



CHARLESTON COUNTY
HOUSING & REDEVELOPMENT
AUTHORITY

Charleston County Housing and Redevelopment Authority

Improving Lives with Dignity and Pride



Charleston County Housing and Redevelopment Authority

EMPLOYEE HANDBOOK

July 2018

EMPLOYMENT AT WILL

Employment at CCHRA is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the President of CCHRA.

This means that either the employee or CCHRA may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no Authority representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. CCHRA employees have the right to engage in or refrain from such activities.

Last update: July 2018



Charleston County Housing and Redevelopment Authority
Improving Lives with Dignity and Pride



EMPLOYEE HANDBOOK

Our Mission

The Charleston County Housing and Redevelopment Authority provides quality affordable housing and assists in improving economic opportunities for the low-income citizens of Charleston County.

Our Vision

The Charleston County Housing and Redevelopment Authority will be a high performing, national leader in anticipating and meeting the needs of low-income citizens of Charleston County for affordable housing and economic opportunities through both public and private sectors

Welcome

The strength and growth of Charleston County Housing and Redevelopment Authority (“CCHRA” or the “Authority”) depends directly upon the contributions made by every employee of the organization. Good employment relationships yield high productivity and efficiency as well as individual job satisfaction.

CCHRA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Employment at CCHRA is on an at-will basis, which means that either you, the employee, or CCHRA, may terminate the employment relationship at any time, for any reason, with or without cause.

This Handbook generally describes personnel policies and guidelines that govern the employment relationship between the Authority and its employees. This Handbook shall be used as a guide to apply policies in a given situation. A more detailed description of policies can be found in the Human Resource Policy and Procedure Manual located in the Human Resources office. You are welcome to review those policies at any time. The Handbook can also be found via an online link available to CCHRA employees.

The personnel policies in this Employee Handbook (“Handbook”) have been approved by the Authority’s Board of Commissioners. The policies stated in this Handbook are subject to change at the sole discretion of the Authority. These policies are not intended to be all-inclusive. Situations may arise that are not covered, either directly or indirectly, by these policies. In such instances, the Authority’s policy will be determined on a case-by-case basis

EMPLOYMENT AT WILL

Employment at CCHRA is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the Chief Executive Officer (CEO) of CCHRA.

This means that either the employee or CCHRA may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no Authority representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. CCHRA employees have the right to engage in or refrain from such activities.

Table of Contents

Our Mission and Vision	3
Welcome.....	4
EMPLOYMENT AT WILL.....	5
OPEN DOOR POLICY	9
EQUAL OPPORTUNITY AND COMMITMENT TO DIVERSITY	9
Americans with Disabilities Act (ADA) and Reasonable Accommodation	10
Commitment to Diversity	10
Harassment and Complaint Procedure	10
GINA – Genetic Information Nondiscrimination Act of 2008.....	13
RULES AND LAWS APPLICABLE TO YOU AS A PUBLIC EMPLOYEE	13
Ethics Guidelines	13
Disclosure of Confidential Information.....	14
Direct or Indirect Personal Gain.....	14
Gifts, Gratuities and Entertainment.....	14
Conflicts of Interest	15
Political Activity.....	15
Employment Relationship.....	16
Work Week and Hours of Work	18
Flexible Working Hours	19
Attendance and Absenteeism	20
Tardiness	21
Unapproved Absence.....	21
Time Cards	21
Salary Schedule	22
Pay Period and Work Week	22
Overtime.....	22
Deductions from Pay/Safe Harbor Exempt Employees	23
Paychecks	24
Access to Personnel Files.....	24

EMPLOYMENT OF RELATIVES AND DOMESTIC PARTNERS 25

 Nepotism 25

 Separation from Employment 25

WORKPLACE SAFETY..... 26

 Injury on the Job 26

 Post-Accident Drug Test and Alcohol Test 26

 Drug and Alcohol-Free Workplace 27

 Smoke-Free Workplace 28

 Workplace Violence Prevention..... 28

 Commitment to Safety 29

 Attendance in Inclement Weather / Emergency Closings..... 30

WORKPLACE GUIDELINES 30

 Performance Evaluations 30

 Loss of Necessary License or Certification 31

 Outside Employment 31

 Dress and Grooming 32

 Appropriate casual dress: 32

 Inappropriate casual dress: 32

 Social Media Acceptable Use 33

 Solicitation..... 35

Business Communications 36

 Computers, Internet, Email, Telephone, Telefax, US Mail and Other Resources 36

 Standards of Conduct..... 41

Disciplinary Procedure..... 45

TIME OFF AND LEAVES OF ABSENCE 46

 Holidays 46

Annual Leave..... 47

 Approval of Annual Leave..... 48

 Accrual of Annual Leave 48

 Sick Leave 49

FAMILY AND MEDICAL LEAVE (FMLA) 52

Covered Employers	52
Eligible Employees	52
Leave Entitlement	53
Maternity Leave.....	54
ADMINISTRATIVE LEAVE WITH PAY (LWP)	55
Bereavement	55
Blood Drives and Donations	55
Hazardous Conditions/Inclement Weather	56
Jury Duty	56
Military Leave	56
Physical Examination	57
Subpoenaed as a Witness (With Pay).....	57
Training and Education.....	58
Voting and Registration	58
LEAVE WITHOUT PAY (LWOP)	58
EMPLOYEE BENEFITS.....	59
MEDICAL, DENTAL, AND VISION INSURANCE	59
Health Insurance	59
Group Life Insurance	59
Disability Insurance	60
Retirement Plan	60
Workers' Compensation	61
TRAINING AND EDUCATION.....	62
General	62
Authorization.....	62
Eligibility.....	62
Obligated Service Agreement	64

OPEN DOOR POLICY

CCHRA has an open-door policy that follows the basic principle that it is possible for any employee to speak to any member of management on any matter which is of concern. We encourage all employees to regularly express ideas, concerns, problems or appreciation to their supervisor, department head, Human Resources, the CFO, or CEO. It is a means for an employee to communicate with management and quickly bring to management's attention any terms or conditions of employment which are of concern. CCHRA encourages all employees to use it.

EQUAL OPPORTUNITY AND COMMITMENT TO DIVERSITY

CCHRA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

CCHRA expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR Designee. CCHRA will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of the HR Designee.

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- shunning and avoiding an individual who reports harassment, discrimination or retaliation;

- express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; or
- denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, CCHRA will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result.

Employees who may require a reasonable accommodation should contact Human Resources.

Commitment to Diversity

CCHRA is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in Authority policy and the way we do business at CCHRA and is an important principle of sound business management.

Harassment and Complaint Procedure

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964, as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristics protected by state or federal law, is prohibited.

It is CCHRA's policy to provide a work environment free of sexual and other harassment. To that end, harassment of CCHRA's employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about

sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. CCHRA will take all steps necessary to prevent and eliminate unlawful harassment.

Definition of Unlawful Harassment. “Unlawful harassment” is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual’s work performance; or otherwise adversely affects an individual’s employment opportunities because of the individual’s membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristics protected by state or federal law.

Definition of Sexual Harassment. While all forms of harassment are prohibited, special attention should be paid to sexual harassment. “Sexual harassment” is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome,

may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at CCHRA.

Complaint Procedure. Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may complain directly to your immediate supervisor, the HR Designee or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, CCHRA will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

GINA – Genetic Information Nondiscrimination Act of 2008

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting or requiring genetic information of an individual or a family member of the individual, except as specifically allowed by this law. To comply with this law, employees and their healthcare providers are asked not to provide any genetic information in connection with an FMLA leave request. “Genetic Information,” as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

RULES AND LAWS APPLICABLE TO YOU AS A PUBLIC EMPLOYEE

Ethics Guidelines

CCHRA employees are expected to be fair, impartial and ethical in their dealings with any person or entity. Likewise, employees are expected to deal fairly and ethically with CCHRA in all decisions made or actions taken on CCHRA’s behalf or when exercising the authority of his or her position with CCHRA.

Employees are expected to maintain the confidentiality of all clients’ records and any personnel information of which they become aware in their employment with CCHRA and to use such information only for intended business purposes.

Employees are expected to refrain from any conduct or action which could be perceived to directly or indirectly benefit the employee, a member of the employee’s immediate or close family, or an individual or business with which the employee is associated. For the purposes of this policy, immediate or close family member includes: spouse, parent, child, grandparent, grandchild and sibling as well as in-laws and steps of those family members and cousins, nieces and nephews. *See also* the Ethics, Government Accountability and Campaign Act, S.C. Code Ann. §8-13-100, et seq.

Disclosure of Confidential Information

Employees of CCHRA must comply with a number of state and federal laws which regulate the handling of confidential and personal information regarding Authority clients and other employees. These laws may include but are not limited to Fair Credit Reporting Act (FCRA), Fair and Accurate Credit Transactions Act (FACTA), Health Insurance Portability and Accountability Act (HIPAA), the Economic Espionage Act, the Privacy Act, Gramm/Leach/Bliley Act, ID Theft Laws, and the South Carolina Trade Secrets Act. CCHRA employees should not use or disclose confidential information gained in the course of or by reason of their official responsibilities in a way that would affect their economic interest or that of a member of their immediate or close family or an individual or business with whom they are associated. For the purposes of this policy, immediate or close family member includes: spouse, parent, child, grandparent, grandchild and sibling as well as in-laws and steps of those family members and cousins, nieces and nephews.

