

INTRODUCTION –

This booklet is a general discussion of discretionary policies that are subject to change at any time.

These policies are not an employment contract, and the employment relationship shall not be governed nor affected by the language employed. Employees are “at will employees” and understand that the employment relationship may be severed at any time by either party.

We encourage all employees to contribute by offering their suggestions on ways to improve operations at Innovative Industries, Inc.

MISSION STATEMENT-

Innovative Industries, Inc. assists people with disabilities to identify, develop and achieve their individual life goals by providing vocational and community services.

VISION STATEMENT-

Innovative Industries, Inc. will work toward a community where all citizens are valued, where those who provide support and assistance to others are valued and rewarded, and where all citizens have the power and opportunity to make and exercise individual decisions concerning their own lives, welfare and personal dignity.

EQUAL EMPLOYMENT OPPORTUNITIES –

It is the policy of Innovative Industries, Inc. to recruit and hire the person best suited for each position available. Innovative Industries, Inc. will provide on-going training opportunities for all staff.

Innovative Industries, Inc. offers equal opportunity for employment and advancement to all qualified individuals regardless of protected class status.

The Corporation will insure equal opportunity by:

- Assuring that individuals who make or recommend employment and other personal actions are fully aware of and comply with the principles of affirmative action and equal opportunity.
- Monitoring the organization’s progress and practices with respect to Equal Employment objectives.
- Investigating staff member complaints promptly and thoroughly.
- Each supervisor must support equal opportunity through creative leadership and personal example, and every organization staff member is expected to comply with the organization’s policy.

REASONABLE ACCOMMODATION –

Innovative Industries, Inc. shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it can be demonstrated that the accommodation would impose an undue hardship on Innovative Industries, Inc. in accordance with current laws.

CONSUMER RIGHTS -

Staff must understand the rights of consumers as stated below. Staff are reminded that consumers have corresponding responsibilities to accompany those rights. Staff have professional obligations to assist consumers in attaining their rights and in understanding their responsibilities. The following rights are listed in the Consumer Handbook:

- “To be treated with dignity and respect,
- To participate in planning, and running your own program
- To have a safe place to work and train in
- To look at your file

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- To be treated fairly
- To accept or refuse services
- To be free of physical and psychological abuse and neglect
- To communicate and associate with persons whomever you choose
- To offer complaints and receive a timely, appropriate response
- To decline to participate in research
- To receive information on the results of evaluations, examinations and treatments
- To know about how and why things in the work place are dangerous
- To have an opinion of your own”

CODE OF CONDUCT

Innovative Industries has developed a Code of Conduct separate from this document that staff are expected to read, understand and adhere to.

COMPUTER USAGE

It is the policy of Innovative Industries to make appropriate technological tools available to staff to use in the performance of their regular responsibilities. At the present time, these tools include use of networked computers, Local Area Network e-mail and the Internet. It is the policy of Innovative Industries that these tools not be used in ways that compromise the mission, values, policies and procedures of Innovative Industries as well as local, state and federal law and accepted business practice. Violation of these principles may result in disciplinary action up to and including termination of employment.

General

Innovative Industries' computers were installed for business purposes. Use of the computers requires some basic knowledge of computers and the ability to use them within the guidelines established in this document. If individual staff members do not have the computer skills to follow these policies, they may be asked to complete a course prior to using the computers. If computer usage is required by the job, computer skills will be required and lack of them may require a change in job duties or, in the extreme, lead to termination.

The agency computers are networked to allow quick and easy communication and access to data. The server connects all the workstations and is monitored regularly. The Internet connection is through the server. Access to the Internet makes our system vulnerable to viruses and other computer “illnesses”. Individuals who have Internet access on their workstations are encouraged to be very careful about downloading files even from known sites. You are not to open e-mail from sources you don't know. Management reserves the right to review the contents of the workstation hard drives at its discretion. This includes access to hard drives, individual storage folders on the server and e-mail records, as well as other, relevant records.

Individuals are prohibited from trying to “hack” into another staff member's records and e-mail. Such tampering will be subject to discipline, up to and including termination. While many computers are shared and the network can be accessed from any computer, individuals are encouraged to ask permission before using a computer that is designated as someone else's workstation.

Information storage

Staff who use computers are directed to store all business-related documents in their individual storage folder on the server, or in the storage areas specifically established for those documents (such as financial documents stored with the software). The server is backed up daily, and storing information on the server insures that we always have complete sets of organizational data. Under no circumstances are business documents to be stored on individual workstation hard drives. Under no circumstances is personal information to be stored on either a workstation hard drive or the server.

