

Employee Handbook



Virginia Down Syndrome Association

Welcome to the Virginia Down Syndrome Association!

The Virginia Down Syndrome Association employees are so happy you are part of our organization. We do important work all over Virginia for people with Down syndrome and their families. We believe that you will like our group – we are professional, honest, and kind. We love our work!

This employee handbook will let you know about your job duties as a VDSA employee. The handbook covers rules and guidelines we follow in the workplace. The handbook will also explain benefits you receive, like when you get days off from work. The rules make sure everyone is treated fairly and help us do great work.

Employees are welcome to ask for changes to this handbook. Talk to your supervisor if you read anything confusing in the handbook. Tell your supervisor if you have any questions about the handbook or your job.

This handbook is not your contract for your job. You will receive a contract that includes your job duties and the pay you will receive, and you will sign this contract so you can start work with VDSA.

VDSA employees help keep this handbook up to date. Rules and guidelines may be changed or taken away. You will be notified if this handbook is updated.

Thank you for joining us!

We welcome your professional skills and abilities.

Mission and Values

Mission

Our mission is to help individuals with Down syndrome and their families. We give support, education, community awareness, and advocacy.

Our Values

Values are what we think is important. At VDSA, we want people with Down syndrome and their families to be themselves. It is brave to be your true self and we value that. We celebrate and love the differences that make each of us special in our own way.

We know that people with Down syndrome and their families have different challenges, opportunities, and beliefs. We want to celebrate differences with the work that we do. Every person is different! We will listen to our community so we can offer different types of programs.

We learn and grow together as a group. It is important that everyone feels welcome. We want you to feel like you belong.



Section 1: The Beginning

This handbook will give you the rules and responsibilities of the Virginia Down Syndrome Association (VDSA). The handbook will also explain benefits you get as an employee.

This handbook will not have all the information you need. Sometimes you may get more information from emails, phone calls, or talking with VDSA staff. VDSA will let you know if there are new rules and guidelines. Make sure you understand the rules and guidelines.

Talk to the Executive Director if you have questions. The Executive Director makes sure that everyone follows the rules and guidelines. The Executive Director may ask

someone else to help make sure other employees are following the rules.

VDSA can change or take away rules. VDSA will try to make sure the handbook is up to date with new rules.

This handbook is not your contract for your job. You will receive a contract that includes your job duties and the pay you will receive, and you will sign this contract so you can start work with VDSA.

Every employee at VDSA is an at-will employee. At-will means that an employee can be fired at any time.

Thank you for reading this handbook. You will need to sign the form at the end of this handbook. Sign the form after you finish reading this handbook.

A. Leadership

VDSA has a Board of Directors. The Board of Directors are a group of people who watch over the activities of VDSA to make sure we are giving the best help that we can. The Board of Directors select the Executive Director. The Executive Director is responsible for the employee handbook. They make sure that employees follow the rules in the handbook. The Executive Director also hires employees and supervises them.

B. Review

The Executive Director and the Board of Directors can suggest changes to the handbook. The handbook should be updated as soon as anything new is added or changed in the handbook.

1.02 At Will Employment

Every employee at VDSA is at will. You can quit your job at VDSA any time. VDSA can fire you from your job at any time. You are always at will and cannot change that. This handbook is not your contract for your job. You will receive a contract that includes your job duties and the pay you will receive, and you will sign this contract so you can start work with VDSA. The handbook cannot promise employment for any length of time.

1.03 Employee Types

VDSA employees are one of these types:

Full-time – A full-time employee works forty (40) hours per week. A full-time employee can get benefits.

Part-time – A part-time employee works fewer than forty (40) hours per week. A part-time employee may not get benefits.

VDSA employees are either exempt or non-exempt.

Exempt employees are not part of certain parts of federal and state laws. These laws have to do with the number of

hours you work and the money you receive for working. Exempt employees who work more than forty (40) hours per week will not get extra money. Exempt employees earn a set amount of money each week they work for VDSA.

Non-Exempt employees can earn money if they work more than forty (40) hours per week. Submit your time sheets to your supervisor every other Friday. There is a schedule that will let you know which Fridays end each pay period. Supervisors look at time sheets and approve time sheets. The time sheets will also go to the Executive Director.

None of these employee types mean that an employee will stay employed for a certain amount of time. An employee can be fired at any time for any reason.

1.04 Equal Employment Opportunity

A. Discrimination is not allowed

Discrimination means unfairly treating someone because they are different than you. VDSA is an Equal Opportunity Employer. An Equal Opportunity Employer pledges to give fair treatment to all employees. VDSA does not look at race, color, gender, religion, age, disability or any other type when they make employment decisions.

B. Affirmative Action

Affirmative action means giving people a chance when they are often overlooked for opportunities. VDSA tries to have different types of people in the workplace. Supervisors provide equal employment opportunities and equal treatment in their hiring decisions.

C. Americans with Disabilities Act (ADA)

VDSA believes in no discrimination against employees with disabilities. The Americans with Disabilities Act (ADA), the Virginia Human Rights Act, and the Virginians with Disabilities Act (VDA) help VDSA make our rules.

The Americans with Disabilities Act prevents discrimination for people with disabilities who are qualified to work. The ADA protects people with disabilities who can perform their jobs. The ADA helps people with disabilities have equal employment opportunities. The Virginia Human Rights Act and the Virginians with Disabilities Act also prevent disability discrimination.