Direct or Indirect Personal Gain

Under South Carolina law, CCHRA employees may not give, receive, or offer to give or receive anything of value for the purpose of influencing a decision of any person, within or outside of CCHRA, or which could be construed as a bribe, payoff, kickback, tradeoff of service, or other questionable transaction, or for the purpose of receiving goods, services, or any other direct or indirect benefit in return. Employees are expected to notify the CEO in writing of any proposed action that could raise the issue of impropriety or misuse of official authority. Any employee who becomes aware of a potential conflict of interest or situation where another employee is in a position to influence a decision that may result in a personal gain for that employee, a member of their immediate or close family, or an individual or business with whom the employee is associated, is expected to notify the CEO immediately. For the purposes of this policy, immediate or close family member includes: spouse, parent, child, grandparent, grandchild and sibling as well as in-laws and steps of those family members and cousins, nieces and nephews.

Gifts, Gratuities and Entertainment

Neither CCHRA employees nor any member of their families may solicit or accept anything of value, such as gifts, gratuities, or entertainment, which may appear to

influence business decisions from anyone who has, or is contemplating, a business relationship with the Authority. Gifts, gratuities and entertainment include, but are not limited to meals, trips, money, loans, forgiveness of indebtedness, rewards, merchandise, foodstuffs, tickets to sporting or cultural events, entertainment and personal services or work provided by Housing Authority suppliers or contractors. If in doubt, ask the CEO.

Conflicts of Interest

Each employee of CCHRA will become aware of information that could be of value or interest to competitors. An employee's relationship and the relationship of members of his or her family, with such organizations or individuals may create a conflict of interest or the appearance of a conflict of interest. Examples of potential conflicts of interest include but are not limited to the following: if an employee or his or her family member is a director, officer, employee, agent, or consultant of a competitor company; if an employee has an investment or a direct or indirect financial interest therein; or if an employee contemplates becoming so involved with such third parties in the future.

The resolution of such conflicts of interest will be determined on a case-by-case basis. In some instances, such activities may prevent continued employment with the Authority. In other cases, CCHRA may ask an employee to discontinue such relationships and/or may require additional written disclosure of the circumstances to the CEO concerning the matter requiring action or decisions and the nature of the potential conflict of interest with respect to the action or decision. In each case, the Authority may take any necessary action in its judgment to prevent impropriety and/or to protect CCHRA against the possible appearance of impropriety.

Political Activity

CCHRA employees whose job duties involve or relate to an activity financed in whole or part by federal funds may be prohibited from certain political activity under the Hatch Act, 5 USCS Chapter 15, 5 CFR Part 151. All Authority employees are prohibited from running for a public office where doing so violates applicable law or creates a conflict of interest or interferes with their job duties as a CCHRA employee. Any employee who plans or wants to run for a public office should consult the Human Resources as to whether doing so would constitute a conflict of interest or violation

of the Hatch Act or other applicable law. Uncompensated Commissioners are not covered by this Act.

While CCHRA does not prevent any employee from actively engaging in a political or election process, when such activity is not otherwise prohibited by applicable law, partisan political activity by any employee is prohibited during regular working hours or while on duty.

Prohibited activity may include, but not be limited to the following:

1. Use of official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office;
2. Giving anything of value to a member of Congress or a military officer for political purposes;
3. Directly or indirectly coercing, attempting to coerce, commanding or advising any other officer or employee to pay, lend or contribute anything of value to any part, committee, organization, agency or person for political purposes;
4. Being a candidate for elective office, except in totally non- partisan elections;
5. Working on a committee in connection with a question that is part of a political campaign issue, except if the question relates to constitutional amendments, referendums, approval of municipal ordinances, and other similar questions not specifically identifiable with a political party.

Violations of this policy may result in dismissal or such other disciplinary action as CCHRA deems appropriate.

All inquiries from the media must be referred to the CEO.

Employment Relationship

1. **Full-Time Regular Employee.** An employee who regularly works at least forty (40) hours per week. Participation in insurance plans and/or other benefits is controlled by the plan document. All full-time regular positions require the employee to successfully complete a 90-day introductory period as described in this Handbook.

2. **Full-Time Employee in Introductory Period.** An employee who is in the 90-day introductory period of his or her employment with CCHRA (or one 90-day extension of the same) and who regularly works at least forty (40) hours per week.
3. **Temporary Employee.** An employee hired on a short-term, temporary basis rather than for an indefinite period. Temporary employees are not eligible for employee leave or other CCHRA employee benefits.
4. **Exempt Employee.** Employees who are exempt from the minimum wage provisions of the Fair Labor Standards Act (wage/hour law), as amended. These executive, administrative and professional employees are “exempt from” and do not receive overtime pay.
5. **Nonexempt Employee.** Employees whose job positions do not meet FLSA exemption tests and are not exempt from minimum wage and overtime provisions of the Fair Labor Standards Act (wage/hour law), as amended. These employees are paid applicable overtime pay.

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, CCHRA classifies its employees as shown below. CCHRA may review or change employee classifications at any time.

Exempt. Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

Nonexempt. Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

Regular, Full-Time. Employees who are not in a temporary status and work 40 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, Part-Time. Employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly, but at least 20 hours weekly, and who maintain continuous employment status.

Temporary, Full-Time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work CCHRA's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary, Part-Time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work fewer than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Work Week and Hours of Work

1. The standard work schedule for Authority non-exempt employees corresponds to CCHRA's regular business hours, which are from 8:30 a.m. to 5:00 p.m., Monday through Friday, including a 30-minute lunch break each day.
2. Exempt employees are also expected to work during CCHRA's regular business hours, after hours and on weekends as needed to complete their job duties.
3. The CEO may designate other hours of work and may alter the employee's work schedule if such action is necessary or in the best interest of the Authority.
4. Employees are expected to report on time for duty at the beginning of the workday and adhere to the full working hours established.
5. Each non-exempt employee is responsible for submitting their time worked according to the Authority's procedures designated for timekeeping. Time records shall indicate hours worked and authorized leave used and shall be submitted to his or her supervisor as designated for the preceding week. Failure to submit a time sheet promptly may result in a delayed paycheck.

Flexible Working Hours

1. All CCHRA employees are expected to work during CCHRA's regular business hours. However, upon written approval from an employee's department head and the CEO, an employee may be allowed to adjust his or her work schedule to a different but fixed schedule composed of Core Time and Flex Time. Core Time is the six-hour time-period during which all employees must be working, which is 10:00 a.m. to 4:00 p.m., whether or not they have been approved for Flex Time. Flex Time periods are the hours during which flexible arrival and departure times may be designated. Flex Time arrival times are at 30-minute intervals from 8:00 a.m. to 10:00 a.m. The Flex Time departure time is 8.5 hours after the arrival time, allowing one half hour for lunch. Accordingly, the latest Flex Time departure time is 6:30 p.m.
2. Employees may request flexible hours by completing a Request for Establishing Flex Time Schedule, stating the reason for the request and forwarding the request to the department head. This form shall be submitted to the CEO for final review and approval if the operational concerns of the organization and the provisions of this section have been adequately met. CCHRA reserves the right to decline to grant Flexible Working Hours. Unless an approved Request for Establishing Flex Time Schedule is on file with Human Resources, it will be understood that employees are working regular hours.
3. Once Flex Time schedule is approved, the employee is expected to adhere to the schedule until and unless the employee's department head authorizes deviation from the schedule.
4. Flex Time arrangements may be continued, suspended, altered, or discontinued at any time at the CEO's discretion if business and/or service concerns warrant as such.
5. This policy will in no way limit a department head's ability to approve temporary changes in the employee's workday, such as to attend an employee meeting, training, workshop, or personal matters.

6. Programs or offices serving the public on a daily basis (such as housing applications) must have at least one (1) staff member available from 8:30 a.m. to 5:00 p.m.

Attendance and Absenteeism

CCHRA expects employees to be reliable and punctual in reporting for scheduled work. Regular and prompt attendance is an essential function of the job, part of the employee's job performance standards, and responsibility each employee has to the Authority and his or her fellow employees. It is important that we meet our on-the-job obligations so that CCHRA can meet its obligations to our residents. Absenteeism and tardiness place a burden on other employees and on the Authority. Personal business should be scheduled at non-work times if at all possible. Paid time off should be scheduled with sufficient notice for supervisory approval and for coverage to be arranged.

If an employee must be absent from work on a scheduled work day, he or she must call (not text or email) his or her supervisor and/or department head at least one hour prior to their work start time. The absence will be considered a "reported absence" when the employee calls his or her supervisor and/or department head at least one half (1/2) hour prior to the start of his or her scheduled workday to report that he or she will be absent. It is the responsibility of the employee to have both the supervisor and the department head's phone numbers. Messages left with other employees are not acceptable.

If an employee has more than one half (1/2) hour notice that he or she will be absent on a scheduled work day, the employee should notify his or her supervisor and department head as soon as it is known. The more advance notice given, the better the Authority can adjust.

If an employee fails to follow this policy, his or her absence will be considered an "unreported absence" unless CCHRA determines an emergency beyond the employee's control prevented him or her from doing so.

