



Communities
In Schools®

Nevada

EMPLOYEE HANDBOOK

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Welcome to Communities In Schools of Nevada!

Dear CIS of Nevada Team Member ~

Welcome home! Whether you are a brand-new team member, or a returning employee, I extend a warm welcome. You are part of a team that is dedicated to impacting youth in positive ways on a daily basis. You are the key to better outcomes for over 100,000 students in our state. As a workforce, we represent CIS, the model and our mission to our community and the populations we serve with professionalism and pride.

It is a continual goal that we provide a healthy workplace for our staff with room for hard work and growth opportunities. We know that your background and previous experiences have positioned you to be an excellent team member and the kind of role model our students need.

On the pages to follow you will find information regarding the organization and guidelines we have implemented over time to create a positive, safe, and reputable work environment.

If you have any questions, please contact your supervisor, the state human resources director or myself. I look forward to learning more about you, your passion, and your work with CIS of Nevada.

All In,



Tami Hance-Lehr

Chief Executive Officer & State Director

Our Mission

To surround students with a community of support, empowering them to stay in school and achieve in life.

The CIS Five Basics

Young people need to know that they're cared about, safe and secure, and expected to succeed. They also need skills and technology that will lead to a lifetime of learning and reward. The Communities In Schools, Inc. national network believes that every child needs and deserves:

1. A personal, one-on-one relationship with a caring adult;
2. A safe place to learn and grow;
3. A marketable skill to use upon graduation;
4. A chance to give back to peers and community;
5. A healthy start.

Our Core Values

As we have grown as an organization, it was very important to define our core values and share with our team members who truly make them a reality in the work we do to achieve our mission. We believe our core values below shape our culture and define the character of CIS of Nevada:

1. Communication
2. Respect
3. Teamwork
4. Accountability
5. Integrity

Overview

This handbook is designed to provide you with important information about the Company culture and conditions of your employment. It acquaints you with the many things that Communities In Schools of Nevada (also: CIS of Nevada, CISN, CIS) can offer you, and in return, it will explain how you can contribute to the continued success of the organization. This handbook also contains information such as holiday schedules, work procedures, safety rules, local and state regulations, paid time off (PTO), and specific benefit offerings.

Keep in mind that we cannot anticipate every situation that may arise in the workplace or provide information that answers every possible question, so it is not possible for this handbook to cover every conceivable contingency. Circumstances may arise which require modification to the policies, practices, and benefits contained in this document. Therefore, with the exception of the content regarding at-will employment, CIS reserves the right to revise, supplement, or rescind any of the provisions of this handbook as needed or desired. If you have any questions, please contact your supervisor or the HR Department.

CIS CORE Statement

Our culture is built on a strong foundation of collaboration, trust, and shared purpose. At the CORE of CIS, our values guide our actions and decisions, shaping the way we work together and serve our mission.

1) Communication: We foster open, honest, and transparent communication to create an environment where ideas flow freely and every voice is heard.

2) Accountability: We treat everyone with dignity and kindness, valuing different perspectives and creating a culture of belonging.

3) Integrity: We act with honesty and uphold the highest ethical standards, ensuring trust and credibility in every interaction.

4) Teamwork: We believe in the power of working together supporting one another, and achieving success through collaboration.

1.0 Welcome

We are committed to the highest standards of conduct at every level, and we depend upon the personal and professional integrity and dedication of all employees to help uphold these standards. Your honorable character and helpful behavior are assets and a credit to CIS of Nevada. Recognizing our core values, we will not tolerate conduct that interferes with Company operations, discredits CIS of Nevada, is illegal or is offensive to customers, vendors, or fellow employees. To help maintain a positive work environment for you and your co-workers, we rely on you to behave according to the provisions set forth in this handbook and in other CIS of Nevada policies and directives. Failure to comply with CIS of Nevada guidelines may result in disciplinary action, up to and including termination. This section is not intended to include every situation that might arise, nor do its provisions alter the at-will nature of your employment relationship with CIS of Nevada.

1.1 At-Will Employment

As an employee, you have the right to terminate your employment at any time, with or without advance notice, for any or no reason. Similarly, CIS of Nevada has the option of terminating your employment at any time, with or without cause or prior notice. The terms and conditions of employment, including but not limited to, demotion, promotion, transfer, compensation, benefits, duties, and location of work, may also be changed at any time, with or without cause or prior notice.

The employment relationship is at-will and no other oral or written agreements or statements may override this relationship. No one but the Chief Executive Officer of CIS of Nevada has the right to make any promises or changes to the terms and conditions of your employment, and any such promises or changes must be in writing to be considered valid.

1.2 Equal Employment Opportunity

CIS of Nevada is proud to be an Equal Opportunity Employer (EOE). We promote equal opportunity in the areas of recruitment, employment, training, development, compensation, benefits, transfers, and promotions. Our employment practices are without regard to race, color, religion, creed, gender, age, sexual orientation, marital status, disability, or medical condition (including pregnancy, childbirth, or related medical conditions), national origin, veteran status, or any other category or status protected by federal, state, and local anti-discrimination laws.

It is your responsibility as an employee or independent contractor to report any incident of unlawful discrimination to any member of our management team. Upon receipt of the complaint, CIS of Nevada will conduct a prompt investigation and take appropriate corrective action, up to and including termination of employment. CIS of Nevada will maintain confidentiality throughout the investigatory process to the extent practical and appropriate under the circumstances.

1.3 Open-Door Policy

At CIS of Nevada, we maintain an open-door policy. An open-door policy indicates that a supervisor or manager is open to an employee's questions, complaints, suggestions, and challenges. The objective is to encourage open communication, feedback, and discussion about any concerns employees may have so managers can take swift and timely action where needed.

It is understood that if a manager or supervisor is in a meeting, an unannounced drop-in may not be accommodated but we encourage managers to meet with employees when requested. Time should be set aside to hear employees' thoughts, ideas, and concerns. These meetings could include topics such as:

- 1) Asking for counsel or feedback.
- 2) Asking clarifying questions about a project.
- 3) Expressing complaint or concern.
- 4) Raising awareness about a problem.
- 5) Asking for a resolution to an inside dispute or conflict.

6) Making suggestions for change.

An open-door policy is both literal and figurative. While it is a mindset, it's also logistical. When in the office, we encourage folks to leave office doors open when not in a meeting, on a call, or on a deadline. Outside of the office there may not be a physical door, but it can mean making oneself available for a phone call, video call, etc.

This policy is not intended to promote unnecessary socializing or gossip but instead to communicate work-related matters.

To further our commitment to providing a workplace that is welcoming, and free of harassment or retaliation, CIS has also created the an anonymous feedback portal that allows employees to address their concerns from a level of anonymity if a topic makes in-person communication undesirable. The portal is located on the homepage of the HRIS website. Along with the other policies listed in our Policies and Procedures (including whistleblower, anti-harassment & non-retaliation) CIS of Nevada strives to foster a positive workplace culture characterized by trust and psychological safety in alignment with our CORE values.

1.4 Alcohol and Drug Policy

CIS of Nevada is an alcohol-free and drug-free workplace and is determined to eliminate the use of illegal drugs, alcohol, and controlled substances (including marijuana) at all work sites.

Employees are not permitted to enter any CIS of Nevada site while under the influence of, or have in their possession, any alcoholic beverage, illegal drugs, or legal drugs being used illegally. The use, sale, transfer, or possession of alcohol and/or illegal drugs or legal drugs being illegally used while on the premises is prohibited, including in personal vehicles while on Company business. Employees taking prescribed medication may be required to show proof from a licensed physician that the medication is safe while they are working.

Employees are prohibited from consuming alcohol, using illegal drugs, or using legal drugs illegally during work time, meal periods, or break times. Management reserves the right to conduct drug or alcohol tests for reasonable suspicion.

Employees who voluntarily identify themselves as having a drug and/or alcohol problem and voluntarily request assistance for such a problem before drug and/or alcohol testing is required will not be subject to discipline. An employee who requests a leave of absence to enter a drug or alcohol rehabilitation program will be reasonably accommodated with an unpaid leave, as required by law, to enroll in such a program if the accommodation is not an undue hardship on CIS of Nevada. Employees may need to show completion of the program along with submitting to a drug and/or alcohol test upon return to the workplace.

The Drug and Alcohol Testing Program is an important part of the policy. This program is designed solely for the benefit of employees to provide reasonable safety on the job and protection for other employees, program participants, and/or customers. Drug and/or alcohol tests will be administered under the following conditions:

- An employee shows signs of impairment or altered behavior on the job.

- After any accident or occurrence that results in an injury on the job as defined by the Occupational Safety and Health Administration.
- After any vehicular accident whether or not it appears that the employee might reasonably have avoided the accident or minimized the consequences but did not do so.
- During pre-employment, all new hires will submit to a drug-screening test as a condition of employment.

To help ensure a safe, drug-free workplace, CIS of Nevada has the right to inspect employees while on duty or on Company property, including their persons, desks, lockers, and/or personal property. We also have the right to investigate any possible violations of this policy. If anyone refuses to cooperate with an investigation of this nature (which may include medical testing for alcohol or drug use), CIS of Nevada may choose to discipline the employee. Withholding consent or failing to cooperate with any of these measures could subject the employee to disciplinary procedures, up to and including termination of their employment with us. Procedures for maintaining a drug-free workplace include:

Notice of Employee Convictions: Employees are required to notify CIS of Nevada within five (5) days of any drug-related conviction in which they are involved.

Sanctions/Rehabilitation: Within thirty (30) days of receiving notice of an employee's workplace-related drug conviction, we will take appropriate personnel action. This could include disciplinary action, including termination of employment, or we may require the employee's satisfactory participation in a drug abuse assistance or rehabilitation program.

Good Faith Compliance Efforts: CIS of Nevada will make good-faith efforts to maintain a drug-free workplace by implementing all of the above requirements.

1.5 Introductory Period

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

All new and rehired employees work on an introductory basis for the first ninety (90 with an active work status) calendar days after their date of hire. Any significant attendance issues or leave of absence may automatically extend an introductory period. Additionally, if CIS of Nevada determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for 30 or 60 days. Extensions to a 90-day are to be approved by HR and affiliate leadership in addition, regular extensions are not to exceed more than 60 days. Successful completion of the introductory period does not alter an employee's at-will status, nor does it guarantee continued employment for any specified period of time.

1.6 Immigration Compliance

CIS of Nevada is committed to employing only individuals authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986. You will be required to verify your legal status and your right to live and work in the United States. If applicable, you must submit an updated written verification of your immigration and work permit status. You will not be allowed to work for CIS of Nevada without this required documentation.

Federal law requires us to verify each employee's identity and legal authority to work in the United States within three (3) business days of employment, and all offers of employment depend on the employee's ability to meet these requirements. When you're hired, you'll need to fill out the Employment Eligibility Verification (INS Form I-9), in which you attest to your legal authority to work in the U.S. (and present acceptable documents to verify the claim). If your authorization to work in the U.S. is for a limited period of time, you'll need to submit further proof before the expiration date.

1.7 Employment Process and Requirements

To ensure we have accurate and complete information about you, you'll need to fill out certain employment forms. These include but are not limited to the Application for Employment with the past seven years of work history, the Employment Eligibility Verification (I-9), and other documents. In addition, you may be required to sign forms involving other terms and conditions of employment, such as nondisclosure/confidentiality agreements. Depending on your work location or the nature of the work you will perform, you may be required to undergo and satisfactorily pass drug screening, background check, fingerprinting, or other applicable examinations as a condition of employment, as prescribed by law or special job requirements. The Human Resources Department will inform you of any required test(s).

Other prerequisites may apply for particular positions and duties, such as specific licenses or certifications, safe driving records, vehicular insurance, or other requirements related to your job. Failure to meet the standards of any of these policies can result in our rescinding a job offer or, if you're already hired, disciplinary measures, up to and including termination.

Note: Communities In Schools of Nevada Human Resources Department is limited to what can be provided to third parties if employment records or verification of employment is requested. If employment information is requested, an employee's signed authorization will be required prior to consideration of providing employment information. This rule will also apply to entities seeking employment information for separated employees.

1.8 Employment Categories

To help clarify your payroll and personnel status, your job is classified in various ways. These employment categories also determine eligibility for certain benefits. They are as follows:

Regular full-time employees are hired to work thirty (30) hours or more per week. They are eligible to apply for coverage under the group health plans and other benefits as applicable.

Regular full-time Site Coordinator employees 12-month work schedules are hired to work thirty (30) hours or more per week with two-weeks off, paid. They are eligible to apply for coverage under the group health plans and other benefits as applicable.

Regular part-time employees are hired to work at least twenty (20) but less than thirty (30) hours per week. They may be entitled to certain pro-rated, paid leave, or other benefits.

On-call or intermittent employees do not typically work specified schedules, or they regularly work less than twenty (20) hours per week. They are not entitled to paid leave or group benefits. Like other employees, they are entitled to applicable mandatory benefits such as overtime compensation, workers' compensation, unemployment insurance, state disability insurance, and Social Security.

Temporary employees are hired only for a specific period of time, project, or assignment, either on a full-time or part-time schedule. They are not eligible for paid leave or employer-sponsored group benefit plans. Like other employees, they are entitled to applicable mandatory benefits such as overtime, workers' compensation, unemployment insurance, state disability insurance, and Social Security. Temporary employees who may be asked to work beyond the specified period, project, or assignment retain their temporary status unless a category change is authorized, in writing, by the appropriate supervisor.

Consultants, independent contractors, and personnel from staffing agencies are ineligible for CIS of Nevada's benefit plans, and they do not receive their paychecks from CIS of Nevada.

If you have questions about your status, consult your supervisor or Human Resources.