These laws try to stop discrimination in all areas of employment, including:

- Looking for someone to hire for a job
- Hiring someone for a job
- Promoting someone to a new job
- Firing someone from a job
- Taking time off from a job
- Getting money to train for your job

- Social programs
- Anything else having to do with the job

The ADA also stops employers who try to discriminate against someone who knows a disabled person.

Discrimination is treating someone unfairly or badly. This includes if you are a family member to a disabled person, have a business with a disabled person, or have any other kind of relationship with a disabled person.

D. Accommodations for Disabilities

VDSA will make sure that qualified employees or anyone applying to become an employee has accommodations. An accommodation is something that makes it easier to do your job, like a screen reader for a computer or parking close to the building. The accommodation cannot make other people in the workplace unsafe. Tell the Executive Director if you need an accommodation to make your job easier. The Executive Director will not share this information with everyone unless you say it is okay to do so. You will not get into trouble if you do not explain that you need accommodations.

E. Accommodations for Religion

VDSA treats its employees with respect. Employees can ask for accommodations for their religious beliefs.

Accommodations for religious beliefs might include:

- Wearing clothing that is not in VDSA's dress code, but the clothing is part of your religious beliefs.

- Changing your work schedule because you have a religious holiday

Talk to the Executive Director if you need accommodation because of religious beliefs.

F. No Harassment Allowed

VDSA wants a work environment that is safe and respectful for everyone. We do not allow harassment. Harassment is behavior that can embarrass or hurt someone. VDSA is not okay with harassment. You will not be harassed because of who you are.

Harassment can be:

- Giving someone a nickname they do not like
- Telling jokes about someone
- Touching someone without permission
- Writing something mean about someone
- Drawing a rude picture of someone
- Sexual harassment

Sexual harassment is inappropriate behavior, and can be:

- Touching someone – pinching, hugging, kissing, brushing up against someone
- Promising to promote someone at work if they go on a date with you
- Talking to someone inappropriately – for example, saying “Hey sexy!”
- Making comments about someone’s body, how they dress, or their personal life

G. No Violence is Allowed

Bullying or violence is not allowed in the workplace. Violence includes:

- Physical act to someone, like shoving them
- A threat to someone – “I’m going to beat you up!”
- Breaking objects in the office

H. How to Give a Complaint

Talk to your supervisor if you believe you have been harassed or if someone has been violent. If you do not want to talk to your supervisor, then talk to your Executive Director. If the Executive Director is the one who harasses you, then talk to the Board Chair.

I. Investigation and Privacy

VDSA will listen to all complaints and take steps to end problem behaviors. If a problem has occurred, VDSA will give a punishment. Complaints are private. Employees must help if there is an investigation. An investigation means examining or doing research about why something happened.

J. No Punishment for a Complaint

VDSA will not punish or fire an employee if they make a good faith complaint. Making a complaint “in good faith”

means you are trying to give honest information. Talk to your supervisor or the Executive Director if you feel you were punished for making a complaint.

K. Grievance Process

VDSA knows that employees may need to talk about their problems or complaints. Sometimes an employee isn't happy after a decision is made or if their complaint is not addressed. There is a process for an employee to get a fair review.

“Grievance” means a complaint or conflict. Employees will follow this process to solve the problem:

- Conflicts are solved through talking about the problem.
 - Tell your supervisor about the problem as soon as possible.
 - If you have a problem with your supervisor, talk to the Executive Director instead.
- a. Executive Director – if the problem is not solved after talking about it, then talk to the Executive Director. Ask the Executive Director when they are available to talk to you. The Executive Director makes the final decision on what to do unless someone else brings new information about the problem.
 - b. Bring your grievance to the Executive Director in writing and bring it in person. If you want to contact the Board Chair, you have to write that down (or type

it) and give it to the Executive Director. Do not talk to other board members about your grievance.

All grievances must be made in writing. A grievance must be solved as quickly as possible.

1.05 Trial Period

All employees hired by VDSA will work for 90 days on a trial basis. This means that after 90 days, VDSA will decide if it is best for the employee to stay with the organization. Employees who get a new job at VDSA will also work for 90 days on a trial basis. The trial period may go on for longer.

Employees can decide to stop working for VDSA any time and for any reason. VDSA can end someone's employment at any time. Employment is at-will.

1.06 Hiring Policy

Employment with VDSA is at-will. Employment can stop for any reason. The employee will receive a review from their supervisor after the trial period is done.

A. Skills

Employees will have the skills to do their jobs at VDSA. Employees will be kind to their coworkers and to the public. Employees should want to learn, to grow, and to improve.

B. Offers

Employees will get a letter of employment, which includes:

- The job description
- Salary
- Hiring date
- Information about benefits

Job descriptions may change. If a job description changes a lot, the new duties will be given to the employee in writing.

C. Records

All employees will need to fill out forms and records so they can get paid. VDSA keeps forms and records in locked files. Only the Finance Director and Executive Director can access the locked files.

D. Authorization

New employees must fill out Section 1 of federal Form I-9 on their first day of employment. New employees must give documents to prove identity and that they can work in the United States of America. These documents should be given to your supervisor before your third day of employment with VDSA. Any employee who does not provide documentation will be fired.

