

# Employee Handbook 2023



# Imagine!

OUR MISSION

Creating a world of opportunity for all abilities

EFFECTIVE APRIL 1, 2023

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**You are vital part of our Imagine! team!** We are proud of the services and supports that an array of talented and dedicated employees provides to individuals and their families. We are also proud of our reputation for excellence in quality of care for others that we have developed and sustained since 1963.

#### **OUR VALUES, PRINCIPLES AND BELIEFS:**

- Our workforce is our number one asset.
- Families are essential to our success.
  - We foster partnerships throughout our communities served.
- We embrace a culture of support and creativity.
  - We strive for respect and dignity for all people involved with Imagine!.
  - We encourage creativity, tenacity, and initiative.
- We inspire a positive and inclusive community.
  - We value and are strengthened by diversity, and desire a warm and welcoming place for all people.
  - We are committed to principles of fairness and equity, and working toward a more accessible and inclusive environment for all people.
- We honor our tradition of integrity and leadership.
  - We value kindness, honesty, and trust.
- We believe in the potential of all.



## About the Employee Handbook

This handbook is designed to acquaint employees with Imagine! policies and procedures, and to provide helpful, useful information about working Imagine!. The handbook is a guide and is intended to be a summary of some of Imagine!'s workplace rules and regulations (and cannot cover every work scenario). This current update supersedes all previous handbooks with up-to-date guidelines.

No employee handbook can anticipate every circumstance or question. After reading the handbook, employees who have questions should talk with their supervisor and/or the Human Resources department. Additionally, the need may arise to change the guidelines described in this handbook. Imagine! reserves the right to interpret or change these guidelines without notice.

Employment with Imagine! is at-will. Employees have the right to end their work relationship for any reason. Imagine! has the same right to end employment for any reason not prohibited by law. The language used in this handbook and any verbal statements made by management are not intended to constitute a contract of employment, either expressed or implied, nor are they a guarantee of employment for a specific duration. No representative of Imagine! other than the Chief Executive Officer has the authority to enter into an agreement of employment for any specified period.

## **Workplace Standards of Respectful, Professional Conduct**

### **Equal Employment Opportunity (EEO)**

Equal Employment Opportunity – Valuing Inclusion, Diversity, Equity, Access:

Imagine! is an Equal Opportunity Employer, and complies with all applicable federal, state, and local laws governing Equal Employment Opportunity (EEO). We strive to foster a just, equitable, and inclusive workplace. We also recognize the value of diversity within our organization, and want to employ a workforce that effectively supports the diverse communities we serve. Unlawful discrimination in employment because of race, religion, color, sex, sexual orientation, gender or gender expression, age, national origin, ancestry, disability, pregnancy, veteran status, hair style or texture, genetic information, or other characteristics protected by applicable laws is strictly prohibited.

### **Americans with Disabilities Act (ADA) and Other Reasonable Accommodations**

Imagine! strongly supports access to services and care for people accepting services. Likewise, Imagine! is committed to accessibility in employment. Upon request, we will make reasonable accommodations for qualified employees with disabilities and pregnant employees/those with pregnancy-related disabilities, so that they can perform the essential functions of their jobs. Similarly, employees with sincerely held religious beliefs, practices, or observances that conflict with a work requirement and who request an accommodation, will be given a reasonable accommodation, unless doing so would result in an undue hardship to Imagine! or cause a direct threat to the health or safety of the individual or others. Employees requesting an accommodation are instructed to contact their supervisor or Human Resources.

### **Equal Employment Opportunity (EEO) - Anti-Harassment**

Imagine! strives to maintain a work environment free of unlawful harassment. In doing so, Imagine! prohibits unlawful harassment because of race, religion, color, sex, sexual orientation, gender or gender expression, age, national origin, ancestry, disability, veteran status, hair style or texture, genetic information, or other characteristics protected by applicable laws.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's race, religion, color, sex, sexual orientation, gender or gender expression, age, national origin, ancestry, disability, veteran status, hair style or texture, genetic information, or other characteristics protected by applicable laws, will not be tolerated. Prohibited behavior relating to the protected categories above may include, but is not limited to:

- Written form such as cartoons, e-mail, posters, drawings, photographs, or other media
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes
- Physical conduct such as assault, or blocking an individual's movements

These Equal Employment Opportunity, ADA Accommodation, and Anti-Harassment (including Sexual Harassment) policies apply to all employees including directors, managers, supervisors, co-workers, and non-employees such as independent contractors, customers, vendors, consultants, and visitors to Imagine! facilities.

## Preventing and Addressing Sexual Harassment

Imagine! strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made a term or condition of employment (explicitly or implicitly)
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment, and/or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment

All employees are expected to conduct themselves in a professional and business-like manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mail
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates, and/or
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body

## Complaint Procedure for EEO and Harassment Concerns

To enable Imagine! to investigate and correct any behavior that may be in violation of this policy or take other corrective actions, we ask that any incidents of improper behavior be promptly reported. Whether an employee has been directly involved in the behavior or an employee has observed the behavior, if an employee believes there has been a violation of the EEO/Anti-Harassment Policy, including, but not limited to sexual harassment, each employee is encouraged to please report the behavior.

Please report the incident to the Director of Human Resources, the Human Resources Business Partner, or the CEO. We also encourage employees to report the issue to their direct supervisor. The organization will promptly investigate the matter, and take appropriate action. If any employee prefers not to make a report to any of the three individuals noted above, they may report the incident via the Ethics Hotline, Ethics Point located on the company website [www.imaginecolorado.org](http://www.imaginecolorado.org) – Employee Resources page.

If an employee has safety concerns, they should promptly report the issue, so that the organization can take reasonable steps to ensure the safety and wellbeing of all employees, clients, and visitors to the organization.

Imagine! prohibits retaliation against an employee for reporting concerning behavior under this policy or for assisting in a complaint investigation. If an employee perceives retaliation for making a complaint or participation in an investigation, they should report the concern following the complaint procedure outlined above. Any reported retaliatory behavior will be promptly investigated.



The reporter of concerning behavior(s) will be notified when the complaint has been received, when the investigation has begun, when the investigation has concluded, and the general outcome of the investigation. Please note that Imagine! will use discretion to protect the privacy rights of co-workers and/or clients, so the reporter may not receive details and specifics of either the investigation or the outcome.

### Ethical, Legal Behavior and Whistleblower Policy

It is the responsibility of all employees of Imagine! to act in a legal, ethical manner, and to comply with all laws and regulations applicable to Imagine!'s business operations. It is important for Imagine! to maintain an open environment, conducive to professional, respectful, and cooperative behavior among all employees.