1.9 Exempt and Non-Exempt Status

Your Fair Labor Standards Act (FLSA) exempt/non-exempt status establishes whether you are eligible for overtime pay. This status is determined by such factors as the nature of work, duties and responsibilities, and level and form of compensation an employee receives.

Non-Exempt Employees are typically paid by the hour for each hour they work in a pay period; they also receive overtime pay. Overtime rules are established by federal and state labor laws. CIS policy requires non-exempt employees to use accrued paid-time-off leave to cover absences.

Exempt Employees are generally paid a salary intended to compensate fully for all hours worked each week; they are not compensated based on the number of hours worked and do not receive overtime pay. With the exception of scheduled absences, an exempt employee's pay can only be withheld in full day increments. CIS policy requires exempt employees to use accrued paid-time-off leave to cover absence.

2.0 Benefits

2.1 Your Compensation

It's our goal to provide you with fair compensation for the job you perform. Some of the factors affecting your pay include your job responsibilities, the needs and resources of CIS of Nevada, market standards, and your overall performance and conduct. The Company conducts benchmark studies internally

and externally regularly to ensure employees are paid fairly and equitably based on their role and contribution to the Company. Your best resource for information on specific pay policies is your supervisor, and we encourage you to consult with them regarding any questions you may have.

2.2 Stipend Incentive Policy

A stipend is a fixed sum of money given to someone as a fringe benefit or to offset expenses. Stipends can be paid to:

- team members
- volunteers
- trainees
- students
- others who support the organization

Guidelines for Team Members

Stipends will only be paid to team members for time outside their regular employee hourly wage or salary. Stipends are meant to be a fixed sum and should largely be consistent across the board to ensure fairness for all staff.

Stipends cannot be paid in replacement of hiring an individual to do work but as an incentive to take on activities outside of normal working hours and for activities unrelated to job duties as outlined in individual job descriptions. Stipends are not necessarily commensurate with the employee's actual hourly rate for their normal duties. However, a stipend will not be lower than the minimum wage and cannot be used to pay trainees or for normally compensated work.

Stipends are intended to be perks alongside proper pay. Stipends should never be used to exempt someone, either partially or fully, from a salaried position. For non-exempt employees stipends cannot be used in lieu of overtime payments or flex time. If a stipend is warranted, it is to be paid alongside overtime or flex time. Under U.S. Department of Labor (DOL) regulations, employers are not allowed to pay a stipend instead of overtime. Guidance on how to correctly calculate overtime pay for nonexempt employees assigned extracurricular activities is available in The Administrators Guide to the Fair Labor Standards Act, published by TASB HR Services. To alleviate the risk in complying with regulations the organization will either include stipends with taxable wages or pay stipends based on a per hour rate of at least minimum wage. To determine the amount of a stipend, the project owner must estimate the maximum number of hours spent on the activity and multiply by the current minimum wage. For example, Stipend AB is guaranteed to be no more than 5 hours of a participant's time and therefore will pay \$47.50 (\$9.50x5). This alleviates risk in complying with the Fair Labor Standards Act (FLSA) and ensures nonexempt workers will be appropriately compensated for overtime worked.

Stipends can be taxable or non-taxable depending on the activities undertaken and the amounts allocated in a year.

Non-Taxable Stipends

For a stipend to remain non-taxable the total amount must be lower than the contracted services rule for a 1099 contractor. Therefore, stipends for activities cannot exceed \$600 in a calendar year. Any amount above that amount should be included in their taxable wages and reported on their W2.

Stipend activities should be for those things that are not included in an employee's actual job duties or unrelated to their departmental operational outcomes. Stipends are used to compensate for duties performed that aren't related to an employee's primary job, such as time spent before and after school and for days worked outside of their normal duty schedule. Stipends are paid for serving on special project teams, providing feedback to tactical teams and other extracurricular activities.

If stipend payments are not counted as wages, tax withholding does not apply. As such, Social Security and Medicare taxes aren't withheld. It is a good idea for employees to keep track of the stipends they receive if they are called to show why they were not classified as taxable income.

Taxable Stipends

If an activity does somewhat align with an employee's normal duties, a stipend can still be paid but it must be included as part of their wages and be paid via payroll.

Guidelines for Students

Stipends for students, aged 18 and younger, will be paid directly to them by check for participation in awareness events for the organization. These types of events would be arranged and agreed upon in advance by the student, guardian, site coordinator, affiliate executive director and state team member if applicable to a larger initiative. The hourly rate for student participation is on average \$12/hour which will not go below \$9.50 (current minimum wage) which will be reviewed annually and evaluated in alignment with the budget.

General Guidelines

The stipends paid for a certain activity must be set in advance and provided to all participants equitably, without adaptation for roles. This ensures that the benefit is fair and consistent for all participants.

Examples of allowable stipend payments:

- Professional development budgets that cover job training, courses, and learning
- Fellowship stipends that cover academic pursuits
- Educational stipends that cover qualified expenses for required classes
- Stipends that cover additional time spent to learn more about legislative activities and public awareness methods.

Stipends can be paid by check or through payroll. When paying through payroll they must be flagged as non-taxable if that is the intention.

Stipends must be noted as incentives, not wages.

For one-off engagements and speaking opportunities, the general stipend amount will be \$20 per hour multiplied by an estimate of hours required, not to exceed \$150 per engagement or 7.5 hours. Please note this rate will be reviewed annually to ensure alignment with factors such as the current organizational budget, cost of living, etc.

Special programs such as CISpeaks will have a flat rate stipend to be determined at the beginning of each instance of the program and communicated out by the special program lead.

As other special programs are added, a flat rate will be determined and communicated to participants as needed.

2.3 Time Off: Leaves, Absences, and Vacations

Attendance Policy -The purpose of this policy is to set forth CISN policy and procedures for handling employee absences and tardiness to promote the efficient operation of the company and minimize unscheduled absences.

Punctual and regular attendance is an essential responsibility of each employee at CISN. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA), or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA). These exceptions are described in separate policies.

"Absence" is defined as the failure of an employee to report for work when they are scheduled to work. The two types of absences are defined below:

- *Excused absence* occurs when all the following conditions are met:
 - The absence request is approved in advance by the employee's supervisor.
 - The employee has sufficient accrued paid time off (PTO) to cover the absence.
- *Unexcused absence* occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify their supervisor no later than the employee's scheduled starting time on that same day. If the employee is unable to call, they must have someone make the call thirty (30) minutes before their shift.

An unexcused absence counts as one occurrence for the purposes of discipline under this policy.

Employees with three or more consecutive days of excused absences *because of illness or injury* must give CISN HR proof of physician's care and/or fitness for duty release prior to returning to work.

Tardiness and Early Departures

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than 30 minutes prior to their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Be aware that excessive time off may lead to disciplinary action.

In general, five (5) unplanned absences in a 180-day period, or a consistent pattern of unplanned absences, will be considered excessive, and the reasons for the absences may come under question. Tardiness or leaving early is detrimental to CISNV as an absence. Three (3) such incidents in a 90-day period will be

considered a “tardiness pattern” and will carry the same weight as an absence. Other factors, like the degree of lateness, may be considered.

Be aware that excessive absenteeism, lateness or leaving early may lead to disciplinary actions, up to and including termination.

Your supervisor will make note of any absence or lateness, and the reason. Your supervisor may send the note to HR to include it in your personnel file. Your attendance record will be considered when evaluating requests for promotions, transfers, leave of absence and approved time off (docking from wages).

Job Abandonment

Any employee who fails to report to work for a period of three days or more without notifying their supervisor will be considered to have abandoned the job and voluntarily terminated the employment and resigned employment without notice.

Illness

CISN asks all employees to not come to work if you are sick. Do not come to work if you are experiencing cold or flu-like symptoms such as fever, congestion, coughing, muscle aches, poor respiratory function and/or moderate to severe illness. If you report to work with symptoms of illness, you will be sent home immediately. A doctor’s note may be required to return to work.

2.4 Family and Medical Leave Act (FMLA) Leaves

Certain health issues and family commitments qualify for FMLA leaves of absence. You will be required to use your available paid time off during your FMLA absence. This means the paid time off and your leave will run concurrently, and the leave will also be considered protected FMLA leave and counted against your FMLA leave entitlement. In the absence of accrued paid time off, FMLA leaves are taken without pay. You may qualify for a FMLA leave if:

- You worked at least 1,250 hours in the 12-month period preceding the leave.
- You meet notification and documentation requirements, as outlined in this policy. Failure to meet these requirements may result in the denial or revocation of family leave.

Eligible Employees are entitled to at least twelve (12) weeks of leave during any 12-month period. This is calculated as a “rolling” 12-month period, measured backward from the date of any FMLA leave usage for one or more of the following reasons:

- Birth of an employee’s son or daughter, in order to care for that son or daughter.
- Placement of a child with the employee for adoption or foster care.
- The serious health condition of the employee’s spouse, child, or parent requiring the employee to provide physical and/or psychological care. An eligible employee may take leave regardless of the availability of another family member to provide the care.
- An employee is unable to perform the functions of the job due to a serious health condition.

Note: If an employee requests FMLA from their direct supervisor the supervisor will immediately reach out to the Human Resources Department to report the employee has requested FMLA. The request is a time-sensitive matter.

Note: if you do not qualify for FMLA leave, you may qualify for other unpaid leave. Please request information in writing to the Human Resources Department. Each request will be considered on a case-by-case basis pending the reason for request of the unpaid leave. Prior to utilizing unpaid leave all PTO must be exhausted as is required by our policy.

Leave for the birth or placement of a child expires at the end of the 12-month period beginning on the date of birth or placement.

If both the employee and their spouse are Company employees, each spouse is eligible for a full twelve (12) weeks of leave within a 12-month period to care for a son, daughter, or spouse with a serious health condition. An employee cannot take a second or successive family leave until twelve (12) months after the expiration of the previous leave period. Special circumstances may apply, please consult HR.

2.5 Intermittent Leave

Employees taking FMLA leave due to a serious health condition may qualify for intermittent leave (not taken all at one time) when medically necessary with the following guidelines:

- An employee on intermittent leave may be required to transfer temporarily to an available alternative position if the employee is qualified for the temporary position, the position has equivalent pay and benefits and better accommodates recurring periods of leave.
- Intermittent leave cannot be taken for birth, adoption, or foster care purposes, unless the employee and Company agree otherwise. If approved, this leave must be taken during the year of birth or placement.
- Upon agreement between the employee and the Company, an employee may choose to take family leave on a reduced leave schedule. This may involve reducing the usual number of hours per workday or workweek. The leave duration is the 12-week maximum.

Note: Human Resources will reach out to employees who are scheduled to return from medical leave to provide instructions for return to work to include documentation that may be required prior to returning. Human Resources will confirm with the supervisor/and or Affiliate/State leader once the employee can return to work.

Pump Act: The law includes the PUMP for Nursing Mothers Act (“PUMP Act”), which allows nursing employees the right to receive break time to pump and a private place to pump at work.

- CIS of Nevada will provide reasonable break time for an employee to express breast milk for their nursing child for one year after the child's birth. Employees are entitled to a place to pump at work, other than a bathroom, which is shielded from view and free from intrusion from coworkers and the public.
- Employees will provide CISN with a ten-day notice of needing a room to express. CISN has 10 days to be able to provide employees with an area.
- CIS of Nevada can designate a vacant area, office, resource room or request a room at the school site etc. within close proximity as long as it locks, has signage, has electricity and the windows are covered. Employees will not be disrupted during their pumping break by any school staff, students, or CIS employees.

- Employees and Managers can create a break schedule that can be adjusted as needed per employee's request to express milk. CIS of Nevada will not require employees to make up time to their normal work schedule.

2.6 Domestic Violence Leave

The Company provides domestic violence leave up to 160 hours in compliance with applicable law. An employee who has been employed for at least ninety (90) days and is a victim of domestic violence or sexual assault or is a family/household member of a person who is a victim of domestic violence or sexual assault may be entitled to domestic violence leave.

A family member is defined as any of the following:

- Spouse, domestic partner, minor child, or parent.
- An adult who is related within the first degree of consanguinity or affinity to the employee.
- An adult who is or was residing with the employee at the time of domestic violence.

An employee is not entitled to leave where a family or household member is the victim, and the employee is the alleged perpetrator. Domestic violence leave is unpaid and immediately follows the date on which domestic violence or sexual assault occurred. We typically require documentation such as police reports, copies of applications for protection orders, affidavits from victims' organizations, or documentation from a physician to support use of this leave.

This leave may be paid or unpaid per the State of Nevada (unpaid for CISN) ; however, it must be used within the 12 months immediately following the date when the domestic violence occurred. The leave may be used consecutively or intermittently.

If the leave is used for a federal Family and Medical Leave Act (FMLA) qualifying reason, then the FMLA leave, and domestic leave periods run concurrently (time is deducted from both leave periods). Please contact the Director of Human Resources regarding this leave.

Domestic violence leave may only be used for the following purposes as related to the employee, their family member, or household member:

- For the diagnosis, care, or treatment of a health condition related to domestic violence or sexual assault (physical, mental or other).
- To obtain counseling or assistance related to the domestic violence or sexual assault.
- To participate in any court proceedings related to the domestic violence or sexual assault.
- To establish a safety plan, including any action to increase the safety of the individual from a future act of domestic violence or sexual assault.

Note: Please do not contact employees while they are on leave to include sending work-related messages. In case of emergency or an extenuating circumstance please contact Human Resources in writing with the request to reach out, and they will determine if the employee should be contacted. All Human Resources related leave inquiries will be handled directly with the employee by Human Resources.

2.7 Paid Time Off (PTO)

CIS of Nevada encourages employees to renew physical and mental capabilities so that they remain fully productive. Paid time off is granted to all full-time employees. Paid time off provides you with flexibility to use your time off to meet your personal needs, while recognizing your individual responsibility to manage your paid time off.