Section 2: Employee Conduct

2.01 Standards of Conduct

Conduct is how someone behaves. In this section, we will talk about conduct in the workplace. VDSA employees should have great work performance and conduct. This is a list of behaviors or misconduct that are not allowed in the workplace:

- Destroying anything belonging to VDSA, VDSA's employees, anything belonging to another organization, or anything belonging to someone working with VDSA
- Bullying other employees or anyone interacting with VDSA
- Using inappropriate language
- Not doing your job
- Bringing weapons to work
- Being late or absent from work a lot
- Being late or absent from work without telling anyone you will be late or absent
- Putting incorrect information on your timesheet
- Fighting on VDSA property or anywhere where you are representing VDSA as an employee
- Accepting gifts or special treatment from someone who works with VDSA
- Being rude to other employees or community partners
- Doing non-work tasks, such as being on your phone all day

A. Dress Code

VDSA asks that employees dress in a professional manner.

A. Employees should dress in business casual.

Examples of business casual clothing include dress shirts, khaki pants, polo shirts, trousers, blazers, sweaters or vests, dresses, or skirts.

B. Dress in business professional clothing when you go to a community event or a meeting. Business professional clothing includes suits, pantsuits, blouses, dresses, button down shirts, or ties.

Ask your supervisor about what to wear. Supervisors may send employees home to change clothes if the clothing isn't appropriate for the workplace.

B. Non-Solicitation & No Distribution

VDSA has a non-solicitation/non-distribution policy.

Solicitation can have several meanings, including: selling items or services; requesting money; trying to get people to sign up for memberships. It is a distraction in the workplace to solicit. The same rule goes for distribution.

Distribution means handing out items that are not related to work. It is important to work during work hours. If you want to solicit or distribute anything, you can do it during a meal break or during a time outside of work hours.

C. Safety

VDSA maintains a safe work environment. No weapons or dangerous items are permitted at the VDSA office, or anywhere VDSA staff are working. All threats of violence will be reported as soon as possible to a supervisor. If you need to report a threat, be as detailed as you can.

All suspicious people or activities will be reported as soon as possible to a supervisor. Be safe. If you see or hear trouble, do not try to stop it yourself.

VDSA will investigate all reports of threats and act appropriately. VDSA will consider the safety of all employees when responding to reports.

2.02 Discipline

VDSA employs people who are willing and able to do their jobs. VDSA employees follow the rules and spend their time working during their working hours. Employees who don't follow the rules and who show disruptive behavior may need guidance. This section of the handbook covers types of discipline. VDSA is allowed to discipline or fire an employee. What will happen to an employee depends on what rules were broken.

Discipline may include:

- Talking to the employee about breaking the rules
- Writing to the employee to explain which rules were broken
- Not being allowed to go to work for one or more days

- Being fired from the job

VDSA does not have to act in any order. If someone breaks a serious rule, VDSA may fire them from their job.

2.03 Attendance and Getting to Work on Time

A. Attendance

Employees need to get to work on time. It is hard be productive when an employee is absent a lot, or if they are late to the job. Let your supervisor know if you will be late getting to your job. You may receive a talk from your supervisor if you are late and don't let them know beforehand.

B. Teleworking

Teleworking is working from home or anywhere that isn't the VDSA office. This can be a helpful work option. Teleworking is not available to all employees. The option to telework can be taken away at any time for any reason. VDSA will try to give notice in advance if teleworking is no longer an option.

You cannot telework and provide childcare at the same time. You can change your schedule if you need to provide childcare. Telework is an option as long as you are not distracted from doing your work.

When you telework, you need to do the following:

- Work your full job hours
- Attend all virtual meetings
- Be as productive as you would be in the office
- Be available to talk to your coworkers
- Respond to emails, phone calls, or Teams messages
- Tell people what you are working on
- Follow all VDSA rules
- Do not use alcohol, marijuana, or illegal drugs

2.04 Drug-Free Workplace

VDSA wants a safe, healthy, and drug-free workplace. VDSA has the following rules in place about illegal drugs:

- a. Employees cannot have, sell, buy, trade, or offer to sell or buy illegal drugs while at work or during their working hours.
- b. You are not allowed to come to work while using illegal drugs.
- c. You are not allowed to use prescription drugs illegally or come to work using prescription drugs illegally. Illegally means using the prescription drugs in a different way than the doctor prescribed.
- d. You are not allowed to be at work when you have had alcohol to drink. You can drink alcohol at official work events where alcohol is provided.
- e. You are not allowed to use or have tobacco products while you are working.

VDSA can ask an employee to leave work if they have broken any of these rules. VDSA can also take disciplinary action, such as firing someone from their job for breaking these rules.

2.05 Ethical Behavior and Conflicts of Interest

A. Purpose

VDSA wants the Board of Directors, staff, volunteers, and others to report any action that is illegal or inappropriate. It is safe to make these reports. You will not be fired if you think you saw something illegal and spoke to your direct supervisor about it.

VDSA expects employees to have high standards and ethics. Ethics are what you believe to be right or wrong. Employees must be honest and follow laws and workplace rules. Employees are responsible for reporting wrongful behavior as part of VDSA's Whistleblower Policy.

"Whistleblower" means any VDSA person who makes a report to discuss wrong behavior.