Imagine! and Imagine! employees must comply with all applicable laws and regulations, and in particular:

- Rules that apply to the protection of employees and clients served. Each employee of the organization is a mandatory reporter, meaning that any employee witnessing or aware of mistreatment of a client accepting services, must report the issue to protective services. Mistreatment includes, but is not limited to physical or sexual abuse, any violent behavior toward, neglect/improper care, or exploitation (using a client for personal benefit).
- Rules that prevent fraudulent billing or false claims of services provided. Employees providing services must only document actual services provided, and employees billing for/submitting claims for payment must only bill for actual services provided and properly documented. This compliance includes, but is not limited to following the Federal False Claims Act. Under the False Claims Act, it is illegal to:
  - Submit claims that the employee knows to be false or fraudulent. Ex. providing 5 hours of service, but documenting 40 hours of service.
  - It is also illegal to intentionally claim expenses which are inflated or do not exist – ex. driving 5 miles, but claiming 100 miles for mileage reimbursement, or spending \$5 on supplies, but submitting for \$25 reimbursement.
  - Finally, it is also illegal to improperly take advantage of payments – using government payments or funding for personal gain – Ex. using equipment meant for a client for your own home or business.

Filing false claims, intentionally wasting or abusing government payment systems can result in individual criminal penalties, fines, and could result in cancellation of the entire services program.

Imagine! employees are protected from employment retaliation for legitimate whistleblower activities – good faith reporting of suspected violations of laws and regulations.

If any employee reasonably believes that an Imagine! policy, practice or activity of Imagine! is in violation of law, a written complaint must be filed by that employee with the Chief Executive Officer or the Imagine! Board President or made via the confidential reporting Ethics Point site. Imagine! will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of Imagine!, or of another individual or entity with whom Imagine! has a business relationship, on the basis of a reasonable belief that the activity is in violation of law or a clear mandate of public policy.



Likewise, Imagine! will not retaliate against an employee who discloses or threatens to disclose to a supervisor, government agency, or law enforcement, any activity, practice, or policy of Imagine! that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

Anyone filing a complaint who believes that some policy, practice or activity of Imagine! is in violation of law must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously and/or known to be clearly false to the reporter, will be subject to disciplinary action.

Imagine! will promptly investigate allegations of illegal activity, whether made openly, confidentially, or anonymously. Allegations (except for allegations involving the CEO) will be reviewed by the Chief Executive Officer who will direct an investigation to be conducted, based on the contents of the allegation. Allegations involving the CEO will be reviewed by the President of the Board, who will direct an investigation be conducted. Records of any whistleblower complaint, investigations, findings, and results will be maintained for seven years.

#### Problem Solving and Complaint Resolution

Employees who disagree or are dissatisfied with an Imagine! practice should promptly discuss the matter with their immediate supervisor, where appropriate. Normally, this discussion should be held within five days of the incident, or as soon as is reasonably possible. Discussions held in a timely manner will enhance Imagine!'s ability to resolve concerns while it is fresh in everyone's minds. Imagine! expects that the majority of issues can be discussed, clarified, and resolved at this level.

If the resolution offered at the supervisor level is not satisfactory, or if it is inappropriate to go to the supervisor, then employees are encouraged to take the problem to the department manager or director. Employees may submit a written complaint to the Human Resources Director for review and final decision about the situation if the problem still remains unresolved.

If an employee has a concern regarding another employee's behavior in the workplace, the concerned employee is encouraged to communicate with the other person directly to discuss the matter (professionally sharing the details of the behavior and the reason for the concern – ex. rudeness, unwelcome behavior, violation of protocol/procedure, or other conduct inappropriate to the workplace).

If the concern remains unresolved, then the employee should involve the supervisor as appropriate. If an employee has a concern regarding their own supervisor/manager, the employee is also encouraged to speak directly to the supervisor/manager to try to solve the issue before seeking additional assistance. However, if the employee does not feel comfortable communicating with the other person directly, or if the issue is not resolved, then the employee should contact either the department director or Human Resources for assistance and direction.

#### Expectations for Professional Conduct and Communication

All Imagine! employees will act in a professional manner in keeping with Imagine!'s purpose, mission, values, and ethics, as well as policies and procedures. Employees are representatives of the company.

Each employee is expected to be respectful, polite and professional toward others while at work.

Any mistreatment, abuse, neglect or exploitation of an individual in services may result in disciplinary action up to and including termination of employment. An employee witnessing or suspecting mistreatment, abuse, neglect or exploitation of an individual in services must immediately report this issue to their supervisor or upline manager.

Employees are also expected to be safe, careful, and caring in how they perform their work. Paid time is to be spent for the benefit of the individuals whom Imagine! serves, internal and external customers, community and business partners, and work that supports the organization's related business interests.

Imagine! celebrates the diversity of the people we serve and the diversity of our employees, and strives to create an inclusive, accessible environment for all people. Imagine! employees are expected to be sensitive to, and respectful of, uniqueness among the Imagine! community. All communications with and treatment of others, including, but not limited to, communications with clients and coworkers, should be direct, honest, and respectful.

Imagine! employees should avoid provider/client conflicts of interest and should never use the provider/client relationship for personal gain. Avoiding conflicts of interest and taking advantage of the provider/client relationship includes not only direct care professionals and case management professionals, but other administrative professionals as well. Examples of conflicts of interest include, but are not limited to: support for a connected business or financial interest, working for a competing organization (competing for the same business contract or business opportunity), advancing a political view or candidate, persuasion about a religious preference, or other self-dealing. Any questions about a conflict (or potential conflict) of interest should be reported to and addressed by the Director of Human Resources.

While engaged in work activities and representing Imagine!, Imagine! employees cannot support, recommend, or allow advertisement for any particular political candidate or political party. Prior to any public support of legislation, ballot measures, and political campaign subjects, these must be reviewed and approved by the Chief Executive Officer before communication and endorsement.

Similarly, media contacts on political or other issues, should be directed to either the CEO or the Director of Public Relations, who can respond on the organization's behalf.

### Code of Conduct

The Imagine! Corporate Integrity Plan promotes company-wide integrity and enhances the ability for Imagine! to achieve its mission. The Corporate Integrity Plan describes and articulates that Imagine! aims to promote high standards, ethical conduct, compliance and a framework for decision making. The Corporate Integrity Plan provides a system of checks and balances toward professional, ethical, and honest behavior of all employees.