All eligible employees accrue paid time off for each month worked from the first day of employment (pro-rated for the first pay period). The amount of paid time off earned will depend on your length of service with CIS of Nevada. Paid time off accrual cannot be taken during the first ninety (90) days of employment.

You are responsible for managing your PTO account. It is important that you plan ahead for how you will use it. This means developing a plan for taking your vacations, as well as doctor's appointments and personal business. It also means holding some time in "reserve" for the unexpected, such as emergencies, illness, disabilities, or other needs that require time off work.

When possible, employees must obtain pre-approval from their supervisor at least two (2) weeks prior to the planned paid time off.

Paid time off requests are subject to the supervisor's approval. Each request is reviewed on an individual basis, with preference given to employees based on length of service in the same office, area, or department. Every effort will be made to accommodate each employee's preferred dates, but the supervisor is responsible for maintaining the Company's operational needs and will make the final decision. Therefore, employees are discouraged from making travel plans and commitments prior to obtaining pre-approval from their supervisor.

If a CIS of Nevada holiday falls within the paid time off period, it is not counted as hours of paid time off.

Employees carrying PTO balances may not opt to take excused absences without pay in lieu of PTO for purposes of saving accrued PTO time. If accrued paid time off is depleted before the end of the calendar year, employees' requests for additional time off may be denied, or granted without pay on a discretionary basis.

You must complete a Time-off Request in the approved time-off system for all PTO time used. CIS is required to track absences for work related illness/injury for legal and compliance reasons. The amount of PTO accrued, used and available is maintained in the time-off system.

If you leave CIS of Nevada and give two weeks' notice of your resignation, and ensure all Company property has been returned, it is the practice of CIS of Nevada to pay for any accrued, unused PTO hours up to one week (40 hours for full-time employees) of accrued paid time off, or the balance of an employee's time off with pay, whichever is less. If an employee has a negative balance at the time of separation, the value of the negative balance calculated at the employee's current salary will be withheld from their final paycheck. CIS of Nevada reserves the right to treat each employee separation as an individual case.

Paid Time Off benefit will not accrue when an employee is placed on any unpaid leave, FMLA or when short- or long-term disability benefits are being paid.

Full-Time Employees

<u>Months</u>	<u>Hours Accrued</u>	<u>Days/Weeks Accrued</u>
0-12 Months	120 (10 per month)	15 days/3 weeks
13-48 Months	160 (13.333 per month)	20 days/4 weeks
49+ Months	200 (16.667 per month)	25 days/5 weeks

Part-Time Employees (working less than 30 hours per week)

<u>Months</u>	<u>Hours Accrued</u>	<u>Days/Weeks Accrued</u>
0-12 Months	60 hours (5 per month)	7.5 Days
13-48 Months	80 (6.67 per month)	10 days
49+ Months	100 (8.34 per month)	12.5 days

Employees may receive an advance of paid time off not to exceed a maximum of forty (40) hours during a given year with supervisor's approval.

Employees may carry over a maximum of **eighty (80) hours** of unused paid time off per calendar year.

Flexible Work Hours Policy: Employees will be considered for alternative work scheduling on a case-by-case basis. Employees must utilize PTO accrual if requests to flex are above a 2-hour maximum in the workweek. The request must be submitted and have received approval to be able to flex within the same workweek when flex is being taken. Employees are not to exceed a maximum of forty (40) personal hours during a given year with supervisor's approval.

Jury Duty: If you are legally obliged to serve jury duty as requested by the court, advise your supervisor of your obligation as soon as you are notified. The employee is required to provide a copy of the jury duty notice to their supervisor and HR department. CIS of Nevada will provide the difference between pay received by a court for jury duty and an employee's regular day's pay, for a maximum of five workdays. Jury duty absences in excess of five days will be considered for pay under this policy on a case-by-case basis. Because CIS of Nevada is continuing to pay partial salary, the employee will report to work when off for the day or excused early. If the employee fails to report, the employee will not be paid for the time.

Witness Duty: If you are legally obliged to serve witness duty as requested by the court, advise your supervisor of your obligation as soon as you are notified. Employees must provide a copy of the order and must apply to an employee's place of residency (Nevada). CIS of Nevada requests that an employee use paid time off for any Witness Duty outside of the State of Nevada.

If you are subpoenaed for CIS business, you must comply with the subpoena. You will report on the facts only of the pertinent case. If you are subpoenaed for CIS business, please contact the HR Department for further instructions.

Voting Time: We encourage all employees to take part in the electoral process. In most cases, you can vote before or after working hours. If scheduling difficulties make this impractical due to distance of polling location, please speak to your supervisor or reach out to HR to request another scheduled time in the workday.

Bereavement: CIS of Nevada gives you time away from work in the event of a death in your immediate family.

You will receive a maximum of three (3) days of paid bereavement leave to attend to family matters per calendar year.

For the purpose of this policy, “immediate family” is defined as:

- Spouse
- Child
- Parent
- Sibling
- Stepchild
- Stepparent
- Parent-in-law
- Grandparent
- Any individual legally acting in one of the above capacities.

Military Duty: If you join a branch of the Armed Forces of the United States or you are a member of a reserve component of the U.S. Armed Forces or the National Guard, you receive leaves of absences according to federal and state law. For details, please consult the Human Resources Department. Any employee who enters the Armed Forces may be granted extended leave without pay. Upon completing active-duty military service, the employee may be reinstated to their former position, or to a comparable position, if all legal requirements are met for re-employment within the legal time limit. An Armed Forces Reservist or a member of the National Guard should furnish a copy of the official orders or instructions to be granted military training leave. Except in an emergency or extenuating circumstance, training leaves should not exceed two (2) weeks per year. Additionally, CIS of Nevada will pay full-time employees for a period not to exceed two (2) weeks the difference in base salary and military pay for annual service in a recognized military service organization.

Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)- Protects service members' reemployment rights when returning from a period of service in the uniformed services, including those called up from the reserves or National Guard, and prohibits employer discrimination based on military service or obligation. For more information regarding leaves of absence for military duty, employees are encouraged to acquaint themselves with USERRA, which contains detailed provisions regarding the rights and obligations of both the employee and employer.

Holidays: CIS of Nevada observes the following paid holidays:

- New Year’s Day – January
- Martin Luther King, Jr. Day – January
- President’s Day – February
- Memorial Day – May
- Juneteenth- June
- Independence Day – July
- Labor Day – September
- Nevada Day – October
- Veteran’s Day – November
- Thanksgiving Day and Friday following – November

- Christmas Eve and Christmas Day – December
- New Year’s Eve- December

A recognized holiday that falls on a Saturday will normally be observed on the preceding Friday. A recognized holiday that falls on a Sunday will normally be observed on the following Monday.

Sometimes employees may be required to work during a holiday. If this is the case, all non-exempt employees will be paid double the time. If you are an exempt employee, you will receive your regular salary pay for that week with the option to use your holiday at another time within the calendar year.

If an employee quits without giving a two week-notice, we will not pay out the holiday if the employee is requesting their last workday to be a CIS of Nevada observed holiday.

Holiday benefits will not be paid when an employee is placed on unpaid leave, FMLA or when short- or long-term disability benefits are being paid.

2.8 Leaves of Absence Without Pay

Occasionally, for medical or other reasons, employees may need to be temporarily released from the duties of their job. It is the policy of the Company to allow employees to apply for and be considered for leave as required by state and federal labor laws. All requests for leaves of absence should be submitted in writing to the employee’s supervisor who will then submit it to the Affiliate/State leader for further consideration.

Note: Applicable to medical leave of absence requests - please only provide medical documentation to the Human Resources Department. Human Resources will confirm with the Affiliate/State leader that medical documentation has been received or requested if needed for the leave request.

In special circumstances, the Company may grant leave for a personal reason up to two (2) weeks and not to exceed thirty (30) days, but never for taking employment elsewhere or becoming self- employed. Personal leaves of absence must be requested in writing and are subject to the approval of Human Resources and executive management.

CIS of Nevada will manage your benefit coverage accordingly. If you fail to return to work within three (3) consecutive days after your approved leave expires, you will be considered to have voluntarily resigned from your employment.

2.9 Group Health Plans – Eligibility & Enrollment

Communities In Schools of Nevada is committed to providing a comprehensive set of benefits to staff. Each year our benefit programs are reviewed to ensure they remain competitive and compliant with current regulations and laws, although this is not a guarantee of future benefits. Eligible staff will receive benefits information and may choose to enroll in various group plans.

The terms, conditions, and eligibility requirements for benefits are set forth in formal plans and policies for the specific benefits, and those documents control in the event of any inconsistencies with this Handbook. All benefits are subject to change or termination, and staff may be responsible for premium payments. CIS of

Nevada and its benefit plan administrators reserve the right to determine eligibility, interpretation, and administration with respect to benefit plans.

Regular, full-time employees working thirty (30) or more hours per week are eligible to participate in the CIS of Nevada group health plans effective the first day of the month following the employee's hire date. This is a Company-paid benefit. Eligible dependents can be added at the employee's expense.

You have thirty (30) days from your first date of eligibility to enroll for benefits. You can also enroll during the annual Open Enrollment period, and any time you have a Life Status Change, including but not limited to marriage, divorce, or birth of a child. You cannot voluntarily change or terminate coverage in a group-sponsored plan without a valid Life Status Change.

2.10 Eligibility

These individuals are eligible for coverage:

- Employee
- Employee's spouse/Domestic Partner (with State declaration of domestic Partnership)
- Employee's children
- Employee's adopted children

Employee's Spouse: A spouse is someone to whom you're legally married in the state in which you reside. Note that a person from whom you're legally separated and/or divorced is not eligible for CIS of Nevada-sponsored benefits.

Employee Domestic Partner: As per [NRS 122A](#), a "domestic partnership" in Nevada is a civil contract which grants domestic partners "...the same rights, protections, benefits, responsibilities, obligations and duties as...parties to any other civil contract."

Employee's Children: Your children are eligible for benefits until the end of the month in which they turn age twenty-six (26). Your dependent children include:

- Any biological or legally adopted children, up to age 26;
- Your stepchildren or your enrolled spouse's stepchildren;
- Your enrolled spouse's child(ren) if your enrolled spouse is named permanent legal guardian;
- Grandchildren, but only if the grandchild is a permanent legal guardian of the grandparent that is enrolled under the group's plan. Proof of guardianship is required.

CIS of Nevada offers coverage for medical, dental, vision care, disability insurance, life and accidental death & dismemberment insurance, and participation in a 403b retirement savings program.

2.11 Retirement Benefit Plan

Under ERISA, The Employee Retirement Income Security Act of 1974, CIS of Nevada may provide its employees with a benefit retirement plan. ERISA protects and governs the full body of laws regulating

employee benefit plans. In no way does ERISA require the employer to provide such benefits, but regulates the plan sponsored at the discretion of the employer.

2.12 Workers' Compensation Insurance

As of your date of hire, you're covered by CIS of Nevada's paid workers' compensation insurance. The insurance provides medical, surgical, and hospital treatment, as well as payment for loss of earnings resulting from work-related injuries or illnesses. If you are temporarily unable to perform the usual functions of your job, your duties may be modified as prescribed by your treating physician. If you are temporarily disabled from performing any type of work due to the job injury or illness, you will receive temporary total disability pay until your doctor says you can return to work. Payments are generally two-thirds (2/3) of your average weekly pay, up to a state-imposed maximum.

If the injury or illness prevents you from returning to your usual job, you may qualify for vocational rehabilitation benefits, which are paid for as part of the workers' compensation program. If you are injured while working, please report it immediately to your supervisor or no later than seven calendar days from date of injury or illness, regardless of how minor the injury may be. We want to ensure that you receive appropriate medical treatment.

2.13 Unemployment Insurance

If you become unemployed through no fault of your own, you may be eligible for state and federal unemployment insurance. We pay the cost of unemployment insurance to provide you with a weekly income when you are out of work. For information on filing a claim, please contact the Human Resources Department.

2.14 Social Security

You will note deductions on your paycheck known as "FICA," which stands for the Federal Insurance Compensation Act, otherwise known as Social Security and Medicare. This deduction represents your contribution towards your Social Security benefit. We match your FICA contributions dollar for dollar. In addition to a supplemental retirement benefit, Social Security also offers certain disability and/or Medicare coverage. Contact your nearest Social Security Administration office for further details.

2.15 COBRA

If you or your covered dependents are no longer eligible for healthcare coverage through CIS of Nevada, you may be eligible to continue your coverage under the Consolidated Omnibus Budget Reconciliation Act, or COBRA. Federal law requires employers to offer employees and their covered dependents this opportunity for a temporary extension of benefits through COBRA.

COBRA allows you to continue receiving group benefits on a temporary basis in situations where coverage under the plan would otherwise end.

Eligibility:

You and your covered dependents may choose to continue your CIS of Nevada coverage under COBRA depending on how you lost your coverage. To be eligible, you or your dependents must be covered under CIS of Nevada's healthcare plans on the date you lose your eligibility for that coverage.

When We Notify You:

By law, CIS of Nevada is responsible for notifying you or your dependents if you or they lose healthcare coverage due to any of these reasons:

- You terminate employment
- Your work hours are reduced
- Your death

Notification to CIS of Nevada within thirty (30) days is required if you experience a Life Status Change that results in the loss of yourself, your spouse's, or your dependent children's health care coverage. After you or CIS of Nevada receive notification of the loss of healthcare coverage, a COBRA enrollment form will be issued that will allow continued healthcare coverage.