Absent extenuating circumstances which CCHRA believes creates an exception, an employee's failure to properly contact his or her supervisor and department head or to report for work as scheduled for three (3) consecutive workdays will be deemed

to have “voluntarily quit without notice” and will result in separation from employment.

Tardiness

If an employee is going to be late for any reason, he or she is expected to notify his or her supervisor or department head through a phone call. Absent extenuating circumstances, such as an incapacitating injury, the employee must speak directly with the supervisor or department head, as opposed to having someone else make the call. It is the employee’s responsibility to have their supervisor’s and department head’s personal phone numbers. If the employee is on the way to work and is unable to get there for any reason, the employee should call in as soon as possible. Tardiness is excused only with a doctor’s note related to the reason for the tardiness. Unexcused tardiness is not tolerated.

Unapproved Absence

An employee’s unauthorized absence from work, including any absence for a single day or part of a day, is an absence without leave. An absence without leave is an unauthorized absence. Any nonexempt employee who is absent without leave shall not be paid for the time missed from work. Absence without leave is cause for suspension or dismissal, whether the employee is exempt or nonexempt.

Employees who are absent for three (3) consecutive days without authorized leave shall be separated from the payroll and reported as having voluntarily quit without notice, effective with the commencement of the absence.

Time Cards

All nonexempt employees are required to complete accurate weekly time reports by personally clocking in and out of work. These records are required by governmental regulations and are used to calculate regular and overtime pay. At the end of each week, the supervisor will review time submitted by the employee. Overtime must be pre-approved by the department head and finance.

Hourly employees should swipe in at the time clock no earlier than 7 minutes before the shift begins and no later than 7 minutes after the work day ends. (if you swipe in more than 8 minutes after your shift begins, the time clock will correct the

time to the quarter hour. The same applies at the end of the day. Swipe out more than 8 minutes after your shift begins and the clock will correct to the quarter (15, 30, 45, 00).

Overtime is calculated on the 40-hour worked week. This means if you use sick, annual or away for work in an unpaid situation, you must also work a full 40 hours in that pay week for your overtime to be paid at time and one-half. Extra hours do not carry between pay weeks. If you work 49 hours in the first week of the pay period, and 31 hours the second week you get paid 71 hours straight time and 9 hours overtime.

Salary Schedule

The current pay plan is comprised of various job categories. Each job category is assigned a pay category grade; each pay grade has a minimum, midpoint and maximum hourly wage/salary. The hourly rate or salary shall be used during the year for compensation, administrative and accounting purposes.

Pay Period and Work Week

The workweek runs from Sunday through Saturday.

All CCHRA employees are paid by direct deposit bi-weekly, every other Thursday. There are 26 pay periods per year. A pay period begins on Sunday and ends on the second Saturday thereafter. The first Thursday following the Saturday that ends a pay period shall be a pay day.

Payroll checks include compensation for all hours worked for the two (2) week period ending the previous Saturday. When a scheduled pay day falls on a weekend or holiday, the employee is paid on the preceding workday.

Overtime

When required due to the needs of the Authority, you may be asked to work overtime. Overtime is actual hours worked over 40 hours in a single workweek. Paid leave such as holiday, sick, annual, bereavement time, and jury duty does not apply toward work time.

It is CCHRA's intention to minimize such occurrences and to schedule overtime work with as much advance notice as possible, and only when necessary. Overtime work is paid in accordance with the Fair Labor Standards Act (FLSA) to any nonexempt employee at the rate of one and one half times the employee's regular rate of pay for each hour worked over forty (40) hours in any seven (7) day work period.

Any hours worked over 40 hours in a workweek must be approved in advance by the employee's supervisor or department head. When overtime can be anticipated, employees must obtain the approval of the department head prior to working more than 40 hours in a workweek. Working more than 40 hours in a workweek without advance authorization is not allowed. CCHRA takes appropriate corrective action to address unauthorized overtime, up to and including termination.

Overtime assignments will be distributed as equitably as is practical to all employees qualified to perform the required work. Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including termination.

[Deductions from Pay/Safe Harbor Exempt Employees](#)

CCHRA does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

Permitted deductions. The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee
- Absence from work for one or more full days for personal reasons other than sickness or disability;

- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees, or for military pay; or
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

During the week an exempt employee begins work for CCHRA or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

Improper deductions. If an employee classified as exempt believes that an improper deduction has been taken from his or her pay, the employee should immediately report the deduction to the Human Resources. The report will be promptly investigated and if it is found that an improper deduction has been made, CCHRA will reimburse the employee for the improper deduction.

Paychecks

CCHRA's pay period for all employees is biweekly on Thursday. If pay day falls on a federal holiday, employees will receive their paycheck on the preceding workday. Paychecks are directly deposited into the employee's checking and/or savings accounts.

Access to Personnel Files

Employee files are maintained by the Human Resources and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Personnel file access by current employees and former employees upon request will generally be permitted within 3 days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resources office. Employee files may not be taken outside the department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

EMPLOYMENT OF RELATIVES AND DOMESTIC PARTNERS

Nepotism

No more than two (2) employees of an immediate family shall be employed by the Authority. Supervisors are prohibited from selecting members of their immediate family for positions within their departments. In addition, no person shall be employed in a position in which a member of his or her immediate family would supervise him or her. The term “immediate family” shall include: spouse, mother, father, sister, brother, son, daughter, mother-in-law, father-in-law, daughter-in-law, grandfather, grandmother, grandson, granddaughter, stepmother, step-father, step-son, and step-daughter. Nothing in this policy, however, shall require the dismissal of an employee who becomes a member of an immediate family through the marriage of two Authority employees.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with CCHRA provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, CCHRA will attempt to reassign one of the employees to another department or position for which he or she is qualified if such a position is available.

Separation from Employment

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and paid leave will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

In most cases, Human Resources will conduct an exit meeting on or before the last day of employment to collect all Authority property, and to discuss final pay. Information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be provided to the employee.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of CCHRA.

WORKPLACE SAFETY

Injury on the Job

Any employee injured on the job must promptly report the injury to his or her supervisor in the event of the supervisor's absence or unavailability, to the department head, or in the event of the department head's unavailability, to Human Resources. The employee must provide all information necessary to his or her supervisor for the completion of a First Report of Injury form. The employee is required to report an accident or injury even if he or she does not need medical attention. Failure to do so may jeopardize the employee's ability to collect workers' compensation benefits. If medical attention is necessary, Human Resources will refer the employee to the authorized Housing Authority physician. Although an employee who is injured on the job is free to seek treatment as he or she chooses, the CCHRA is not responsible for medical bills incurred from doctors other than the Authority's authorized physician, and such treatment may not be covered by workers' compensation insurance. If an on-the-job injury results in a need for leave from your job, that leave will be governed by the Authority's leave policies found in of this Handbook.

On-the-job injuries are usually investigated by CCHRA. In cases where CCHRA determines that the injury was avoidable, corrective action may be taken.

Post-Accident Drug Test and Alcohol Test

A drug and alcohol test will be administered to the employee following an on-the-job accident/incident. Failure to comply with a drug and alcohol test may result in termination.

An employee who is involved in an accident or injury on the job is expected to cooperate and provide all information regarding the injury accident requested by CCHRA that is reasonably accessible to him/her. Failure to provide such information is grounds for corrective action, up to and including termination.

Drug and Alcohol-Free Workplace

CCHRA'S goal is to establish and maintain a work environment that is free from the work-related risks and effects of alcohol and drug abuse. Also, the Authority is committed to providing the best possible service to customers by its employees with reliability, predictability and safety and to promoting an efficient and productive workplace.

Consistent with the spirit and intent of these goals, CCHRA has adopted a zero-tolerance policy regarding drug and alcohol use and/or abuse. The abuse of drugs and alcohol is not compatible with CCHRA's goals, commitments and purpose. In order to promote the purpose of this Policy, **the Authority does not permit the use, possession, sale, purchase, manufacture, distribution, transfer and/or consumption of alcohol and all legally regulated drugs while on the job at CCHRA except legal use by current valid prescription.**

CCHRA reserves the right and discretion to take actions it determines appropriate based solely on its reasonable suspicion of current on the job use or being under the influence of drugs and/or alcohol and/or to test employees and applicants for the detectable presence of such substances. An employee or applicant may refuse to consent to testing, but if he or she does, employment or the employment process is terminated.

No part of this policy is intended to affect CCHRA'S right to manage its workforce and workplace. This policy does not alter the at-will status of employees or create a contract of employment or guarantee of continued employment. Either you or CCHRA can end the employment relationship at any time for any reason or for no reason. The Authority reserves the right to alter, amend or make exceptions to this policy at its discretion.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

Pre-employment: As required by CCHRA for all prospective employees who receive a conditional offer of employment

For Cause: Upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or has adversely affected the employee's job performance.

Random: As authorized or required by federal or state law.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

Smoke-Free Workplace

CCHRA has a "smoke-free" policy banning the use of prohibited tobacco products in all public housing living units, indoor common areas in public housing, and in CCHRA administrative office buildings. The smoke-free policy extends to all outdoor areas up to 25 feet from the public housing and administrative office buildings or off property whichever is farthest from buildings. "Smoking" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

Smoking is only permitted during break times off property or in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly.