The Code of Conduct, as part of the Corporate Integrity Plan, provides standards for members of the Imagine! Board of Directors, Foundation, employees, providers, sub- contractors, consultants, and volunteers to follow in order to protect and promote company-wide integrity and to enhance Imagine!'s ability to achieve the company mission.

All members of the Imagine! team (as outlined above) are responsible for ensuring that their behavior is consistent with the Code of Conduct. Please review the Corporate Integrity Plan,

which can be found on the Imagine! website [www.imaginecolorado.org](http://www.imaginecolorado.org).

## **Employment Requirements**

### **Background Checks**

To ensure protection for the people we serve, Imagine! is required to conduct thorough background checks on all applicants being hired to work at Imagine!. Once hired, Imagine! may run a criminal background check once every three years during employment or as needed due to any safety concern. Pre-hire and periodic Motor Vehicle Record checks may also be done for employees who are required to drive for Imagine! business as part of their job duties.

Additional background checks may be required for certain positions, including, but not limited to, positions working with children and in residential settings. Employees will be advised as to what background checks are needed for a given position by HR or their supervisor, and the employee must provide the required releases, signatures, or fingerprints necessary for Imagine! to perform the checks. After the initial pre-hire background check process, during employment, it is the responsibility of each employee to promptly report any subsequent criminal charges or moving traffic violations to their supervisor and the Human Resources office.

### **Training**

Staff training promotes accountability and retention. Employees receive initial and on-going training to learn, improve, and enhance job performance. Imagine! maintains a comprehensive training program aligned with its mission and service delivery practices. Imagine! values career development and supports employees with external as well as internal training opportunities. Employees must complete job specific required training within established timelines.

### **Attendance and Punctuality to Work**

Respect and customer service for clients, coworkers, and visitors includes arriving to work on time/being on time for scheduled work hours/work shift. All employees are expected to be at work on time as scheduled, regardless of whether performing work on-site or remotely. Changes in shift or expected working hours must first be approved by the employee's supervisor. Employees are integral to our success and depended upon by clients and coworkers. Good attendance – being present to do the work - is essential to the effective services and operations of Imagine!.

If it is necessary to be late to or absent from work, each employee must contact their immediate supervisor and work site as soon as possible before their scheduled work time. If they are not able to reach their supervisor, they should text their supervisor, and/or message the supervisor via Zoom. Individual supervisors may have a preferred method of notification about lateness or absences, and should communicate this to supervisees. Supervisees should likewise ask supervisors about the best way to report lateness or absences. Communicating an absence or late arrival by voicemail is not sufficient unless approved by the direct supervisor.

If an employee has a personal issue that requires continued tardiness or absence from work, the employee must let their supervisor know, and explore possible options with their direct supervisor. Excessive tardiness or absenteeism is reason for disciplinary action up to and including termination of employment.

### Remote Work or Hybrid Working Environment

Depending on the nature of the particular job assignment, work in some positions may be performed remotely or partially remotely (hybrid work, with some work days/work hours on-site in an Imagine! facility, and some work days/work hours performed from a remote location – often the employee’s own home). Employees working remotely are responsible for ensuring their work environment is both safe – free from unreasonable hazards - and secure – to protect any private or confidential information.

Prior to an employee performing work remotely (fully or partially remote), they must have approval from their direct supervisor. The ability to begin or continue working remotely is not guaranteed, and a supervisor may revoke their prior approval of allowing remote work.

### Professional Dress and Appearance

In the course of performing job duties, employees interact with a variety of individuals within Imagine! and in the community. Toward our goals of excellent customer service and a positive client experience, each employee’s appearance should reflect good hygiene – clean clothing that is in good condition (not dirty, stained or overly worn-out), and should be safe – appropriate for the activities of the workday (depending on work duties, safety hazards may include ties, necklaces, dangling jewelry, open-toed or flip-flop type footwear, and hooded sweaters/jackets). In general, when interacting within the community or workplace, safe and professional business attire (regardless of gender) should not be overly-revealing (too low cut/too high cut or overly tight or “see through” – overly exposing). Clothing should not display offensive or disturbing language or images – curse words/foul language, nudity, gore, etc. Supervisors of the variety of programs shall have some discretion in determining proper clothing to ensure employee safety and positive customer service on the job and at the site.

### Conflicts of Interest/Other Employment and/or Private Practice

A conflict of interest arises when an employee’s actions conflict with the interests of Imagine!, or appear to interfere with/compromise the ability to act in the best interests of Imagine!, or compete with the activities of Imagine!. Personal or outside interests and relationships must not influence an employee of Imagine! to the detriment of the company. Questionable situations, including outside employment (addressed below) must be discussed with the employee’s supervisor and the Human Resources Director.

There are employees who may work simultaneously for Imagine! and another employer. If the employee has more than one employer, care needs to be taken that a conflict of interest does not exist. Employees who work with another employer outside of Imagine! performing similar work should inform their supervisor and the Human Resources Director in order ensure there is not a conflict of interest (or to prevent potential conflicts of interest). Employment outside of Imagine! should not keep the employee from performing the job requirements and fulfilling the job expectations within the organization.

Employees engaged in private clinical practice or similar direct service practice must disclose this to their supervisor and the Human Resources Director to ensure, if necessary, that proper protocol is followed in order to prevent conflicts of interest.

### Separation from Employment

Although employment at Imagine! is at-will, due to professional and ethical considerations ensuring that clients are treated with respect and dignity, continuity of care is maintained, and there is a smooth transfer of care to other providers, all employees should provide ample notice of resignation from the organization. A minimum two-week notice is the requested professional standard for most resigning employees. Management and director-level staff are requested to provide a minimum three-week notice. An employee's last date of work and last date of employment must be an actual work day. An employee may not extend employment with the use of paid leave (Wellbeing, Vacation, Sick leave), and a supervisor may deny a request for Wellbeing or Vacation leave during the employee's last two weeks of employment.

A resigning employee should send a resignation email to their direct supervisor(s), and copy [hr@imaginecolorado.org](mailto:hr@imaginecolorado.org) on the email. The email should include the final date of employment and state the reason for the resignation – moving, education, other employment, etc. Upon receipt, the Human Resources department will contact the resigning employee to go over the Employee Exit procedures at separation (exit interview, conversion of insurance, return of company property, delivery of final paycheck, and review any concerns).

Exiting employees may also have the opportunity to provide feedback about their Imagine! work experience.

