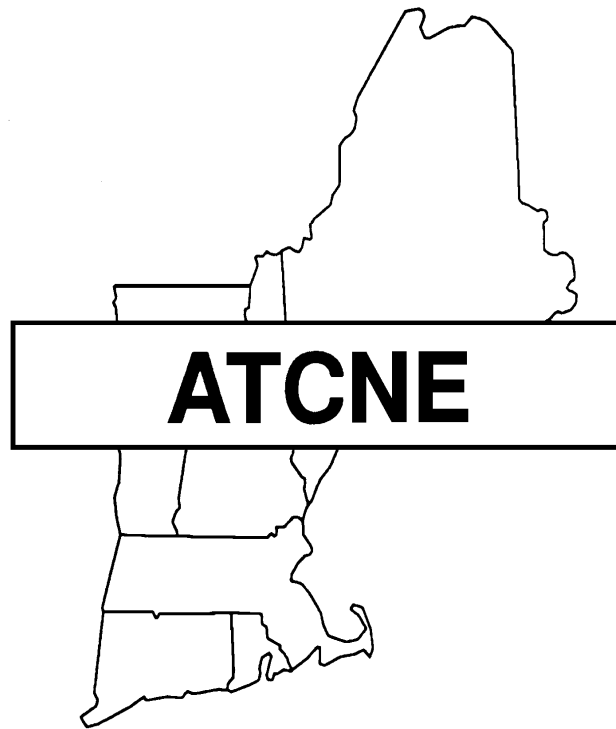


# **ADDICTION TREATMENT CENTER OF NEW ENGLAND, INC.**



## **PERSONNEL POLICY MANUAL**

**JANUARY 2019**

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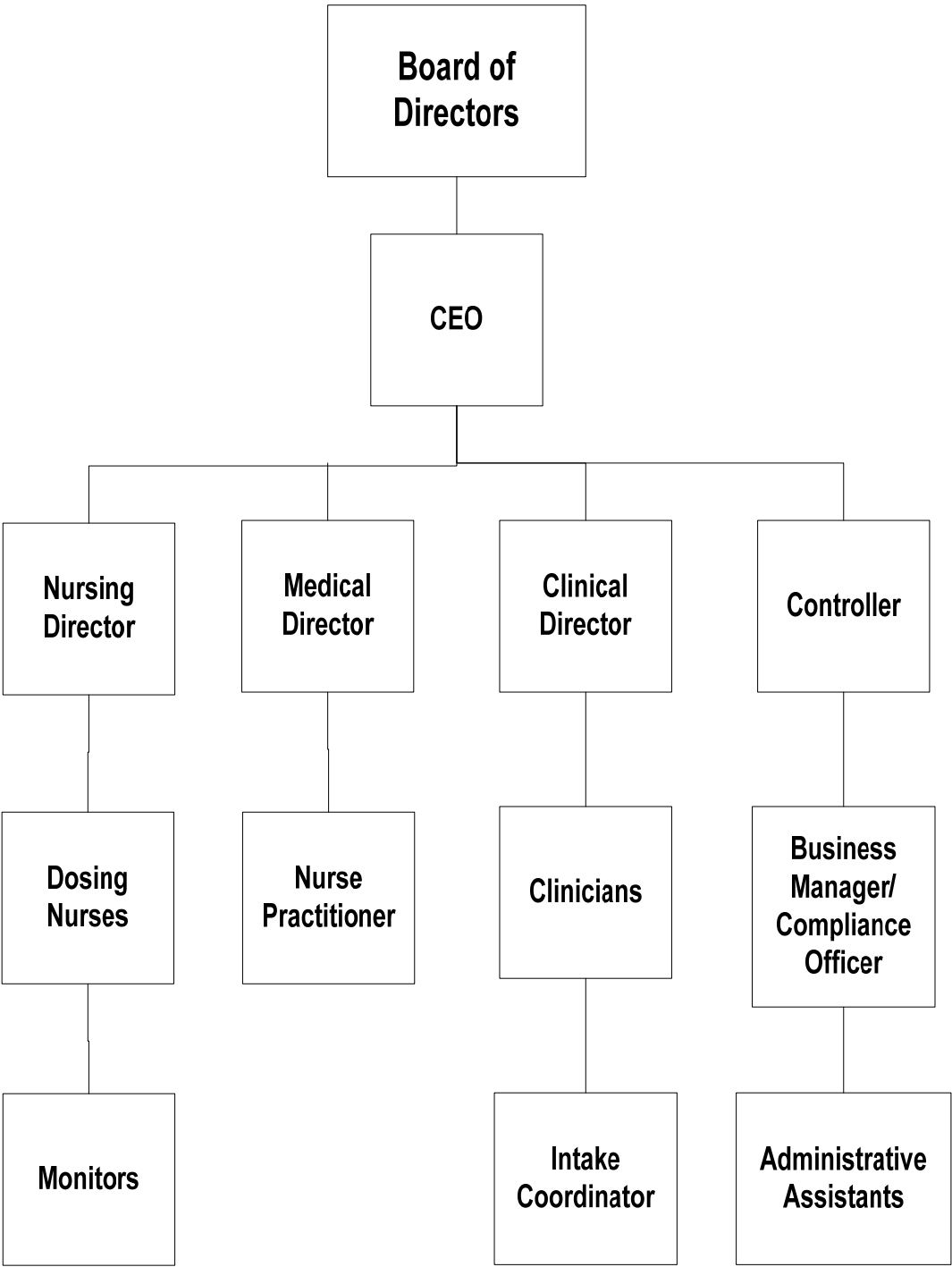
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**Addiction Treatment Center of New England, Inc.  
Organizational Chart**



# **ADDICTION TREATMENT CENTER OF NEW ENGLAND, INC.**

## **INTRODUCTION**

This Personnel Policy Manual has been prepared for staff members\* of the Addiction Treatment Center of New England, Inc. (ATCNE, the Center) to promote better understanding of the Center's policies, plans and procedures and how they relate to staff members.

The contents of this manual are presented as a matter of information only. While the Addiction Treatment Center of New England, Inc. supports the plans, policies, and procedures described herein, they are not conditions of employment. The Addiction Treatment Center of New England, Inc. reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time, with or without notice. The language used in this manual is not intended to create, nor is it to be construed to constitute, a contract between the Addiction Treatment Center of New England, Inc. and any one or all of its employees.

These policies may be changed at any time by a majority vote of the Board of Directors of the Addiction Treatment Center of New England, Inc. Any changes, additions, or deletions to these policies, approved by the Board of Directors, will be made known.

The Chief Executive Officer (CEO) reserves the right, in certain circumstances, to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures described herein, in whole or in part, at any time, with or without notice.

Any matters not covered specifically in these Personnel Policies are left to the discretion of the Chief Executive Officer.

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\* Consultants, per diem workers, students, trainees, and interns, if any, at the Center are not staff members. They are not evaluated in the same manner as staff members, and do not receive, among other benefits, compensatory time, overtime, vacation, personal days, or other employment benefits.