LAN e-mail

All staff have access to Local Area Network e-mail. Not all staff have individually assigned computers. Staff are prohibited from reading e-mail addressed to others. Management reserves the right to review individual e-mail accounts if it deems necessary. Staff are to use e-mail for business purposes only. Some staff have access to the Internet. The LAN e-mail accounts can be used for external e-mail as well as internal. The external e-mail should also be business related.

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Unauthorized software

Innovative Industries uses certain identified software packages to produce business records and documents. Other software is considered "unauthorized". Unauthorized software is prohibited from being installed on Innovative Industries' computers without the knowledge and consent of the Network Manager. Individuals who wish to install unauthorized software must clear the installation through the Network Manager. This includes any type of software: icons, games, screensavers, other business software, etc.

Internet Access

Some computers have Internet access. Use of the Internet during business hours should be for business purposes. Personal use of the Internet during business hours is prohibited. Use of the Internet is restricted to sites that have relevance to Innovative's mission and goals. Use of the Internet to visit sites dealing with pornography or other illegal, unethical or questionable issues is prohibited and will be subject to disciplinary action up to and including termination.

PERSONNEL FILE –

All personnel files shall contain current and accurate information on all employees of Innovative Industries, Inc. The files shall be considered confidential information that shall be accessed only by the company President or the staff person's supervisor/manager. The files shall contain the following:

- Application or resume'
- Credentials that are required for the position (certifications, licenses and degrees) or held by the individual
- Current job description signed by the staff person
- Performance Evaluations dated and signed by the staff person and supervisor/manager
- Leave records
- Continuing education
- Documentation that certifies that staff has read and understands company policies and procedures

Staff members may review their own files accompanied by their supervisor or a member of the Management Team.

Confidential information such as medical reports, drug test reports, etc. are maintained in separate files.

HARASSMENT AND INTIMIDATION –

General

Innovative Industries, Inc. will maintain an atmosphere where all staff members can perform their duties free from harassment or intimidation. Harassment is absolutely forbidden at Innovative Industries, Inc., and will not be tolerated in any form. Supervisors are responsible for insuring nondiscrimination and equal treatment of individuals reporting to them. Complaints by staff members, no matter how insignificant they may seem, should be made to the immediate supervisor/manager, another supervisor/manager or the President. Complaints will be reported to the President and an immediate investigation will be made.

Sexual Harassment

Sexual harassment is defined as actions, suggestions, demands, etc. by a manager, supervisor, or co-worker that make it clear that obtaining or keeping a position or promotion are contingent upon sexual favors; or activity that creates a hostile or uncomfortable working environment. Complaints of sexual harassment should be made to the immediate supervisor/manager, another supervisor/manager or the President. Complaints will be reported to the President and an immediate investigation will commence no later than the workday following the date the complaint is made.

Complaint Process –

Any staff member who feels he or she has been subjected to discriminatory treatment, harassment or intimidation should discuss the matter immediately with his or her supervisor. If the complaint is not resolved or if the complaint involves the supervisor, the staff member may discuss the matter with

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another Supervisor/Manager or the President. Upon full investigation of the matter, the President/Immediate Supervisor will take corrective action as necessary.

EMPLOYMENT IS CONTINGENT UPON

DRUG TESTING –

Innovative Industries, Inc. requires that all employees be tested for drugs (with negative results) prior to beginning employment. Persons in safety sensitive positions are subject to random tests, as are individuals who drive vehicles requiring a CDL. Any staff may be required to be tested for drugs or alcohol at Innovative Industries' discretion.

PHYSICAL EXAMINATIONS –

A pre-employment physical examination will be performed by the Company physician prior to the first payroll period or as soon as possible (not to exceed 4 weeks). This examination will be recorded on the forms provided by Innovative Industries, Inc. and will show that the individual is physically capable of performing the duties of the position for which he/she has been selected with or without reasonable accommodation. The offer of employment is contingent upon satisfactory completion of the physical examination. Innovative Industries, Inc. will pay the cost of the physical.

A physical examination can be requested at any time by the supervisor when health seems to pose an employment problem. Innovative Industries, Inc will pay for this exam.

DMV CHECK –

Innovative Industries requires that the driving record of any staff member who may drive an agency vehicle be checked with the DMV and that Innovative's automobile insurance carrier indicate they are insured if driving an agency vehicle. Any person whose job description indicates that driving an agency vehicle is a requirement must be insurable in order to be hired.

CRIMINAL, CHILD AND DEPENDENT ADULT ABUSE CHECKS-

Innovative Industries requires that all staff pass the state's Criminal, Child and Adult Abuse Checks. If these checks indicate a problem, the individual may not be hired.