### Seniority

Employees who separate from employment with Imagine! in good standing, and return to employment with the organization within one year of separation from their benefit-eligible position, will have vacation accrual rates (based on seniority – length of service at the time of resignation) upon return to the organization.

### **Health Insurance Portability and Accountability Act (HIPAA) and Protected Health Information (PHI) Sanction Policy**

Any member of Imagine!'s workforce who fails to comply with Imagine!'s security policies and procedures or the requirements of the HIPAA Privacy and Security Policies and Procedures may be subject to Imagine!'s discipline and discharge policies. As HIPAA regulations are part of federal law, violations may also result in criminal penalties for both the individual employee and the organization. Imagine!'s Chief Executive Officer has designated a Privacy Officer who is responsible for the development, updating and implementation of Imagine!'s privacy policies. Imagine!'s HIPAA Privacy and Security Policy is located on Imagine!'s website [www.imaginecolorado.org](http://www.imaginecolorado.org). Employees should report violations to their supervisor, Imagine!'s Privacy Officer or use Imagine!'s Ethics Hotline, Ethics Point (located on the company website).

Examples of actions that may be subject to discipline or discharge include but, are not limited to the following:

Failure to promptly report any violation of any Imagine! security policy, procedure, or requirement of Imagine!'s HIPAA Privacy and Security Policies and Procedures to the Privacy Officer, including:

- Knowingly and improperly obtaining or disclosing protected health information
- Obtaining protected health information under false pretenses
- Obtaining or disclosing protected health information with intent to sell, transfer or use it for commercial advantage, personal gain or malicious harm

- Clear violations of Imagine! policies and procedures designed to protect confidential information

### Social and Electronic Media

Imagine! is committed to using social media to best meet the needs of people in services, their families, our employees, and the community. We strongly encourage Imagine! employees to make use of these tools, where appropriate, as part of their everyday duties.

Because the very nature of social media is public, however, we need to ensure that we are using social media in an appropriate manner: one that protects the positive reputation of Imagine!, and more importantly, one that protects the privacy and wellbeing of clients and families engaged with services and support. Toward these goals, we have created these guidelines to help employees use social media and other online communications tools effectively to further our mission.

### Client Privacy and Use of Social Media Guidelines

Imagine! is aware that employees may use social media during non-work time. All postings on social media sites and applications (including, but not limited to, Facebook, LinkedIn, Twitter, TikTok, Instagram, or other photo/video sharing platforms) on behalf of Imagine! must be made by the Director of Public Relations.

All other postings made by an employee on a blog, wiki, or social networking site/application are considered personal communications and are not Imagine! communications. Employees are personally responsible for the content they publish. Postings by an employee concerning Imagine! are not prohibited provided they comply with guidelines set forth below or in this handbook.

Anyone posting any comment that promotes or endorses Imagine! products or services in any way, the law requires they disclose they are employed by Imagine!. Additionally, employees must comply with all laws, including copyright and fair use laws. Employees may not disclose any sensitive, proprietary, confidential, or financial information about Imagine!. Employees may not post anything related to Imagine!, inventions, strategies, financials, or products that have not been made public/authorized to be made public.

Confidential information includes trade secrets or anything related to Imagine!'s inventions, strategies, financials, or products that have not been made public, internal reports, procedures or other internal business-related confidential communications.

No information about individuals in services that could be considered "Personally Identifiable Information" (including but not limited to names, photographs, videos, Protected Health Information) may be posted or shared publicly without a signed photo release documenting prior consent of the individual and/or the individual's guardian. If the person in services is not their own guardian, an employee posting PHI must get the guardian's signature. A signed Photo, Video, and Information Release form must be obtained prior to any use of this information for any of our social media and other online communications.

Signed releases must be sent to Imagine!'s Director of Public Relations who will ensure the releases are placed in the individual's record. Failure to obtain this release is a violation of State statute and of the Health Insurance Portability and Accountability Act (HIPAA) and may result in severe financial penalties both for Imagine! and the individual who posts the material. Violations of this nature could also result in disciplinary action including and up to termination of



employment.

A blog, wiki, or social networking site is not the best place to make a complaint to Imagine! regarding alleged discrimination, unlawful harassment, or safety issues. Complaints or reports regarding these issues should be consistent with the complaint procedures in this Handbook so that Imagine! may effectively address them. When employees use social media, we ask that they use good judgment - being respectful of Imagine!, our employees, customers, our partners and affiliates, and others in our community.

Employees must refrain from posting statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages our employees, customers, partners and affiliates, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment.

Please note: nothing in this guideline is meant to interfere with employees' right under federal law to engage in protected and concerted activity, including employees' ability to discuss terms and conditions of their employment (wages, working conditions, benefits).

## **Work Environment**

### **Personnel Records**

All employees can review their personnel files in the presence of a Human Resources representative. No records may be altered or removed from the file without Human Resources approval. Copies of documents may be requested and made by the employee at their own expense. Current employees need to make an appointment to access their file. It is the responsibility of the employee to ensure that required information, including emergency contact information, is complete and accurate at all times.

### **Resources, Equipment and Property Issued**

Imagine! property, resources, and equipment issued to each employee should be used prudently, efficiently, and competently. Office supplies are requested from and ordered by each department's designee. Upon termination of employment, or upon an extended leave of absence (one month or more), all Imagine! property (including, but not limited to laptop computer, monitors, etc.) must be returned to either the employee's direct supervisor or Human Resources. The value of Imagine! property not returned upon termination, or other debts owed to Imagine!, may be deducted from the employee's final paycheck.

### **Service Animals Only – No Pets**

With the exception of personal guide or service dogs/service animals authorized by applicable law to perform specific tasks in support of the client or employee, pets/comfort animals are not allowed in any Imagine! building without the prior permission of the Department Director, Human Resources, or the Chief Executive Officer.

### **Recycling and Reducing Waste**

Imagine! is an environmentally-conscious organization and encourages reducing waste and



recycling. Containers for recycling can be found throughout each building. Each employee is encouraged use these bins for the disposal of materials. In the case of materials containing confidential information, use of the shredding bins is required.

### Tobacco and Smoke-Free Workplace

In keeping with Imagine!'s intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. Smoking is prohibited in all Imagine! facilities and vehicles, and on Imagine! premises with the exception of outdoor designated smoking areas. This prohibition includes all forms of tobacco or smokable products, vapor cigarettes, and e-cigarettes. This restriction applies to all persons on Imagine! property including employees, visitors and people in services.