However, certain sections of this Personnel Policies Manual are relevant to contracted consultants, per diem workers, students, trainees, and/or interns. Questions regarding policies, practices, or other matters should be directed to the employer's supervisor or to the Chief Executive Officer or his/her designee.

## **ATCNE ETHICS**

ATCNE takes pride in being a transparent non-profit organization that works to provide services for the substance abuse population in our community and assist them in gaining control over their addictions and learn alternatives to their addictive behaviors. We keep our mission in mind as we look to improve the services we provide to our clients and as we continue to get involved in the community to raise awareness around the problems related to substance abuse.

### Mission Statement

The primary purpose of the Addiction Treatment Center of New England will be to alleviate the physical, mental and spiritual anguish of substance use disorder as experienced by the individual, the family, and community by using all available modalities including prevention, intervention, drug-free and drug-supported recovery as defined by the treater and the treated.

### Vision Statement

It is the vision of Addiction Treatment Center of New England to create a holistic response to addiction that is a recovery-driven synergism of clinical, medical and client perspectives.

### Values Statement

Addiction Treatment Center of New England embraces the concept of recovery from drug addiction as an endless mental, physical and spiritual journey, from a limited and dependent lifestyle, to a limitless independence and continual personal growth.

### Organizational Ethics

The Organizational Ethics Statement shall be reviewed annually by the administration and the Board of Directors for approval. All personnel are required to know and follow the Code of Ethics of their respective professions.

### ATCNE Code of Ethics

1. Service our clients with integrity, competence and objectivity, as well as respecting the inherent dignity and worth of the person.
2. Maintain client information and records of treatment confidential, and only use treatment information with the client's permission.
3. We will not take advantage, profit from or gain in anyway from treatment or confidential client information for ourselves, our center, or for our client's competition.
4. Hold the trust and confidence of our clients and shall strive to comply with the principles of proper professional conduct in the performance of our professional duties as a methadone clinic.

### **ATCNE PPM**

5. Trust in our philosophy, which is based on the fact that methadone combined with life skills counseling, has been shown to be the most effective treatment available for opiate dependent individuals.
6. Accept only engagements for which we are qualified by our competence and capable through our experience.
7. Assign staff to clients in accordance with their experience, knowledge, and expertise.
8. Pause or re-evaluate any treatment in which the client demonstrates an unwillingness to continue.
9. Keep our clients informed about the status of treatment in a timely manner and promptly comply with a reasonable request for information.
10. Our fees and expenses shall be reasonable, business case justified, legitimate, and commensurate with the services we deliver and the responsibility we accept.
11. Treat colleagues, clients, and outside entities with respect regardless of such factors such as race, religion, gender, disability, age, or natural origin.

#### Ethics Statement of ATCNE Nurses

ATCNE Nurses respect an individual's worth and recognize their desire to improve the quality of their lives. We are dedicated to treating people with dignity and respect and assisting them to obtain a drug free lifestyle. Our philosophy is based on the fact that methadone combined with life skills counseling, has been shown to be the most effective treatment available for opiate-dependent individuals. We recognize that opiate dependence is a complex disorder requiring expertise in addressing all of its many consequences. We are part of a multi-disciplinary approach to treatment addressing the physical, psychological and social aspects of addiction.

#### Ethics Statement of ATCNE Clinicians

ATCNE Clinicians promote human well-being and help meet the basic human needs of all clients, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. Our primary goal is to help clients in need to address social problems. Clinicians draw on their knowledge, values, and skills to help clients. Our broad ethical principles are based on core values of service, social justice, dignity and worth of the client, importance of human relationships, integrity, and competence. Clinicians value and pursue change, particularly focused on clients whose lives have been effected due to history of opiate dependence. Clinicians treat each client in a caring and respectful manner, always mindful of individual differences and cultural and ethnic diversity. We recognize that substance abuse dependence is a complex disorder and effects clients mentally, physically, and spiritually.

#### **ATCNE PPM**

## Conflict of Interest

ATCNE maintains a Conflict of Interest Policy for all members of the Board of Directors and staff members.

All Board Members and staff members will be notified of the Conflict of Interest Policy as part of the new Board Member's/employee orientation process. ATCNE defines "Conflict of Interest" as a situation in which a person has a duty to more than one person or organization, but cannot do justice to the actual or potentially adverse interests of both parties. Preferential treatment or financial gains by Board Members and staff members, because of their position, are prohibited.

## Fund-Raising

The Addiction Treatment Center of New England does not partake in Fund Raising activities to financially support its services and programs.

## Protection of Reporters of Suspected Misconduct

The Addiction Treatment Center of New England (ATCNE) expects its employees to perform their duties in accordance with applicable laws and regulations, agency policy and procedures and high ethical standards. A culture of compliance strengthens and promotes ethical practices and respectful treatment of all clients, staff, and those who conduct business with ATCNE.

The agency encourages all employees to come forward when they have evidence of suspected misconduct. Any employee who files a report of misconduct is protected against retaliation from a supervisor or other employees.

## Professional Conduct

Board members shall not accept honoraria from Addiction Treatment Services of New England except where permitted by law or the organization's by-laws. ATCNE prohibits preferential treatment of organization members, community partners, members of the organization's governing body, advisory boards, personnel, or consultants applying for and receiving the organization's services.

Addiction Treatment Center of New England shall not make or accept payment or other consideration in exchange for referrals. ATCNE prohibits steering, directing referrals to, or giving preference to clients easier or less costly to serve for the organization and practitioners within the organization.

The Addiction Treatment Center of New England has a clear mutual understanding as to the professional relationship with its employees in regards to a private practice on the premises. This agency has a policy which outlines the terms of the agreement between ATCNE and its employees that have a private therapeutic counseling practice on the premises of ATCNE. No employees may have a private practice with a patient who is a current or former client of ATCNE.

## **ATCNE PPM**



## Research Protections

It is the policy of the Addiction Treatment Center of New England not to participate or permit research involving clients of this agency.

*The above statements were taken from the following ATCNE Policies and Procedures: F 112, G 101, G 105, G 117, G 119, G 120, G 224, GA 108, and GA 207.*

## **GENERAL POLICIES**

### Affirmative Action/Equal Opportunity Employment Statement

ATCNE assures equal employment opportunity in all its policies regarding promotion, recruiting, hiring, compensation, training, transfers, layoff and recall practices, other benefits, and purchasing from and contracting with other businesses.

Policies will be administered without regard to race, color, creed, religion, ancestry, national origin, age, handicap, gender, marital status, sexual orientation, or political or union affiliation except where any of these are a bona fide consideration or occupational qualification. ATCNE will give full consideration to the employment of disabled and/or handicapped persons for work they are qualified to do.

ATCNE believes that special and extraordinary efforts are required to prevent discrimination and eliminate it within the organization. ATCNE pledges itself to a determined and sustained effort in support of this belief and the policies outlined in its Affirmative Action Plan (AA Plan).