OTHER EMPLOYMENT-

All full and part time employees are expected to fulfill the requirements of the job for which they were hired. Staff who wish to pursue other employment in addition to their job at Innovative may do so, providing that the other employment does not interfere with their job at Innovative.

PERSONNEL STATUS –

Personnel status shall be determined by the number of hours worked per week.

Full-time personnel: Those individuals who work at least 30 hours per week and up to 40 hours per week

Part-time personnel: Those individuals who work less than 30 hours per week.

Temporary and Consultant personnel: Those individuals who work on an as-needed basis.

Non-Exempt –

Certain staff members who perform work that is subject to Fair Labor Standards (Wage and Hour Law) are referred to as "hourly" staff members. Hourly staff members are paid a regular rate for the number of hours worked in a pay period and are eligible for overtime pay (see Personnel Status) determined by number of hours worked.

Exempt –

Staff members exempt from certain major parts of the Act are known as “salaried” staff members. Salaried staff members are paid a regular salary, regardless of the number of hours worked (subject to the absence policy).

ORIENTATION OF NEW STAFF MEMBERS –

There shall be an orientation program conducted within the first month of employment in which each new employee is expected to participate.

WORKING HOURS –

Innovative Industries, Inc. is open for business from 8:00 a.m. to 4:00 p.m., Monday through Friday. Working hours may vary, depending on the job assignment. Individual working schedules shall be arranged by the supervisor. With a paid half-hour lunch period and two 15-minute breaks, staff are expected to assist client-employees during lunch and breaks as needed. Other arrangements for lunch may be made occasionally with the approval of the supervisor.

Overtime –

Overtime must be approved in advance by the immediate supervisor. In the supervisor’s absence the supervisor’s designee may approve overtime. Overtime is determined as hours worked beyond 40 during the workweek. Sick, personal, vacation and holiday time do not count toward overtime. The workweek is defined as 12:01 AM on Saturday to 12:00 midnight on Friday. Overtime will be paid at a rate of time and a half. It is company policy to avoid overtime situations if at all possible. Persons who work overtime without permission are subject to disciplinary action, up to and including termination.

Offsite Training –

When a non-exempt staff member attends an off-site training program, he/she will be paid his/her regular wage for the hours of training. Training in the same town as the work site should require no additional travel time.

If the training requires travel, the staff member will be paid for travel time to and from either home or work (whichever is applicable) and for training time, including lunch. Depending on the circumstances, the staff member may be asked to begin or end his/her day at times different from normal working hours.

If the training involves staying overnight, Innovative Industries will pay for time spent in travel and in actual training events. Innovative will not pay for time spent in social events that may be offered as part of a training or conference package. (Please see the sections on Training and Education for policies on paying for training registration.)

JOB PERFORMANCE REVIEWS –

All staff members will receive a formal, written Job Performance review 90 working days after employment, transfer or promotion to a different position or department and annually thereafter, by July 1. Staff members will receive a copy of the review.

WAGES –

All staff members’ wages will be reviewed at least once annually. Supervisors are responsible for assuring that the wages of staff members reporting to them are reviewed at regular intervals and may recommend appropriate increases by completing a Personnel Action Form and submitting to the President for approval. Staff members are eligible for consideration of a wage increase upon completion of the 90 day performance review and annually thereafter. Salary increases must be effective on the first day of a pay period.

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Information concerning individual wages and classifications is made available to those supervisors who are directly involved in and who have authority for the control, budgeting or administration of salaries and wages. Staff members may be advised of their own classification and wage ranges and the rationale used in determining their wages. Wage information is considered confidential and is not to be released to anyone but management and Board of Trustees except with permission of the employee, or to comply with legal requirements.

Wages and fringe benefits shall be subject to change. The company retains the right to change positions from full to part time status according to the needs of the company. Staff member will receive two weeks notice prior to the change. Eligibility for benefits will change accordingly. A temporary change of hours will not constitute a temporary change in benefits.

METHODS OF PAYMENT

Innovative Industries requires that staff members use direct deposit for all wage payments.

HEALTH INSURANCE

Full-time Personnel: Full-time staff will receive single health coverage under the group health insurance policy purchased by Innovative Industries, Inc. Health insurance shall be for the staff member only and shall not cover any family members. The staff member may choose to pay for family coverage through payroll deduction.

Part-time Personnel: Part-time employees are not eligible for health insurance.

Temporary and Consultant Personnel: Temporary and Consultant Personnel are not eligible for health insurance.

