member of the employee or that such arrangements were already in existence prior to the individual receiving services from Greene Arc or prior to the employee's employment with Greene Arc.

Greene Arc, Inc. does not permit any employee to obtain personal financial gain from their employment serving individuals with disabilities at Greene Arc, Inc.

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404 Fiduciary Relationships – Representative Payee Policy

It is the policy of Greene Arc, Inc. to serve as the representative payee for individuals receiving services in our residential programs. At no time is it permissible for any Greene Arc employee to act as the representative payee for any individual receiving services from Greene Arc unless the individual is a family member of the employee or the arrangement was created before the individual received services from Greene Arc or the employee became employed by Greene Arc.

Persons with intellectual and development disabilities should have the opportunity to manage personal funds, receive training in the management of personal funds and be guaranteed protection of those funds.

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405 Legal Guardian Policy

Greene Arc, Inc. does not permit any employee to seek or maintain legal guardianship of an individual receiving our services while they are currently employed at Greene Arc, Inc. unless the individual is a family member of the employee; the arrangement was created before the individual received services from Greene Arc; or before the employee became employed by Greene Arc. The following guardianships apply to this policy:

- Guardianship of the Person or Property
- Full Guardianship
- Limited Guardianship
- Temporary Guardianship

Guardianship is the legal power to care for another person and manage his or her affairs. When people become adults, including people with intellectual and developmental disabilities, they get all the legal rights and responsibilities of any adult. Only the courts have the authority to remove these rights. A court makes this decision based on the person's abilities to handle personal decisions, money, property and similar matters. The incapacity (or legal inability) to handle these matters is grounds for guardianship, not intellectual and developmental disabilities.

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406 Behavioral Emergency/Crisis Policy

Introduction

Unforeseen incidents may occur at short notice that must be dealt with urgently outside the standard policy framework. While precise procedures cannot be laid down, there is a need for general policy to guide the organizational response to crisis.

Purpose

The Behavioral Emergency/Crisis Policy is intended to facilitate the management of a crisis within Greene Arc, Inc. to minimize risks to individuals (consumers) who receive our services and personnel, to protect Greene Arc and to implement urgent recovery procedures.

Policy

1. Management and staff have been made aware of all consumers' disabilities and mental health recovery diagnosis. Monitoring of all consumers occurs while at Greene Arc, Inc.
2. Should behaviors increase and cause detriment to the consumer and others, staff will document time and frequency, providing evidence that additional support is required.
3. Technical assistance is requested to provide support and specific directions to staff to aid in the reduction of the behavior.
4. Outside resources are utilized to assist with behavior concerns (counselors, psychologists, psychiatrists, etc.).
5. County Human Services are contacted for assistance.
6. Call Southwestern Pennsylvania Human Services, Inc. (SPHS) Crisis Hotline: 1-800-417-9460.
7. For emergencies, Greene Arc, Inc. would utilize Washington Health System – Behavioral Health Unit.
8. In the event of a crisis, CALL 911.