ATCNE encourages initiative and personal leadership by individuals as the best means to ensure success of the AA Plan. We want to meet this challenge in a positive and constructive spirit. Therefore, violations of this plan will not be tolerated and will be met with appropriate remedial action.

ATCNE will work cooperatively with and seek assistance from appropriate minority groups and agencies, government agencies, educational institutions, civic organizations and other groups to develop, foster, and support its AA & EEO plans and policies.

It is the responsibility of each member of management, from the Chief Executive Officer and Board of Directors to each first line supervisor, to fight discrimination through inspirational leadership and personal example. In addition, it is the duty of every employee of ATCNE to create a working environment which is conducive to adhering to and supporting non-discrimination policies.

### Reasonable Accommodation

ATCNE will provide to staff with disabilities reasonable accommodation for the performance of key job functions. Requests may be made verbally or in writing and shall

## **ATCNE PPM**

describe the nature and purpose of the accommodation requested. Decisions on these requests will be made within five (5) working days.

### Selection of Staff

Selection of new staff is the responsibility of the Chief Executive Officer or his/her designate. The Chief Executive Officer or designee shall screen all resumes and letters of intent for positions that become available. Present staff may apply to fill any vacancy by submitting a letter of intent.

If the position of Chief Executive Officer becomes vacant, the Board of Directors shall appoint a committee to screen and interview applicants for the position. The committee shall recommend the most qualified candidates to the full Board. The Board reserves the right to interview the final candidates and a hiring decision shall be made by a majority vote of the full Board of Directors.

### Client Confidentiality

All clients are entitled to respect for their privacy. In addition, clients' right to privacy in their treatment is protected by law.

All information concerning the Center's clients is totally confidential and is not to be discussed with anyone, except within the context of the professional care of the client, and in accordance with HIPAA Privacy Rules, 42 CFR, Part 2 (the federal regulation governing confidentiality of drug and alcohol client information). A copy of this regulation is available in the Business Office.

### Dress Code

All employees are expected to dress in an acceptable professional manner. ATCNE requires clothing that is neat, clean and in good taste. ATCNE does not permit employees to wear transparent or revealing clothing, torn clothing, overly tight clothing, or pants and skirts that are particularly short or high cut.

ATCNE reserves the right to request changes in clothing or grooming that may be offensive, distracting or otherwise inconsistent with the appropriate image of ATCNE. Listed below is an overview of unacceptable business casual wear. Obviously, this list is not intended to be all-inclusive. Rather, these items should help set the general parameters for proper business casual wear and allow you to make intelligent judgments about items that are not specifically addressed.

**Slacks/pants** – Inappropriate items include jeans, sweat pants, shorts, bib overalls and other form-fitting pants,

**Shirts** –Avoid tee shirts, sweatshirts, tank tops, halter tops, shirts with large lettering or logos.

**Dresses/Shirts** –Mini-skirts and spaghetti strap dresses are considered inappropriate.

### **ATCNE PPM**

**Footwear** –Flip flops, thongs and slippers are considered unacceptable. Closed toe shoes are required for medical staff.

### Gratuities

Staff members are not permitted to receive gratuities, tips, or any type of gift (including services) from clients, their families or friends, or from companies or agents doing business with the Center.

Staff members are not permitted to lend, sell, barter or trade goods of any kind to or with clients, to purchase goods of any kind for or from clients, or to bring goods of any kind into the Center for clients.

### Emergency Transportation of Clients

In emergency situations, staff should inform their supervisors, when feasible, and call 911 for an ambulance to transport clients. *Staff should not transport clients in their personal vehicles under any condition.*

### Off-Site Visits

It is the policy of the Addiction Treatment Center of New England to not send staff to visit clients in off-site locations (home, hospital, etc.)

However, if an ATCNE staff member finds a situation where it is essential to visit a client in an off-site location, he/she must follow the steps below:

1. The ATCNE staff member must request authorization from his/her immediate supervisor to visit a client and state the reasons why it is vital to the client's treatment process to carry out an off-site visit. The supervisor will inform the Executive Director or designee of the request to get approval.
2. Once approval has been granted, the staff member will provide, in writing to the supervisor, the name of the client, the address where the visit will take place, the phone number of the site, the time and date of the visit, as well as the staff member's cell phone number.
3. On the day of the visit, the staff member will inform his/her supervisor that the off-site visit will be carried out as scheduled. The staff member should call his/her supervisor immediately before visiting the client.
4. Once the staff member is safely leaving the site, he/she should immediately call his/her supervisor to report that the site visit has been completed.
5. If the supervisor does not hear from the staff member by the designated time that the visit should have been completed, he/she should call the staff member. If the supervisor is unable to contact the staff member, a call should be placed to

911, and the name of the staff member along with the address of their site visit should be communicated.

### Tobacco Policy

Use of tobacco products are prohibited in the Addiction Treatment Center of New England facilities and on the Brighton Marine Health Center (BMHC) campus. This policy applies to staff, clients and guests of ATCNE.

### Drug Free Workplace Policy

Being under the influence of alcohol or illegal drugs on the job poses serious safety and health risks to the user and to clients, fellow employees, visitors and the general public who come into contact with the user. The possession, manufacture, distribution, dispensing, use, purchase or sale of alcohol or illegal drugs on the job is also unacceptable. Therefore, the presence of any drug, in or on an employee, while on the agency's premises or while on work time is prohibited. This policy will be enforced through pre-employment screening, for cause screening and random screening. Refusal to submit to screening and violation of this policy will result in disciplinary action up to and including employment termination.

### Gambling-Free Environment

Studies have shown that individuals in treatment for alcohol and drug abuse are at high risk for a problem with gambling. Therefore, the Addiction Treatment Center of New England will have a gambling-free environment to support the recovery of those clients who have a problem with gambling.

Illegal wagering is prohibited on all premises. Illegal wagering is defined as any wagering, betting or gambling that does not meet the parameters of the law. Illegal wagering can include betting with a bookie, betting in office pools with a cut of the money going to the organizer, and illegal machines.

Staff members are expected to adhere to the following rules/guidelines:

- Betting between clients and staff members is not permitted.
- Staff gambling or discussion of gambling in front of clients (scratch tickets in the hallway, talking about their latest trip to the casino) is not permitted.
- Agency-organized trips with clients to gambling establishments such as casinos, bingo, and horse/dog tracks are not permitted.

### Criminal Involvement Policy

ATCNE's ability to succeed in its mission depends in large part on the professionalism of its staff. Serving as a *Power of Example* is a responsibility for all staff. For some staff, especially those in licensed professions, this obligation is not merely an ethical one – it is a legal one. Therefore, all staff members are required to inform the Chief Executive Officer if

they are the subject of a restraining order or are arrested for, plead guilty to, or are convicted of a crime involving violence, alcohol abuse, or controlled substances. Notice may be oral or written and must be delivered to the Chief Executive Officer within five (5) working days of the occurrence of the event. Within five (5) working days, the Chief Executive Officer will meet with the staff member in order to determine whether the event will diminish or has diminished the staff member's ability to perform his or her duties in a safe and effective manner. Failure to report these types of incidents may result in disciplinary action.