PAID DAYS OFF -

The charts below are based on a 40 hour work week. Employees who are scheduled to work less than 40 hours per week shall have their Paid Days off pro-rated according to the average number of hours worked per week in the prior quarter. Hours will be reviewed as of the first working day of January, April, July and October each year.

1. Staff member paid days off shall be accrued on an hourly basis according to the schedule below. The hours will be accrued each pay period.

Employees hired prior to November 1, 1996:

<u>Years Worked</u>	<u>Days Earned</u>	<u>Rate at Which Earned</u>
Years 5-9 (Maximum 200 hrs.)	20 days	6.15 hours/pay period
Years 10 and over (Maximum 240 hrs.)	25 days	7.69 hours/pay period

Employees hired after November 1, 1996:

<u>Years Worked</u>	<u>Days Earned</u>	<u>Rate at Which Earned</u>
1-3 years (Maximum 120 hrs.)	10 days	3.07 hrs/pay period
4-7 years (Maximum 160 hrs.)	15 days	4.62 hrs/pay period

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8+ years (Maximum 200 hrs.)	20 days	6.15 hrs/pay period
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2. Paid days off will be accrued for the first six months of employment, but may not be taken until the first six month of employment are completed.
3. No time off will be accumulated once the limits are reached.
4. In general, paid days off are to be taken in no less than half-day increments and no more than two weeks at a time. Exceptions may be made by the supervisor.
5. Staff shall be paid for all earned and unused paid days off upon termination of employment.
6. Temporary and consultant personnel earn no paid days off.

Staff Paid Days Off Buy Out –

Beginning January 1, 1997, employees of Innovative Industries, Inc. who have at least 80 hours of paid time off accrued, may “cash in” up to 40 hours in a calendar year. This may be applied (pretax) toward payroll deductions for dependent health insurance coverage, non-reimbursed medical care or dependent care; to establish an additional bank of sick leave beyond the maximum hours currently allowed or (post-tax) take in cash (Form F-08 is used to request the above buy out of paid time off).

HOLIDAYS -

Full-time Personnel: The following holidays will be observed with full pay beginning with the first day of employment. Employees who are scheduled to work less than 40 hours per week shall have their holiday pay pro-rated according to the average number of hours worked per week in the prior quarter. Hours will be reviewed as of the first working day of January, April, July and October each year.

New Year's Day	Labor Day	Memorial Day
Independence Day	Thanksgiving	Christmas Eve
Good Friday	Day after Thanksgiving	Christmas Day

In general, If a holiday falls on Saturday or Sunday, the working day closest to it will be taken as the holiday. Holidays falling within a paid time off period will not be charged against time off allowance.

Part-time Personnel: Part-time employees receive pro-rated holidays based on the average number of hours worked per week in the prior quarter. Hours will be reviewed as of the first working day of January, April, July and October each year.

All full and part-time staff will be entitled to the same number of paid holidays. Staff scheduled to work on holidays may choose to be paid for the holiday and the hours worked or to be paid for the hours worked and take another day off in lieu of the holiday.

Temporary and Consultant Personnel: No holiday pay will be given.

AUTHORIZED ABSENCES –

Sick Leave –

Full-time Personnel: shall be eligible for paid sick leave after three (3) months of continuous paid employment by Innovative Industries, Inc. Sick leave will accumulate from the day of employment at the rate of one day per month for a maximum of 60 working days. Employees working 40 hours will earn 8-hour days. For persons scheduled to work less than 40 hours per week “days” shall be based on the

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average number of hours worked per week in the prior quarter. Hours will be reviewed as of the first working day of January, April, July and October each year.

Part-time Personnel: shall be eligible for paid sick leave after three (3) months of continuous paid employment. Part-time employees will receive pro-rated benefits based on the average number of hours worked per week in the prior quarter. Hours will be reviewed as of the first working day of January, April, July and October each year.

Temporary and Consultant Personnel: no sick days are given.

Sick leave may be used for:

- Illness of staff member
- Illness of member of household for which the employee is responsible, including parents or children who may not be in the same household
- Doctor and dentist appointments which can't be arranged during off hours

General Principles –

- Employer may request doctor's certification of inability to perform job duties
- Employer may request doctor's certification of ability to return to work
- Employer may require employee to see company physician
- Employer will accommodate light duty restrictions as required

Family Leave –

Innovative Industries' Family Leave Policy complies with the Family and Medical Leave Act and is available in its entirety in the Policy Manual. The following items are included in the Policy:

- In the event of illness or emergency concerning an immediate family member (other than the employee), five earned sick days are to be used, then earned paid time off and personal days, after which unpaid family leave is used.
- In the event of a staff member's serious personal illness, the staff member may request up to 12 weeks of leave and may be paid for some or all of it, using sick, personal and paid days off.