Workplace Violence Prevention

CCHRA is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This

policy covers any violent or potentially violent behavior that occurs in the workplace or at Authority-sponsored functions.

All CCHRA employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, Human Resources, the CEO or the CFO. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against CCHRA, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

CCHRA prohibits the possession of weapons on its property at all times, including our parking lots or Authority vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

CCHRA reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on Authority property. In addition, CCHRA may inspect the contents of lockers, storage areas, file cabinets, desks, and work stations at any time and may remove all Authority property and other items that are in violation of Authority rules and policies.

Commitment to Safety

Protecting the safety of our employees, clients, vendors and visitors is the most important aspect of running the Authority.

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying

management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to activate the medical emergency services.

Attendance in Inclement Weather / Emergency Closings

The CEO will determine whenever weather conditions warrant the closing of any Authority offices or departments in keeping with the schedule of the Charleston County Government. Affected employees, with supervisory approval, will be excused and paid for time missed subject to the following guidelines:

6. The employee must remain in work-ready status and reachable by phone during normal working hours;
7. If the office/department does not reopen during the day, the employee will be paid for that day;
8. If the office/department reopens during the day, the employee must report to work as soon as possible;
9. In cases where an employee misses work due to weather conditions, but the office remains open, the employee may not be paid for the time missed from work.

As a public agency, the Authority has a continuing responsibility to perform its functions to the extent possible during emergencies, including inclement weather. During emergencies, employees are expected to work altered and/or extended schedules. Failure to work such altered and/or extended schedules as needed without compelling reasons may result in disciplinary action up to and including termination.

WORKPLACE GUIDELINES

Performance Evaluations

CCHRA strives to evaluate each employee's performance periodically after the introductory period. Successful completion of a job evaluation does not guarantee

continued employment, nor does it qualify the employee for a wage increase. Employees should take any suggestions his or her supervisor makes in the evaluation seriously.

Generally, formal performance reviews are conducted annually on the employee's anniversary date of hire. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

If the employee has not received an annual performance review, it is the employee's responsibility to notify his or her immediate supervisor. This will help CCHRA administer the evaluation process in a regular manner. Adjustment to employee compensation may or may not be made in conjunction with an evaluation.

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Loss of Necessary License or Certification

Certain job positions involve job duties for which the employee must have a license or certification to perform. An employee's loss of a license or certificate necessary to perform his or her job duties is grounds for termination of employment.

Outside Employment

Employees are permitted to work a second job as long as it does not interfere with their job performance with CCHRA. Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, tardiness, absenteeism, leaving early, refusal to travel, or refusal to work overtime or different hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

Dress and Grooming

CCHRA will reimburse for pre-approved and necessary safety equipment. For example: safety shoes, safety glasses, breathing equipment such as filter masks and other preapproved safety equipment deemed necessary to safely perform their job duties.

CCHRA provides a casual yet professional work environment for its employees. Even though the dress code is casual, it is important to project a professional image to our customers, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense.

The following list is a guideline of appropriate and inappropriate attire under the dress policy. These are examples only. Supervisors may determine if an employee is dressed inappropriately for the workplace within the dress policy.

Appropriate casual dress:

- T-shirts (no graphics)
- Polo Shirts
- Sleeveless blouses/tops
- Khakis
- Denim jeans
- Capri/ankle pants or leggings under long tops
- Company logo wear
- Dresses, skirts or skorts (knee length)
- Dressy sandals
- Casual shoes including clean athletic shoes
- Knee length shorts or capris for field employees who work in the heat
- Safety shoes

Inappropriate casual dress:

- Logo clothing (sport teams, cartoon characters, political statements, offensive remarks or characters, etc.) other than company logo
- Flip-flops

- Halter tops or tank tops
- Sweatpants
- Tight, revealing or otherwise inappropriate clothing
- Athletic wear
- Clothing that is ripped, frayed, stained or messy
- Shorts in the workplace

All employees are expected to comply with this dress code in a manner consistent with their gender identity and expression. Employees who report to work inappropriately attired will be asked to leave work to change clothes and will be required to use personal time or vacation time to do so.

Any questions or complaints regarding the appropriateness of attire should be directed to Human Resources. Decisions regarding attire will be made by Human Resources and not by individual departments or managers.

Social Media Acceptable Use

CCHRA encourages employees to share information with co-workers and with those outside CCHRA for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, CCHRA has established the following guidelines for employee participation in social media.

Note: As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and SnapChat, among others.

Off-duty use of social media. Employees may maintain personal websites or weblogs on their own time using their own facilities. Employees must ensure that their social media activity does not interfere with their work. In general, CCHRA considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

On-duty use of social media. Employees may engage in social media activity during work time provided it is directly related to their work, approved by their supervisor,

and does not identify or reference Authority clients, customers, or vendors without express permission. CCHRA monitors employee use of Authority computers and the Internet, including employee blogging and social networking activity.

Respect. Demonstrate respect for the dignity of CCHRA, its board, its customers, its vendors, and its employees. A social media site is a public place, so employees should avoid inappropriate comments. For example, employees should not divulge CCHRA confidential information about clients, CCHRA business operations, or information restricted from disclosure by law on social media sites. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

Post disclaimers. If an employee identifies himself or herself as an Authority employee or discusses matters related to CCHRA on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of CCHRA and that the employee is expressing only his or her personal views. For example: “The views expressed on this website/blog are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to CCHRA or CCHRA’s business. Employees must keep in mind that if they post information on a social media site that is in violation of Authority policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Competition. Employees should not use social media to criticize CCHRA’s competition and should not use it to compete with CCHRA.

Confidentiality. Do not identify or reference Authority clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

New ideas. Please remember that new ideas related to work or CCHRA’s business belong to CCHRA. Do not post them on a social media site without CCHRA’s permission.

Links. Employees may provide a link from a social media site to CCHRA’s website during employment (subject to discontinuance at CCHRA’s sole discretion).

Employees should contact the Web design group to obtain the graphic for links to CCHRA’s site and to register the site with CCHRA.

Trademarks and copyrights. Do not use CCHRA’s or others’ trademarks on a social media site or reproduce CCHRA’s or others’ material without first obtaining permission.

Legal. Employees are expected to comply with all applicable laws, including but not limited to copyright, trademark, and harassment laws.

Authority restrictions. Because CCHRA is publicly held, it may require that employees temporarily confine social media commentary to topics unrelated to CCHRA or that employees temporarily suspend such activity to ensure compliance with the SEC’s regulations or other laws. CCHRA may also require employees to delete references to it on a website or blog and to stop identifying themselves as an employee of CCHRA.

Discipline. Violations of this policy may result in discipline up to and including immediate termination of employment.

Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits.

No policy in this Handbook is intended to prohibit the right of employees to use personal equipment and personal time to engage in group discussion or action addressing terms and conditions of employment, to the extent protected by law.

Solicitation

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees, clients and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on “working time.”

“Working time” is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after his or her shift.

Distribution by employees of advertising materials, handbills or other printed or written literature is not permitted while an employee is on “work time” and is not permitted in working areas at any time.

Solicitation and/or distribution of literature by people who are not CCHRA employees are not allowed on CCHRA property at any time.

Solicitation includes, but is not limited to sale of raffle tickets, household goods (such as beauty products), food products or personal items, as well as appeals for charitable contributions.

Business Communications

Computers, Internet, Email, Telephone, Telefax, US Mail and Other Resources

As a condition of providing communication systems to its employees, including but not limited to e-mail, internet, telephone, voicemail, telefax, and internal and external mail, CCHRA has in place certain guidelines and restrictions on workplace use. The e-mail, internet and communications systems are to be used for CCHRA’s business purposes and not for personal purposes of the employees.

Please be on notice that all information and messages that are created, sent, received or stored on CCHRA’s systems are the sole property of CCHRA and are subject to audit, inspection and/or monitoring by CCHRA. By use of these communications systems, the employee consents to such audit, disclosure, inspections and/or monitoring as deemed by CCHRA to be appropriate.

