

200. PERSONNEL: UFGH PLACES HIGH VALUE ON A CARING, DEDICATED, AND CAPABLE STAFF.

200.1. Nature Of Employment: Employment with UFGH is voluntarily and employees are free to resign at any time for any reason. Similarly, United Friends Group Homes is free to terminate an employment relationship at any time for any reason. The employment relationship is and always will be one of voluntary employment “at will”.

200.1.1. **Non discrimination:** UFGH complies with Title VII of the Civil Rights Act that strictly prohibits discrimination with regard to race, color, religion, gender, sexual preference, national origin, age, disability, or any other characteristic protected by law.

200.1.2. **Reasonable accommodation:** UFGH will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship. This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination, and access to benefits and training. In order to accommodate individuals with disabilities, service animals are permitted on the premises.

200.1.3. **Equal opportunity:** In order to provide equal employment and advancement opportunities to all individuals, employment decisions at UFGH will be based on merit, qualifications, and performance.

200.1.4. **Recommendation:** Letters of recommendation for departing employees are not a matter of right.

200.1.5. **Personnel Policies:** All staff need to sign in writing that they have read personnel policies.

200.1.6. **Criminal Background Inquiry:** Criminal Background Inquiry is a condition of employment. All staff hired after January 7, 2012 , must complete a fingerprint background check as per Washington law. This inquiry will be conducted in accordance with the regulations and policies of the Washington State Patrol/FBI.

200.1.6.1. A new employee is hired conditionally pending the completion of the Criminal Background Inquiry satisfactory to UFGH and appropriate governmental agencies.

200.1.6.2. Unsatisfactory conditions include:

- A criminal conviction, pending criminal charges or negative actions that appear on the DSHS Secretary’s List of Crimes or Negative Actions.
- A criminal history unsatisfactory to any of the above named agencies shall result in immediate dismissal of the employee.

200.2. Employee Conduct: UFGH is committed to providing an environment free from all forms of misconduct. Misconduct affects the employment relationship, damages morale, and can interfere with work effectiveness.

200.2.1. Without limitation the following examples of misconduct are prohibited:

- a. Failure to follow UFGH Policies, Procedures, Job Rules or House Rules
- b. Failure to follow State policy or procedures.
- c. Harassment: unwelcome verbal or physical conduct based on race, color, religion, sex (whether or not of a sexual nature) including same-sex harassment and gender identity harassment), national origin, age (40 or over), disability (mental or physical), sexual orientation, or retaliation.
- d. Fraud
- e. Misrepresentation
- f. Misappropriation of assets, funds, or property.
- g. Failure to follow Health Insurance Portability and Accountability Act of 1996 (HIPPA).
- h. Failure or inability, for any reason, to perform the functions and duties of the position.
- i. Possessing a weapon at work.
- j. Endangering health and safety .
- k. Engaging in criminal activity.
- l. Using alcohol or controlled substance at work except the use of medications as prescribed by a physician)
- m. Behaving violently at work.
- n. Gambling at work
- o. Unauthorized release of confidential information
- p. Falsification of any work, personnel, or other organizational records
- q. Dishonestly
- r. Inefficient, negligent or below-stand performance
- s. Excessive absenteeism, tardiness, or failure to report in when absent or late for work

200.3. Personnel Records: UFGH maintains personnel records on each employee as per agency and State regulations. The personnel records include information such as employees job application, resume, job description, records of training, documentation of performance appraisals, disciplinary actions, salary adjustments, and other employment records.

200.3.1 Personnel records are the property of UFGH and access is restricted. Only UFGH administrative staff, Board of Directors, and governmental agencies who have a legitimate reason to review personnel records are allowed to do so.

200.3.2. Employees who wish to review their own personnel records should contact the Administrator. With reasonable advance notice, employees may review their own personnel files in UFGH's offices and in the presence of the Administrator or designee.

200.4. Training: All employees will receive instruction in the mission, philosophy, organization, program, policies, practices, procedures and goals of UFGH. UFGH abides by Washington Training requirements-

200.4.1. Training in relevant job skills will be provided through a variety of resources including

- staff meetings,
- college and university courses,
- seminars, conferences, and workshops offered by the State or other agencies serving people with disabilities,
- visits to other facilities,
- consultants, and
- current literature (books, monographs, and journals) relevant to the field of developmental disabilities.

200.4.1. Monetary expenses for in-service training may be available at the discretion of the Administrator.

200.5. Job Descriptions : UFGH uses written staff job descriptions for evaluating applicants, structuring workplace tasks and responsibilities, and guiding performance evaluation. The Administrator's job description is approved by the Board of Directors and is part of UFGH Policy; job descriptions for other positions are developed by the Administrator, reported to the Board, and kept on file at each home.

200.5.1. Job Description Record: The current job description, signed and dated by the employee, is part of the employee's personnel record.

200.5.2. Job Description Review: Job descriptions are to be reviewed and revised as appropriate.

200.6. Performance Review: employees will be evaluated on their work performance at least annually. A written report of this evaluation will be presented to the employee and will become part of his/her personnel file.

200.6.1. The Program Director will complete their staff's reviews and the Administrator will provide written approval.

200.6.2. The Administrator will conduct the performance reviews of administrative staff.

200.6.3. The Board of Directors will write the Administrator performance review.

200.7. Employee Compensation: It is a goal of UFGH to provide pay structure and benefits that attract, motivate, reward and retain the quality of personnel required to achieve the goals and responsibilities of the organization.

200.7.1. Salaries and Wages: UFGH tries to offer a competitive salary; variations in individual compensation take into consideration such things as qualifications, responsibilities, and longevity. The Board of Directors determines the Executive Director/Administrator salary. The Executive Director/Administrator determines the wages and salaries of other employees within budget limitations and Washington State wage scale.

200.7.2. Hours: all homes are staffed on a 24-hour schedule using both full-time and part-time employees.

200.7.3. Benefits: employees receive paid leave; holiday leave; and medical, dental, and life insurance within requirements and guidelines outlined by the Administration.

200.8. Policy against Harassment: UFGH is committed to providing a work environment free from all forms of harassment.

200.8.1. Unlawful harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964 and other federal authority. Behavior constitutes harassment when:

The conduct is severe or pervasive creating a hostile work environment; or
A supervisor's harassing conduct results in a tangible change in an employee's employment status or benefits (for example, demotion, termination, failure to promote, etc.).

200.8.2. Response to Harassment: Such conduct by employees, consultants or visitors is prohibited and will not be tolerated. Violation of this policy constitutes employee misconduct and is reason for immediate discipline, including possible dismissal. Complaints of harassment should be reported at once to the Administrator, Program Director, or any Officer of the Board. Any such complaints are to be immediately investigated.

200.9. Grievance Procedure: UFGH wishes to provide a comfortable, productive, legal, and ethical work environment. The purpose of the policy is to help maintain a positive work environment with respect and responsibility between persons.

If an employee feels that there is inappropriate conduct or activity on the part of UFGH management, its employees, vendors, or any person or entity related to the agency, the concern may be presented to the immediate attention of the supervisor, upper management or the President of the Board, if necessary. In some situations, the President may refer the matter to the

Human Resources committee in conjunction with the Executive Director. A final decision will be made by the President of the Board..