Worker's Compensation –

If a worker is injured on the job, he/she is expected to report the injury, using the proper form, regardless of how small or insignificant the injury seems. If medical treatment is warranted for any injury, regardless of how insignificant it appeared at the time of the injury, the individual is to see the company physician. Only visits to the company physician will be paid by Worker's Compensation. If the individual is off work due to a work-related injury or illness, the worker will be paid according to Worker's Compensation rules. It is Innovative Industries' intent to provide a safe work environment and to assist in the worker's return to work as soon as possible.

It is the policy of Innovative Industries that individuals who have been injured or become ill, either as a result of a work place incident covered under Worker's Compensation or as a result of an incident occurring on their own time, return to work as quickly as possible. Individuals returning to work are to have a release from the appropriate physician (the company physician in the case of a Worker's Comp incident or their own physician in case of an incident occurring on their own time) that is as specific as possible regarding any limitations the physician imposes.

We will actively work with the individual, the physicians and with representatives of our Worker's Comp carrier to encourage a return to work as quickly as possible on a part-time or full time basis. We will make every attempt to identify work elements and schedules that will meet the needs of both the individual employee and Innovative Industries.

Various tasks that can be a part of a "light duty" assignment shall be identified at all locations. Managers are encouraged to think creatively regarding how persons could be accommodated if they are not

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able to perform all elements of their regular jobs. Every effort will be made to accommodate a person on light duty at his/her regular employment site. If that is not possible, other sites within the company could be used.

Jury Duty –

Innovative Industries, Inc. Board of Trustees encourages each staff member to fulfill his/her responsibility as a citizen.

Full-time Personnel: Innovative Industries, Inc. will pay the difference between jury duty pay and the regular salary of the staff member. Staff are to turn jury duty paycheck in to the CFO.

Part-time Personnel: Innovative Industries, Inc. will pay the difference between jury duty pay and the pro-rated salary based on average hours worked per week.

Temporary and Consultant Personnel: No pay will be given for time missed while serving on jury duty.

Military Leave –

The staff shall be allowed a maximum of two weeks military leave per year in accordance with the universal Military Service Act of 1951. Military reservists shall suffer no loss of paid days off earned. Innovative Industries, Inc. will pay the difference between military pay and regular wage. Reservists are expected to turn military paycheck in to the CFO if less than regular wage. In the event of a declared war, each case will be treated individually.

Personal Leave –

New staff are granted a personal day at the beginning of the quarter after hire. These days must be taken within three months after they are earned, but must be scheduled a reasonable time in advance with immediate supervisor. If the personal day is not used within three (3) months after it is earned, it is lost. Pay will not be given in lieu of a personal day.

Full-time Personnel: Will be granted four (4) days personal leave per year, accumulating at the rate of one eight hour day per quarter for employees working 40 hour weeks. For persons scheduled to work less than 40 hours per week "days" shall be based on the average number of hours worked per week in the prior quarter. Hours will be reviewed as of the first working day of January, April, July and October each year.

Part-time Personnel: Will receive pro-rated personal leave based on the average number of hours worked per week in the prior quarter. Hours will be reviewed as of the first working day of January, April, July and October each year.

Temporary and Consultant Personnel: No personal time is granted.

Bereavement Leave –

Full-time Personnel: Up to three (3) eight hour days with pay may be taken when there is a death in the immediate family for persons who work 40 hour weeks. For persons scheduled to work less than 40 hours per week "days" shall be based on the average number of hours worked per week in the prior quarter. Hours will be reviewed as of the first working day of January, April, July and October each year. Supervisors may recommend additional time depending on circumstances.

Part-time Personnel: Part-time employees will receive pro-rated bereavement leave based on the average number of hours worked per week in the prior quarter. Hours will be reviewed as of the first working day of January, April, July and October each year. Supervisors may recommend additional time depending on circumstances.

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Temporary and Consultant Personnel: No pay will be given for bereavement leave.

Leave of Absence Without Pay –

Full-time Personnel may be granted six (6) months leave of absence without pay upon recommendation of the President and approval of the Board of Trustees. Arrangements for the leave should be made as far in advance as possible in order that job replacements can be arranged. During the leave of absence without pay, the staff member will retain accrued benefits, but will not accrue any additional benefit and will be expected to return to the position held before the absence. Health insurance during this leave must be paid for entirely by the staff member.