CCHRA encourages employee use of the Internet, e-mail, telephone, voicemail, telefax and mail systems for the following:

1. To communicate with fellow employees, residents, contractors and vendors regarding matters within an employee’s assigned duties;
2. To acquire information related to, or designed to, facilitate the performance of regular assigned duties; and

3. To facilitate performance of any task or project in a manner approved by an employee's Supervisor.

CCHRA expects that the employee will not visit non-relevant and/or unapproved websites. The following are examples of highly inappropriate and/or illegal uses of CCHRA's communication systems, which are expressly prohibited by CCHRA:

10. Dissemination or printing of copyrighted materials (including articles and software) in violation of copyright laws;
11. Sending, receiving, printing, saving to disk or otherwise disseminating proprietary data, client lists, trade secrets or other private or confidential information of CCHRA in violation of its policies, confidentiality or proprietary agreements;
12. Writing, soliciting, sending, printing, saving or forwarding offensive, disruptive or harassing statements or language including disparagement of others based on their race, color, national origin, sex, gender, age, disability, religious or political beliefs, regardless of whether in a joking or serious manner, to external or internal recipients;
13. Sending, soliciting or intentionally viewing sexually oriented messages or images;
14. Soliciting or proselytizing for commercial ventures, religious or political causes, outside organizations or other non-job-related solicitations;
15. Operating a business, usurping business opportunities, soliciting money for personal gain or searching for jobs outside CCHRA on CCHRA time;
16. Installation or modification of software on any computer provided by CCHRA unless express approval is provided by the employee's department head, or in his or her absence, the CEO or CFO, as to the particular software and means by which it will be installed. This approval must be obtained for each installation or service. This is necessary to ensure system compatibility and the security of data files maintained on the machine, and legal use/licensing of software/application;

17. Sending chain letters, gambling or engaging in any other activity in violation of local, state or federal law;
18. Utilizing password protection or encryption (coding) software or similar protections on any system or file without approval from the employee's department head or in his or her absence the CEO or CFO. Where permission is provided, the password must be provided to CCHRA's Information Technology Contractor upon request. The use of a password, whether or not authorized, in no manner restricts the rights reserved by CCHRA as described above;
19. Sharing of passwords except to the extent required to comply with this policy. Passwords should be guarded and not written or accessible on or near the equipment. Employees may not disclose their passwords to others or use someone else's code or password without express written authorization from his or her supervisor. Employees may not allow a non-employee to use his or her assigned computer, without express written authorization from his or her supervisor. Users who have access to CCHRA systems through remote technology should take special precautions to ensure that their equipment is not used in an unauthorized manner;
20. Providing information to persons outside CCHRA on used diskettes or CD or drives. All employees are advised that files which are merely "deleted" on diskettes or CDs and hard drives are still capable of being retrieved. As such, used diskettes and CDs should never be provided to anyone outside CCHRA since they may contain sensitive information. Any used diskette, CD or drive containing deleted or undeleted files must be destroyed before being discarded;
21. Subscribing to any program or service that accesses information from an external source such as the Internet or other online service without the permission of CCHRA. This is necessary to ensure that the service provides appropriate security measures;
22. Any use of the Internet for research purposes or otherwise involves some risk to the computer from which the access occurs and to the Authority's network as a whole. For this reason, CCHRA reserves the right to restrict access to certain websites as deemed appropriate to its business. Any individual accessing

websites for personal use assumes additional risk which may result in disciplinary action in the event that harm or disruption of business occurs;

23. Accessing non-CCHRA email (i.e., Yahoo, Hotmail, G-Mail, Comcast, AOL, MSN, etc.) from CCHRA's network is not allowed
24. Accessing or communicating via social networking or communication sites such as Facebook, Myspace, Twitter, or other similar sites from CCHRA's network or its computers and electronic communication devices is not allowed;
25. Visiting, commenting or communicating via blogs, chat rooms, or other virtual media outlets from CCHRA's network or its computers and electronic communication devices is not allowed.

Employees should be careful in creating e-mail, computer files and information transmitted by internet. Even when a message or file has been deleted, it may still exist in printed version, be recreated from a back-up system, may have been forwarded to someone else, and/or may be recoverable by other means. Periodic network maintenance is performed which may result in irrecoverable removal of data such as e-mails, temporary internet files, or files which may have been deleted. Such actions are taken for the purposes of better ensuring the efficient operation of information systems. In many cases, files which have been deleted from a computer or which exist on network storage devices may be recoverable by forensic means. However, for the purpose of retention for litigation use, an employee may be notified and expected to save electronic files (e-mail, voicemail, documents, etc.) which otherwise he or she may have routinely deleted. Communications, including computer generated information, may be shared with law enforcement as CCHRA deems appropriate and/or as required by law.

If an employee downloads any file[s] from e-mail or the Internet received from non-CCHRA sources, he or she should assure the file[s] is scanned with CCHRA's virus detection software. Any viruses, tampering or system problems observed by an employee should be immediately reported to the department head, the CEO or CFO.

Disciplinary action for violation of this policy is within CCHRA's sole discretion and may include, but is not limited to counseling, reprimand, or termination.

Remedial action may also include counseling, changes in work assignments, restricted network access or other measures designed to prevent future misconduct.

E-mail and internet communications to others should not be assumed to be private. All communications, e-mail, computer files, internet access, transmittal by internet, file transfers, websites visited or other communications including, but not limited to telephone, telefax and mail, are subject to the right of CCHRA to monitor, access, read, disclose, audit, inspect and use such information without additional prior notice to the originators and recipients.

Notwithstanding CCHRA's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by co-employees and accessed only by the intended recipient.

This policy applies to all CCHRA owned communication systems and equipment including, but not limited to telephones, smart-phones and other mobile devices, computers, netbooks, voicemail and telefax, as well as internal and external mail service. **By acceptance of and continuation of your employment and by your use of CCHRA's communication systems, you consent to CCHRA's audit, disclosure, inspection, review and otherwise monitoring all.**

Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment as protected under the National Labor Relations Act. Employees have the right to engage in or refrain from such activities.

All use of Authority provided communications systems, including e-mail and internet use, should conform to our Authority guidelines/policies, including but not limited to the Equal Opportunity, Harassment, Confidential Information, and Conflicts of Interest. For example, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Similarly, employees should not divulge confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites.

Standards of Conduct

Our employees' conduct affects not only themselves and CCHRA but also their co-workers, our residents and the community. Public service is a trust and a responsibility conferred to all CCHRA employees. CCHRA employees are expected to comply with the 1991 Ethics, Government Accountability and Campaign Act, S.C. Code Ann. §8-13-10, et seq. for public employees. Additionally, employees are expected to exercise good judgment at all times.

As an at-will employer, CCHRA may terminate the employment relationship at any time without notice or reason. It is also CCHRA's right to take, if it so chooses, a constructive approach so those actions which would interfere with operations are not continued. If an employee's performance, work habits, attitude or demeanor becomes unsatisfactory, CCHRA may, in some cases and at its sole discretion, counsel, discipline, suspend without pay, demote, transfer, terminate or take other action to attempt to correct the situation. The corrective action taken, whether as termination or lesser discipline, depends upon management's judgment. **As each employee is employed at-will, CCHRA reserves the right to terminate the employment relationship with or without notice, with or without reason or cause, and with or without the use of any other form of prior discipline or corrective action.**

Some examples of types of conduct that CCHRA considers to be highly inappropriate and/or intolerable and which may result in corrective action including, but not limited to unpaid suspension and/or immediate termination of employment include, but are not limited to:

1. Failure to comply with the 1991 Ethics, Government Accountability and Campaign Act, S.C. Code Ann. §8-13-100, et seq. for public employees.
2. Falsifying employment application, timesheet or time recording, or personnel or other documents or records.
3. Unauthorized possession of CCHRA'S or employee property, gambling, carrying weapons or explosives, or violating criminal laws on Authority premises.

4. Fighting, throwing things, horseplay, practical jokes or other disorderly conduct which may endanger the well-being of any employee on Authority premises or which is detrimental to discipline, good order, proper job performance or organizational welfare.
5. Possessing, consuming and/or being under the influence of alcohol, intoxicants or illegal drugs or drugs which were not prescribed for the employee by a physician with the intent that the employee use the prescription while on duty.
6. Engaging in acts of dishonesty, fraud, theft or sabotage. Acceptance of any item or benefit of material value in exchange for preferential treatment.
7. Violation of Workplace Violence Policy, Drugs and Alcohol-Free Workplace Policy, Equal Employment Opportunity Policy, Prohibition Against Harassment and Discrimination Policy, or other acts violating CCHRA'S policy.
8. Insubordination, refusal to comply with instructions or chronic disregard of, resistance to or failure to perform or satisfactorily perform assigned duties.
9. Failure to cooperate in an Authority search or investigation.
10. Unauthorized use of CCHRA material, time, equipment or property.
11. Theft of or failure to protect, preserve and/or account for Authority property.
12. Breach of confidentiality or proprietary rights including, but not limited to sharing confidential information about CCHRA or its customers, employees, vendors learned firsthand or through meetings and reports.
13. Damaging, abusing or destroying Authority property due to careless or willful acts.
14. Conduct which may reflect poorly on or adversely impact CCHRA. This may include but is not limited to involvement in inappropriate or illegal acts, failure to exercise sound judgment or conflicts of interest. Ongoing civil or criminal charges, pleas or other court related action will not impede CCHRA from

making an independent determination of violation of this standard and taking such action as it deems appropriate.

15. Negligence, carelessness or willful failure to observe fire prevention and safety procedures or endangering the well-being of self, fellow employees, clients or others in the workplace.
16. Misrepresented or excessive, unexcused absenteeism and/or tardiness, or failure to report an absence.
17. Disrespectful conduct, threatening or intimidating fellow employees and/or customers or vendors of CCHRA.
18. Violent, abusive or threatening behavior.
19. Failure to report for and work as scheduled.
20. Failure to report an accident or injury on the job.
21. Driving under the influence of alcohol or illegal or prescription drugs that impair an individual's capacity to drive in a safe manner or otherwise engaging in negligent and unsafe driving or behavior while driving for CCHRA.
22. Driving a vehicle on Authority business that does not have a valid license plate, current renewal sticker and documentation of current vehicle insurance compliant with state law.
23. Using a cell phone while driving for CCHRA.
24. Failure to satisfactorily perform job or refusal to do work which is assigned.
25. Sleeping on the job.
26. Job abandonment, leaving the property while on duty, without management notification and approval.
27. Actively pursuing a position with other businesses using CCHRA computers, or resources while still employed by CCHRA without the CEO's consent.
28. Maintaining outside employment that is in direct competition with CCHRA.