B. Wrongful Conduct

"Wrongful Conduct" means a violation of VDSA's rules, a violation of the law, lying to community partners, or using VDSA's property for non-work purposes (unless you were given permission to use the property). These are a few examples of wrongful conduct and not the full list.

C. Reporting

Any person at VDSA who has a concern and thinks they see Wrongful Conduct should report it to the Executive Director. If the Executive Director does not do anything, the Whistleblower can report to the Chair of the Board of Directors. “Whistleblower” means any VDSA person who makes a report to discuss wrong behavior. You can send a report in writing, talk about it, or you could send a report anonymously. Anonymously means that you do not put your name on the report.

D. Acting in Good Faith

It is a serious matter to file a complaint. Anyone at VDSA filing a complaint must act in good faith and have a good reason to file a complaint. If you file a complaint as a joke or to be mean to someone, you will have to be disciplined. You may lose your job.

E. Confidentiality

Confidentiality is the ability to keep a secret. If you want to file a report or complaint about wrongful conduct, you can be anonymous. Anonymous means that you leave your name off the report.

F. Handling of Reported Wrongful Conduct

If you file a report and give your name, a member of the Board of Directors will get back to you about it in five

business days. All reports will be examined, and action will be taken, if necessary. You will receive a report back in five business days. If you do not like the results, you can report again to a legal group.

The police will be contacted if a crime has been committed.

G. Punishment is Not Allowed

The Virginia Whistleblower Law does not allow employers to fire, discriminate, or punish employees for these reasons:

- The employee makes a report about someone breaking the law
- The employee is asked to participate in an investigation. An investigation means examining or doing research about why something happened.
- The employee does not want to do something that breaks the law.
- The employee gives information for an investigation to see if an employer broke the law.

VDSA will not discriminate against a Whistleblower. Discrimination is treating someone unfairly or badly. If a supervisor tries to punish an employee for filing a report or complaint, then the supervisor will be punished or fired.

2.06 Mandatory Reporting

Mandatory reporting is reporting done by professionals who work with children, older people, and/or people with disabilities. A mandatory reporter is someone who reports to someone about abuse or neglect. Neglect means someone is not receiving good care, like the food, clothing, and shelter they need. VDSA employees are mandatory reporters. If you think someone has been abused, you can tell your supervisor. Your supervisor will contact either Virginia Child Protective Services, the local Department of Social Services, or the Virginia Adult Protective Services agency to report the abuse.

2.07 Computer Network and Internet Access

VDSA gives employees computers to use for their work. The computers are part of a protected system that is monitored. Monitored means that someone is watching over the computer systems to make sure nobody is doing anything that breaks VDSA's rules. The computers are also safe from viruses and get updates to their systems. Employees cannot use computers they own to complete work for VDSA.

The computer network belongs to VDSA and can only be used for work reasons. Employees get to use the computer network to help them do their jobs. Employees can use their work computers for personal reasons if: (1) it does not hurt the employee's job performance, (2) it does not hurt the computer network's performance, (3) break

any of VDSA's rules. Employees may be punished or fired if they break VDSA's rules with work computers.

Using a work computer is not private. VDSA can watch over the computer systems and check what employees do on the computers.

2.08 Social Media

Employees have the right to use social media. Social media communication can help VDSA promote programming and events. "Social media" includes Facebook, X, Snapchat, YouTube, LinkedIn, Pinterest, Instagram, TikTok, blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, and other sites that allow people to share information with others.

A. Use of social media

Employees are responsible for what they say and do on the Internet. VDSA employees have to say that any thoughts they give online are personal thoughts, not VDSA's thoughts. Employees should act in a professional way online.

Employees should not post inappropriate pictures or say or do anything that might be harmful to VDSA or anyone who supports VDSA. Inappropriate online posts include anything making fun of others, sharing information that is not true, or saying anything that creates a harmful

environment at work. Employees should not use VDSA logos or pictures without permission. Ask your supervisor or the Executive Director if you have questions about using social media.

Employees can be punished or fired if they do anything on social media that breaks VDSA's rules.

B. Use of VDSA's Social Media

Employees cannot post or give any private information or post any information that is for VDSA employees only. Ask the Executive Director and/or your supervisor if you are not sure what counts as private information.

Social media, blogs, or other online content can receive attention from the media. Media can include podcasts, television shows, radio shows, newspapers, or magazines. If VDSA receives questions from the media, give those questions to the Executive Director.

If a VDSA employee has a conflict online, they should stop talking to the other person and ask their supervisor for help.

Employees should follow VDSA's rules before they post on VDSA's social media accounts. Employees need permission before they post pictures of staff, families, and other supporters. Employees have to get permission to use pictures, music, and videos belonging to someone else before posting it online. Employees will need to put in

the post if information or media belongs to someone else, like pictures, music, and/or videos.

Employees can have personal social media accounts but should not post personal information on VDSA's social media accounts.

2.09 Personal Property and VDSA Property

VDSA is not responsible if your personal items are lost, stolen or broken. Employees should make sure their personal items are in a safe place.

VDSA's property, such as phones, computers, tablets, desks, and machinery, can be inspected at any time. Inspected means that someone is allowed to look at how employees are using the property. What belongs to VDSA is not private.

VDSA property can only be used by certain people. Employees must take care of VDSA property and equipment. Nobody can take VDSA property home without permission. Employees must report anything lost or damaged to the Executive Director or their supervisor.