3.0 General Employment Policies

We are committed to the highest standards of conduct at every level, and we depend upon the personal and professional integrity and dedication of all employees to help uphold these standards. Your honorable character and helpful behavior are an asset and a credit to CIS of Nevada. In the same vein, we will not tolerate conduct that interferes with Company operations, discredits CIS of Nevada, is illegal, poses a safety hazard, or is offensive to customers or fellow employees. To help maintain a positive work environment for you and your co-workers, we rely on you to behave according to the provisions set forth in this section, elsewhere in this handbook, and in other CIS of Nevada policies and directives. Failure to comply with these guidelines may result in disciplinary action, up to and including termination. This section is not intended to include every situation that might arise, nor does it affect the at-will employment policy described earlier in this handbook.

3.1 Standards of Conduct

We are committed to creating a respectful, courteous work environment free of discrimination and harassment of any kind. Communities In Schools of Nevada has zero tolerance for any sexual, racial, or other prohibited harassment by any employee, vendor, customer, or visitor, as not only is it a breach of our policy, it is a violation of state or federal law. In addition to any disciplinary action we may take, up to and including termination, offenders may also be personally liable for any legal and monetary damages. CIS of Nevada will not pay damages assessed personally against an employee.

All employees have a stake in keeping the workplace safe, pleasant, and free of hazards that interfere with the work environment or others' abilities to perform their job appropriately. We rely on you to help make the Company a friendly, secure place to work.

Examples of misconduct include, but are not limited to, the following:

- Refusing to accept legitimate work assignments;
- Refusing to follow your supervisor's instructions or directions or other insubordinate conduct;
- The use of profane or vulgar language;
- Conducting personal business, including outside employment, on Company time or with Company equipment, supplies, or other materials;
- Possessing or using weapons, liquor, or illicit drugs in the workplace;
- Sleeping or being under the influence of alcohol, drugs, or intoxicants while on Company time;
- Lying or falsifying information, including falsifying your time records, completing another employee's time records or other employee related records;
- Excessive or disruptive personal use of phones, instant messaging, internet, computers, printers, or other Company office equipment;
- Damaging, destroying, removing without authority, or failing to return, any property (physical or intellectual) belonging to CIS of Nevada, or another employee;
- Unauthorized disclosure or use of Company confidential or proprietary information or trade secrets;
- Fighting, horseplay, practical jokes, or other disorderly conduct that could endanger or disturb any employee or visitor on Company premises or time;
- Interfering with the performance and/or business of other employees or visitors;
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or visitors;
- Engaging in conduct or illegal activities that pose a health or safety hazard, including smoking in posted no smoking areas;
- Adversely affecting an employee's work and their relationship with fellow employees;
- Soliciting or accepting gratuities from customers or vendors;
- Failure to perform job duties according to the job description and/or management direction in a satisfactory manner.

Not every type of misconduct can be listed and those listed above are merely examples. Note that all employees are employed at-will, and the Company reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The Company will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. CIS of Nevada may add or modify any of these examples of prohibited conduct at any time and for any reason.

Gossip Policy: Engaging in conduct detrimental to CISN, including but not limited to malicious gossip or spreading rumors about CISN, students, employees or others affiliated with CISN is prohibited. Interfering with another employee on the job; willfully restricting work output, encouraging others to do the same, or engaging in behavior designed to create discord and/or lack of harmony is also not accepted at CISN.

Email Etiquette: Email etiquette is the code of conduct that guides behavior when writing or responding to emails. Employee communication reflects character and work ethic. Proper email etiquette conveys a professional image of the organization and is encouraged at all times.

3.2 Outside Employment

Conflicts of interest, including other employment, or other outside activities that could interfere with your duties or assignments with CIS of Nevada, are discouraged if they're not in the best interests of CIS of Nevada. Please inform your supervisor or CISN of Nevada HR of any possible conflicts.

3.3 Remote Work Policy

Purpose: This document contains the terms and conditions for working remotely. This policy is different from the Hybrid Work Policy in that fully remote workers do not have access to the local office for the department or affiliate they are a part of, nor do they work from that office. It should act as a guide for both management and the employee. There is subsequent paperwork that must be signed by the employee to acknowledge they read through and understood the details herein.

Terms and Conditions:

Eligibility: An employee may be eligible to work remotely if their duties can be met through basic hardware and software, they've proven to be trustworthy, disciplined, and self-motivated, and have been given permission by the company and signed the agreement below with their direct supervisor. Not all employee roles are suitable for remote work eligibility.

Rules and other company policies: While working remotely, employees must adhere to all the conditions in the Employee Handbook. All company policies around conduct, confidentiality, sick leave, etc., continue to apply, regardless of location. Disciplinary actions will follow policy transgressions of any kind.

Work expectations: Employees must follow the work schedules provided to them, be sure to meet deadlines, and uphold high-quality standards. Performance will be measured on the same metrics that apply to work done in the office or in a hybrid environment.

Communication: Employees are to be online and accessible for 8 hours during a normal business day. Any correspondence from a co-worker or stakeholder must be answered with the same 48-hour turnaround time as established in standard office norms.

Insurance and liability: Employees working remotely will still receive full company benefits, including health insurance and worker's compensation. Employees are advised to choose a safe and secure location to work from and to maintain high levels of safety. The company is liable for injuries suffered in the pre-defined workspace during work hours only. Only equipment owned by the company and on loan to the employee is covered by the company's chosen insurer. All other equipment is to be covered by the employee's personal insurance provider.

Security: As per the Employee Handbook and the Policies and Procedures signed by the employee upon employment, securing data and company information should be of utmost concern. Any breaches in security protocol will lead to strict and swift disciplinary action.

Compensation: No changes will be made to an employee's salary if the said employee works from home, full time. Salaries will increase according to company policy and successful performance reviews. Employees working remotely remain eligible for promotion and skills development programs.

3.4 Performance Reviews

Performance appraisals are an opportunity to make sure everyone's expectations align, to reinforce lines of communication and set goals for further achievement. It's a good time to highlight your strengths, determine areas you may need to improve, and receive input on achieving career objectives.

Employees should expect to receive a performance appraisal at the end of the introductory period (probationary period) and on an annual basis thereafter. Your supervisor is responsible for observing your performance and conducting your performance review. The factors to be considered generally include such areas as the quality and volume of work, ability to work with others, technical knowledge of your job, reliability, and other job-related aspects of your position. As part of the process, you will be asked to submit your own comments on your performance before preparing your review.

A positive performance evaluation does not guarantee an increase in salary, a promotion, or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined through objective evaluation of job performance by management and based on the financial performance of the organization.

Note: All Supervisors should be documenting 1:1 meeting with their employee(s). This documentation will be helpful if needed during performance appraisals, to gauge if an employee fully understands the position, or for other performance-related purposes.

Internal Job Openings/Transfers: It is the commitment of Communities In Schools of Nevada to encourage and promote personal development, professional growth and career advancement within our staff. In order to be eligible to apply for internal job openings, the following criteria must be met:

- You must have completed a minimum of six months or more as required of service in your current position. Exceptions may be considered with approval of the Affiliate Executive Director or CEO. Contact your supervisor for further guidance.
- Your minimum overall performance rating must "meet expectations."
- Staff must not have any written performance coaching on file for six (6) months prior to the request or application for a transfer.
- You must possess the minimum qualifications required for the position. (This requirement may be waived with the consent of the employee's Director, Director of Human Resources and CEO.)
- Director of Human Resources, Affiliate Director and Finance will approve all transfers.

All applicants for a posted vacancy will be considered on the basis of their qualifications and ability to

perform the job successfully. CISN is committed to coaching and growing our employees so internal candidates who are not selected are to be notified by the Affiliate/State hiring manager allowing the internal candidate to ask questions or seek guidance for where development would need to happen

3.5 Organization Funds and Other Assets

Employees who have access to CIS of Nevada funds in any form must follow the prescribed procedures for recording, handling, and protecting money and financial records as detailed in the organization's "Accounting Policies and Procedures" manual, recordkeeping policies, and other explanatory materials. CIS of Nevada imposes strict standards to prevent fraud and dishonesty. If employees become aware of any evidence of fraud and dishonesty, they should immediately advise their supervisor or seek appropriate legal guidance so that the organization can promptly investigate further.

When an employee's position requires spending CIS of Nevada funds or incurring any reimbursable personal expenses, that individual must use good judgment on the organization's behalf to ensure that good value is received for every expenditure. Organization funds and assets are purposed for the organization only and not for personal benefit.

3.6 Your Employee File

CIS of Nevada maintains an employee file for each employee containing basic personal information (such as name, address, phone number) and employment-related information such as copies of performance reviews. Your employee file is the official record of your employment with CIS of Nevada.

You may contact Human Resources to arrange a time to review your employee file during normal working hours and in the presence of an HR employee. You may request photocopies of any document within the file that carries your signature. Employee files are the property of CIS of Nevada and cannot be removed from the HR Department.

We make every effort to limit access to your employee file to authorized individuals for business purposes only. Personnel information is not normally released to external parties unless we are legally obligated to cooperate with law enforcement agencies or local, state, or federal investigations or audits. We also respond to subpoenas as required, which may include copies of employee file documents.

Please help CIS keep your records current by notifying HR in writing of any changes to your personal information such as a new address, telephone number, or emergency contact.

3.7 Hours of Work

The standard workday for non-exempt, full-time employees is eight (8) hours, including a one-half hour meal period. The standard workweek is forty (40) hours and begins on Saturday at 12:00 midnight and ends the following Friday at 12:00 midnight. There may be times when you'll be asked to work overtime or hours other than those normally scheduled. Your supervisor will keep you informed about your schedule and any variations.

Flex-time: The purpose of the flexible work policy (also flex/flextime policy) for employees is to allow employees to vary their arrival or departure times during the traditional 40-hour work standard week. Flexible working means any change to the normal working arrangements, including working different hours during the normal scheduled work week.

This flex policy accompanied by the flex request form (required for non-exempt employee requests) is an agreement between employees and CISN. The flex form will provide employees and the organization with a structured process that will allow employees with a process to formally request a change to their work week. The process will also assist management with knowing what to do when they receive a request for flexible working and the terms that apply to flexible working arrangements. Flexible working will be considered based on the possible interruption that the request may cause to the organization or the interruption to the employees standard work week schedule when deadlines and duties have been previously assigned.

Flexing time will be considered under two circumstances:

Event Flextime:

Event work must be approved by management prior to flextime being requested.

Flextime must be utilized in the work week the event commences for non-exempt employees due to the State of Nevada overtime work rule.

Non-exempt employees will be given the option to flex time or work Overtime in the case of an event.

Personal Flextime:

Full-time/part-time employees must complete their 90-day probationary period prior to requesting flextime.

Flextime for non-exempt employees must be utilized in the standard 40-hour work week and cannot be applied to the following week or thereafter due to the State of Nevada Overtime work rule.

Employees must utilize PTO accrual if requests to flex are requested above a 2-hour maximum in the work week the request is submitted. If PTO is not available LWOP can be requested but is not a guaranteed automatic option for the purpose of flexing.

Flex-time is granted on a case-by-case basis and each request will require separate approval.

Employees cannot flex more than 40 hours in the fiscal year.

CISN hopes this process will help with employee satisfaction, accommodate individual needs, and better promote work life balance. CISN management will be required to enforce the policy and ensure approval of flextime requests is consistent amongst all CISN employees. For all intents and purposes, this policy is a statement only, not a benefit, and does not form part of your contract of employment. CISN may amend this policy at any time, in our absolute discretion.

3.8 Rest and Meal Periods

Each workday, full-time non-exempt employees are provided with two (2) rest periods of ten (10) minutes in length. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

Meal periods are thirty (30) minutes in length and should normally be scheduled during the middle of the shift. It is also the responsibility of the non-exempt employee to take a 30-minute uninterrupted meal break. If the non-exempt employee is unable or chooses to not to take a 30-minute meal break within the scheduled shift the employee must immediately contact their manager in writing detailing the reason for the missed meal break. If excessive lateness occurs in returning from meal breaks, it is the responsibility of the supervisor to counsel the employee.

*Paid meal breaks are a benefit that CIS of Nevada currently provides to all hourly non-exempt employees. However, CIS of Nevada has the right to, at any time, revoke the paid 30-minute meal break benefit if by providing the benefit, the organization will be subject to financial hardship. CIS of Nevada will in good faith give a 30-day written notification/update to the policy prior to no longer providing the paid meal break benefit. This timeframe will allow the CIS of Nevada Executive Leadership, Affiliate Leadership, and the Human Resources Department to put other measures in place that will assist with scheduled shift changes (if applicable).

3.9 Timekeeping for Payroll

Timesheets and other time records are considered Company property. By law, we are obligated to keep accurate records of the time worked by non-exempt employees. This is done in ADP online using electronic timecards. Exempt employees may also be required to complete timecards.

Your timecard is the only way the Finance office knows how many hours you worked and how much to pay you. Your timecard indicates when you arrived and when you departed. You must clock in and out for meal breaks. All employees are required to keep their supervisor advised of their departures from and returns to the premises during the workday.

You are responsible for the correct completion and timely approval of your timecard. Remember to record your time worked on a daily basis. Tampering with another's timecard is cause for disciplinary action, including possible dismissal, of both employees. Do not alter another person's record, or influence anyone else to alter your record for you. In the event of an error in recording your time, report the matter to your supervisor immediately.

Timesheet misconduct: Failure to use your timecards; alteration of your own timecards or records or attendance documents; altering another employee's timecard or records or causing someone to alter your timecards or records can lead to disciplinary actions.

3.10 Payday and Paychecks

Employees are paid biweekly every other Friday. Mileage reimbursement is paid on every other pay period. Each paycheck will include earnings for all work performed through the end of the previous payroll period. There are twenty-six (26) pay periods during a calendar year. Direct deposit services and an electronic copy of your paycheck are available. You can choose to have your paycheck automatically deposited to an account in almost any bank. As an option, you can designate up to two (2) different accounts to which specified portions of your paycheck will be directly deposited. Under the direct deposit program, we transfer funds electronically effective the same day as your regular payday. While we process direct deposits for crediting to your account on your established payday, the deposit may not be available until your bank posts the transactions for that day (usually not until the evening of the effective date). If this poses a problem for you, please contact your bank directly.