~~If a staff member is unable to come to the facility because of weather or other emergency, the day will be without pay. A day of paid time off or personal day pay may be substituted.~~

Maternity Leave –

Pregnancy shall be treated the same as any other medical situation and staff members shall be allowed to use accumulated sick leave and paid days off during pregnancy and after delivery.

ABSENCE FROM WORK IN GENERAL –

An employee who is absent from work in excess of hours earned for paid time off, sick, personal or holidays is subject to disciplinary action, up to and including termination.

It is expected that employees will use ~~time earned for~~ paid time off, sick, personal days or holidays for days they are absent rather than taking time off without pay. **This includes days when they do not come to work because of weather or other emergencies.**

401K

Innovative Industries, Inc. offers all full time employees and employees who have worked more than 1000 hours in a year an opportunity to participate in a 401K plan. Employees must complete one year's employment to be eligible. They may start their participation at the beginning of the quarter following completion of the first year of employment. Employees may choose to contribute up to the legal maximum from their salary/wages. Innovative will contribute half a percentage up to 6% of salary/wage. In other words, if the employee contributes 2% of salary/wage, Innovative will contribute 1% of salary/wage. Contributions are made by the pay period.

DEATH

Unfortunately, we do experience death in our workplace. Sometimes the death is that of a consumer; sometimes of a staff person. Part of our EAP includes the services of individuals skilled in grief counseling from Crossroads Mental Health Center. These individuals should be called in as necessary to help everyone, staff and consumers, to deal with their feelings regarding the event. In all cases, if individuals wish to attend funeral or memorial services, time off will be arranged and if necessary, transportation will be provided. While our work with consumers must go on regardless of the loss we suffered, supervisors/managers are urged to be as flexible as possible for everyone concerned.

EMPLOYEE ASSISTANCE PROGRAM –

Innovative Industries, Inc. has a contract with Crossroads Mental Health Center to provide up to three free counseling sessions for staff members or family of staff during any calendar year. Staff members are encouraged to use this benefit. Staff members may be required to seek counseling if job performance is negatively affected by personal circumstances.

PROMOTIONS –

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It is the intent of Innovative Industries, Inc. to offer promotional opportunities when available to staff members who have demonstrated an interest and willingness to assume higher levels of responsibility.

Eligibility –

To be eligible for a promotion or transfer, staff members must have been employed for at least six months and in their present position for six months. Exceptions may be granted with the approval of the staff member's supervisor and the President.

Internal Promotion –

All positions will be posted internally. If a staff member is interested in applying for the position, he or she should inform his or her supervisor and then contact the requisitioning supervisor.

TRAVEL –

Regional, State and National Meetings –

When attending a regional, state or national meeting or when a staff member attends a meeting or seminar approved by the President, reasonable expenses will be paid for travel to and from the meeting, meals, hotel, motel, cab fares, etc., on presentation of the receipts for lodging and travel. Requests for travel advances are made through the supervisor to the CFO.

Commercial Travel –

Travel by commercial vehicle shall be paid at coach or economy rates unless only first class accommodations are available.

Personal Automobile –

- Use of company vehicles is encouraged as the first alternative for business travel or transporting clients.
- If staff transport client/employees on legitimate business in personal vehicles, the staff person will be reimbursed at the Board approved mileage rate.
- Staff members are required to file proof of liability insurance before transporting client/employees.

Mileage and Travel Expenses –

Mileage will be paid at the rate established by Innovative Industries, Inc.'s Board of Trustees. Receipts for meals, lodging, tolls, parking fees and other expenses will be reimbursed not more than 30 days after approval.

DRESS CODE-

Staff are expected to adhere to the same dress code as consumers. Exceptions to the dress code can be made under special circumstances for medical or health reasons, and will be a joint decision by the President, Program Manager and the Safety Officer.

- Halter tops, bare midriiffs, low-cut or revealing outfits are prohibited.
- Skirts or dresses (unless you are working in the office) are prohibited.
- If working in the wood department, leather boots are required and steel toed boots are preferred (OSHA requirement).
- For all other work floor areas, shoes with enclosed toes and heels are required (OSHA requirement).
- Anyone going to the work floor must wear shoes with enclosed toes and heels (including all staff who don't usually work on the first floor). This includes staff working lunch and breaks.
- Hats are allowed unless they are considered a health and safety hazard. The Production Manager, Safety Supervisor or a Program Manager will make this determination.

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The dress code may vary according to the area that you are working in. Due to the variety of work at Innovative Industries, you should ask your supervisor about what is acceptable to wear in the department you are to work in. Failure to follow the dress code is grounds for disciplinary action.