29. Using work time for personal matters.
30. Tampering with computers, time clocks or other equipment when the employee is not authorized or qualified to do so.
31. Converting to personal use by borrowing, loaning or otherwise acquiring lost items, employee property or Authority property.
32. Failure to call in and provide notice of an absence or tardiness as outlined in the Attendance and Tardy Policies.
33. Blatant or repeated failure to adhere to CCHRA'S policy or procedures.
34. Any other practices that CCHRA determines may be inconsistent with the ordinary and reasonable expectations of conduct necessary to the welfare of CCHRA, its employees and/or residents, customers or vendors.
35. Carrying weapons on CCHRA property unless authorized in writing to do so by the CEO.

This list is intended to be representative of misconduct. Additional guidelines related to conduct are described in the various sections of this Handbook. Of course, it is impossible to provide an exhaustive list of potential misconduct, and this list and the guidelines in this Handbook should not be viewed as exclusive. **Neither this list nor this Handbook is intended to cover all circumstances, and the issuance of these guidelines does not alter the employment at-will relationship.**

Corrective Action is at CCHRA's Discretion

This Handbook contains no mandatory procedure for corrective action by CCHRA to address employee misconduct. All employment is at-will and corrective action, if any, is at CCHRA's sole discretion. Termination of employment by the employee or CCHRA does not require reason, cause, notice or prior counseling. Nothing in this Handbook creates a contractual right of employment for any definite duration or for a mandatory procedure for disciplinary or corrective action.

Disciplinary Procedure

CCHRA expects employees to comply with CCHRA's standards of behavior and performance and to correct any noncompliance with these standards.

Under normal circumstances, CCHRA endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. **This policy does not modify the status of employees as employees-at-will or in any way restrict CCHRA's right to bypass the disciplinary procedures suggested.**

The following steps are suggested in the discipline procedure. All steps will be documented in the employee's personnel file. See Human Resources Policy and Procedure Manual for details of each step.

Step 1: Informal Discussion

Step 2: Counseling

Step 3: Reprimand

Step 4: Suspension

Step 5: Failure to improve

The progressive disciplinary procedures described above also may be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a major breach of policy or violation of law, the procedures contained above may be disregarded. Typically, the supervisor should suspend the employee immediately (with or without pay) and an investigation of the incidents leading up to the suspension should be conducted to determine if any further action, such as termination, should be taken.

TIME OFF AND LEAVES OF ABSENCE

Holidays

1. Holiday leave is a paid benefit which is granted to regular employees. Temporary employees are to receive holiday leave as a paid benefit based on the employee's hours worked.
2. The Authority shall adhere to the Charleston County Government legal holiday schedule.
 - a. New Year's Day
 - b. Martin Luther King Jr. Day
 - c. Presidents' Day
 - d. Memorial Day
 - e. Independence Day
 - f. Labor Day
 - g. Veterans Day
 - h. Thanksgiving Day, including the Friday following Thanksgiving
 - i. December 24, December 25, and December 26. A holiday falling on a Saturday will be observed on Friday; a holiday falling on Sunday will be observed on Monday.
3. It shall be the policy of the Authority to ensure that all employees enjoy the same number of holidays each year. Employees who are required to work on a holiday shall be paid for the time worked in accordance with the rules governing overtime.

Any additional holidays will be designated by the CCHRA at start of each fiscal year. Employees are allowed one (1) personal day each year (example: Birthday).

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, CCHRA will select either the following

Monday or the preceding Friday as a substitute holiday. CCHRA reserves the right to pay eligible employees in lieu of time off if the holiday falls on Saturday.

Holiday pay. Full-time regular employees are eligible for holiday pay. Hourly employees become eligible after they have been actively with CCHRA for 3 months. Salaried employees may receive holiday pay immediately upon joining CCHRA. Part-time and temporary employees, including summer employees, are not eligible for holiday pay.

Holiday pay shall be at the employee's regular straight-time rate, inclusive of shift premiums.

A holiday shall be considered as 8 hours worked for the purpose of computing overtime.

To receive holiday pay, an eligible nonexempt employee must be at work or taking an approved absence on the work days immediately preceding and immediately following the day on which the holiday is observed. An approved absence is a day of paid vacation or paid sick leave. If an employee is absent on one or both of these days because of an illness or injury, CCHRA may require verification of the reason for the absence before approving holiday pay.

Religious observances. Employees who need time off to observe religious practices or holidays not already scheduled by CCHRA should speak with their supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, or take vacation time, or take off unpaid days. CCHRA will seek to reasonably accommodate individuals' religious observances.

Annual Leave

Annual leave is a benefit that is granted upon regular employees permitting them to be absent from duty for personal reasons with pay. CCHRA recommends that employees take at least ten (10) days of annual leave each fiscal year.

Approval of Annual Leave

1. Department heads receive the initial request for approval of annual leave. The CEO shall have final approving authority, which he or she may delegate to other appropriate officials.
2. The minimum amount of annual leave taken shall be one hour with additional charges in increments of one hour.
3. Annual leave may not be used until credited and approved by the employee's department head. Annual leave accrues per pay period. The requirements of an employee's job may require the department head to restrict the use of annual leave during certain periods of the year. The department head shall establish the vacation schedule on the basis of equitable and objective criteria designed to promote good employee relations.

Accrual of Annual Leave

1. Temporary employees shall not be entitled to accrue annual leave or other employee benefits.
2. All regular full-time employees, including employees in the introductory period, shall be entitled to earn annual leave for continuous service as follows:

0 through 5 years	4.64 hours per pay period	15 days/year
6 years or more	6.17 hours per pay period	20 days/year
3. Regular, full-time employees begin accruing annual leave at the start of employment with the Authority, except that no credit shall be given a fractional part of a week at either the beginning or the end of an employee's services unless that week contains a holiday, and all other days were worked. A year of service shall be 2,080 hours of service in a pay status. Leave shall continue to accrue to an employee's credit during approved absences, with the exception that while on approved leave without pay, an employee shall not accrue annual leave during the pay period in which he or she reaches his or her 80th hour of leave without pay and thereafter, unless and until he/she returns to work. The accumulation of

leave without pay is reduced to zero at the end of each calendar year, December 31.

4. An employee's annual leave balance may not exceed 80 hours (10 days) at the end of the fiscal year. Leave balances exceeding 80 hours on June 30 shall be reduced to 80 hours on July 1 or the next business day. Excess days will be forfeit if not used before July 1.
5. Employees are responsible for tracking and monitoring their unused leave so as to make sure they have sufficient time to obtain approval for and use all accrued annual leave during the fiscal year.
6. Upon separation from the Authority, an employee shall be paid in a lump sum for unused annual leave.

Sick Leave

1. CCHRA considers sick leave to be a privilege, not an entitlement. All regular full-time employees who normally work an 8-hour per day work schedule shall be credited sick leave at the rate of 8 hours at the completion of each calendar month of service.
2. CCHRA employees are allowed to carry over up to a maximum of 720 hours of sick leave from one fiscal year to the next. Sick leave balances exceeding 720 hours will revert to 720 hours at fiscal year-end. CCHRA does not pay employees for unused sick leave.
3. Sick leave is a privilege which shall be used only for sickness, injury, or medical-related appointments of the employee, spouse, child(ren), or parent(s). The employee may be asked to provide a signed medical certificate supporting the leave.
4. Sick leave may be taken in increments of one hour by non-exempt employees. Exempt salaried employees take paid sick leave only if the absence is for a full day.

5. If sick leave is not available, accrued annual leave may be substituted for sick leave. In such instances, a notation shall be made on the leave request indicating that “annual leave is being used as employee has exhausted accrued sick leave”.
6. While on paid sick leave, an employee continues to accrue annual and sick leave. Employees shall not be charged with sick leave should a paid holiday(s) occur during sick leave.
7. If sickness occurs while an employee is on annual leave, sick leave may be granted to cover the period of illness and the charge against annual leave shall be reduced accordingly. Sick leave, in this instance, must be supported by a medical certificate in order to use sick leave instead of annual leave.
8. An employee who is ill and unable to report to work shall notify his or her immediate supervisor as soon as possible, unless extenuating circumstances exist, and no later than thirty (30) minutes before the start of the work shift, unless departmental directives specify other procedures. In cases of illness beyond two (2) days, the employee shall be responsible for informing the supervisor when he or she is expected to be able to return to work. Failure to comply may be cause for denial of paid leave as well as corrective action. A leave form must be completed and submitted on the day of return to work.
9. For periods of sick leave of more than three (3) working days, in order to be eligible to use sick leave, employees are required to present to the appropriate department authority a statement from the employee’s personal physician stating the employee was undergoing treatment and was not physically able to work. More specifically, in order to receive paid sick leave, the certificate must address the days the employee was unable to work due to illness. If the employee is seen by the doctor on his or her third day of absence from work and the doctor’s certificate does not advise further absence, the employee is expected to return to work following the visit or will be considered to be on leave without pay.
10. Annual leave may be used to extend the absence, with advance approval from the employee’s supervisor and the CEO. The department shall attach the statement to the weekly time sheet in order for the employee to be compensated for the absent days.