If a change to an employee's direct deposit is needed, please contact payroll, and provide the proper documentation to make the change. Changes will be made as soon as possible and before payroll is run if possible. Employee's account(s) should not be closed unless it is due to an emergency. If payroll has been run it can take several days for an employee's bank to return funds to the CISN bank account.

If you suspect an error in your paycheck, contact payroll immediately. For lost checks, we will initiate a "stop payment" on the check and provide you with a replacement as quickly as possible after bank authorization.

As a rule, we do not provide any payroll advances or extend credit to employees.

3.11 Payroll Deductions

Deductions can be voluntary or involuntary. Involuntary deductions are those mandated by a government agency, as well as any court orders, liens, or wage assignments that the law may require us to recognize. We withhold these mandatory deductions until the maximum amount is reached:

- Federal Income Tax Withholding;
- Social Security (FICA);
- Local taxes (as applicable);
- Child support;
- Garnishments;
- Dependent Medical Insurance Coverage;

You may view your pay statement through the HRIS online portal which provides you with current and year-to-date information on any payroll deductions from your paycheck. For further information, please contact the Human Resources Department for benefits for other deductions, please contact payroll.

3.12 Benefit Premiums While on Leave

During a leave of absence CISN will continue to pay the company portion of the health and welfare insurance premiums. The employee's share (if applicable), normally deducted from the employee's paycheck, must be sent, or dropped off to the Payroll Clerk no later than the first of each month for the insurance to remain in effect. Payment will be taken from issued checks when Paid Time Off is used.

3.13 Auto Allowance

Certain positions within the organization may qualify for an automobile allowance to be disbursed through payroll each pay period. For coordinator, manager, specialist, and generalist positions to be considered for this allowance, the position must require considerable and regular travel time which must be written into the job description of the position and the amount of the allowance to be paid annually will be included in the official offer letter or compensation communication for each individual employee. The standard allowance is set at \$50 per pay period for qualifying positions. For senior management classifications and above (senior managers, directors, senior directors, executive directors, and chiefs) the standard allowance is set at \$75 per pay period. The granting of an allowance for any position is discretionary and granted only if the position meets the travel requirements indicated previously. Travel considerations must be written into the job description of the position, discussed at the time of hire and included in the position offer letter.

3.14 Pay Policies

For all employees, federal and state laws regulate how CIS pays you for the hours you work. To make sure we compensate you properly, you need to follow the policies and procedures outlined below.

Overtime Pay

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour guidelines. Overtime is paid for all hours over forty (40) per week, therefore working ten (10) hours on one day does not count as overtime unless the total amount worked for that week exceeds forty (40) hours.

The overtime pay rate is one and one-half times the employee's regular rate. **All overtime work must receive prior approval from the employee's supervisor.** Working unauthorized overtime may result in coaching and counseling and possible separation of employment.

Vacation, holidays, and sick time are not counted in calculating overtime.

Training/Meeting Pay

Report training and meetings are considered "hours worked" and will be paid at the regular rate of pay.

3.15 Dress Code

CIS of Nevada is a professional organization furnishing services to a variety of customers. The personal appearance of all employees is important to the success of the organization. All employees are expected to use good judgment at all times regarding their personal appearance.

Employees are expected to dress appropriately, to be neat, to wear clean clothing and dress in a casual but business-like manner. Employees must adhere to any special dress standards that have been established within departments.

Professional dress can include jeans and athletic shoes, as appropriate and per management's discretion. In the event you are interfacing with clients, customers, and vendors, or are representing the organization while traveling, more formal business attire is appropriate and expected.

Beach/pool flip flops, spaghetti strap tank tops, bared midriffs, and shorts/skirts that are more than four inches above the knee are not acceptable in the office or while conducting business outside the office. For safety reasons shoes must be worn in the office at all times with no exceptions.

Violations of commonly accepted standards or dress code may be cause for disciplinary action, up to and including termination.

CIS of Southern Nevada will follow the **Clark County School District** Dress Code Requirements when on school district property as well as the **SNV Uniform Policy which is issued separately by the affiliate for signature:**

It is Communities In Schools of Southern Nevada's intent to ensure that all employees engaged in Site Coordinating on a school campus be identifiable as being an employee of CIS of Southern Nevada. To achieve this goal, CIS of Nevada has instituted a required uniform policy for all employees assigned to the Site Coordinator position. CIS of Southern Nevada requires that all Site Coordinators wear a CIS of Nevada issued uniform. Uniform procedures are as follows:

1. CIS of Southern Nevada will issue one uniform polo shirt, one CIS t-shirt, and one uniform zip-up hoodie to each employee when starting employment. All Site Coordinators will be required to wear a CIS logoed uniform while at their school sites.
 - Additional uniform items can be purchased through our CIS-preferred vendor. Please contact the Office Coordinator/Manager directly for options and pricing.
2. Site Coordinators are encouraged to dress in school spirit wear as specified at their school sites.
 - Site Coordinators must inform their reporting manager if they will be participating in spirit/fun events at their school sites.
 - CIS name tags are required when not wearing a CIS logoed item.
3. Uniforms are the responsibility of employees for maintenance and care. All Site Coordinators must ensure that they come to school with clean, neat, and wrinkle-free uniforms.
 - Should uniforms need to be replaced, please reach out to the Office Coordinator/Manager.
4. As part of the uniform, all Site Coordinators will be required to wear Black, Charcoal, Gray, Navy, or Khaki pants, skirts, shorts, or capris. Solid-colored jeans can also be worn.
 - Please note all uniform tops and bottoms must be free of rips, holes, and tears.

- Skirts and shorts MUST NOT exceed four inches above the knee.
 - If high heel shoes are being worn, the heel must NOT exceed 2 inches.
5. If the uniform fails to meet these standards, as determined by the employee's supervisor and human resources staff, the employee will be given one verbal warning. Should a second offense occur, the employee may be sent home without pay to change clothing. Repeated disregard for the dress policy may result in disciplinary action up to and including termination.
6. Uniforms created outside of CIS must have approval by the State team before ordering. This also includes homemade items (ex: cotton shirts, face masks, polos, etc.).

Please note:

- Polos must be in the standard CIS colors of Red, Black, Grey, or Royal Blue.
- Designs will need to be sent to the assigned Program Director; they will then take them to the CIS Marketing team for approval.
- Any uniform items ordered outside of CIS will be at the expense of the employee and not reimbursed by CIS.

Very Important! You must also abide by your school location's dress code. Please check with the school prior to the first day of school to ensure that you are in appropriate attire. For Multi-Site Coordinators, please ensure you check with the assigned Site Coordinator prior to reporting to the school sites.

CIS of Northeastern Nevada will follow the following **Elko & Humboldt County School District** Dress Code Requirements when on school district property:

- Each employee is expected to dress and groom appropriately for the job, presenting a clean, safe, and neat appearance. An employee who is unsure about whether attire or grooming is appropriate should consult with their supervisor.
- Employees who perform safely sensitive/hazardous work assignments must wear closed-toe shoes. Long hair must be tied back to ensure the employee's personal safety. Loose clothing or dangling jewelry that poses a safety hazard to employees also is prohibited.
- If an employee requires a reasonable accommodation regarding their dress for bona fide health and/or religious reasons, the employee should contact their supervisor to discuss an exception to the personal appearance guidelines. Unless it constitutes an undue hardship or safety hazard, employer will accommodate such requests.
- **Uniforms:** Each site coordinator will be required to wear CIS of Nevada uniform clothing Monday-Thursday at their school sites. The required uniform includes a CIS of Nevada polo shirt and navy, charcoal, black or khaki slacks, dress pants or skirts. Leggings are not to be worn as pants. Flip-flops are not permitted. On Fridays, staff may wear their school site's shirt or one of the other CIS of Nevada shirts that have been acquired when volunteering at events, etc. and jeans. The purpose for uniforms is to brand CIS of Nevada at each of the school sites. This allows for the site coordinator to be recognized on campus at all times by students, staff, and parents.

CIS of Western Nevada will follow the following **Washoe County School District** Dress Code Requirements when on school district property:

- Staff are expected to have a neat, clean, and professional appearance. The district reserves the right to insist that the dress and grooming of staff must not present potential health or safety problems or cause disruptions. The Board of Trustees encourages staff to dress in a professional manner.
- **Uniforms:** Each site coordinator will be required to wear CIS of Nevada uniform clothing Monday-Thursday at their school sites. The required uniform includes a CIS of Nevada polo shirt and navy, charcoal, black or khaki slacks, dress pants or skirts. On Fridays, staff may wear their school site's shirt or one of the other CIS of Nevada shirts that have been acquired when volunteering at events, etc. and jeans. Site coordinators may also dress out of uniform in order to participate in school spirit days, holidays, and on their birthday. The purpose for uniforms is to brand CIS of Nevada at each of the school sites. This allows for the site coordinator to be recognized on campus at all times by students, staff, and parents.

3.16 Electronic Communications

As we become increasingly dependent on technology to conduct business, employees typically have access to one or more forms of electronic media. This policy extends to all features of CIS of Nevada's electronic communications systems, including computers, e-mail, instant messaging, connections to the Internet and Web, and other external/internal networks, voicemail, video conferencing, facsimiles, and telephones (collectively defined as electronic resources).

Any other form of electronic communication used by employees currently or in the future is also intended to be included under this policy. All business-related information created, sent, received, or stored on CIS of Nevada's electronic resources is Company property. Such information is not the private property of any employee and employees should have no expectation of privacy in the use or contents of CIS of Nevada's electronic resources. Passwords do not confer any right of privacy upon any employee of CIS of Nevada.

Employees should understand that CIS of Nevada may monitor the usage of its electronic resources and may access, review, and disclose information stored on its electronic resources, including messages and other data, at any time, with advance notice to the user or the user's consent. In order to ensure that the usage of such Company-provided materials remains ethical and lawful, employees must abide by the following guidelines:

- All business equipment, electronic and telephone communications systems, all communications, and stored information transmitted, received, or contained in CIS of Nevada's electronic resources are CIS of Nevada's property and are to be used for job-related purposes. Employees may engage in limited personal use of such systems and equipment, provided that such use does not violate CIS of Nevada policy and does not interfere with any employee's performance of job duties.
- Employees may not download or otherwise import programs, files, or documents into CIS of Nevada's computer equipment except as authorized by CIS of Nevada.
- Use of portable drives to download Company information for any purpose other than Company business is prohibited without the advance written approval by CIS of Nevada's management.

- CIS of Nevada may monitor the use of any systems and equipment for any reason.
- The employee in whose name an account is issued by CIS of Nevada is responsible for its proper use at all times.
- CIS of Nevada reserves the right to determine the appropriate use of its electronic resources.
- CIS of Nevada assumes no liability for loss, damage, disclosure or misuse of any non-Company data or communications transmitted or stored on CIS of Nevada's electronic resources.
- Employees may not, without authorization, transmit, retrieve, or store Company information of any kind on their personal email computer systems.
- Company information, whether in electronic or hard-copy form, may only be accessed and used by employees as required to perform job duties. Employees may not access or use Company information for any other purpose.

3.17 Use of Cell Phones and Smart Devices

CIS of NV reimburses employees for use of their individual cell phones to be in close contact with their manager during business hours. Although cell phones and smart devices have become a valuable tool in managing our professional and personal lives, they can raise a number of issues involving safety, security, and privacy. Employees should be courteous to their coworkers and keep ring tones on vibrate or low while at work.

CIS of Nevada requires the safe use of cell phones and smart devices by employees who use them to conduct Company business. Employees are required to obey all applicable state and local laws regarding cell phone use while driving. In any case where the state or local law is more restrictive than this policy, the law will govern the employee's behavior.

Employees who use hands-free telephones are discouraged from making calls while driving. Employees may make business calls only when absolutely necessary, and only if the conversation lasts no more than a few minutes. Employees must stop the vehicle and park in a proper parking area if the conversation becomes involved.

3.18 Social Media

At Communities In Schools of Nevada, social media is an important part of how we, as an organization, communicate with the public, our partners, and with volunteers, and donors both present and prospective. We also understand that social media is an important part of the lives of our employees, providing an environment where they interact with family, friends, and personal communities. Social media platforms defined as personal blogs, Facebook, Twitter, LinkedIn, YouTube, Pinterest, Tumblr, Instagram, Google Plus, Glass Door, and others, provide a mechanism to better understand and serve our communities and to enhance and improve our brand awareness. However, the use of social media also presents certain risks and carries with it certain responsibilities.

1. **Policy:** This policy is dynamic and is designed to evolve along with the constant changes happening in digital communications. Nothing in this policy prohibits or interferes with employees' rights to

communicate with work colleagues about terms and conditions of employment. Employees whose position or responsibilities require regular interaction with students, schools, public, government or business officials, or others in the community in such a way that they are seen as representing or speaking for or on behalf of CIS, should exercise caution. Violation of CIS's Social Media Policy is a serious matter and may result in disciplinary action up to and including termination.

2. **External Social Media Guidelines:** These guidelines are an important addition to CIS of Nevada's existing employee policies, including information laid out in the Employee Handbook and Site Coordinator Handbooks for each affiliate, as applicable. The existing policies all speak to different issues employees should keep in mind when interacting with each other – both on and off the job – as well as with funders, partners, donors, volunteers, and the general public. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

- Personal use of social media during regular office hours should not be excessive and interfere with your work.
- Assume that all of your activities on a social media site are public, regardless of the privacy tools or settings you may use, and exercise discretion in sharing personal information, and political, cultural, or religious views.
- Express only your personal opinions. Never represent yourself as a spokesperson for CIS unless you are specifically authorized to do so. You may not represent any opinion or statement as the policy or view of CIS or of any individual in their capacity as an employee or otherwise on behalf of CIS, unless you are specifically authorized to do so.