UNSATISFACTORY PERFORMANCE –

It is the intent of Innovative Industries, Inc. to provide staff members every reasonable opportunity to satisfactorily perform their duties. This requires on-the-job training, proper equipment and supplies, periodic performance appraisals and sufficient supervisory guidance. Employees may be dismissed at the discretion of the agency.

Disciplinary action may follow these steps:

1. A verbal warning may be given.
2. A written warning may be given.
3. After second offense, an up to three (3) day suspension without pay may be given.
4. After third offense, staff member may be dismissed.

In all cases, the disciplinary action will be documented. The documentation will be placed in the staff member's personnel file.

IMMEDIATE DISMISSAL –

The following violations can result in immediate dismissal. This list is not all-inclusive.

1. Dishonesty – including theft or unauthorized use of company property or other staff member's personal property, falsification of records including time cards, mileage claims and other similar documentation or providing false information to the President or his/her designee.
2. Intoxication – Coming to work intoxicated or being intoxicated on the job or under the influence of a non-prescription drug.
3. Abuse – Physical abuse, corporal and psychological abuse of consumers or staff shall include:
 - Corporal punishment including spanking, slapping and shaking.
 - Punishment which is humiliating or frightening.
 - Verbal abuse, threats or derogatory comments about client/employees or a client/employee's family.
4. Gross Insubordination –
 - Refusal to perform assigned work
 - Refusal to obey safety rules when warned
 - Repeated failure to follow policies
5. Conviction of a felony
6. Lack of responsibility – Inability to properly handle the responsibility of the position
7. Willful destruction of organizational property
8. Unauthorized release of any confidential information regarding the organization, its staff members (past or present) or its client/employees (past or present)
9. Failure to improve performance or attendance
10. Serious breach of organization practice or conduct
11. Absence from work without notifying supervisor

GRIEVANCES –

It is the policy of Innovative Industries, Inc. that every staff member, regardless of position, shall be treated with respect and in a fair and just manner at all times. If at any time a staff member believes that he/she has not been treated fairly or suspects that a mistake has been made in the administration of a policy, practice or condition of employment, it is the responsibility of that staff member to inform management so that the problem can be resolved promptly and effectively.

It is the responsibility of all supervisors to address all grievances, questions or concerns, no matter how insignificant or trivial they may seem, and to investigate and respond to the staff member as promptly as possible.

At no time will any staff member be penalized or subject to harassment because he or she has filed a complaint.

Grievance –

When a staff member has a job-related problem, she/he should first approach her/his immediate supervisor on an informal basis to try to work out a solution. Most questions or problems can be settled satisfactorily through a frank discussion and a common understanding between the staff member and the supervisor.

Grievance Procedure –

1. A staff member who feels that he/she has a valid grievance shall request a **formal** meeting with the supervisor as soon as possible, but not later than five (5) working days following the event which prompted the grievance. The staff member may choose a representative of his choice to accompany him/her. If no agreement is reached, the meeting is documented and signed by everyone in attendance and forwarded to the President.
2. The President, after consultation with all interested parties, will render a written decision within 10 working days from the day of receipt.
3. In the event of an adverse decision by the President, the decision may be appealed to the Personnel Committee of the Board of Trustees. The Personnel Committee will hear the complaint and render a final decision.

LEGAL ISSUES –

Staff members are required to notify their supervisor within three working days of being convicted of **any crime**, including operating a motor vehicle while intoxicated. If the conviction directly affects the individual's job, appropriate action will be taken.

If a staff member is arrested on suspicion of a crime, Innovative may investigate the situation and may take action, up to and including suspension without pay. Such an investigation will take into account the crime the individual is alleged to have committed and the individual's position and job responsibilities. If suspension occurs and the individual is found not guilty, he/she will be reinstated in a like position and any back pay will be paid.

It is the policy of Innovative Industries, Inc. to cooperate fully with authorities as they carry out their lawful duties. It is also the policy of Innovative Industries to protect the best interests and legal rights of the persons served.

In the event that an officer of the law appears at Innovative Industries, Inc. with a subpoena, search warrant or other legal document, staff shall respond in the following way:

1. The staff member shall ask to see the document and the credentials of the individual presenting the document.
2. The staff member shall notify the Secretary-Receptionist who shall notify the President and Consumer Services Manager or designee that a legal document has been received for an individual receiving services.
3. The staff member shall find the individual the document is intended for.