11. CCHRA reserves the right to request a signed certificate from the employee's (or family member's) treating physician for any absence charged to sick leave.
12. Employees requiring a leave in excess of two weeks (10 working days) due to medical reasons must:
 - a. Obtain the form, Request for Sick Leave, from Human Resources and have it completed by his or her private physician.
 - b. Return the form to his or her department head with a copy to Human Resources.
 - c. Report to Human Resources at the expiration of the leave with a physician's statement indicating that the employee is capable of returning to work and what limitations the employee has, if any. The CEO is the final authority for permitting an employee to return to work. An employee requiring additional leave at the end of leave approved for 10 working days or more must repeat the same process to request additional leave.
 - d. If the employee has exhausted or will exhaust paid sick leave during the extended leave, the employee may substitute Annual Leave or request Leave Without Pay as set out in this handbook.
13. Failure to return to work at the end of extended sick leave as stated in item 12 above, without written approval for further leave signed by Human Resources and approved by the CEO, will be considered job abandonment and may result in discipline up to and including termination.
14. Leave for confined illnesses or limitations related to pregnancy which impair the employee's ability to work is considered the same as sick leave for other illnesses and conditions and is handled in the same manner.
15. If a department head has reason to suspect that an employee may be physically unable to work, Human Resources should be contacted in order to ascertain if a physician needs be consulted.
16. A physician or other qualified healthcare practitioner shall be the final authority in all matters relating to an employee's ability to work. The Authority

reserves the right to obtain a second opinion from a healthcare practitioner of its choice and to base its decisions with regard to the employee's leave or return to work based on their opinion.

FAMILY AND MEDICAL LEAVE (FMLA)

The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons.

Covered Employers

The FMLA only applies to employers that meet certain criteria. A covered employer is a:

- a. Private-sector employer, with 50 or more employees in 20 or more workweeks in the current or preceding calendar year, including a joint employer or successor in interest to a covered employer;
- b. Public agency, including a local, state, or Federal government agency, regardless of the number of employees it employs; or
- c. Public or private elementary or secondary school, regardless of the number of employees it employs.

Eligible Employees

Only eligible employees are entitled to take FMLA leave. An eligible employee is one who:

- a. Works for a covered employer (in this case CCHRA);
- b. Has worked for the employer for at least 12 months;
- c. Has at least 1,250 hours of service for the employer during the 12-month period immediately preceding the leave; and
- d. Works at a location where the employer has at least 50 employees within 75 miles.

The 12 months of employment do not have to be consecutive. That means any time previously worked for the same employer (including seasonal work) could, in most cases, be used to meet the 12-month requirement. If the employee has a break in service that lasted seven years or more, the time worked prior to the break will not count unless the break is due to service covered by the Uniformed Services Employment and Reemployment Rights Act (USERRA), or there is a written agreement, including a collective bargaining agreement, outlining the employer's intention to rehire the employee after the break in service.

Leave Entitlement

Eligible employees may take up to 12 workweeks of leave in a 12-month period for one or more of the following reasons:

- a. The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care;
- b. To care for a spouse, son, daughter, or parent who has a serious health condition;
- c. For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or
- d. For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

An eligible employee may also take up to 26 workweeks of leave during a "single 12-month period" to care for a covered servicemember with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the servicemember. The "single 12-month period" for military caregiver leave is different from the 12-month period used for other FMLA leave reasons.

Under some circumstances, employees may take FMLA leave on an intermittent or reduced schedule basis. That means an employee may take leave in separate blocks of time or by reducing the time he or she works each day or week for a single qualifying reason. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly

disrupt the employer's operations. If FMLA leave is for the birth, adoption, or foster placement of a child, use of intermittent or reduced schedule leave requires the employer's approval. **(Intermittent leave means taking 3 hours for a doctor's appointment applies to the total 12-week leave time and will be deducted.)**

Under certain conditions, employees may choose, or CCHRA may require employees, to "substitute" (run concurrently) accrued paid leave, such as sick or vacation leave, to cover some or all the FMLA leave period. An employee's ability to substitute accrued paid leave is determined by the terms and conditions of CCHRA's normal leave policy.

Note: Employees must comply with the employer's usual and customary requirements for requesting leave and provide enough information for the employer to reasonably determine whether the FMLA may apply to the leave request. Employees generally must request leave 30 days in advance when the need for leave is foreseeable. When the need for leave is foreseeable less than 30 days in advance or is unforeseeable, employees must provide notice as soon as possible and practicable under the circumstances.

When an employee seeks leave for a FMLA-qualifying reason for the first time, the employee need not expressly assert FMLA rights or even mention the FMLA. If an employee later requests additional leave for the same qualifying condition, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave.

Maternity Leave

All full-time employees who accumulate sick leave under CCHRA's sick leave policy may be allowed to use accumulated sick leave in addition to any annual leave, not only for disability due to childbirth but for parental leave of absence (caring for a newborn son or daughter and/or placement with the employee for adoption or foster care of a child, e.g., "parental/bonding leave"). Parental/bonding leave immediately follows the birth of the son or daughter and/or the date an adopted child is placed with the employee.

Employees who wish to extend parental/bonding leave after exhausting all sick leave and annual leave, may take unpaid leave. Parental/bonding leave may not

exceed twelve weeks from the date of birth of the employee's child, or placement of an adopted child with the employee.

Leave for temporary disability as related to childbirth, etc., is as addressed in CCHRA's Sick Leave policy.

ADMINISTRATIVE LEAVE WITH PAY (LWP)

Administrative leave is defined as an absence from regular duty which has been administratively authorized, and which does not result in charge against leave accounts of employees, or a loss in salary.

Administrative Leave may be granted for the following reasons:

Bereavement

An employee may be granted four (4) hours but not to exceed three (3) days of bereavement leave in the event of death in his or her immediate family. If more than three days are necessary, the employee may request the use of accrued annual leave. The term "immediate family" includes parent, spouse, partner, grand-parents, parent-in-law, son/daughter-in-law, sibling, child/grandchild, foster child, adopted child or legal guardian of the employee. To be eligible for paid bereavement leave, the employee generally must participate in bereavement activities of the deceased relative. At the discretion of the supervisor, an employee may be asked to provide documentation as it relates to the deceased, such as a newspaper article, obituary, or other items that may serve as sufficient notification of death. In the event of death of someone other than an employee's immediate family member or relative, the employee may request the use of accrued annual leave.

Payment for bereavement leave is computed at the regular hourly rate to a maximum of 8 hours for 1 day. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime.

Blood Drives and Donations

An employee may be granted two (2) hours administrative leave, when he or she volunteers to donate blood. A statement signed by a registered nurse or physician, verifying blood donation should be submitted to the employee's supervisor on the

first date following his or her donation. If verification is not received within this time, the employee may be charged with two (2) hours annual leave.

Hazardous Conditions/Inclement Weather

When it is determined by the CEO that a general emergency situation exists or is impending (i.e., hurricane, flooding, tornado, snowstorm, civil disturbance, epidemic, threat to the local or national security, etc.) and when he or she deems it is in the best interest of the safety, health or general welfare of one or more Authority employees, he or she may authorize administrative leave with pay for employees affected.

Jury Duty

Any employee who is called and serves on a jury may be granted paid leave for that period of time he or she is unable to report to work. The amount of leave payment shall be the difference between the employee's salary and the amounts of money which he or she receives as juror, excluding reimbursement for travel by the Court Employees who serve as jurors are expected to submit a statement of their earnings for jury duty to the Accounting Department within five (5) working days after completion of service.

Military Leave

Employees may take a leave of absence during periods of service in the uniformed services. An employee must provide advance notice of a military leave, except as provided by the Uniform Services Employment and Reemployment Rights Act of 1994 ("USERRA"). CCHRA will offer reinstatement rights consistent with the requirements of USERRA and applicable South Carolina law. The employee's reinstatement rights and reporting time obligations will depend on his or her length of the military leave. Please contact Human Resources for more information about an employee's responsibilities and the impact military leave will have on your reinstatement rights and benefits.

Applicable federal and state laws specify the granting of military leave of absence without pay for the period of military service. Employees may apply unused accrued annual leave to the military leave if they wish but are not obliged to do so. For exempt employees, salary deductions are not made for temporary military

leave of a partial workweek. CCHRA may, however, offset any amounts received by an exempt employee as military pay for a particular week against salary due for that week. Exempt employees are expected to promptly provide CCHRA with weekly documentation of pay for temporary military duty.

Employees are asked to notify their supervisor as soon as they are aware of the dates they will be on duty. For more details, see the posting titled, “Your Rights Under USERRA, The Uniformed Services Employment and Reemployment Rights Act” on CCHRA’s bulletin board or ask Human Resources. CCHRA does not tolerate any discrimination or retaliation against its employees for exercise of their rights under USERRA or South Carolina law pertaining to military leave. Please report any concerns of discrimination or retaliation through the Reporting Responsibilities and Complaint Resolution for Protected Status Discrimination/Harassment and/or Retaliation policy in this Handbook.

Physical Examination

Administrative leave shall be granted for any physical examination required for employment with the Authority.