Any media and social media inquiries should be directed to the State Office Marketing Department.

- Do not create a link from your blog, website, or other social networking site to a CIS website without authorization to identify yourself as a CIS employee.
- Maintain the confidentiality of CIS's private or confidential information. Do not post internal reports, policies, procedures, internal business-related communications, or communications known to be protected by an attorney-client privilege.
- Any online harassment or bullying or retaliation that would not be permissible in the workplace is not permissible between co-workers online, even if it is done after hours, from home and on home computers.
- Abide by the Terms of Use of the social networking platforms you use. Respect copyright and understand the consequences of using the intellectual property of others (including text, photographs, and video). Properly attribute content that was not created by you and link to the original source if possible. Do not infringe on CIS logos, taglines, slogans, service marks or trademarks.
- Make sure you are always honest and accurate when posting information or news. If you make a mistake, acknowledge your error, and correct it as quickly as possible. Avoid oversimplifying or sensationalizing issues; place your thoughts in context.

- Be sure to respect the confidentiality of colleagues. Ask permission to post conversations that are meant to be private or internal.
- Do not post anything work related that is malicious, false, abusive, harassing, threatening, or defamatory, including information or rumors you know to be false about CIS, fellow employees, and any CIS business affiliates.

3. **CIS of Nevada Crowdfunding Policies:** Crowdfunding (Kickstarter, IndieGoGo, GoFundMe, etc.) on the internet has gained popularity in recent years. Due to the tax-exempt nature of our organization, no crowdfunding on behalf of the organization or students it serves is permitted without written authorization of the Chief Executive Officer. Site Coordinators, managers, and staff are never to start a crowdfunding project that utilizes Communities In Schools, its staff or students' images, trademarks, or name.

If a crowdfunding project is desired, a proposal should be submitted to the State Office for consideration. Included in the proposal should be:

The financial goal of the fundraiser;

The purpose of the fundraiser (college or orientation trip);

The background story and perks to be shown and offered online;

The resources to fulfill any perks (pictures/essays by student);

All deadlines for each phase of the fundraiser and perk fulfillment.

If the crowdfunding project is approved by the affiliate Executive Director and Chief Executive Officer, the State Finance and Marketing Department will set up the campaign with the donations to be deposited in the CIS of Nevada bank account and all aspects of the campaign generated and/or monitored by the State Office.

4. **Car washes and other fundraisers on social media:** When CIS Academy students or other groups work to fund trips or projects via car washes, candy sales, etc., all promotional materials, both physical and digital, need to be approved by the State Office to ensure proper usage of CIS standards and guidelines.

If promotional items need to be created, please send the request to the State Marketing Department two (2) weeks before the needed promotion, generally 2-3 weeks before the event.

If you have any questions or need further guidance regarding this policy, please contact the State Marketing Department.

3.19 Confidential Information

As an employee, you may learn information that is not known by the general public. You may have access to confidential or proprietary information regarding CIS of Nevada, its vendors, its customers, or perhaps even fellow employees. Confidential or proprietary information includes, but is not limited to, business plans, strategies, budgets, projections, forecasts, financial and operating information, business contracts, databases, employee information, customer and vendor information, compensation data, advertising and marketing plans, proposals, training materials and methods, and other information not available to the public.

Regardless of whether this type of information is specifically classified as confidential, it is each employee's responsibility to keep this information in confidence. You have a responsibility to prevent using, revealing, or divulging any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be granted/provided/given on a "need-to-know" basis and must be authorized by your supervisor. To jeopardize the security of restricted information is detrimental to Company and employee security.

Some employees who have access to confidential, sensitive, or proprietary information about CIS of Nevada or its customers, processes, and employees may also need to sign a Confidentiality Statement as a condition of employment. If you improperly use or disclose any of CIS of Nevada's confidential or proprietary information, you will be subject to disciplinary action, up to and including termination of employment, regardless of whether or not you receive any benefit from the use or disclosure.

Our students, parents, donors, vendors, employees, and volunteers entrust Communities In Schools of Nevada (CISN) with important information. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, CISN earns their respect and further trust.

Your employment with CISN assumes an obligation to maintain confidentiality, even after you leave our employment. Confidential information includes, but is not limited to, all information regarding students, parents, employees, volunteers, and donor information.

CISN is committed to ensuring that sensitive and personal information is handled properly and is protected. Employees are prohibited from moving or removing any confidential and sensitive information from our premises without prior approval from senior management.

This includes papers, files and electronic records via email, thumb drive or facsimile (fax). Any violation of confidentiality seriously injures the reputation and effectiveness of CISN. Do not discuss CISN proprietary business, students, or employee information with anyone who does not work for CISN, or anyone within the organization who is not entitled to know certain confidential information. Even casual remarks can be misinterpreted and repeated, so develop the personal discipline necessary to maintain confidentiality. If you hear, see, or become aware of anyone else breaking this trust, consider what they might do with the information they get from you.

If you are questioned by someone outside the organization and you are concerned about the appropriateness of giving them certain information, remember that you are not required to answer, and we do not wish you to do so. Instead, as politely as possible, refer the request to your supervisor.

CISN will ensure programs comply with all applicable confidentiality and recordkeeping provisions set forth in 42 CFR Part 2, 45 CFR Parts 160, 162, and 164, NRS 458.055 as well as regulations related to the Family Education Rights and Privacy Act (FERPA) in NRS 392.029 and NRS 388.272 and any other applicable confidentiality laws pertaining to the services provided by the Nevada Substance Abuse Prevention and Treatment Agency (SAPTA).

Because of its seriousness, disclosure of confidential information may lead to disciplinary action up to termination.

3.20 Smoking

Smoking is prohibited at work except in designated smoking areas. Out of basic consideration, please refrain from smoking in no-smoking areas, and exercise extreme care regarding the fire hazards associated with smoking.

3.21 Endorsements and Solicitations

All employees should be engaged in Company business when at work, so we cannot allow the sale or distribution of unauthorized merchandise or literature during working hours. No employee should imply endorsement by CIS of Nevada for a particular product or service without proper authorization. In addition, to maintain a high standard of integrity, employees should not solicit nor accept gratuities from customers, vendors, or others in the course of conducting Company business.

3.22 Employment of Relatives and Significant Others

We are happy to accept and consider employment applications from employees' relatives based on the qualifications and experience of the applicant. "Relatives" include the employee's spouse, significant other, domestic partner, parents, legal guardians, siblings, children (natural, step, or adopted), grandparents, grandchildren, or current in-laws.

To avoid conflicts of interest and promote stability and goodwill in the workplace, we do not hire or transfer relatives into positions where they supervise or are supervised by another close family member. We do not place them in positions where they work with or have access to sensitive information about family members. The same general considerations apply if two employees marry or become involved in a domestic-partner relationship. If a supervisory, security, morale, safety, or other conflict results from the relationship, additional action may be taken. One of the employees may be transferred—or if necessary, terminated—to resolve the situation.

There may be other considerations or restrictions based on job requirements and situations specific to your position. Check with your supervisor or Human Resources for clarification

3.23 Youth Protection/ Child Abuse Reporting Policy

The person who has knowledge of abuse should report it to local law enforcement or child welfare agency within 24 hours. They should not conduct an investigation. If the reporter chooses, they can also report it to the Executive Director or their supervisor, but this is not a requirement. Otherwise, we follow the NRS provided below; NRS 432B.220 Persons required to make report; when and to whom reports are required; any person may make report; report and written findings if reasonable cause to believe death of child caused by abuse or neglect. [Effective January 1, 2012.]

Any person who is described in subsection 4 and who, in their professional or occupational capacity, knows or has reasonable cause to believe that a child has been abused or neglected shall: Except as otherwise provided in subsection 2, report the abuse or neglect of the child to an agency which provides child welfare services or to a law enforcement agency; and make such a report as soon as reasonably practicable but not later than 24 hours after the person knows or has reasonable cause to believe that the child has been abused or neglected.

If a person who is required to make a report pursuant to subsection 1 knows or has reasonable cause to believe that the abuse or neglect of the child involves an act or omission of:

- A person directly responsible or serving as a volunteer for or an employee of a public or private home, institution or facility where the child is receiving childcare outside of the home for a portion of the day, the person shall make the report to a law enforcement agency.
- An agency which provides child welfare services or a law enforcement agency, the person shall make the report to an agency other than the one alleged to have committed the act or omission, and the investigation of the abuse or neglect of the child must be made by an agency other than the one alleged to have committed the act or omission.
- Any person who is described in paragraph (a) of subsection 4 who delivers or provides medical services to a newborn infant and who, in their professional or occupational capacity, knows or has reasonable cause to believe that the newborn infant has been affected by prenatal illegal substance abuse or has withdrawal symptoms resulting from prenatal drug exposure shall, as soon as reasonably practicable but not later than 24 hours after the person knows or has reasonable cause to believe that the newborn infant is so affected or has such symptoms, notify an agency which provides child welfare services of the condition of the infant and refer each person who is responsible for the welfare of the infant to an agency which provides child welfare services for appropriate counseling, training or other services.

A notification and referral to an agency which provides child welfare services pursuant to this subsection shall not be construed to require prosecution for any illegal action.

A report must be made pursuant to subsection 1 by the following persons:

- A physician, dentist, dental hygienist, chiropractor, optometrist, podiatric physician, medical examiner, resident, intern, professional or practical nurse, physician assistant licensed pursuant to 633 of NRS, per fusionist, psychiatrist, psychologist, marriage and family therapist, clinical professional counselor, clinical alcohol and drug abuse counselor, alcohol and drug abuse counselor, clinical social

worker, music therapist, athletic trainer, advanced emergency medical technician or other person providing medical services licensed or certified in this State.

- Any personnel of a hospital or similar institution engaged in the admission, examination, care or treatment of persons or an administrator, manager, or other person in charge of a hospital or similar institution upon notification of suspected abuse or neglect of a child by a member of the staff of the hospital.
- A coroner.
- A member of the clergy, practitioner of Christian Science or religious healer, unless the person has acquired the knowledge of the abuse or neglect from the offender during a confession.
- A social worker and an administrator, teacher, librarian, or counselor of a school.
- Any person who maintains or is employed by a facility or establishment that provides care for children, children's camp or other public or private facility, institution or agency furnishing care to a child.
- Any person licensed to conduct a foster home.
- Any officer or employee of a law enforcement agency or an adult or juvenile probation officer.
- An attorney unless the attorney has acquired the knowledge of the abuse or neglect from a client who is or may be accused of the abuse or neglect.
- Any person who maintains, is employed by, or serves as a volunteer for an agency or service which advises persons regarding abuse or neglect of a child and refers them to persons and agencies where their requests and needs can be met.
- Any person who is employed by or serves as a volunteer for a youth shelter. As used in this paragraph, "youth shelter" has the meaning ascribed to it in NRS 244.427.
- Any adult person who is employed by an entity that provides organized activities for children.

A report may be made by any other person. If a person who is required to make a report pursuant to subsection 1 knows or has reasonable cause to believe that a child has died as a result of abuse or neglect, the person shall, as soon as reasonably practicable, report this belief to an agency which provides child welfare services or a law enforcement agency. If such a report is made to a law enforcement agency, the law enforcement agency shall notify an agency which provides child welfare services and the appropriate medical examiner or coroner of the report. If such a report is made to an agency which provides child welfare services, the agency which provides child welfare services shall notify the appropriate medical examiner or coroner of the report. The medical examiner or coroner who is notified of a report pursuant to this subsection shall investigate the report and submit their written findings to the appropriate agency which provides child welfare services, the appropriate district attorney, and a law enforcement agency. The written findings must include, if obtainable, the information required pursuant to the provisions of subsection 2 of NRS 432B.230. (Added to NRS by 1985, 1371; A 1987, 2132, 2220; 1989, 439; 1993, 2229; 1999, 3526; 2001, 780, 1150; 2001 Special Session, 37; 2003, 910, 1211; 2005, 2031; 2007, 1503, 1853, 3084; 2009, 2996; 2011, 791, 1097, effective January 1, 2012).

CIS of Nevada has a zero-tolerance policy for all employees, volunteers, students and staff members in regard to physical or sexual misconduct and/or harassment.

All suspicions or disclosures of abuse and/or neglect should be reported immediately to the direct supervisor,

affiliate leadership, appropriate school leadership and Department of Health and Human Services.

Suggestions for conduct:

- Only meet with students in common areas or in the company of CIS or school district staff.
- Model healthy physical boundaries (i.e., utilize the side-hug and high-fives, no piggy-back rides or rough housing.)
- Do not leave students unattended.
- Do not meet with students outside of school in any unofficial capacity.

If at any time you are confused or unsure about issues related to child abuse/neglect, we strongly encourage you to contact your supervisor and/or affiliate leadership.

Acceptable practices:

- Respect student privacy.
- Maintain confidentiality at all times except in cases of child abuse or neglect.
- Encourage polite manners and social skills by demonstrating correct conduct.
- Seek counseling resources for victims of abuse and inform them of care options.
- Communicate with direct supervisor, appropriate school leadership and affiliate leadership immediately and confidentially if you have any concerns about abuse and neglect. Follow mandatory reporting procedures in cases where you suspect child abuse and/or neglect.

Unacceptable practices:

- Do not offer or provide transportation to students or their family members.
- Do not take photographs of or with students without a media release form. Do not include these photos in personal social media without parental/guardian consent.
- Do not offer meet ups outside of school unless it is a sponsored CIS activity.
- Do not give personal gifts to select students, i.e. a group gift could be acceptable but don't single out students.
- Do not tolerate any unprofessional physical contact.