### Employee's Responsibilities

All ATCNE employees are to notify the CEO if they are a party to any civil or criminal inquire in which they are involved with. If you have been notified by a licensing authority that you are under investigation you must notify the CEO immediately. If your license has been revoked or suspended for any reason you must notify the CEO. This includes any criminal arrest, civil offense and or a request for a hearing from a licensing authority.

## **CENTER COMMUNICATIONS**

### Staff Meetings

Staff members are required to attend staff meetings as directed by their supervisors.

### Bulletin Boards

Bulletin boards are conspicuously located in various places around the agency for the benefit of all staff members and contain notices and other items of information. All notices posted by staff members must be cleared through their supervisor prior to posting.

### Memoranda

Memos concerning new or amended policies and procedures will be distributed to all staff. Copies of memos are available from the Executive Director.

### Telephone Use

All staff are discouraged from using the Center's phone lines for personal use. Agency phones are not to be used in making personal long distance or international phone calls without the permission of the Chief Executive Officer or designate. The cost of personal calls will be repaid by the ATCNE staff member who made the call.

### Computer Use

Staff use of computers and networks (including email and access to the Internet) is for work-related purposes only. Additionally, staff members must observe the following restrictions:

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- A. Software and hardware is not to leave the premises without prior written authorization of the Chief Executive Officer;
- B. Any computer disk, CD or DVD which was produced by someone other than the agency or has come into contact with any computer outside of ATCNE must be virus checked before being placed or used on any ATCNE computer;
- C. Programs not owned and licensed by ATCNE should not be placed on any hard drive or network system.
- D. See Web Based Technologies and Electronic Communications Policy # BO 218 for further details.

## **FIRE AND EMERGENCY PROCEDURES AND CRITICAL INCIDENTS/ACCIDENTS**

### Fire and Emergency Procedures

All staff members should be familiar with all fire and emergency procedures, and with the use of fire extinguishers. These procedures are posted on each floor, and are contained in the Center Policy Manual. Fire extinguishers are located on each floor. Each staff member should be aware of the extinguishers' location as part of their orientation to the Center. Periodic fire drills are conducted and staff are expected to participate and follow the instructions of the fire monitors.

### Critical Incidents/Accidents

Staff members must fill out and submit to the Chief Executive Officer or his/her designate an "Incident/Accident Report Form" via the SMART system for any accident or extraordinary incident involving clients, staff, or visitors. These forms must be submitted within twenty-four (24) hours of the incident or accident. The Chief Executive Officer or designate is responsible for reviewing all such reports and taking appropriate action, if needed. (See policies G 108 and G 109 for more information.)

### First Aid Kits

A first aid kit is located in the dispensary and in the Business Office in Building 5 and in the Business Office in Building 2 in the event of any minor personal injury to staff or clients. Whenever possible, the Nursing Director or designate should dispense any first aid supplies.

## **EMPLOYEE GRIEVANCE POLICY**

See Addendum

## EVALUATION, DISCIPLINARY MEASURES AND TERMINATION

### Evaluation

All staff members are evaluated in writing by their supervisors at the end of their first six months of their employment, and then at least annually. These written evaluations are discussed with the staff member and the staff member will be able to comment in writing on the evaluation in the form of a one page addendum. The evaluation, a summary of the discussion (if needed) and any written addendum are permanently filed in the staff member's personnel record and are available to the staff member, upon request. Exit interviews will be conducted with each staff member upon the termination of their employment.

All employees are subject to a one year introductory period. During this time, the employee will be able to determine if the new job is suitable and the supervisor will have an opportunity to evaluate the new employee's work performance. The employee will receive an evaluation after six months (or after three months if deemed necessary by the supervisor) and thereafter will receive annual performance reviews.

### Verbal Warning to Employees

The purpose of a verbal warning is to notify the employee that a re-occurrence of the behavior or conduct cited in the verbal warning will result in the employee being placed on written warning. Any verbal warning given shall be duly noted in writing in the employee's personnel file, and such warning shall remain in effect for a period of 90 days, and will be kept on file for a period of one (1) year, providing there is no recurrence of inappropriate behavior. Documentation of the verbal warning shall be attached to the written warning, if any, and will remain in the employee's personnel file for the term of the written warning. Grounds for verbal warning include, but are not limited to:

- A. Unauthorized absence from the program during regular working hours;
- B. Inappropriate behavior with clients;
- C. Inappropriate dress or conduct;
- D. Any breach of agency policies.
- E. Unsatisfactory performance.

Behavior or conduct under categories B, C, and D above will be at the discretion of the Chief Executive Officer or his/her designee.

### Written Warning to Employees

Written warnings will become part of the employee's personnel file and a copy will be made available to the employee. Written Warnings will be issued in the event of any of the following:

- A. A re-occurrence of any behavior for which an employee has been given a verbal warning;

- B. Behavior which would normally warrant a verbal warning which occurs while an employee is already on verbal warning;
- C. Any incident or behavior which, in the opinion of the Chief Executive Officer, his/her designate or the Board of Directors, warrants written documentation.
- D. Re-occurrence of unsatisfactory performance.
- E. Any violation of agency policies.

In the event of any re-occurrence of behavior or conduct for which a written warning was given, an employee may be terminated. Such termination shall take place in a time frame which is clinically and administratively feasible. Written warnings will remain in effect for a period of 180 days and will be kept on file for a period of one (1) year.

### Grounds for Immediate Dismissal of Staff

Grounds for immediate dismissal of staff include, but are not limited to:

- A. Intoxication or illicit drug use at work or while in the Center;
- B. Diversion of medication from the Center;
- C. Misappropriation of the Center's funds;
- D. Assault of any person on the grounds of the Center or Brighton Marine Public Health Center;
- E. Use of the position of staff member to exploit clients;
- F. Any deliberate misconduct which is in willful disregard of the Center's interests;
- G. Any conduct which in the judgment of the Chief Executive Officer or of the ATCNE Board of Directors warrants immediate dismissal;;
- H. Any violation of agency policies.

Dismissal of an employee under any of the above circumstances may be done by the Chief Executive Officer or his/her designee, or by the Board of Directors.

### Termination of Employment

Employment will be considered terminated on the employee's last day of work, regardless of the accrued vacation time the employee may have. Further benefits do not accrue after the last day of work.

Voluntary Termination (Resignation) is a termination initiated by the employee. An exit interview will be conducted upon the termination of employment.

- A. Except in extraordinary circumstances, executive and professional employees are required to give at least four (4) weeks written notice of resignation. If adequate notice is not provided, at the sole discretion of the Chief Executive Officer, there may be no payment of accrued vacation time.
- B. Support/secretarial employees are required to give at least two (2) weeks written notice of resignation. As above, inadequate notice may result in the loss of accrued vacation time.



- C. When such notice is given, the Center may accept the resignation effective immediately, or as of another date prior to the end of the notice period. If resignation is accepted prior to its effective date, an employee will be compensated for the applicable notice period (or the remainder of the period).

Involuntary Termination (Discharge) is a termination initiated by the Center. Reasons for involuntary termination include, but are not limited to:

- A. Unsatisfactory Performance- When an employee is unable or unwilling to meet the requirements of the job to which he/she is assigned.
- B. Misconduct - violation of Center rules or policies, gross negligence, and/or conduct that would impair the operations or financial well being of the Center.
- C. Any ground listed in this section under "Written Warning to Employees" and "Grounds for Immediate Dismissal" above or "Involuntary Termination" below.
- D. Any other behavior which, in the judgment of the Chief Executive Officer or the Board of Directors, jeopardizes or compromises an employee's ability to fulfill his/her job functions and requirements or which seriously impairs the Center's delivery of services to its clients.

No advance notice of an involuntary termination need be given to an employee by the Center. An employee, whose employment is terminated, whether voluntarily or involuntarily, will not be paid for earned time if his/her documentation is not completed.

#### Involuntary Termination (Due to Reduction in Staff)

Full time and regular part-time employees who are terminated by the Center because of reduction in staff (layoff) may receive four (4) weeks notice or pay in lieu of notice up to a maximum of four (4) weeks. The amount of compensation will be based on the length of full time (or full time equivalent) employment with one year of employment (or the full time equivalent thereof) equal to one week's pay. Decisions about layoffs are subject to the availability of adequate funds.

## **JOB CLASSIFICATIONS, SALARIES AND HOURS**

### Job Descriptions and Classifications

- A. Job descriptions for all Center staff positions are contained in a job description file kept in the Business Office. Staff may have access only to the job descriptions for their own positions, those of employees whom they supervise or for positions for which they might be applying.
- B. The Center staff position classification system consists of full- and part-time employees, with and without benefits and others as defined in "E." below.
- C. Full-time staff refers to staff members who regularly work 40 hours per week.
- D. Part-time staff refers to staff members who regularly work 20-39 hours per week. Part-time staff will receive pro-rated benefits based on the percentage of hours they work in relation to a 40 hour week.

- E. Unless otherwise specified, any consultants, per diem workers, students, trainees and/or interns work agreed upon hours at an agreed upon rate only for the hours they work.

### Wages and Pay Increases

- A. Salaries and hourly wages paid by the Center to staff members are based upon a schedule set by the Board of Directors, with the advice of the Chief Executive Officer, and are not related to or based on the revenue generated by any given employee.
- B. Earnings outside of the Center are allowable for staff members, provided that, in the judgment of the Chief Executive Officer, the outside employment does not interfere with the staff member's regular work week or ability to perform duties and functions at the Center. Employees must inform the Chief Executive Officer of the existence of outside employment in writing.
- C. The Chief Executive Officer considers and, as appropriate, establishes an initial salary or hourly rate for each new staff member within the range set by the Board of Directors. Thereafter adjustments in pay will be awarded on the employee's anniversary and will be based on employee performance as documented in annual performance evaluations.
- D. Other salary increments may be granted at the discretion of the Chief Executive Officer, based on exemplary performance of duties, or change in responsibilities.

### Pay Day

All staff members will be paid on a bi-weekly schedule on a Wednesday. If possible, staff members will be paid on the day before any legal holiday which falls on Wednesday.

### Hours

- A. The regular work week is forty (40) hours within a calendar week (Monday through Sunday).
- B. Full time employees receive a fifteen (15) minute "coffee break" in the morning and afternoon and a half-hour for lunch as part of the regular paid workday during weekday workdays, providing they worked 8 hours in a day.
- C. Support staff and certain professional staff will be paid at an hourly rate with overtime for hours worked in excess of eight in a day and 40 in a week. Overtime requests must be approved in advance by the Chief Executive Officer (CEO).

### Time Sheets

Time sheets are required to be filled out and submitted to supervisors by 8:00 A.M. Monday for the preceding work week (Monday through Sunday). It is expected that time sheets will be properly completed and submitted in a timely manner so as not to interfere with bi-weekly payroll functions.

## VACATION, HOLIDAYS, PERSONAL DAYS AND OTHER LEAVE

	1 <sup>st</sup> year	2 <sup>nd</sup> -5 <sup>th</sup> years	6 <sup>th</sup> year +
Vacation days	10	15	20

### Vacations

- A. Full time staff members are eligible for paid vacation after six (6) months of continuous employment. Vacation time is distributed in the following manner:
  - Six months to one year employment the staff member is entitled to ten (10) days.
  - Two years through five years the staff member is entitled to fifteen (15) days annually.
  - Six years or more and the staff member is entitled to twenty (20) days annually.
- B. Paid vacation time is determined and awarded by anniversary date. Vacation time must be used within the year it was rewarded. Vacation time cannot be accrued or carried over to the next year.
- C. All vacation requests must be submitted, in writing, four weeks in advance for approval by the Chief Executive Officer or designee. Conflicts in vacation requests will be resolved on a first request basis. It is advisable to wait for requests for time off to be approved before confirming plans.
- D. Holidays which fall within a vacation period are not counted as vacation time.
- E. Pay in lieu of vacation time is not allowed except at the time of termination of employment and then only if certain conditions are met. The Chief Executive Officer may make an exception to this on occasion. No accrued time will be paid if all of an employee's documentation is not up to date (i.e. treatment plans, progress notes, discharges, MTQAS, etc).
- F. The timing of vacations and the number of days which may be taken at any time must be coordinated with the requests of other staff and approved by the Chief Executive Officer or designee.
- G. Any staff member can request to the Controller in writing the number of vacation days remaining for the year.
- H. All part-time employee's vacation time will be pro-rated.
- I. In the event of a resignation, lay-off, or termination, all paid time off (PTO) days will be paid out on a pro-rated basis. Remaining sick time is not eligible to be paid out.

### Holidays

Staff members receive the following ten (10) holidays with pay:

New Year's Day  
Martin Luther King Day  
President's Day  
Patriot's Day  
Memorial Day  
Independence Day  
Labor Day

Columbus Day  
Thanksgiving Day (2 days)  
Christmas Day

The Chief Executive Officer (CEO) may approve an additional day off if a holiday falls on a Tuesday or on a Thursday. Since the Center must be adequately staffed every day, holiday time off is subject to the approval of the Chief Executive Officer (CEO) or designee.

### Personal Days

All staff members are entitled to three (3) personal leave days with pay for each year. All personal days must be approved by the Chief Executive Officer (CEO) or designee, with at least one week notice by the employee. Personal days are not accruable from year to year.

### Overtime

Full time, hourly wage employees are eligible for overtime pay when they work in excess of forty hours in the same pay period. All hours worked in excess of the regular work week must be approved in advance by the Chief Executive Officer (CEO) or designee. Salaried employees are not eligible for overtime pay or for compensation time.

### Inclement Weather Policy for Per Diem Staff

ATCNE recognizes the fact that inclement weather and other emergencies can affect the company's ability to open for business and the employee's ability to get to work. The safety of our employees is paramount in any emergency. Regardless of whether the facility remains open or closed on an inclement day, it is each employee's decision to determine if they can safely arrive at work under the conditions. If an employee elects not to work on a given day, ATCNE requires the courtesy of a phone call to your manager or supervisor. If the facility remains open on an adverse weather day, per diem employees who report to work will receive their normal pay for the day for all hours worked. The CEO, at their discretion, may also include additional incentives. If a per diem employee elects not to report to work on a facility open day, or if the facility is announced to be closed on a given day, the per diem employee will not be paid for the day. However, employees will not be penalized for missing work.

### Sick Leave

It is the policy of ATCNE to give all employees sick time for their personal use. In addition, ATCNE will comply with 940 CMR, Office of the Attorney General; section CMR 33.00 Earned Sick Time which states that **All employees** in Massachusetts can earn sick time. This includes full-time, part-time, temporary and seasonal employees.

For full time employees the rate of earned sick time is as follows;\_

	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year +
Sick days	8	10	12	15

- A. No more than 40 hours or five days can be accrued for the following year.
- B. An employee is entitled to a maximum of fifteen (15) sick days annually.
- C. Any staff person who uses sick leave for more than two consecutive days may be asked to present a note from a physician justifying absence from work.
- D. All employees are expected to work the day before and the day after holidays and weekends and may be asked to produce documentation from a physician of illness when sick time is used on one of these days.
- E. An employee is required to notify his/her direct supervisor in the event of an absence via direct contact or by leaving a voice mail. If his/her direct supervisor is not available to talk directly with, the employee should notify someone else in his/her department in addition to leaving a voice mail for their direct supervisor.

For part-time employees the rate of earned sick time is as follows:

Part-time Employees can earn 1 hour of sick time for every 30 hours they work. Employees can earn and use up to **40 hours per year** if they work enough hours. Employees **begin earning** sick time on their first day of work and **may begin using** earned sick time 90 days after starting work.

For all ATCNE employees the following applies:

1. Employees with unused earned sick time at the end of the year can **rollover up to 40 hours**.
2. Paid sick time must be paid on the same schedule and at the same rate as regular wages.
3. An employee can use sick time when the employee or employee's child, spouse, parent or parent of a spouse is sick, has a medical appointment, or has to address the effects of domestic violence. The smallest amount of sick time an employee can take is 1 hour. Sick time cannot be used as an excuse to be late for work without advanced notice of a proper use. Use of sick time for other purposes is not allowed and may result in an employee being disciplined.
4. Employees using earned sick time cannot be fired or otherwise retaliated against for exercising or attempting to exercise rights under the law. Examples of retaliation include: denying use or delaying payment of earned sick time, firing an employee, taking away work hours, or giving the employee undesirable assignments.

5. Employees must **notify** their employers before they use sick time, except in an emergency. Employees out of work for three consecutive days **OR** using sick time within 2 weeks prior to leaving their jobs, may be required to provide documentation from a medical provider. ATCNE may require employees to verify in writing that their use of sick time leave in any amount was for allowable purposes.

### Bereavement Leave

Staff members are entitled to up to three (3) days leave with pay in the event of a death in the staff member's immediate family (spouse, significant other, child, sibling, parent, or grandparent).

### Jury Duty

Staff members are entitled, if summoned to jury duty, to receive the difference between regular pay and the amount received from the court, provided that the staff member was hired and commenced work prior to receiving notice of such duty, and provided that he or she has been employed continuously at the Center for at least sixty (60) days. The agency will comply with all state and federal laws that pertain to jury duty. Staff members must provide documentation from the courts that show the dates of service on jury duty.

### Military Duty

An employee who is required to perform military duty will be granted time off from work for a period not to exceed ten (10) working days for one (1) required period per year. Pay for military leave will be equal to the difference between regular pay and the amount received for military service. The agency will comply with all state and federal laws that pertain to military duty.

### Parental Leave

At the time of birth or adoption of an infant child (less than 12 months of age), a full time employee with six months of continuous employment is eligible for parental leave of up to 90 calendar days. (Employees with less than six months of continuous employment are not yet eligible to accrue paid leave). The leave period may be made up of accrued time, may be taken as unpaid leave (if accrued time is not available) or a combination of the two, but cannot exceed 90 days (accrued time must be exhausted before unpaid leave can be taken).

ATCNE will continue to cover the employer's share of the health insurance premiums and the cost of other insurance benefits ordinarily financed by the agency until accrued time is exhausted. Once unpaid leave begins, the employee will be responsible for total payment of employee benefits. If unpaid leave begins in the middle of a coverage period, the employee will be responsible for pro rata payment for that period. Employment anniversary dates are unchanged during paid leave, but will advance equal to the number of days of unpaid leave. Additional sick and vacation time does not accumulate during unpaid leave.

Additional leave is available with approval from the Chief Executive Officer. Requests for additional time should be made in writing to the Chief Executive Officer no less than 21 days prior to the end of the originally agreed upon leave.

An employee on parental leave will have his/her position or comparable position held for as long as the leave is approved, assuming there are no other conditions which would have affected his/her employment had he/she not been on leave.

This policy applies to part time employees in the same manner, proportionate to the number of hours they usually work and does not apply to contracted or fee for service employees.

The agency will comply with all state and federal laws that pertain to parental leave.

### Leave of absence

There are certain instances in which an employee may desire time off beyond accrued time. In such circumstances, an unpaid leave of absence may be requested. All such requests should be made in writing to the Chief Executive Officer and will be approved or denied at his/her discretion. Sick and vacation benefits are not accrued during leaves of absence. During an unpaid leave of absence, benefits are suspended including the computation of tenure and the completion of the initial probationary period.

## **ADDITIONAL BENEFITS**

### Medical Insurance

The agency pays 90% of the individual cost or 75% of the family cost for health insurance plan coverage for full time employees. Health insurance coverage starts on the date of hire. If a staff member chooses to provide his or her own insurance coverage, he/she is not entitled to pay in lieu of the coverage offered.

### Professional Liability Insurance

All staff shall be entitled to Professional Liability Insurance for actions they perform while under the employment of ATCNE. ATCNE is responsible for paying 100% of the premium for this insurance. Certain activities are exempt from coverage under this policy. Details are available through the Controller.

### Life, Accidental Death and Dismemberment & Long-Term Disability Insurance

Each full time employee receives, at no personal cost, the above insurance coverage as part of their benefit package. Life and accidental death and dismemberment are in an amount equivalent to one year's salary rounded down to the nearest thousand dollars. Long-term disability pay is based on a percentage of weekly gross income.

## Personal Spending Account (PSA)

ATCNE offers a Personal Spending Account through the Cafeteria Plan which runs from November 1<sup>st</sup> to October 30<sup>th</sup> of each year. See your Financial or HR representative for more information.

## Training/Tuition Reimbursement

The Center will provide for relevant professional training conference and/or workshop reimbursement for each staff member up to the amount each year authorized by the Chief Executive Officer. Time off with pay to attend such workshops or training conferences is to be determined at the discretion of the Chief Executive Officer.

Any staff interested in attending a personnel training conference/workshop shall provide a description of the specific training to the Executive Director for review and approval.

Tuition reimbursement for classes (including home study continuing education unit credits for nurses) is also available. The amount of money available to each staff member each year is set by the Board of Directors and information as to the amount of reimbursement is available from the Chief Executive Officer. Reimbursement for tuition will be based on available funds.

NOTE: Whether or not a particular workshop, conference, class or the like is sufficiently work-related as to be eligible for reimbursement, will be determined by the Chief Executive Officer or designee. Prior approval is, therefore, required. Further, reimbursement will only be made upon submission by the staff member of proof of attendance and satisfactory completion.

## Private Practice Policy

It is a policy of the Addiction Treatment Center of New England to have a clear mutual understanding as to the professional relationship with its employees. This policy outlines the terms of the agreement between ATCNE and its employees that have a private therapeutic counseling practice on the premises of ATCNE.

1. All employees' private practice shall be maintained independent of and separate from their responsibilities as an ATCNE clinician and shall not involve the solicitation of or delivery of services to any clients of ATCNE. Business solicitation shall not imply to prospective clients that ATCNE is endorsing, approving, or otherwise recommending services provided by an ATCNE employee.
2. Written approval must be obtained from the Executive Director prior to initiating any treatment. The written approval must be requested for each client that the ATCNE clinician takes on in their private practice.
3. All employees' private practice shall be conducted outside the hours required of service as an ATCNE clinician and shall not interfere with their duties as an employee of ATCNE.

## **ATCNE PPM**



4. In all employees' private practice, staff may utilize the office space assigned at ATCNE and the furnishings and computing equipment provided by ATCNE, but staff shall not be permitted to utilize the services of other ATCNE employees, except outside their ATCNE work hours, and they shall not be permitted to utilize general office equipment such as the copier, fax, or utilize other equipment or parts of the ATCNE premises. In their use of the ATCNE computing equipment, they shall at all times abide by ATCNE's policies and procedures relative to security and privacy of ATCNE systems, programs and information.
5. Staff shall not be required to pay compensation to ATCNE for the use of their office space or computing equipment or to share with ATCNE any income derived from their practice.
6. Staff shall maintain professional liability insurance appropriate for their practice and agree to indemnify and hold free and harmless ATCNE from and against all manner of loss, damage, and liability (including court costs and attorney's fees) arising from any claim made against ATCNE or loss incurred by ATCNE as the result of or in any way arising from, relating to, or connected with their private counseling services.
7. Upon request by ATCNE, staff shall provide information necessary to demonstrate to ATCNE their continuing compliance with this Agreement.
8. Staff agree to supervise the conduct of their clients in order to prevent disruption of ATCNE services and damage or loss to ATCNE property.
9. They agree to seek and obtain the signatures of all clients in their practice on the attached notice form and to maintain a copy of this signed form in the files of each client.

#### Employee Assistance Program (EAP)

ATCNE provides an employee assistance program to any employee seeking treatment. Referral to EAP may be made through the Chief Executive Officer or designee. Confidential self-referrals may be made by contacting Bill Carlo at Modern Assistance Program at (617) 797-9000. In certain circumstances, treatment through the Center's employee assistance program or an equivalent form of treatment, and verification of that treatment, may be made a condition of continued employment.

#### Travel Reimbursement

Agency-related automobile travel will be reimbursed at the rate of \$.50 per mile. Travel for which reimbursement is requested must be approved in advance by the Chief Executive Officer or designee.

## Parking

Parking is available on the grounds of the Brighton Marine Health Center on a limited basis. Neither the Center nor Brighton Marine Health Center is responsible for damage to cars or theft of cars or their contents. Employees are issued a parking decal and must display the decal and park their vehicle in spaces designated for ATCNE employees.

## Retirement Plan

ATCNE has a 401(K) plan for its employees. All full-time employees are eligible after one year of employment. Each year the Board of Directors determines the matching contribution. See the Controller for details and enrollment.

## **REPORTING OF SUSPECTED MISCONDUCT**

The Addiction Treatment Center of New England (ATCNE) expects its employees to perform their duties in accordance with applicable laws and regulations, agency policy and procedures and high ethical standards (See ATCNE policy GA 207 Organizational Ethics). A culture of compliance strengthens and promotes ethical practices and respectful treatment of all clients, staff, and those who conduct business with ATCNE.

The agency encourages all employees to come forward when they have evidence of suspected misconduct. Any employee who files a report of misconduct is protected against retaliation from a supervisor or other employees.

Each staff member shares responsibility for compliance with laws and policies. Therefore staff and clients are encouraged to report, in accordance with this policy, any misconduct by agency employees.

An employee who has a question about the appropriateness of any practice under agency policies or procedures should seek guidance from his or her supervisor. An employee may also seek guidance from the Executive Director or designee.

A reporting person ordinarily should make the report of suspected misconduct or questionable practices to his or her immediate supervisor. If the reporting person believes it inappropriate to report to an immediate supervisor, the reporting person should raise the issue with the Executive Director. If a reporting person believes further reporting is appropriate, a report under this policy may be made to the President of the Board of Directors.

A reporting person may request that a report made under this policy be handled as confidentially as possible under the circumstances. Although the agency will attempt to handle all such reports with discretion and due regard for privacy, other obligations and considerations may preclude the agency from maintaining confidentiality in all circumstances.

No individual who in good faith reports a violation or suspected violation or assists in the investigation of reported misconduct shall thereby suffer harassment, retaliation or adverse employment action. An employee who retaliates against someone who has made a report in good faith under this policy or assisted in the investigation of reported misconduct is subject to disciplinary action, up to and including dismissal from the agency. Individuals who believe they have suffered retaliation may report it to one of the reporting venues identified above.

The agency takes all reports of suspected misconduct seriously. Allegations made with reckless disregard for their truth or falsity, are baseless allegations. Individuals making such allegations may be subject to disciplinary actions.

## **SEXUAL HARASSMENT POLICY**

### **I. Introduction**

It is the goal of Addiction Treatment Center of New England to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the work place or in other settings where the employees may find themselves in connection with their employment is unlawful and will not be tolerated by this organization. Further, any retaliation against an/the individual who has complained about sexual harassment or retaliation against individuals cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a work place free of sexual harassment, the conduct will be dealt with, if encountered by employees.

Because the Addiction Treatment Center of New England takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a work place that is free of sexual harassment, the policy is not designed or intended to limit out authority to discipline or take remedial action for work place conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

### **II. Definition of Sexual Harassment**

In Massachusetts the legal definition of sexual harassment is this: "sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- (a.) Submission to or rejection of such advances, requests or conduct is made explicitly or implicitly a term or condition of employment or as a basis for employment decision; or
- (b.) Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for: sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all of those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which is unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness.

- Unwelcome 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 on an individual's body, comments about an individual's sexual activity, deficiencies or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, 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 a sexual harassment complaint is unlawful and will not be tolerated by this organization.