### Alcohol and Drug-Free Workplace

Imagine! is dedicated to providing a drug free workplace. Alert and rational behavior is required for the safe performance of job duties. Therefore, working after the use or apparent use of alcohol, a controlled substance or abuse of any other substance is prohibited. This prohibition includes working after the use or apparent use of cannabis/marijuana, regardless of Colorado law. Imagine!, a recipient of federal funding, must comply with all federal laws and regulations. Furthermore, the possession, purchase, consumption (use), or sale of illegal drugs on Imagine! premises or while conducting business for Imagine! is prohibited. The possession, purchase, consumption (use), or sale of a controlled substance on Imagine! premises or while conducting business for Imagine! is prohibited (except that an employee may possess or purchase on behalf of a client if required by their job).

Violations of the drug and alcohol guidelines and expectations will result in disciplinary action, up to and including termination of employment. Imagine! may require drug or alcohol testing under the provisions of our Drug and Alcohol Use and Testing Policy, including when there is direct evidence or reasonable suspicion that substance use is affecting job performance and/or the safety of individuals receiving services and/or other employees. Each employee must acknowledge the Employee Drug and Alcohol Use and Testing Policy and Procedure.

Consumption of permitted alcoholic beverages at any Imagine! sponsored event must be done responsibly. Disorderly, disrespectful, or threatening conduct of any manner and/or property destruction is not allowed, and may result in disciplinary action up to and including termination of employment. Possession and/or use of illegal substances at any Imagine! sponsored event is not allowed and may result in disciplinary action up to and including termination of employment.

When an employee is prescribed a medication that may impair the employee's ability to safely and effectively perform job responsibilities, the employee must inform their direct supervisor. If there is any concern for safety, the supervisor may request a statement from the prescribing medical professional indicating any work restrictions and the duration of the restriction. The employee will present that statement to the supervisor prior to working scheduled shifts.

### Anti-Violence Policy

Imagine! is committed to the health and safety of people in services, employees, volunteers, and community members who participate in Imagine! services, business operations and activities. To support this policy, Imagine! prohibits employees, volunteers, and visitors from violent behavior or

threats of violent behavior, including, but not limited to, physical and/or verbal intimidating, threatening bodily harm or harm to property, stalking or menacing, vandalism, sabotage, arson, brandishing or use of a weapon, and bullying and verbal abuse. Also prohibited is the carrying of firearms and other weapons onto property being used for Imagine! business, regardless of whether the individual possesses a concealed carry permit.

This prohibition against violent behavior extends to the behaviors noted above while engaged in Imagine! business or on Imagine! property, and to illegal violent behavior whether on or off the job. Property used for Imagine! business includes: Imagine buildings and land, vehicles, homes in which individuals served by Imagine! reside, and other Imagine! workspaces.

Employees should immediately report any violent behavior or threat of violence to their supervisor or to the Human Resources Department. Reports of violence or other inappropriate behavior will be promptly investigated. Anonymous reports may be made using the Ethics Reporting Hotline found on the Imagine! website [www.imaginecolorado.org](http://www.imaginecolorado.org) - Employee Resources page. When employees are found to have engaged in the above conduct, management will take disciplinary and remedial action that it believes is appropriate. Management may involve police and other trained personnel as the circumstances warrant. Employees should directly contact law enforcement, security, and/or emergency services if they believe there is an imminent threat to the safety and health of themselves or others.

Violation of this Anti-Violence Policy, including both threatening or dangerous behavior or the failure to report a known threat or danger, is considered serious misconduct that endangers the safety of employees and others. Therefore, violations of this policy may result in immediate disciplinary action, up to and including termination of employment.

### Domestic Violence Issues

If an employee is a victim of domestic violence, for their safety and the safety of others, they are encouraged to notify their supervisor and Human Resources for assistance. Victims of domestic violence have additional leave rights, and may request accommodations to better ensure their safety and the safety of clients and coworkers.

### Driving for Imagine!

Employees who regularly drive for Imagine! business must meet the requirements of the Driving Policy: possess a valid driver license, have an acceptable driving record, and auto insurance with minimum 100/300/100 coverage (\$100K per person, \$300K per accident bodily injury, \$100K per accident property damage). Following the Driving Policy is required of employees who drive their own vehicle as regular part of their job, or who transport individuals receiving services in a personal vehicle, and/or who drive any Imagine! vehicles. Employees must provide Human Resources with documentation of a valid driver license, and current insurance coverage. Human Resources will run pre-employment Motor Vehicle Records checks for applicable positions, and will run periodic checks during employment. For all drivers, all vehicle accidents and traffic violations must be reported to Human Resources, regardless of on or off duty incidents.

Additionally, all vehicles used during the course of Imagine! business are to be in safe, roadworthy condition. Imagine!-owned vehicles are to be used only for business purposes, and not for personal use. Employees are prohibited from using mobile phones to call or text while driving, unless they pull over and stop or use a hands-free device. If you drive your personal vehicle or

any Imagine! vehicle for business purposes, any moving violations on or off the job must be reported to your supervisor and the Human Resources office as soon as is reasonably possible.

Please review the full Imagine! Driving Policy located on the website [www.imaginecolorado.org](http://www.imaginecolorado.org) - Employee Resources, Documents, Human Resources.

### Safety

Imagine! makes every effort to provide a safe working environment for all employees, program participants, and guests, and to observe governmental safety regulations. Safety is everyone's responsibility, and each employee is responsible for safety on the job. All employees are to adhere to safe practices and make safety a priority in job responsibilities. Failure to comply with safety regulations and/or carelessness on the job, or similar negligent behavior that jeopardizes the employee's health and safety or that of co-workers or program participants will not be tolerated. Unsafe working conditions or circumstances should be reported immediately to a supervisor.

### Work Injuries

In an emergency situation, seek help from the nearest medical emergency room or call 911. Employees must report all work-related injuries or illnesses to their supervisor within 24 hours, or as soon as practicable, even if they do not believe they will seek treatment for the illness or injury. Supervisors must then promptly investigate the reported incident and any related safety issue, and complete a first report of injury via the Pinnacle employer portal. Human Resources staff can assist with both the reporting and follow-up on any reported injury or illness.

Imagine! has several designated workers compensation medical providers – list located on website [www.imaginecolorado.org](http://www.imaginecolorado.org) under Imagine! Benefits tab. Employees requiring medical attention or treatment due to a work injury or illness must see a provider from the Imagine! designated provider list and are encouraged to select a provider closest to either their primary work location or their personal residence. Treatment provided by a non-designated provider may not be covered by workers' compensation. For continued coverage through workers' compensation, it is important to follow through with treatment recommended by the designated provider.

### Employee Status Categories

**Full-time Employee:** A full-time employee is regularly scheduled to work 30 or more hours per week on an ongoing basis. A full-time employee is eligible for full-time benefits. Paid leave and paid holidays provided to employees working less than 40 hours will be prorated based on the number of forecast work hours per week (Ex. 8 hour paid holiday for a 30 hour per week employee = 6 hours).

**Part-time Employee:** A part-time employee is regularly scheduled to work at least 20 but less than 30 hours per week on an ongoing basis. Part-time employees are eligible for similar benefits as full-time employees, but may pay increased premiums for those benefits provided. Paid leave and paid holidays provided to employees will be prorated based on the number of forecast work hours per week (Ex. 8 hour paid holiday for a 20 hour per week employee = 4 hours).

**Casual Employee:** A casual employee is regularly scheduled to work less than 20 hours per week on an ongoing basis. Casual employees are not generally eligible for most company benefits and paid leave/holidays, unless required by law (Ex. limited number of HFWA-category sick leave hours). However, retirement plans may be available based on hours worked.

**Substitute Employee:** A substitute employee works on an “as needed” basis. Substitute employees are not eligible for most company benefits, unless required by law (Ex. limited number of HFWA-category sick leave hours). Some departments have a schedule requirement for Substitute Employees; the employee should review the requirements to maintain a substitute status with their direct supervisor.

**Temporary Employee:** A temporary employee is hired in a job established for a temporary period. Temporary employees are not eligible for company benefits, except as required by law.

**Family Recruited Employee:** A family recruited employee is recruited by an individual who is receiving services or their family member to work solely with that individual. Family recruited employees are scheduled by the individual served and their family. Family recruited employees are not eligible for benefits, except as required by law.

**Independent Contractor:** Independent contractors are **not employees**. These are individuals contracted to provide specific services either to the Imagine! organization or an Imagine! client as a non-employee. Independent contractors are not eligible for any Imagine! benefits.

**Exempt Employee:** An exempt employee (also known as a salaried) employee is an employee working in a job category that is not eligible for overtime pay. These employees are typically paid for a set number of hours per pay period, with the exception of recording all requested and approved time off on their biweekly timesheets.

**Non-Exempt Employee:** A non-exempt (also known as an hourly) employee is eligible for overtime pay. Non-exempt employees are entitled to overtime pay for any hours:

- worked in excess of 40 hours in a week, in excess of 12 consecutive hours per day,
- for any hours over 12 hours in a 24 - hour period, regardless of the start and stop times.

Hourly employees must report all hours worked per day, week, and pay period, including all start and stop times for each work shift, and must record the total number of work hours and paid leave hours taken per biweekly timesheet.

### Time Reporting

Each employee is responsible for accurately reporting hours worked and requested and approved time off by posted payroll deadlines. For employees with a designated work site (office or other site away from home), commute times to and from the work site (from home and returning home) are not considered work time. At the conclusion of each pay period, non-exempt employees must review the time card and submit it to their immediate supervisor for approval no later than 9AM Monday following the end of the pay period (ending Sunday evening). Exempt employees are required to report time off from their regular work schedule in the online time keeping system no later than 10PM the last Friday of each pay period.

These records are used by Imagine! to calculate employee pay and paid time off balances. It is very important that they are accurate and complete. Employees must promptly notify their supervisors if they believe there are mistakes in their time records or pay.

Employees also must notify Human Resources if they perceive that anyone is interfering with their ability to record their time accurately and completely. Reports will be investigated and appropriate corrective action will be taken. Imagine! will not tolerate retaliation against employees for making a report or participating in an investigation.

## Paydays

A schedule of Pay Periods and pay dates are published on the Employee Resources page of the Imagine! website [www.imaginecolorado.org](http://www.imaginecolorado.org). Each pay period encompasses two weeks. Absent a hardship, most employees are paid by automatic bank deposit as listed on the payroll schedule. On each payday, employees have access to view their paycheck online. This statement shows gross pay, deductions, and net pay. Mandatory payroll deductions will be made as required by law.

For employees' convenience, we offer the option of having their paycheck automatically deposited to their bank account.

## Overtime For Non-Exempt Employees

From time to time, your supervisor may require you to work overtime. In these instances, you are given as much advance notice as practical. All overtime worked by non-exempt employees must be approved in advance by their supervisor. For non-exempt employees, hours worked in excess of 12 hours in a day, 12 consecutive hours without regard to the starting and ending time of the workday, or 40 hours per workweek (Monday through Sunday), whichever results in the greater payment of wages, are paid at one and one-half (1 ½) times the employee's regular rate. When a non-exempt employee has daily overtime and weekly overtime hours, the payment of daily overtime counts toward the payment of the weekly overtime. The established workweek begins at 12:00 a.m. midnight on Monday and ends at 11:59 p.m. on Sunday.

For purposes of calculating overtime payments, only hours actually worked are counted. Hours paid but not worked, e.g., sick time, vacation, wellbeing time and paid holidays are not counted.

Hourly employees who are employed in two or more capacities and have two or more different hourly rates will be paid at one and one-half (1 ½) times the rate set for the job they are performing when the overtime occurs.

## Benefits and Compensation

Imagine! strives to offer a competitive and meaningful compensation package. In addition to wages/salary, total compensation may include benefits such as: health insurance, dental insurance, vision insurance, flexible spending plans, retirement plan, paid holidays, vacation, wellbeing days, and sick leave. If you have any questions regarding plan specifics or eligibility requirements, please reach out to the Human Resources Department.

## Time Away from Work

Imagine! provides paid holidays, wellbeing days, vacation, sick time, and other paid leave to employees eligible for benefits.

## Paid Holidays

Imagine! observes the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Winter Holiday (typically Dec. 24th)
- Christmas Holiday

All benefit-eligible employees will receive prorated holiday pay (not to exceed eight hours) based on the number of scheduled hours per week, rounded to the nearest hour. When a paid holiday falls on a regular workday, benefits-eligible employees will have the day off and receive holiday pay (unless otherwise scheduled to work). If the holiday falls on an employee's day off, the employee will also receive holiday pay.

Full-time, part-time, casual, substitute, and temporary non-exempt employees who are scheduled to work on a holiday will receive up to eight hours of holiday pay for the holiday worked, and will be paid for two times their regular hourly rate of pay for any hours worked (including any hours over 40 hours within a work week).

Note: Staffed residential sites and any other 24/7 programs will observe weekend holidays on the date they occur.