VDSA's facilities need to look neat and clean. Employees must clean the kitchen, office, and Activity Room. All employees will help keep the space neat and clean.

2.10 Use of Personal Vehicles

Employees who use a car or other motor vehicle must have a driver's license, good driving record, and insurance. VDSA may check employee driving records. Employees must give a copy of their driver's license and insurance information for their employee file. Employees will notify VDSA if there is any change to their driving status.

Employees cannot use a motor vehicle while:

- Using drugs, alcohol, or anything else that will make driving more difficult
- Texting, emailing, or using a cell phone or other handheld device

Employees must use a hands-free device while using a motor vehicle.

Employees will follow all state laws while using a motor vehicle.

2.11 Intellectual Property

This policy goes over confidentiality and intellectual property. Confidentiality is keeping something private. Intellectual property is something creative you can make, like a logo or picture you will find on a sign or on a website. The purpose of this policy is to help VDSA and make sure VDSA is responsible.

Ownership of Intellectual Property

When an employee agrees to work for VDSA, they agree that anything they make during working hours and/or VDSA's resources is owned by VDSA.

Protection of Confidential Company Information

Employees have access to confidential information while they work for VDSA. Confidential is private information that should not be shared with anyone outside of VDSA. Employees can use confidential information when it is needed for their job. VDSA must be careful with confidential information that is:

- Possibly bad for the organization
- Information received under secrecy
- Information received from organizations or people outside VDSA

Confidential information is just for VDSA and not to be shared outside of VDSA. Employees cannot use confidential information to help themselves.

If you are not sure if information is confidential, ask your supervisor or the Executive Director. It is best to keep information confidential if you are not sure.

Section 3: Time Away From Work

3.01 Holidays

VDSA closes on the following holidays:

New Year's Day (January 1st)	Martin Luther King, Jr. Day
Memorial Day	Juneteenth (June 19th)
Independence Day (July 4th)	Labor Day
Thanksgiving Day	Friday after Thanksgiving
Christmas Eve (December 24th)	Christmas Day (December 25th)
New Year's Eve (December 31st)	Floating Holiday

If a holiday falls on a Saturday, the office will close on the Friday before. If the holiday is on a Sunday, the office will close on the following Monday. A floating holiday can be used on any other day the employee chooses.

If the employee wants to switch a holiday listed above for a different holiday that goes with their personal choice, they can ask to make the holiday a floating holiday. Ask your supervisor at least one (1) week before the holiday for planning purposes.

Part-time employees can earn a percentage of holiday pay. Holiday pay will be distributed at a percentage of your regular work hours. For example: A part-time employee who works twenty-five (25) hours each week will get five (5) hours of holiday pay on the holiday.

3.02 Paid Time Off

A. Purpose

VDSA thinks it is helpful for an employee to have paid time off ("PTO") and take time off every year. Paid time off is

when you choose to take time off and not work. Employees will pick days to take time off during times that are convenient for the employee and for VDSA.

PTO is used for vacation time, sick time, family illness, and any other time away from the VDSA office. You do not have to wait to use your paid time off. Employees cannot take more time off than the PTO hours they have earned.

B. Accrual

Employees begin earning hours for their paid time off on their first day of work. Office holidays do not count as paid time off.

Full-time employees can earn up to twenty (20) days of paid time off each calendar year. Full-time employees work forty (40) hours per week. Full-time employees earn one and a half (1.67) days of paid time off per month.

All full-time employees earn an extra week off for every five years of employment. For example, full-time employees have twenty-five (25) days of paid time off starting in their sixth (6th) year of employment.

The extra week will be added for the year with the five (5) year anniversary.

Part-time employees receive paid time off in the amount that is equal to the percent of full-time employment they work. Ask your supervisor or the Executive Director if you

have questions about how many hours of paid time off you have earned.

C. Requesting PTO

Employees must request paid time off to their supervisor. Sometimes you have to miss work and cannot let your supervisor know ahead of time. For example, if you are sick, you cannot request time off beforehand. When you miss work because of illness, send your paid time off request when are able to return to work. Do not send the time off request more than two (2) business days after you get back to work. VDSA may ask employees to bring a medical document or other excuse if the employee is absent or late.

VDSA has major events each year that need as many VDSA employees as possible to attend. Employees cannot use paid time off for vacation or other absences without asking the Executive Director the week before or the day of any of these events:

- Step Up for Down Syndrome 5K and Family Fun Festival
- Richmond Holiday Party
- Education & Transition Conference

D. Exempt Employees

If an exempt employee is sometimes absent from work for no more than four (4) hours and it does not interrupt work flow, the employee will not have to use paid time off.

E. PTO Balance

Employees cannot carry more than five (5) days of paid time off into the next year without asking the Executive Director. Any paid time off at the end of the year that is more than five (5) days can be moved to the Catastrophic Illness Bank.

The Executive Director keeps track of paid time off earned and used. The Executive Director will give a summary each year of paid time off used to the Finance Director. The Finance Director will update each employee's file with that information.

F. Catastrophic Illness Bank

The Catastrophic Illness Bank is hours of leave that employees put into a shared pool. That means if you earn paid time off and do not need to use it, it can be used if another employee has a serious illness or emergency.