Subpoenaed as a Witness (With Pay)

An employee, who is subpoenaed as a witness and who will not receive any personal gain from the outcome of the litigation, shall be entitled to court leave with pay for those hours required for the subpoena and may retain any witness fee and travel expenses.

Exceptions

- a. An employee engaged in personal litigation is not eligible for court leave with pay but may be granted annual leave or leave without pay with appropriate authorization.
- b. When an employee is subpoenaed to represent the Authority as a witness or defendant, his appearance is considered a part of the employee’s job assignment. The employee shall be reimbursed for any meals, lodging, and travel expenses that may be incurred according to State Travel Guidelines as

provided in the annual Appropriation Act and Budget and Control Board Regulations.

- c. When an employee attends, in an official capacity, a mediation or mediation-arbitration conference, his attendance is considered a part of the employees' job responsibilities for the Authority.
- d. When an employee appears as a witness or in any other official capacity in a hearing before the State Employee Grievance Committee, the employee's appearance is considered a part of his or her job assignment from the Authority.

Training and Education

Administrative leave may be granted for employees attending training, classes, workshops, and seminars. Generally, eight (8) hours of leave may be approved for a full day's attendance at a workshop or seminar.

Voting and Registration

If voting registration or voting in a local election renders absence from duty necessary, up to two hours of administrative leave shall be granted to all employees to permit them to exercise this privilege.

LEAVE WITHOUT PAY (LWOP)

LWOP is a temporary non-pay status and absence from duty that, in most cases, is granted at the employee's request. In most instances, granting LWOP is a matter of supervisory discretion and may be limited by agency internal policy.

Employees, however, have an entitlement to LWOP under the Family and Medical Leave Act. Also, the Uniformed Services Employment and Reemployment Rights Act of 1994 (Public Law 103-353) provides employees with an entitlement to LWOP when employment with an employer is interrupted by a period of service in the uniformed service.

1. At the expiration of leave without pay, the employee may be reinstated in the position he or she vacated or in any other position in the same class, if practicable.

2. When at any time within a leave year an employee reaches 80 or more hours of leave without pay, he or she will cease accruing annual leave, unless and until he/she returns to work. An employee on leave without pay will not be credited with sick leave after he/she reaches 80 or more hours of leave without pay, unless and until he/she returns to active duty.
3. Failure on the part of the employee to return to duty at the expiration of leave without pay may be cause for dismissal.

EMPLOYEE BENEFITS

CCHRA recognizes the value of benefits to employees and their families. CCHRA supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to CCHRA Summary Plan Descriptions (SPD), which are found on CCHRA intranet, or contact Human Resources. To the extent of the information provided here conflicts with the SPD or full plan document, the full plan document will control.

MEDICAL, DENTAL, AND VISION INSURANCE

Health Insurance

Regular employees of the Authority who regularly work thirty (30) hours or more per week are eligible for health, dental, and vision insurance plans. Employees must enroll within thirty (30) days following the date of employment. Coverage under the insurance plan begins the first day of the month following the date of employment, unless the employee's date of hire is the first day of the month, then the insurance would be effective as of that date. If an employee fails to enroll within thirty (30) days after employment, the employee must wait until the insurer's next open enrollment period.

Group Life Insurance

The Authority provides group life insurance to employees for which the death benefit paid equals the employee's salary, up to \$50,000. If desired, additional life insurance may be purchased at the employee's expense. Life insurance for dependents is also offered at the employee's expense. For additional information, consult Human Resources or the Authority's insurance provider.

Term life insurance may be available through SC PEBA which provides a one-time death benefit payment in the amount of \$3,000 to regular and temporary employees (under age 70) who are enrolled in a State Health Plan and are regularly scheduled to work not less than 30 hours per week. The \$3,000 term life insurance coverage is at no cost to the employee.

Disability Insurance

Regular and temporary employees of the Authority who work thirty (30) or more hours a week are provided disability insurance at no cost to the employee, if the employee is enrolled in the state health plan (SHP) and has reached eligibility. Long-term disability insurance eligibility and requirements are administered by insurance underwriters as selected by the SC PEBA. Employees may purchase supplemental disability insurance at their own expense. For additional information, consult Human Resources or the insurance provider.

Retirement Plan

The Authority participates in the South Carolina Public Employee Benefit Authority (PEBA) and offers the S.C. Retirement Plan for regular employees of the Authority. The employee's contribution is a tax-deferred percentage of gross pay which is matched/or exceeded by a contribution from the Authority. Both percentages are subject to change(s) at the discretion of the South Carolina Legislature.

1. All regular employees of the Authority shall participate in the plan.
2. Participation shall begin on the initial date of employment with the Authority.
3. The authoritative guide for the fundamentals of the retirement plan is the Joint Agreement executed between the Authority and the South Carolina PEBA.
4. Participation in the plan is mandatory and is a condition of employment. Withdrawal from the plan shall not be permitted as long as employment continues.
5. Each eligible employee shall be required to execute an application for participation; an agreement to make required contributions through payroll

deductions by the Authority, and such other forms as may reasonably be required for administration of the plan.

6. Employees may receive complete details of the plan from Human Resources or the South Carolina PEBA. Information on plan benefits, reservation of rights by the employer and limitations on rights of employees, retirement dates, participating employee contributions, etc. is readily available.

Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

CCHRA pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

CCHRA abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important to notify the supervisor and Human Resources immediately. The supervisor will complete an injury report with input from the employee and return the form to Human Resources. Human Resources will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. In addition, employees will not be paid vacation or sick leave for approved absences covered by CCHRA's workers' compensation program, except to supplement the workers' compensation benefits such as when the plan only covers a portion of the employee's salary as allowed by state law.

Employees being compensated under the Workers Compensation Law do not earn sick or annual leave while receiving Workers Compensation benefits.

TRAINING AND EDUCATION

General

The Authority encourages and supports the professional and personal development of its eligible employees by funding education that will increase their effectiveness in their jobs. Although educational achievement can help to improve job performance and enhance the attainment of career aspirations, completion of educational courses does not guarantee a promotion, salary increase or any form of advancement.

CCHRA may pay some percentage or all the tuition and related costs (such as course materials, employee wage while in attendance, travel and per diem expenses) for courses, seminars, workshops that are directly related to the employee's job duties. The courses or programs must be offered by accredited institutions of learning.

Authorization

Employees who wish to attend a particular seminar, workshop or course and seek to have CCHRA pay for all or part of the expense thereof shall submit a written request to their supervisor well in advance of the anticipate date of enrollment. The employee should provide appropriate information as to the course of study and its relationship to the employee's job duties. Acceptable courses, seminars, workshops, and institutions of learning are determined by Human Resources in consultation with an employee's department head. The employee's request must be approved by the employee's department head and the CEO before any payment shall be authorized.

Eligibility

Subject to the availability of funds, CCHRA will pay 100% of the tuition costs of an approved seminar or workshop that is directly related to the employee's job duties. To be eligible to attend a seminar or workshop that is directly related to his or her job duties, an employee must:

1. Be a regular full-time employee; and

2. Have completed at least one year of uninterrupted full-time employment; and
3. Have received a satisfactory job performance evaluation and have received no disciplinary actions in the past twelve months; and
4. Obtain written approval to participate in the seminar or workshop from his/her department head and the CEO; and
5. Obtain written approval from the department head and Chief Executives for CCHRA's payment of the cost of the seminar or workshop as well as employee wages while in attendance, and any travel and per diem expenses; and
6. Submit documentation of satisfactory completion of the seminar or workshop to Human Resources promptly upon completion.

CCHRA will also pay an employee 50% of the cost of tuition for approved college courses, subject to the availability of funds. To the extent the employee seeks to have CCHRA pay for 50% of the cost of a college course, the employee must:

1. Be a regular full-time employee;
2. Have completed at least one (1) year of uninterrupted full-time employment;
3. Have received a satisfactory job performance evaluation and no disciplinary actions in the past twelve (12) months; and
4. Must sign an Obligated Service Agreement to remain employed with CCHRA for twelve months from the date of completion of the course; and
5. Obtain written approval to participate in a college course at an accredited institution from his or her department head and the CEO and obtain written confirmation from the department head and CEO for CCHRA to pay 50% of the cost of the course upon the employee's completion of the course with a grade of "C" or better, as well as the employee's wages while in the classroom;
6. Be employed with CCHRA at the time the course is completed and complete the course of study with a grade of "C" or better;

7. Submit documentation to Human Resources of the completion of the course and the grade received promptly upon receipt of the grade.

Obligated Service Agreement

Employees who attend a seminar, workshop or class of which the costs are all or partly paid by the Authority must sign an Obligated Service Agreement CCHRA-14, not to resign from employment with CCHRA for a period of one (1) year past the completion of the seminar or workshop or college course. An employee who separates either voluntarily or involuntarily from CCHRA less than one (1) year after such date is required to pay any costs by the Authority, prorated based on the length of time his or her employment continued after the date the course ended.

Prorated reimbursement from the former employee to CCHRA will occur if the employee leaves within 3 months at 75%, 6 months at 50%, 9 months at 25% and after 1 year 0% (no reimbursement will be due).

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of CCHRA. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, Authority practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind CCHRA to employ me now or hereafter and that my employment may be terminated by me or CCHRA without reason at any time. I understand that no representative of CCHRA has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the president of CCHRA may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the president of CCHRA.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE