



AGENCY RULES

The orderly and efficient operation of Sunshine Village requires that employees maintain discipline and proper personal standards of conduct at all times, which are necessary to protect the health and safety of all staff, to maintain uninterrupted services and jobs, and to protect the goodwill and property of Sunshine Village

Employees who fail to maintain proper standards of conduct or who violate any of the following rules shall be subject to disciplinary action up to, and including, termination.

Attendance: Employees must be at their appointed work places, ready to work, at the regular starting time, and shall remain at such work places and at work until the regular quitting time.

Continued Operations: In the event that Sunshine Village operations are continued beyond normal business hours for any reason, employees shall not leave their post at the end of their shift until they are replaced or until they are relieved by their Supervisor.

Safety Protection: Employees must at all times wear and use the safety articles and any protective equipment provided for use in designated areas and immediately report any injury or accident to their supervisor or the Human Resources Director.

Safeguarding Property: Employees shall be responsible for all supplies, equipment Agency funds, petty cash or consumer funds and property assigned to or requisitioned by him/her or in her/his custody and care.

Removing Property: Employees shall not take Agency records, materials or other property from the premises without written permission from their supervisor.

Reporting Absences: Any employee who is unable to report for or perform work due to illness or other justifiable reason are required to report the absence and give the reasons for such inability to work to their Supervisor or designee. It is not acceptable to leave a message, unless otherwise incapacitated. It is the responsibility of each employee to understand and follow this protocol.

Parking Facility: Where provided, employees shall use only the parking facility designated for their use.

Personal Data: Employees are required to notify their Supervisor in writing, immediately, of any change in their personal data. This includes a change in status with your driver's license.

Physical Condition: Employees are required to report for and remain at work at all times in a fit physical condition. Alcohol, drugs, or other disabling substances are prohibited.

Work Assignment: Employees must be available and report for work as scheduled or overtime work as required or assigned.

Personal Conduct: Employees shall refrain from using profane or abusive language.

Posting of Notices: Employees shall refrain from posting notices on the premises without prior written approval from the Executive Director or the Director of Human Resources.

Dress Requirements: All clothing should be neat and clean. Based upon the needs of the program, and in consideration of safety requirements, restrictions may apply to certain programs and/or positions. Please refer to Dress and Grooming Code.

Firearms or Any Kind of Weapons on any Sunshine Village Property: Employees must not bring firearms or any kind of weapons onto any premises owned or rented by Sunshine Village. If an employee finds a firearm or other weapon on Sunshine Village property, they are not to touch it and are to notify a supervisor immediately. The supervisor will secure the area where the weapon has been found and notify the proper authorities.

DISCIPLINE/TERMINATION

Sunshine Village reserves the right to take disciplinary action against any employee who violates any policy, rules, regulations, procedures, protocols or practices. The nature of that discipline will be at the discretion of Sunshine Village and may involve written warnings, suspensions without pay, or discharge. The Executive Director will approve all discharges.

The following is a list of examples of conduct that could result in immediate dismissal. The list is not exhaustive, but only contains examples. It is not to be construed as limiting those instances in which the discharge penalty may be imposed, nor limiting the Agency's right to discharge employees for offenses not contained in the listing of examples:

- Abuse, neglect and/or mistreatment of consumers;
- Disrespect to individuals and families;
- Falsification of records;
- Knowingly making false statements to supervisors;
- Theft of property;
- Destruction of property;
- Sexual harassment;
- Reporting to work under the influence of intoxicants;
- Using intoxicants during working hours;
- Possession of firearms or illegal substances on Agency property; or
- Insubordination.

Disciplinary actions may be necessary from time to time to correct inadequate job performance and/or inappropriate employee conduct. Disciplinary actions may be taken in the following ways:

1. Through coaching and counseling;
2. Through a first level warning
3. Through a second level warning;
4. Through a final written warning and/or temporary suspension or forced leave of absence without compensation; and
5. Through an involuntary termination.

For purposes of progressive discipline, formal corrective action will remain in effect for one year, and no employee will be allowed to transfer to another program without approval by the Director of Day Programs or his/her designee.

In the event of termination, voluntary or otherwise, former employees are allowed access to the organization's offices or program sites in order to conduct business. Should the former employee disrupt the operations of Sunshine Village in any way, or pose a threat to employees, consumers or visitors, they may be asked to leave the premises. Anyone who causes significant security related concerns may be trespassed from the properties by notice of a trespass order filed with the local police department.

The applicability or the extent to which any of these disciplinary actions are utilized will depend upon the sole discretion of management as determined by the scope of the problem involved and the circumstances. Any misconduct or serious failures or inadequacies may be dealt with by an immediate termination or discharge; and any of the above steps may be skipped depending on the circumstances. Nothing in this policy should be construed as a promise of specific consequences in any given situation.

PROHIBITED ACTIONS

The foregoing rules are not intended to be all inclusive of the required discipline, job responsibilities, and standards of conduct that staff must observe at all times.

Sunshine Village shall, when it deems it appropriate, establish additional rules; and supervisors may set up particular rules to govern operational responsibilities and safety conduct, deemed necessary by operational requirements in their particular department at any time. Engaging in a prohibited action may result in disciplinary action up to and including termination.

The following acts or misconduct are prohibited and may be grounds for disciplinary action up to, and including, termination.

1. Unauthorized or unexcused absence or lateness
2. Fighting
3. Gambling
4. Immoral conduct or indecency, including sexual harassment
5. Falsely documenting or changing any time record including falsifying reports or records, personnel, absence, sickness, service and operational records, and time sheets
6. Engaging in insubordinate conduct or refusal to follow supervisor's orders (by word or action)
7. Abuse or destruction of Sunshine Village's property, including tools, supplies, equipment, or records
8. Falsely stating or making claims or injury
9. Smoking, except in areas expressly designated for that purpose
10. Bringing unauthorized drugs or intoxicating liquors onto the premises

11. Violating any safety rules or practices or engaging in any conduct which tends to create a safety hazard, including horseplay
12. Misusing, misappropriating or removing records, supplies, materials or other property from the premises without proper written authorization.