### Vacation

Paid vacation hours accrue for full-time and part-time (scheduled to work least 20 hours per week) employees. Vacation time is to be used for rest, relaxation, rejuvenation, birthdays, religious celebrations, family time, personal business, or for no reason at all. This personal time away from work is accrued based on the actual number of hours worked by the employee. Full-time employees and part-time employees working at least 20 hours per week are eligible for vacation benefits in accordance with the following vacation schedule:

<b>Years of Employment</b>	<b>Vacation Accrual Rate (per each hour worked)</b>	<b>Annual Vacation Accrual (based on 40hrs. /wk.)</b>	<b>Vacation Time Maximum Accrual</b>
0-2 years	0.04615	96 hours	120 hours
3-4 years (less than 5 years)	0.06538	136 hours	160 hours
5 years and above	0.08461	176 hours	200 hours

Paid vacation is not earned during periods of unpaid leaves of absence and will not be counted in the computation of overtime.

Vacation time must be arranged in advance, at the discretion of, and approval by, the employee's supervisor. For short vacation requests – up to 2 days, a one week notice to the supervisor should be sufficient. For extended vacation request of 3 or more days, a request of at least two weeks prior is



expected. As some programs have mandatory staffing, some programs may require more notice of vacation requests. Each employee should check with their supervisor about proper notice of vacation requests. Employees are encouraged to use vacation time. Vacation time is subject to maximum accrual amounts. When an employee has reached the maximum vacation accrual point based upon length of service as indicated in the chart above, the employee stops accruing vacation until they have taken vacation and are therefore below the maximum accrual.

A terminating employee, or an employee changing to a status that is ineligible for vacation accrual (casual, substitute, or temporary status), is paid out for all accrued and unused vacation at the pay rate in effect at the time of termination or status change.

### Sick Leave

All employees accumulate sick time at the rate of 1 hour per 30 hours worked. Paid sick leave may be used if:

- An employee has a mental or physical illness, injury, or health condition that prevents them from working;
- An employee needs to get preventive medical care, or to get a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition;
- An employee needs to care for an immediate family member\* who has a mental or physical illness, injury, or health condition, or who needs the sort of care listed in category above
  - \*spouse/domestic partner, child, parent, sibling or other blood relative, or individual employee is charged with as a guardian/designated medical decision authority;
- An employee or the employee's family member has been a victim of domestic abuse, sexual assault, or criminal harassment, and needs leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation; or
- An employee is impacted by a public health emergency, a public official having closed either (A) the employee's place of business, or (B) the school or place of care of the employee's child, requiring the employee needing to be absent from work to care for the child.

Paid sick leave may be used in one-hour increments. Employees begin accruing sick time upon hire. It is your responsibility to notify your manager each day prior to the beginning of your shift when you cannot come to work because of an illness, injury, medical care or domestic violence. Also, let your manager know when you expect to return to work. In the event you are absent for four or more consecutive workdays, medical or legal certification is required in order to return to work. This certification should indicate that you were unable to work due to medical or domestic violence reasons and the length of time this restriction lasted.

If you have an extended illness, accumulated sick time currently provides pay while you are away from work. Unused sick hours currently are carried over from year to year. Full-time and part-time employees may accrue and carry over up to a cap of 480 hours of paid sick leave. All other employees may accrue up to a cap of 48 hours of sick time to be used when needed. Employees will not accrue additional sick time until the balance falls below the caps.

Because paid sick time is to be used if you are personally sick or injured, you will not receive extra pay or extra time off for unused sick time. Paid sick time is not used in the calculation of overtime. Also, you are not paid for unused sick time when you leave Imagine! or reduce to a non-benefit



status.

For more information on paid sick leave, please see the Healthy Families and Workplaces Act (HFWA) information posted on the company website – [www.imaginecolorado.org](http://www.imaginecolorado.org) - Employee Resources.

### Wellbeing Days

Wellbeing Days are paid days off to care for oneself. Wellbeing Days are available to full-time and part-time (scheduled to work least 20 hours per week) employees. Each January, or upon hire during the calendar year, eligible employees receive up to three Wellbeing Days (based on average scheduled hours). As the Wellbeing Days are an annual allotment to be used throughout the year, employees hired after November 15 of each calendar year will not receive these three Wellbeing Days. Wellbeing Days must be arranged in advance at the discretion of, and the approval by, the employee's supervisor. Employees must give their supervisor as much advance notice as possible when requesting Wellbeing Day, and no less than 24 hours. Wellbeing Days must be taken in increments of full day/full shift or half day/half shift equivalents. Wellbeing Days do not carry over annually, but expire at the end of the calendar year. Employees cannot receive extra pay or extra time off for unused Wellbeing Days. As Wellbeing Days are not work time, they are not included in the calculation of overtime.

As Wellbeing Days are for rest and rejuvenation before returning to work, any request for Wellbeing leave within the employee's last two weeks of work (after resignation) may be denied. Also, employees are not paid for unused Wellbeing Days when they leave Imagine!, or switch to a non-benefit-eligible status role in the organization.

### Inclement Weather

Due to the vital nature of our services to clients, Imagine! does not typically close for inclement weather. All employees are expected to maintain their responsibilities during inclement weather, either on or off site (performing what duties they are capable of performing). In the event that there is an emergency declaration from the government restricting travel, the Chief Executive Officer or designee may close administrative building(s) and determine if certain other sites will be closed and declare a remote work day. For employees working in 24-7 residential facilities, employees will follow the specific residential reporting and working guidelines.

An employee unable to attend work (where job duties require attendance on-site) due to weather when Imagine! is open and operating, must take a vacation day for the day they are unable to attend. An employee unable to perform all work duties (where job duties require attendance on-site) due to an emergency travel declaration restricting travel/office or site closure, the employee will be paid for the full, regular work shift.

### Leaves of Absence

#### Family Medical Leave Act (FMLA)

Employees are eligible if they have worked for Imagine! for at least 12 months and for 1,250 hours over the previous 12 months.

Imagine! provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or child birth
- To care for the employee's child after birth, or placement for adoption or foster care
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition
- Serious health condition that makes the employee unable to perform the employee's job

### Military Family Leave Entitlements (including USERRA)

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status the Armed Forces, National Guard, or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post- deployment reintegration briefings.

Eligible employees may also take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, National Guard, or Reserves, who has a serious injury or illness incurred or aggravated in the line of duty on active duty. Covered service member also includes veterans who were members of the Armed Forces, National Guard, or Reserves at the time during the period of five years preceding the start of treatment, recuperation, or therapy.

