

Policy Manual Review – February 2024 Major Policy Changes Overview

Breastfeeding Policy: Clarification for lactation space requirements, including when the designated space had dual purposes (lactation process supersedes any other use).

Pay Practices and Methods of Wage Payments Policy: Corrected wage change procedures, updated payroll cutoff correction time to 2pm on payroll Mondays, and included the allowance of paper checks to be picked up in person on pay day.

Position Control Policy: Updated to state positions are controlled and maintained by the CEO within budgeted parameters.

Fringe Benefit-Paid Time Off (PTO) Policy: Clarified mandatory use of PTO when under hours stated on job description, clarified PTO policies are assigned and accrued based on current date of hire as applicable, and updated FMLA filing requirements to automatically apply after five days absent to match unpaid leave policy.

Fringe Benefit-Paid Holidays Policy: Updated language for floating holiday to being a permanent holiday, as well as clarifying usage rules/guidelines.

Employee Relations & Attendance Policy: Clarified mid-shift departures without coverage as job abandonment and mid-shift departures with coverage as an unscheduled absence, added PIP requirements to accompany all corrective action requiring suspension, and returned unscheduled absence count to six allowances per rolling calendar year.

Drug Free Workplace Policy: Updated reasonable suspicion guidelines for referrals, as well as proper procedures for referring someone under such, clarified personal admission is a reasonable suspicion justification.

Infection Prevention & Control: Revised to follow CDC guidelines for all infectious diseases, removed COVID endemic language, and clarified “staying home when ill” section.

Winter Safety Measures in Licensed Residencies: Clarified the mandatory use of shoe cleats when removing snow and/or putting down ice melt.

Room Reservations and Rental Policy: Added policy back in now that meeting space is available at Central.

Policy Manual Review – February 2024 New Policies

- Pregnant Worker’s Fairness Act Policy
- Environmental-Friendly Paper Reduction Policy
- Artificial Intelligence (AI) Policy
- Pet Policy – Central Wing
- Site Standards
- Emergency Systems Testing and Maintenance