If an employee needs to be out of work more than three (3) days because of an illness or a family emergency, they can use days from the Catastrophic Illness Bank. The first three (3) days an employee uses will be taken from their earned paid time off hours. If they do not have paid time off hours to use, the first three (3) days will be unpaid

leave. Unpaid leave means that the employee will not be paid.

Hours in the Catastrophic Illness Bank can be used if an employee uses Family and Medical Leave Act (FMLA) time. The Family and Medical Leave Act is a law that gives employees up to twelve (12) weeks of unpaid leave. The employee will get to keep their job while they take the time off.

G. Donating Time Off

Employees can give paid time off from their Catastrophic Illness Bank to another employee who is taking leave, if that employee:

- Has used all their paid time off hours
- Has a serious illness, injury, or loss

Employees do not have to donate their paid time off. You cannot take back hours you have donated. An employee donating time needs to have enough time off for the donation. Employees should not donate their paid time off if it is under forty (40) hours. The employee who receives donated hours will not receive more hours than they need to keep their regular pay.

3.03 Parental Leave and Family Leave

A. Parental Leave

Parental Leave is paid time off to take care of a child. Full-time employees who have worked for VDSA at least six (6) months are able to have paid time off up to sixty (60) working days after the birth or adoption of a child. The Parental Leave payment must be used within the first year after the birth or adoption of a child.

Full-time employees who have worked for VDSA at least six (6) months are able to have paid time off up to thirty (30) working days each year following a new foster care or kinship care placement. Foster care is taking care of a child or teen for a temporary amount of time. Kinship care is taking care of a child or teen you are related to, but you are not the parent of, for a temporary amount of time. The Parental Leave payment must be used within the first year after the placement of a child.

Parental Leave is used with FMLA leave. An employee using Parental Leave must come back to work for at least six (6) months after their paid leave. If the employee does not come back to work, the employee will have to give VDSA their salary during the time of leave. VDSA can dismiss this rule if the employee cannot return to work for health reasons.

Part-time employees get Parental Leave equal to the percent of full-time employment they work.

Employees should create a Parental Leave plan so other employees can make sure their responsibilities are taken care of.

B. Family Medical Leave Act

Employees who can use FMLA can take up to twelve (12) weeks of unpaid time off without losing their jobs. FMLA is used for family and medical reasons. Employees can use FMLA if they have worked for VDSA for at least one (1) year.

C. Reasons for Leave

Employees can use twelve (12) weeks of leave in a twelve (12) month period for:

- The birth of a child and taking care of a newborn child
- Caring for an adopted child or a child in foster care
- Caring for a spouse, child, or parent who has a serious health condition
- A serious health condition that keeps the employee from being able to work
- If a spouse, son, daughter, or parent is in the military and the employee needs to leave work if the family member is on active duty. Active duty means someone in the military who has to train, work, or leave for another country because they are in the military.

D. Amount and Duration of Leave

An employee who can use FMLA can take up to twelve (12) weeks of unpaid time off during a twelve (12) month period.

E. Certification for FMLA

Employees have to give documentation for FMLA if they are taking time off because of a serious health condition, or if a family member has a serious health condition.

The documentation must include the date the health condition began, how long the condition will last, and medical facts about the condition. The documentation must state that the employee cannot do their job. A health care provider must give the documentation.

If FMLA is used for military family leave, the employee must give documentation that lists when active duty begins and the estimated return date. Military leave needs documentation from an appropriate military supervisor.

VDSA cannot give FMLA leave if the employee does not provide the needed documentation.

F. Requesting Leave

Employees must meet with the Executive Director to ask for leave. Employees must also tell their supervisor.

If an employee wants to use FMLA for the birth of a child or adoption, or a medical treatment, or military active duty, the employee must talk to the Executive Director at least thirty (30) days before they want to take leave. The employee must tell their supervisor and the Executive Director as soon as possible if they need to take leave in less than thirty (30) days.

G. Restoration to Employment Following Leave

Employees who use FMLA will return to their old job with the same pay and benefits. FMLA will cover twelve (12) weeks of unpaid leave. If an employee uses more than twelve (12) weeks of unpaid leave, they may not have their old job.

3.04 Jury Duty and Witness Duty Leave

Employees who need to serve on a jury will not be punished by VDSA. Jury duty is serving on a jury in court. Employees must give documentation from the court to VDSA that says they are serving jury duty. Employees also have to give more documentation for each day served on jury duty. Documentation each day is an excused absence from work. Employees need to go to work on any days they are not required for jury duty. Employees will receive their usual pay on days they serve on jury duty.

3.05 Victim Leave

If an employee is a victim of a crime and must go to court, VDSA will not punish the employee for missing work. For example, if an employee was robbed, they may need to go to court to talk about being robbed. Criminal proceedings give a victim the chance to talk about a crime committed against them. Talk with your supervisor or the Executive Director about what is included in a criminal proceeding.

Employees can use victim leave if:

- They suffered harm because of the crime
- They are the spouse or child of the victim
- They are the parent or legal guardian of the victim
- They are the spouse, parent, sibling, or legal guardian of a victim who may not be able to be a witness

Employees cannot use victim leave if they committed the crime or if they are a relative or guardian of someone who committed the crime.

Employees must give their supervisors a form from a law enforcement agency and a copy of the notice of the criminal proceeding.

Victim leave is unpaid leave. Employees can use paid time off instead of victim leave.

3.06 Military Leave

VDSA follows the law regarding military leave and re-employment rights. VDSA will give unpaid military leave of

absence to members of the uniformed services. This follows the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). Employees must give documentation to the Executive Director if they need unpaid military leave. Employees who return from leave will get their old job or a similar job. Employees must tell the Executive Director when they plan to return to work.

Employees can use paid time off for military service. If they do not use paid time off, the time off will be unpaid. Employees do not earn paid time off hours while they are on military leave.

3.07 Voting Time Off and Election Leave

Employees should ask their supervisor for time off if they want to vote. Supervisors can decide an appropriate amount of time off for employees to vote.

3.08 Bereavement Time

Bereavement means losing someone close to you because of death. Employees should notify their supervisor if they need to take time off due to the death of an immediate family member. If an employee leaves work early the day they learn about the death, that day does not count as bereavement leave.

3.09 Personal Leave Without Pay

A. Leave of Absence

Employees must use all their paid time off before they can ask for leave without pay. VDSA will decide if it is best to keep an employee during an absence from work. Leave without pay may be approved in the following situations:

Administrative Leave – VDSA can place an employee on administrative leave. Administrative leave may be with or without pay. The Executive Director is the only one who can place an employee on administrative leave.

Short Leave – Short leave is a leave of absence for up to twenty (20) working days without pay. The Executive Director can approve short leave.

3.10 Separations of Employment

If an employee is fired or gets a new job outside of VDSA, the employee will return all VDSA property, such as keys, training materials, laptops, etc. Property is given to their supervisor or the Executive Director.

A. Voluntary Separation

Resignation is a decision made by an employee to leave their job with VDSA. Resigning employees will give a written resignation to VDSA. Employees must provide notice at least fifteen (15) working days before resigning. The Executive Director may accept the resignation immediately.

B. Involuntary Separation

VDSA employment is at-will. VDSA can fire an employee, or an employee can quit their job with or without a reason. VDSA wants to keep positive and respectful relationships, so VDSA follows rules about separation.

Involuntary separation means VDSA decides to fire an employee. Involuntary separations are either called a reduction in work force or other involuntary separation.

- Reduction in Work Force – A reduction in work force can happen because of financial problems, cutting costs to running an organization, or other reasons. An employee's job performance is considered. Employees employed for at least one (1) year are given at least thirty (30) days' notice and will be paid for that time.
- Other Involuntary Separation – An employee can be fired with or without a reason. The employee will be informed about the reasons for the termination. The Executive Director will oversee employment termination.

C. Reconciliation of PTO

Employees will receive pay for earned, unused paid time off in their last paycheck.

Any time in the employee's Catastrophic Illness Bank will not be paid back.

Section 4: Wages and Hours

4.01 Schedules

The direct supervisor approves and supervises the work schedule of employees. Employees may need to work evening or weekend hours. Some jobs need employees to travel or stay somewhere overnight.

4.02 Absences

Employees who work less than forty (40) hours during their first or last week of employment will be paid a portion of their full salary for time worked.

4.03 Payroll Deductions

Employee pay will be lowered for deductions, such as:

- State, federal, and/or local taxes
- Social Security

Employees should contact the Executive Director if the wrong deduction is taken out of their paycheck.

4.04 Overtime (Non-Exempt Staff)

Employees will be paid the overtime rate (one and a half [1.5] times regular pay) for any overtime hours worked. Overtime hours are approved ahead of time. Ask your supervisor if you have questions about overtime pay or request to work overtime.

4.05 Travel

Travel time to and from work is not part of your total hours worked, and you will not be paid for travel time. If you must travel for work, that should be recorded and you will be paid. For example, if you need to travel to a VDSA event in another city. You can choose to travel in a way that is slower to get to your destination. VDSA may or may not pay for the slower route.

Employees must ask their supervisor first before traveling out-of-town for work.

4.06 Expense Reimbursement

VDSA may pay you back for expenses during out-of-town travel. Expenses may include:

- a. Travel expenses, such as train tickets, meals, or a hotel stay
- b. Employees are given a per diem, which means an amount of money to spend on meals each day.
- c. Attendance at conferences, seminars, and conventions
- d. Membership dues for an organization

Employees who want to be paid back for expenses must give a reimbursement form to the Executive Director. All expenses must be put on the form and given to the Executive Director with receipts. Give the reimbursement form and receipts to the Executive Director no later than the 5th business day of the month following the expense date.

4.07 Additional Income and Fees for Services

Employees may want to do additional work outside of VDSA, such as having another job, serving on a board, making a speech or presentation, or publishing a book. Employees need to talk to their supervisor about doing extra work to see if it will have a good impact on their job at VDSA.

Employees cannot work for VDSA as an outside vendor or independent contractor if they are already an employee for VDSA.

Employees will need to talk to their supervisor about doing work outside of VDSA. Outside work should not have a harmful impact on VDSA.

4.08 Flextime (Non-Exempt Employees)

Flextime is way for employees to change the start and end times of their workdays. A standard work week is eight (8) hours per day on five (5) days from 8:00 a.m. to 5:00 p.m. with one (1) hour for a meal break.

Flextime cannot have a harmful impact on other employees and cause them to have more work. If there are too many requests for flextime from VDSA employees, the Executive Director will try to find a fair way to work on schedules.

Employees who want flextime should give a request to their supervisor, who will talk about the request with the Executive Director.

VDSA can remove flextime if an employee's job performance is poor or if there is a need for the employee to go back to a regular schedule.

4.09 Pay Schedule

Pay days are every other Friday for all VDSA employees. If a pay day is on a holiday, employees will get paid the day before. If a pay day is on a weekend, employees will be paid on the Friday before the weekend.

Employees should look at their paychecks to make sure the information is correct. If the information is incorrect, the employee should contact the Executive Director.

4.10 Salary Increases

Salaries are reviewed each year. Giving employees more money is based on job performance, cost of living, and whether extra money is available.

Section 5: Other Policies

5.01 Employment of Relatives

Relatives of employees or board members cannot be employed unless the Executive Director allows it.

5.02 Inclement Weather

The Executive Director will decide if the office stays open during bad weather. Employees will work from home if the office is closed. If an employee chooses not to work from home, they can use paid time off.

5.03 Workers' Compensation

Workers' compensation is a way to give money for medical bills and losing salary to an employee who is injured or gets sick because of their job.

VDSA will pay workers' compensation insurance. The insurance will give money for medical expenses and to pay employees who cannot work because of injury or illness.

If an employee is injured or becomes ill due to their job, the employee needs to tell their supervisor and the Executive Director. Employees will have to complete a report. If the employee cannot complete a report, a witness or their supervisor will complete the form. This form is given to the Executive Director who will file a claim with the insurance company.

The Executive Director will tell employees which medical offices to use. Employees who have a medical emergency should use the nearest emergency room.

Workers' compensation benefits will run with FMLA leave.

5.04 Employee Development

Employee supervisors will provide opportunities for professional learning for employees.

Employees should create a professional development plan each year and share the plan with their supervisor.

Employees who have worked at least six (6) months of employment with VDSA are able to participate in VDSA professional development opportunities. Professional development opportunities are available if VDSA has the money and resources.

Employees can take time off without using paid time off if they are paying for continuing education. This is allowed if the educational activity is needed for a job and provides learning that will improve the employees' work. Three (3) days in a calendar year can be used for professional development. In some situations, up to five (5) days may be used.

5.05 Breastfeeding and Family Friendly Work Environment

VDSA will allow newborns to remain with their mother at work for the first six (6) months if it does not interrupt job duties. VDSA will give break times to an employee who is breastfeeding so they can express breast milk. VDSA does not have a breastfeeding room, but employees can ask for a private office to use.

Refrigeration for breast milk storage is available. Breast milk stored in the refrigerator must be labeled with the employee's name and the date created. Employees who store milk will take all responsibility for the safety of the milk.

5.06 Performance Review

Job performance reviews will be given to review an employee's performance, so the employee can grow and develop. Employees will receive a written evaluation every year.

All written evaluations will have a rating of overall performance, work plans, and goals. Supervisors can also include special performance evaluations if job performance is low.

A. The Work Plan

The employee and their supervisor will create goals for the upcoming year. Goals should be set by November of the current year. The supervisor will create progress notes in June. End-of-year evaluations should be made before or during November.

B. Supervisor and Self Performance Review

The supervisor and employee will look over documents independently and then meet to talk about changes.

C. Peer Reviews

Supervisors will gather feedback on the employee from peers. This feedback will be anonymous so the employee will not know who said what.

D. Written Evaluation

All information will be reviewed with the employee by the supervisor and/or Executive Director. The employee will sign the evaluation to show it has been discussed. Employees can provide written comments with their evaluation that will go into their file.

E. Executive Director Review

The Executive Director will receive a review each year from employees and board members. A written job performance evaluation will be completed by the Executive Committee of the Board of Directors. The Board

President will meet with the Executive Director to go over the review.

5.07 Personal Expression

Employees can talk about their personal opinions on issues. Employees must state that they are stating their own opinions and not the opinions of VDSA. Employees should not use VDSA phones, email, or office equipment when discussing personal opinions.

5.08 Request for References

Employees who are leaving VDSA are asked to sign a release to give permission for VDSA to provide a reference. The request for references will be forwarded to the supervisor. A reference is a way for VDSA to discuss the employee's job performance to a potential future employer.

Without the signed release, VDSA can only confirm that the former employee worked for VDSA and how much money they earned.

VDSA's Employee Handbook Acknowledgement Form

The Acknowledgement Form is a way for the employee to say they have been given the employee handbook and they have read it.

I am signing this Acknowledgement Form, and I can confirm that I received the Employee Handbook. I have read the Employee Handbook, and I understand the Employee Handbook.

I understand that the reason for the Employee Handbook is to help employees understand the rules of the Virginia Down Syndrome Association, but I also understand that this Acknowledgement Form is not an employment contract or any other type of contract.

I understand that the rules in the Employee Handbook can change at any time. I understand that my job with VDSA may not always be governed by the rules in this Employee Handbook.

By signing below, I confirm the following:

- I have received a copy of VDSA's Employee Handbook. I understand that the rules can change at any time.
- I understand that my employment may be terminated at-will, by myself or VDSA.
- I understand that this is not a contract of employment.

- I am aware that confidential information will be made available to me. I agree not to use or exploit this information with anyone or any organization.
- I understand that my signature means I have read and understand the Employee Handbook, including all the statements on this Acknowledgement Form.

Date

Employee Printed Name

Employee Signature