The injury or illness must make the service member medically unfit to perform their duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. In the case of a veteran, the qualifying illness or injury must be incurred or aggravated in the line of duty and manifest itself before or after the service member became a veteran.

### Benefits and Protections

During FMLA leave, Imagine! maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse Imagine! for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave. As with other types of unpaid leaves, paid leave will not accrue during the time an employee is on unpaid leave. Vacation and sick leave do not accrue during the period of unpaid FMLA leave of absence. Additionally, paid holidays, bereavement leave, and jury duty will not be paid during unpaid leaves of absence.

### Definition of Serious Health Condition

A serious health condition is an illness, injury, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen or continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### Use of Leave

The maximum time allowed for FMLA leave is either *12 weeks in a rolling 12-month period measured backward from the date of any FMLA usage ( for military veterans only - 26 weeks as explained above)*.

The FMLA entitles spouses employed by the same employer to a total of 12 weeks of leave between the two employees for the birth of their child and child care, adoption, foster care, or to care for the employee's own parent with a serious health condition (*example, split 50/50, each would be entitled to 6 weeks*).

With the exception of maternity leave/paternity leave (bonding leave) for a healthy child (which must be taken continuously from the time of birth or adoption, the employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt Imagine!'s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with Imagine!'s agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodate that type of leave.

### Requirement to Use Paid Leave Prior to Unpaid Leave

Imagine! requires employees to use accrued sick time, then Wellbeing Days, then vacation time (in this order) while taking FMLA leave. FMLA leave is then without pay when paid sick, Wellbeing, and vacation time is exhausted. Employees may not extend the FMLA period or preserve paid leave for later use by taking unpaid time up-front during the medical leave.

### Employee Responsibilities

Employees should contact their supervisor and Human Resources if they foresee a need to take FMLA leave. Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and must comply with Imagine!'s normal call-in procedure.

Employees must provide sufficient information for Imagine! to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform Imagine! if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Imagine! may require second and third medical opinions at Imagine!'s expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with Imagine!'s attendance guideline. Employees on leave must contact Human Resources at least two days before their first day of return.

### Imagine!'s Responsibilities

Imagine! will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, Imagine! will notify the employee.

### Unlawful Acts

FMLA makes it unlawful for Imagine! to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA
- FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

### Discretionary Medical Leaves of Absence

Leave time outside of FMLA (and other leaves required by law) are purely at the discretion of Imagine! management. An employee who has exhausted FMLA leave or is not yet eligible for FMLA leave or other leave required by law, may request a discretionary medical leave of absence. If extended medical leave time outside of vacation, short-term illness, or Wellbeing days is requested, the employee must notify their immediate supervisor and Human Resources as soon as possible of the need for a leave of absence.

Prior to approval of a discretionary medical leave, the employee must provide a doctor's/physician's note explaining the medical condition or circumstances. Similar to FMLA, if approved, any paid leave must first be used before unpaid time off, and the employee must provide period status reports to the supervisor and Human Resources. Employees who fail to return at the expiration of their authorized leave may be terminated.

Health benefits will continue during an approved paid or unpaid Leave of Absence as long as the employee continues to pay the employee portion of the premiums. Vacation and sick leave do not accrue during unpaid leaves of absence. Additionally, paid holidays, bereavement leave, and jury duty will not be paid during unpaid leaves of absence.

## Additional Leaves

### Jury Duty

The Company recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee will be granted paid leave to perform their duty as a juror. If the employee is excused from jury duty during his or her regular work hours, they are expected to report to work promptly.

Employees receive regular pay for the first three days of jury duty if they were scheduled to work and they provide confirmation of juror service. Beginning the fourth day and thereafter, employees, as jurors, are paid a stipend by the State of Colorado for state district or county court jury duty. For jury duty in excess of three days, employees receive the difference between jury duty pay and their regular pay up to a maximum of seven days (56 hours). Jury duty leave beyond this time is without pay from Imagine!.

### Voting

Imagine! encourages employees to vote in scheduled elections and provides the legally required release time in order to do so. Under most circumstances, with Colorado's mail-in ballot system, and extended polling place hours of availability, it is usually possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their supervisor/manager no later than the day prior to Election Day.

### Funeral/Bereavement Leave

Full-time or part-time employees may be granted up to ten workdays (prorated for part-time) of paid leave in the event of the death of their immediate family - parent, child, sibling, or legal spouse. In the event of the death of another family member or the immediate family of their spouse, full-time and part-time employees currently are granted a paid leave of up to three workdays. For funerals of other individuals, including relatives or friends, employees may take vacation, wellbeing, or unpaid leave upon the approval of their supervisor.

### Military Leave

It is our policy to afford such re-employment rights as required by the law, Uniformed Services Employment and Reemployment Rights Act (USERRA), to employees who take military leave. Contact the Human Resource Department for more information.

### Domestic Abuse Leave

An employee with at least 12 months of service, who is a victim/survivor of domestic abuse, stalking, sexual assault, or other types of domestic violence, is eligible to use up to three days per year to attend to the circumstances surrounding the occurrence of the abuse. To the extent possible, the employee must provide advance notice to their supervisor of the need for this leave. Please see Human Resources for additional information.

## Acknowledgment of Guidelines for Employment and Responsibilities of Employees

This handbook provides a summary of Imagine!'s guidelines and its expectations regarding my conduct and the conduct of others within the organization.

Each employee is responsible for reviewing, becoming familiar with its contents, and following the guidelines and expectations.

Except as may be required by state law, employment at Imagine! is at-will. This means that neither the employee nor Imagine! is committed to an employment relationship for a specific period of time and the employment relationship may be terminated by the employee or Imagine! at any time, for any reason not prohibited by law.

The language used in this handbook and any verbal statements of management are not intended to constitute a contract of employment, either express or implied. The language is not a guarantee of employment for any specific duration. No representative of Imagine!, other than the Chief Executive Officer in their relationship to the Board of Directors, has the authority to enter into an agreement of employment for any specific period of time.

Further, please understand that the contents of this handbook are summary guidelines for employees and therefore not all-inclusive. Employees must follow all other policies, procedures, and work rules of the organization. This handbook supersedes all previous editions. No oral statements or representations can change the provisions of this handbook or any supplement. Except for the at-will nature of employment, Imagine! reserves the right to revise, delete, or add to any or all of the guidelines mentioned in the handbook (along with any other procedures, practices, benefits, or other programs of Imagine!). These changes may occur at any time, with or without notice.