Grooming, Trolling and Exploiting

As mandated reporters, it's also important for CIS of Nevada staff to recognize grooming, trolling and exploitive behaviors that may harm students and to report any suspicion of grooming to the appropriate school administration, immediate supervisor, and Department of Health and Human Services as it is explicitly prohibited behavior.

The Readiness and Emergency Management Technical Assistance Center (a division of the US Department of Education) provides the following guidance:

To keep their conduct secret, perpetrators coerce and "groom." That is, as sexual contact escalates, they methodically increase the attention and rewards they give to their targets (Robins, 2000). Grooming allows perpetrators to test their targets' silence at each step. To nurture the relationship, perpetrators make the target feel "special" by, for example, brandishing gifts and/or spending extra time with the target in nonsexual ways, all in an effort to learn whether the target will keep silent (Robins, 2000).

At the same time, the perpetrator is also testing the adults surrounding the child or school, including those who work at school, individuals in the school community, and the child's family or guardian(s). It is common for the behaviors to be done publicly so that the perpetrator can gauge reactions; share information (true or false) to manipulate how the behavior is interpreted by the adults; and further control the child victim. For example, a perpetrator may lead others to believe the parent has provided consent for them to drive a student home because the parent needs help. In response, the perpetrator receives accolades and gratitude and has begun the process of grooming peers (other adults) as well.

As the target is groomed, and as the adults are groomed, the perpetrator gradually progresses to engaging in sexualized behaviors, often using threats and intimidation tactics with the child to keep his or her sexual misconduct secret. Keeping silent implicates the targets, making children believe they have been complicit in their own abuse and are therefore responsible for the abuse (Robins, 2000). Perpetrators will often threaten wavering targets, or those who seem likely to report the misconduct, with a reminder of their powerlessness, such as, “No one will believe you” (Shakeshaft, 2004a). This threat can take form through another grooming tactic perpetrators use to keep their targets silent and to protect themselves—they befriend the victim’s parents to discredit any potential allegations (Shakeshaft, 2004b).

Perpetrators who engage in sexual jokes without being reprimanded might move on to making physical contact, such as touching a student’s hair or body. If the behavior goes unreported and unaddressed, the perpetrator may grow bolder and escalate to increasingly sexualized behaviors (Goorian, 1999).

While adult sexual misconduct (ASM) often occurs covertly, ASM can also occur openly in front of student bystanders (Shakeshaft, 2004a). ASM can take place as a pattern of behavior that stretches over time or as a sudden, impulsive attack (Shakeshaft, 2004b).

ASM perpetration behaviors are often seen in three phases (Shoop, 2004):

Trolling and Testing. *The abuser is screening for possible candidates by testing the boundaries of the student, the home environment, and the school environment. The abuser is trying to identify a vulnerable child. A child may be identified as vulnerable because he or she is unsupervised, may not have close parental relationships, may be lonely or needy, may have inappropriate boundaries, or may have low self-esteem. Also, the targeted or vulnerable child may be one that the perpetrator has access to in a private setting. It is difficult to identify the motive during this phase (Seattle Public Schools with funding from the U.S. Department of Education, 2013).*

Grooming. *Some of the warning signs in this grooming phase may be nonsexual and include the offender trying to move the relationship to a personal level, telling the student their personal problems, discouraging the student from talking with school employees, or asking the student to run personal errands (Seattle Public Schools with funding from the U.S. Department of Education, 2013).*

Exploiting and Lulling. *This phase involves manipulating the student while becoming more aggressive with abusive behaviors. This includes both sexualized behaviors and other activity that is designed to keep the sexual relationship ongoing and undiscovered. Perpetrators persuade students to keep silent, either by intimidation or threats, or by manipulating the child’s affections. Secrecy protects the abuser and isolates the victim (Seattle Public Schools with funding from the U.S. Department of Education, 2013).*

The phases of exploitation are directed not only at the targeted student, but at adults in the student’s realm. Socially skilled perpetrators usually work hard at making sure that they are well-liked by school staff/community and that the student will not be believed, even if the sexual relationship is disclosed (Seattle Public Schools with funding from the U.S. Department of Education, 2013).

Sources: Sexual Exploitation in Schools: How to Spot It and Stop It, Robert Shoop, 2004; Helpful Hints, U.S. Department of Education, Vol. 3, Issue 2, 2007

Any violation of this policy may result in disciplinary action through possible termination, including failure to comply as a mandated reporter and failure to report abuse. All staff who interact with minors complete mandatory training with each affiliate and the school districts they serve. Please also reference the Site Coordinator handbooks in each affiliate for information. All CIS Staff and Volunteers who work with students are background checked upon employment/volunteering and every three years thereafter.

I, as a staff member of CIS of Nevada, understand the Youth Protection Policy in its entirety and agree to uphold mandated reporter obligations. I also agree to comply with all sections of this policy and not to breach any section of this policy or disciplinary action up to termination may result if I do.

Printed Name: _____

Signature: _____

Date: _____

3.23 Prohibited Harassment

Harassment refers to behavior that is personally offensive, intimidating, or hostile, impairs morale, and unreasonably interferes with work performance. We maintain a strict policy prohibiting harassment based on any characteristic protected under applicable law, and we are committed to taking all reasonable steps to prevent such actions. The information contained in this handbook is intended to help ensure that every employee is aware of:

- What prohibited harassment, including sexual harassment, is;
- What steps to take if harassment occurs;
- Laws prohibiting retaliation for reporting such harassment

What is Sexual Harassment?

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either:

- Submission to such conduct or communication is either explicitly or implicitly made a term or condition of an individual's employment;
- Submission to or rejection of such conduct or communication by an individual is used as a basis for employment decisions affecting such individual; or
- Such conduct or communication has the purpose or effect of interfering with an individual's work performance or creates and/or perpetuates an intimidating, hostile, or offensive work environment.

What are Other Kinds of Harassment?

In addition to sexual harassment, CIS of Nevada prohibits all forms of harassment based on race, color, national origin, gender (including pregnancy, childbirth or medical condition related to pregnancy or childbirth), religion, physical or mental disability, medical condition, genetic information, marital status, veteran status, sexual orientation, and any other characteristic protected by federal, state or local law. Unlawful harassment may take many forms, including:

Verbal: Epithets; derogatory comments, slurs, or name-calling; sexually explicit, suggestive, or degrading words to describe an individual, sexually explicit jokes, e-mails or any other form of written communication, comments, noises, or remarks, racial or ethnic slurs, asking for sexual favors, repeated requests for dates, threats, propositions, unwelcome and unwanted correspondence, phone calls, and gifts, or other unwelcome attention.

Physical: Assault; impeding or blocking movement, any physical interference with normal work or movement

when directed at an individual; unwanted and unwarranted physical contact, such as touching, pinching, patting, grabbing, brushing against, or poking another employee's body.

Visual: Symbols of hate, Derogatory or offensive posters, cartoons, or drawings; displaying sexual pictures, writings, or objects; obscene letters or invitations; staring at or directing attention to an employee's anatomy; leering; sexually oriented or suggestive gestures.

Cyberstalking: Harassment using electronic communication, such as e-mail or instant messaging (IM), or messages posted to a website, blog, or discussion group.

The examples listed above are not meant to be a complete list of objectionable behavior. These kinds of behavior can occur in one-on-one interactions or in group settings. Sexual harassment can also occur in the context of a relationship that was once consensual but has changed so that the behavior is no longer welcome by one party. It is impossible to define every action or all words that could be interpreted as harassment. Make a point of paying attention to others' reactions and stated requests and preferences, respecting their wishes, and treating them in a professional manner.

Reporting and Investigating Harassment

We are determined to resolve possible harassment situations as quickly and discreetly as possible. If you believe a co-worker, supervisor, vendor, customer, visitor, or agent of CIS of Nevada or CIS of Nevada is harassing you, we encourage you to tell the harasser in clear language that the behaviors or advances are unwelcome or unwanted and must stop. The individual in question may not realize the behavior is offensive and a simple confrontation may well end the situation.

If confronting the harasser is not appropriate or feasible, or fails to alleviate the problem, you should immediately tell your supervisor. Report the facts of the incident, including what happened, how often, where the incident(s) took place, and the names of the individuals and witnesses involved. If your supervisor is unavailable, or if you believe it would be inappropriate to report it to your supervisor, contact the Human Resources Department.

All harassment claims will be investigated in a timely, fair, and thorough manner, and we expect all employees to cooperate fully in any investigation. All complaints of harassment will be investigated as discreetly and confidentially as possible. If we find that sexual or other prohibited harassment has occurred, we will take appropriate corrective action, up to and including termination of employment of the offending employee, and we will communicate any actions and decisions to the appropriate people. False and malicious complaints of harassment, discrimination, or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action. Note, CISN cannot investigate non- CISN employees.

Non-Fraternization

In order to promote efficiency and to avoid misunderstanding, perceptions of favoritism, morale problems, and possible complaints of harassment, all employees at the supervisory level and higher are strictly prohibited from dating or pursuing a romantic or sexual relationships with any employee of CIS of Nevada. All employees are strictly prohibited from pursuing romantic or sexual relationships with any external entity that works with CIS of Nevada under an approved contract, agreement, case managed, or other especially when doing so could affect the mission work or reputation of CIS of Nevada.

3.24 ADA Compliance & Accommodation

CIS of Nevada complies with the Americans with Disabilities Act (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and the Pregnancy Discrimination Act (PDA) and applicable state and local laws that prohibit discrimination against job applicants and employees with disabilities. We do not discriminate against individuals with disabilities in our interviewing, hiring, promotions, employee benefits, transfers, terminations, and conditions and privileges of employment.

CIS of Nevada also does not discriminate against any qualified person on the basis that they suffer from a physical or mental impairment, has a history of impairment, or has a relationship with or is associated with a person with impairment. We also provide reasonable accommodation for individuals with disabilities in accordance with applicable laws. Without limitation, it is Company policy to:

- Ensure that qualified individuals with disabilities are treated in a non-discriminatory manner in all terms, conditions, and privileges of employment.
- Keep all medical-related information confidential and in separate files in accordance with the ADA.
- Provide applicants and employees with disabilities with reasonable accommodation, except where it would create an undue hardship for CIS of Nevada.
- Post our policy of providing reasonable accommodation to qualified individuals with disabilities on employee bulletin boards and in our Employee Handbook. As required by law, we also post the Equal Opportunity Commission's poster that outlines the federal law prohibiting discrimination against individuals with disabilities and other protected groups.

CIS of Nevada reserves the right to determine what, if any, reasonable accommodation should be made under the ADA. We will take into consideration factors including the preferences of the employee, the safety of the employee and co-workers, the cost of the accommodation, and the financial impact to CIS of Nevada.

CIS of Nevada will not tolerate any act of discrimination on the basis of a person's disability. Discriminatory actions will result in disciplinary action up to and including termination.

Note: ADA accommodations requests made directly to supervisors are to be immediately reported to Human Resources. Supervisors, please do not request additional information or provide a response to the accommodation request.

3.25 Pregnancy Accommodation

According to the Nevada Pregnant Workers' Fairness Act (effective October 1, 2017) (the "Act"), employees have the right to be free from discriminatory or unlawful employment practices based on pregnancy, childbirth or a related medical condition and are entitled to reasonable accommodation.

Under the Act, the Company may not:

- deny a reasonable accommodation to employees and applicants, upon request, for a condition related to pregnancy, childbirth or a related medical condition, unless an accommodation would impose an undue hardship on the business of the Company;
- take adverse employment actions against the employee or applicant based on a need for a

reasonable accommodation;

- deny an employment opportunity to a qualified employee or applicant based on a need for a reasonable accommodation; and
- require the employee or applicant to accept an accommodation that the employee or applicant did not request or chooses not to accept or to take leave from employment if an accommodation is unavailable.

Reasonable accommodations may include, but are not limited to:

1. modifying equipment or providing different seating;
2. revising break schedules, which may include revising the frequency or duration of breaks;
3. providing space in an area other than a bathroom that may be used for expressing breast milk;
4. providing assistance with manual labor if the manual labor is incidental to the primary work duties of the employee;
5. authorizing light duty;
6. temporarily transferring the employee to a less strenuous or hazardous position; or
7. restructuring a position or providing a modified work schedule.

Under the Act, the Company may require the employee to submit written medical certification from the employee's physician substantiating the need for an accommodation because of pregnancy, childbirth or related medical conditions, and the specific accommodation recommended by the physician.

3.26 No Retaliation Policy

Neither CIS of Nevada policy nor the law will tolerate any form of retaliation against any employee who opposes prohibited harassment, files a complaint, testifies, assists, or participates in any manner in an investigation, proceeding, or hearing conducted by a state or federal agency.

Any employee who engages in retaliation will be subject to disciplinary action, up to and including termination, as well as possible legal consequences.

When an issue personally involves the supervisor with whom you would ordinarily discuss a problem, or if it is inappropriate to discuss the concern with your management, you may directly proceed to the next step in the process without fear of reprisal.

An employee is protected from harassment, retaliation, or adverse employment consequences as described above if the employee or another involved person brings the alleged unlawful activity, policy, or practice to the attention of CIS of Nevada as described above and provides CIS of Nevada with a reasonable opportunity to investigate and correct the alleged unlawful activity.

3.27 Company-Furnished Equipment or Materials

You are responsible for taking good care of the equipment or materials furnished to you by CIS of Nevada, which remain Company property and should only be used for legitimate Company business.

In the interests of maintaining a safe and orderly workplace, unauthorized removal of any Company property (or that of another employee) is considered a grave offense, and may subject the person responsible to serious consequences, regardless of seniority or past performance. If you leave our Company, you will need to return any Company property in your possession.