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4. The staff member shall offer to help the individual notify the individual's Case Manager, attorney or guardian, if applicable, and offer to help follow the instructions given by the attorney, guardian or Case Manager.
5. If no help is required, the staff member shall offer the individual a private location from which to make any phone calls necessary.
6. If the individual refuses to notify his/her Case Manager, attorney or guardian, the staff member shall notify the Case Manager or guardian.
7. The staff member shall remain with the individual to help insure that the individual's rights are not violated in any way.

SEPARATIONS –

Staff members who leave the organization, whether voluntarily or involuntarily, will be treated fairly and equitably with a minimum of interruption to organization activities. In all separations, all earned but unused Paid Days Off and personal time will be paid. Unused Sick Leave is not paid.

Resignation –

Administrative and professional personnel are expected to give at least 30 days advance written notice. All other staff are expected to give two weeks written notice.

Reduction of Staff –

A staff member whose employment is terminated because of reduction in personnel is entitled to:

1. Severance pay providing the staff member has completed at least one full year of employment. Severance pay shall equal one week's salary for each year of continuous employment to a limit of four (4) week's salary.
2. The staff member must receive a written notice at least two (2) weeks prior to layoff.
3. All vacation and personal time earned but not taken and any expenses incurred in the course of regular employment.

Termination –

Staff whose employment is terminated are entitled to all pay earned through the date of termination and any expenses incurred in the course of regular employment. No advance notice of termination is required.

Exit Interview –

An exit interview shall be arranged to assure that the staff member's obligations to the organization have been satisfied; to explain benefits or compensation available or due the staff member; to clarify the reasons for separation and to collect data for the purpose of improving selection, placement, training and development needs.

Pay Procedures –

If other arrangements aren't made, the final paycheck will be mailed. If the provisions detailed above do not apply, final checks will contain pay for:

1. Time worked through date of separation
2. Earned Paid Days Off and personal time earned but not taken
4. Any unpaid expenses

EDUCATIONAL POLICY –

All Innovative Industries, Inc. personnel shall be encouraged to attend workshops, training sessions and seminars. Board and room, transportation and other approved expenses incurred as a result of these training sessions shall be paid for by the Corporation. Such activity shall be approved by the supervisor prior to attending.

Staff members who resign within three months of attending training shall be required to reimburse Innovative Industries, Inc. for the cost of their training.

All personnel who have been employed with Innovative Industries, Inc. for at least one year are encouraged to enroll in classes relating to their jobs at any accredited college or university. Approval prior to enrollment shall be received from the President. Upon successful completion of the course, the staff member shall be reimbursed up to a limit of \$300 per year. Successful completion is defined as a grade of "C" or better.

COMMUNITY PARTICIPATION –

Administrative and professional staff members are expected to participate in inter-agency and community planning activities which relate to community life of disabled person.

SOLICITATION –

No one is permitted to solicit for any cause during work time or on company property without prior written approval from the President.

STAFF MEMBER & CLIENT/EMPLOYEE INVOLVEMENT –

The staff of Innovative Industries, Inc. shall not normally accept responsibility for the client/employee's personal life outside the workshop program. If problems arise outside work hours, client/employees may seek your counsel. Restraint and caution should be used in these situations to avoid possible legal entanglements.

TERM DEFINITIONS –

Personnel, staff, staff member – are synonymous terms.

Immediate Family – includes any of the following: mother, mother-in-law, father, father-in-law, step mother, step father, brother, brother-in-law, half brother, sister, sister-in-law, half sister, spouse, children, step children, step siblings, grandmother, grandfather, or any other relative who is living in the household of the staff member.

Client, client/employee, consumer – are synonymous terms.

PERSONAL RELATIONSHIPS AMONG STAFF –

In general, relatives may not be employed in the same department or in a supervisor/subordinate relationship. Board members may not be employed by Innovative Industries, Inc.

SMOKING POLICY –

Each center must designate a location for smoking outside the building. There is to be absolutely no smoking in any of the Corporation's buildings in Creston or Winterset. Smoking in company vehicles is prohibited.

CONFLICT OF INTEREST –

Full time employees have a primary responsibility to Innovative Industries, Inc. Employees may not hold other employment which conflicts with their Innovative Industries employment. If employees have other legitimate

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business interests which might cause a conflict, those interests should be disclosed to the supervisor. The supervisor and the employee should discuss the situation and, if necessary, discuss it with the President and/or the Personnel Committee of the Board. The decision of the Personnel Committee is final.

PIERCINGS -

All individuals who work at Innovative Industries or any of its subsidiaries are required not to wear facial or other piercings with the exception of ear piercings. It is further understood that if ear piercings create a danger in the worksite, individuals may be asked to wear only studs or no earrings at all. Plugs are appropriate and allowed if desired by the individuals.