### III. Complaints of Sexual Harassment

If anyone of our employees believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint with our organization. This may be done in writing or orally.

If you would like to file a complaint, you may do so by contacting Mike Howard, Agency Compliance Officer, 617-254-1271, ext. 124. This person is also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

### IV. Sexual Harassment Investigation

When we receive the complaint, we will promptly investigate the allegations in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

## V. Disciplinary Action

If it has been determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment, and may include such other forms of disciplinary action, as deemed appropriate under the circumstances.

## VI. State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing claim (EEOC-180 days; MCAD – 6 months).

1. The United States Equal Employment Opportunity Commission (EEOC)  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
Phone: 1-800-669-4000. Fax: 617-565-3196. TTY: 1-800-669-6820.
2. The Massachusetts Commission Against Discrimination (MCAD)  
Boston Office  
One Ashburton Place Room # 601  
Boston, MA 02108  
(617) 727-3990

## **Addendum**

### Employee Grievance Policy

#### Procedure:

The grievance procedure outlined below is mandatory and applies to all grievances or problems raised by employees of the Addiction Treatment Center of New England, Inc. (ATCNE). Employees must have worked at ATCNE for at least six months in order to qualify for any step in the grievance procedure above the Second Step. Failure to follow this procedure means that an aggrieved employee loses all rights to appeal further a decision, problem, or grievance. Grievances that involve any disciplinary action or disagreement with an employee's evaluation **must** be initiated **in writing** by the employee from the start of the grievance process. In all cases the following steps apply and must be followed:

#### First Step:

### **ATCNE PPM**

Any staff member who has a grievance must first discuss the matter with his/her immediate supervisor. The grievance need not be put in written form at this stage *unless* the grievance involves disciplinary action or disagreement with the employee's evaluation. The supervisor must respond to the grievance within five working days, but the response need not be in writing *unless* the grievance involves disciplinary action or the employee's evaluation. During that five day period, the Chief Executive Officer must be notified about the grievance by **both** the employee and the supervisor involved.

#### Second Step:

If the employee is dissatisfied with the resolution of the grievance by his/her immediate supervisor, he/she may appeal to the next level of supervisor within five working days and that supervisor must respond to the grievance within five working days. If the employee is dissatisfied with the resolution of the grievance by the next level supervisor, and there is another supervisory level before reaching the Chief Executive Officer, the employee may appeal to that next level of supervisor within five working days and that supervisor must respond to the grievance within five working days. Again, the grievance and the supervisor's response thereto do not need to be in written form at this stage *unless* the grievance involves disciplinary action or the employee's evaluation.

When there is not another level of supervisor to go to or when the grievance has been made against the highest level of supervisor, the employee may appeal **in writing** to the Chief Executive Officer within five working days after the employee is notified of the last supervisor's decision. Within five working days of his/her receipt of the employee's written appeal, the Chief Executive Officer shall hold a meeting at which all relevant/involved employees are present to try to resolve the grievance. The Chief Executive Officer shall issue to all involved parties a written decision concerning the grievance within two working days of that meeting. A copy of the employee's written appeal to the Chief Executive Officer and the Chief Executive Officer's written decision shall be placed in the employee's personnel file.

#### Third Step:

If the grievance is still not resolved after appealing to the Chief Executive Officer, the employee may appeal **in writing** to the President of the ATCNE Board of Directors

requesting to be placed on the agenda for the next regularly scheduled ATCNE Board Meeting. The written appeal must be submitted within five working days of the Chief Executive Officer's issuance of his/her written decision. The employee must submit a copy simultaneously to the Chief Executive Officer. The request must include copies of both the employee's written appeal to the Chief Executive officer and the Chief Executive Officer's written decision concerning said grievance and a brief written description of why the employee is not satisfied with the resolution of the grievance.

The aggrieved employee and the Chief Executive Officer shall each make a brief oral presentation concerning the resolution of the grievance to the Board at the next regularly scheduled ATCNE Board meeting and the Board shall review all documents previously prepared or submitted in connection with the grievance. No new written material or other evidence may be submitted to the Board at this stage. The Board shall take whatever steps, if any, it deems necessary to investigate and/or resolve the grievance, including, without limitation, having additional written material submitted to it, conducting interviews with the appropriate parties or witnesses and/or holding one or more meetings with relevant employees. The Board may take up to twenty (20) working days from the Board meeting at which the grievance has been heard to conduct its investigation and issue to all involved parties a written decision upholding, modifying or overturning the Chief Executive Officer's decision concerning the grievance. All written materials, including the Board's decision, concerning the grievance shall become a permanent part of the employee's personnel file. The decision of the Board constitutes final action by Addiction Treatment Center of New England, Inc. on the grievance, unless the grievance constitutes a complaint of discrimination. Then, see below.

#### Fourth Step:

An employee whose unresolved grievance concerns policies or actions which constitute discrimination on the basis of race, color, religion, ancestry, national origin, age, disability, sex, marital status or sexual orientation, may also file a formal complaint with the courts or with either or both of the government agencies set forth below:

1. The United States Equal Employment Opportunity Commission (EEOC)  
John F. Kennedy Federal Building  
475 Government Center

Boston, MA 02203

Phone: 1-800-669-4000. Fax: 617-565-3196. TTY: 1-800-669-6820.

2. The Massachusetts Commission Against Discrimination (MCAD)  
One Ashburton Place  
Room # 601  
Boston, MA 02108  
(617) 727-3990



## Personnel Policy Manual Change / Revision History

<b>Date</b>	<b>Description of Change</b>	<b>Manual Or Supplement</b>	<b>Manual Revision Date</b>	<b>Comments</b>
8/1/2014	Updated Personnel Manual	Manual	10/1/14	Changes made after review by Mgmt. Team. Most changes are additions of existing policies.
6/9/2015	Updated Personnel Manual	Manual	10/1/15	Sick leave changed letter "C" from 3 to 2, added letter "D".
9/17/2015	Updated Personnel Manual	Manual	11/1/15	Changes made after review by Mgmt. Team. Most changes are additions of existing policies and included PSA, Sick Leave, Employee Responsibilities and Revision #.
9/17/2015	Updated Personnel Manual	Manual	11/1/15	Changed the history retention to 5 years.
6/15/2016	Updated Personnel Manual	Manual	6/15/16	Added cover page, revised the table of contents (for page numbers) and replaced CFO with Controller.
7/27/2016	Updated Personnel Manual	Manual	7/27/16	Dress Code updated.
11/23/2016	Updated Personnel Manual	Manual	11/23/16	Date, revision # & Controller (replaces CFO). Medical insurance paid by the agency is now 90% paid for an individual & 75% paid for a family plan.
3/16/2018	Updated Personnel Manual	Manual	3/16/18	Added in Inclement Weather Policy for Per-Diem Staff & updated Mission Statement.
1/28/2019	Updated Personnel Manual	Manual	1/28/19	Added to letter "I" on page 19: "Remaining sick time is not eligible to be paid out".