3.28 Personal Property

We want your workplace to be secure and cannot be responsible for your personal belongings. You're responsible for preventing theft, loss, or damage to your personal items, and we ask that you store and use them safely and securely.

3.29 Progressive Discipline Policy

Corrective Action Policy Statement

Although the company is an at-will employer, it attempts to correct problems or improve job performance by applying a consistent approach of counseling and warning procedures. Any corrective action or counseling should be fully documented. Certain acts of misconduct may require more direct or immediate disciplinary action.

Guidelines and Procedures.

The following are recommended guidelines for corrective action.

1. Act promptly. While it is important that a decision on disciplinary action not be made in haste, it is equally important that the supervisor take action as soon as it becomes apparent that a violation has occurred. Failure to take corrective action is equivalent to condoning the violation and making the rule ineffective.
2. Get all the facts. Getting all the facts as soon as possible is essential. While all employees are at will, the supervisor must investigate early and thoroughly to determine that corrective action is appropriate to meet the business needs of the company.
3. Interview the employee. The employee should be given an opportunity to explain their actions. The employee's explanations should be verified and taken into consideration before corrective action is taken.
4. Determine a course of action. A decision on the course of corrective action should not be made without sufficient review of all the facts. The following factors should be considered:
 - a. Consider the nature of the violation. How serious was the offense?
 - b. Review any previous disciplinary actions in the employee's record. What is the employee's previous record? Penalties should become more severe for each instance of misconduct.
 - c. Consider the period of time since the last corrective action. Is the employee unable or unwilling to correct behavior or perform satisfactory work? A long period of good conduct following corrective action should be considered because it represents the aim of corrective discipline.
 - d. Consider any mitigating or aggravating circumstances. Mitigating circumstances, such as medical problems supported by a doctor's statement, may justify a lesser penalty. Aggravating

- circumstances, such as prior violations of the same rule, justify a more severe penalty.
- e. Consider whether the action is consistent with action against other employees in similar circumstances.
 - f. Consider whether an unpaid suspension will alter the employee's overtime classification.

5. Continue documentation. All facts and counseling sessions are to be documented. Documentation of counseling sessions must contain the following information:

- a. Name of employee
- b. Date and reference to previous discussions (if any)
- c. The specifics of the problem
- d. Detail of corrective action/specific results to be achieved and date for achieving consequences if results are not achieved
- e. Employee's comments
- f. Employee's signature
- g. Supervisor's signature
- h. Supervisors who fail to document discipline or otherwise fail to comply with this policy are themselves subject to disciplinary action.

Progressive Form of Disciplinary Action

Action to correct or reprimand may be in the form of a Coaching Note to File, First warning, Second warning, Final Warning, Suspension and Separation Notice. All progressive discipline documentation should be reviewed by the Human Resources department prior to issuance. Please provide HR with all substantiating documentation that aligns with the request to begin the progressive discipline process.

All copies of the original discipline documentation are to be physically stored in the Human Resource Department, electronically retained by the supervisor, and a copy given to the employee.

This guide represents a progressive form of disciplinary action and is recommended in most cases; however, each individual case may be different, and this must be taken into consideration when contemplating discipline.

The following discipline guidelines are outlined:

Step 1: Note to File (NTF). When a performance problem is first identified, the problem is to be thoroughly discussed with the affiliate Leadership/and or HR (State office applicable) prior to issuing the note to file to the employee. The NTF session should be conducted in private by the employee's supervisor and should consist of a discussion of the specific problem areas and the expected results. A written record of the session should be made by the supervisor through a Note to File.

Step 2: Warning Notice. If a Note to File discussion with the employee has not resulted in corrective action following an appropriate investigation, the supervisor should meet with the employee and:

- a. Review the problem.

- b. Permit the employee to present their views on the problem.
- c. Advise the employee that the problem must be corrected, state actions to be taken and state the date for action.
- d. Inform the employee that failure to correct the problem can and will result in further disciplinary action that may include discharge.
- e. Issue a Warning Notice to the employee (with a witness). The Warning Notice is to be signed by the supervisor and the employee is to acknowledge receipt of the notice. If employee refuses to sign warning notice, print "employee refused to sign". They are acknowledging receipt of form, not admission of guilt. *Warning notice levels can be skipped based upon severity of infraction.

Step 3: Performance Improvement Plan. If satisfactory performance and corrective action are not achieved under Steps 1 or 2, the supervisor and their superior should meet with the employee in private and proceed via (a) through (d) above and issue a Performance Improvement Plan to the employee. The PIP must be signed by the supervisor and the affected employee. The original should be given to Human Resources and a copy should be forwarded to the director of Human Resources.

Any cases of disciplinary action that affect an employee's pay must be approved by the department director and director of Human Resources prior to the action being taken.

Verbal and written warnings are to be documented. Forms are available from the Human Resources department.

The purpose of the documentation is to:

- a. Eliminate misunderstandings between the supervisor and the employee;
- b. Ensure that the employee is given notice of unacceptable conduct in time to permit improvement; and
- c. Ensure that documentation is available to justify the action taken in the event of alleged discrimination charges.

The documentation should state the specific corrective action the employee must take and advise the employee that termination can be expected if the performance problem is not corrected.

Step 4: Suspension. Supervisors have the authority to temporarily remove employees from the workplace if approved in advance by the department director and the director of Human Resources. An exempt employee may not be suspended without pay for less than a full day, and the suspension must be related to written workplace conduct rules applicable to all employees.

Step 5: Failure to improve. Failure to improve performance or behavior after the written warning or suspension can result in termination.

Employee Assistance Program (EAP). Employees with performance or behavior problems who approach a supervisor with a related personal or medical concern prior to any discipline or after some discipline but prior to a decision to terminate are to be referred to the EAP. The Human Resources department is to be consulted regarding any issues concerning discipline in these circumstances.

Independent investigation. When appropriate, the Human Resources department may assign either an

internal or external independent investigator to initiate an investigation or to review a prior investigation.

Separations

Approval from the department director, and Human Resources is required to terminate an employee. Should the supervisor become convinced that discharge of an employee is necessary, the supervisor shall confer with the division manager (if applicable), department director before initiating action to terminate the employee's employment. In addition, the supervisor, division manager, and/or department director shall confer with the director of Human Resources prior to initiating the discharge action; this conference shall be used to assure that accepted human resources management procedures are followed. Certain acts of misconduct may lead to the immediate termination of an employee. Such acts of misconduct should be discussed with the Director of Human Resources.

3.30 Separation of Employment

Separation of employment is an inevitable part of personnel activity within any organization, and many of the reasons for separation are routine. Below are examples of some of the most common circumstances of separation of employment:

- **Resignation:** voluntary employment termination initiated by an employee.
- **Discharge:** involuntary employment termination initiated by the organization.
- **Layoff:** involuntary employment termination initiated by the organization for non-disciplinary reasons.

Exit Interviews

If you decide to leave CISN, the Human Resources Department may conduct an exit interview to obtain constructive feedback about the company at the time of employment separation. During this interview, we will have you complete all the necessary paperwork and return of CIS of Nevada owned property. Any money owed to you will be provided as required by law.

Suggestions, complaints, and questions can also be voiced. Since employment with CIS of Nevada is based on mutual consent, both the employee and CIS of Nevada have the right to terminate employment at-will, with or without cause, at any time. Employee benefits will be affected by employment separation in the following manner. All accrued, vested benefits that are due and payable at separation will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

If you should choose to exercise your at-will employment option to leave our Company, we ask that you do so in writing and indicate your reason for leaving, the effective date of your resignation, and provide a forwarding address. CIS of Nevada would appreciate as much advance notice as possible so that plans can be made for your replacement or reassignment of your duties. If you leave CISN without notice, we will mail your final paycheck to the most recent address we have in our records.

Rehire Policy

To be eligible for consideration for rehire, an employee must have been in good standing with CIS of Nevada at the time of departure. It is CIS of Nevada's policy not to rehire any employee who was involuntarily separated, except employees separated due to layoff or reduction in force.

A former employee who voluntarily left the Company or left due to layoff or reduction in force may be considered for rehire based on the review of their past job performance and the company's needs unless the former employee is otherwise ineligible for rehire. An employee must give a two weeks' notice before leaving to be eligible for rehire.

Employees who are rehired following a break in service other than a leave of absence must serve a new introductory period whether or not an introductory period was previously completed.

Employees who are rehired within two years of their voluntary separation date may return to accruing PTO at the current rate of PTO from when the employee left the organization. The employee will also have their years of tenured service reinstated.

4.0 Safe Practices

4.1 Safety and Accident Prevention

In the interest of safety, we ask you to join us in creating a hazard-free place to work by observing the following rules:

- Wear or use any required protective or safety equipment and follow all safe work practices as defined by CIS of Nevada, your supervisor, and any government or trade association policies.
- Be attentive during safety orientation/training and while learning how to safely perform your job.
- Become familiar with the specific safety policies and practices of your work location.
- Become familiar with the emergency evacuation plan of your work location.
- Learn the location of fire alarm boxes, extinguishers, and the nature of any duties you might have in case of fire.
- Report all unsafe or potentially hazardous conditions, such as wet or slippery floors, exposed or unsafe electrical wiring, careless handling of equipment, or defective or unshielded equipment.
- Don't operate electrical equipment with wet hands.
- Report all injuries to your supervisor immediately; workers' compensation law requires a written report of all work-related injuries.
- Use proper lifting procedures and get help when needed.
- Wear safety glasses and protective clothing when necessary.
- Handle hazardous chemicals with care.
- Discuss with your supervisor the proper adjustment of your workstation.

If you work with a computer, remember the following:

- When possible, adjust the height of your chair and work surface to a level that is comfortable for you.

- Your chair height should allow for your feet to be flat on the floor and your knees to be even with your hips.
- If you work on a keyboard, adjust your keyboard height so that your upper arms are relaxed at your sides, your wrists and hands are straight, and your forearms are parallel to the floor.
- Avoid long reaches; move frequently accessed items so they are within easy reach.
- Avoid tilting your head for an extended period, such as cradling a telephone between your head and shoulder.
- Adjust your chair so that your lower back is properly supported.
- Avoid resting wrists or arms on sharp edges on work surfaces.
- Avoid awkward postures of the wrist, elbow, and shoulder. Maintain natural, neutral, and relaxed default postures.
- Take periodic rest breaks. Stretch and redirect your eye focus to something at least 30' away for 30 seconds every 30 minutes.
- Position your monitor directly in front of you so that the top of the screen is at the same level or slightly below the eyes, and at a distance that you can comfortably read it without eye strain. Eliminate as much glare or reflection as possible.

4.2 Hazardous Chemicals and Your Right to Know

To protect yourself and your coworkers, you must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act (OSHA) of 1970 and all subsequent OSHA regulations added by state and federal governments. When you start your job, if you have contact with hazardous chemicals or substances, consult with your supervisors about proper handling of such substances you may be dealing with in the workplace.

4.3 What to Do About Unsafe Conditions

We want to make sure all employees are working in safe work conditions, and we strongly encourage you to report any hazardous situations. If you know of an unsafe condition or occupational safety and health risk, you should report the matter immediately to your supervisor. If your supervisor is not readily available, inform a member of management at CIS of Nevada so that any dangerous condition can be corrected promptly.

Maintaining workplace security and preventing workplace violence requires all of our combined efforts. Outlined below are steps we ask you to follow:

- Report any work-related illness or injury to CIS of Nevada within 24 hours and let your supervisor or CIS of Nevada know about any unsafe work conditions or damaged equipment as soon as possible.
- Take good care of any Company equipment assigned to you.
- Comply with all work practices designed to make the workplace more secure, including not engaging in threats or physical actions that pose a security hazard to other employees.

- Alert your supervisor if you become aware of any workplace security hazards, and report any suspicious situations, including the presence of unauthorized individuals at CIS of Nevada sites.
- Wear your ID badge when and where required.
- Report any verbal or physical threat of violence to your supervisor.

If you become aware of an imminent act of violence, a threat of imminent violence, or actual violence, seek emergency assistance as soon as possible, and if appropriate, contact law enforcement authorities by dialing 911.

We encourage you to make your concerns, questions, suggestions, and comments known to us. Whether you have a question about any of our policies or programs, or a concern about a decision affecting your job, you can make yourself heard so that your question or concern may be addressed - and appropriate steps can be taken toward a resolution.

To facilitate smooth communication and satisfactory resolution of problems and concerns, we have a multi-step process for raising and resolving employee concerns:

- Bring your question or concern to your supervisor in a timely manner. Most problems can usually be resolved at this step.
- If discussion with your supervisor is unproductive or inappropriate, notify your supervisor's manager or the Chief Executive Officer of CIS of Nevada (or another designated person) within seven (7) calendar days of the occurrence of the problem or concern.
- Within seven (7) calendar days of notification, CIS of Nevada will respond to you with acknowledgment of your concern and our intended actions.

Employee Acknowledgement Form

This employee handbook describes important information about CIS of Nevada. I understand that I should consult the CIS of Nevada State Office regarding any questions not answered in the handbook. I have entered into my at-will employment relationship with CIS of Nevada voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or CIS of Nevada can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described herein are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to CIS of Nevada's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies and it is my sole responsibility to read, understand, and ask questions of those changes.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. I also confirm receipt and acknowledgment of the confidentiality policies located within this handbook. For Site Coordinators only: as a Site Coordinator, I understand that I will also receive a specific handbook for Site Coordinators from my affiliate leadership which will require a separate signature.

Employee's Name (Printed): _____

Employee's Signature: _____

Employee's Work Site: _____

Date: _____

Management Witness (Print Name): _____

Management Witness (Signature): _____

Date: _____