

*A Future in Hope Youth Services,  
Inc.*  
**PERSONNEL HANDBOOK**

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# PERSONNEL POLICIES

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**EMPLOYEE ACKNOWLEDEMENT FORM**

The employee handbook describes important information about A Future in Hope Youth Services, Inc., and I understand that I should consult the Program Director regarding any questions not answered in the handbook. I have entered into my employment relationship with A Future in Hope Youth Services, Inc. voluntarily and acknowledge that there is no specific length of employment. Accordingly, either I or A Future in Hope Youth Services, Inc. can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since, the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to A Future in Hope Youth Services, Inc. policy of employment at will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Program Director or governing body of A Future in Hope Youth Services, Inc. has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

I agree to adhere to the following confidentiality requirements:

I will not reveal the name of any youth who is here, has been here or may be here in the future. I will not reveal the contents of the youth records which could identify any person presently or previously a member of this program.

I have received initial information related to HIPAA and understand that I will be continually trained on this subject.

I understand any violation of this agreement may make me liable for monetary damages and/or termination.

I also have read and understand the infectious disease risk of working in the group home, the group home’s universal precautions procedures, standards of ethical conduct, worker’s compensation policy, drug free workplace, corporate compliance/reporting fraud, client rights and abuse reporting procedures.

**EMPLOYEE’S NAME (print):** \_\_\_\_\_

**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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## **INTRODUCTORY STATEMENT PERSONNEL**

A Future in Hope Youth Services, Inc. established and implement board approved written personnel policies. Each staff member is provided a copy of our operating manual and personnel handbook during orientation and training.

These policies are designed to acquaint you with A Future in Hope Youth Services, Inc. and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of this handbook. It describes many of your responsibilities as an employee and outlines the programs developed by A Future in Hope Youth Services, Inc. to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

Our agency has developed and implemented written policies and procedures in this manual to assure that persons employed in or designated to assume the responsibilities of each position possess the education, experience, knowledge, skills, and abilities specified in the job description for the position.

No personnel manual can anticipate every circumstance or question about policy. As A Future in Hope Youth Services, Inc. continues to grow, the need may arise and A Future in Hope Youth Services, Inc. reserves the right to revise, supplement, or rescind any policies from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment at will policy permitting you or A Future in Hope Youth Services, Inc. to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

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**PERSONNEL POLICIES**  
**101 Nature of Employment**

Employment with A Future in Hope Youth Services, Inc. is voluntarily entered *into*, and the employee is free to resign at-will, at any time, with or without cause. Similarly, A Future in Hope Youth Services, Inc. may terminate the employment relationship at-will, at any time, with or without cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between A Future in Hope Youth Services, Inc. and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment at-will, may be amended or cancelled at any time, at A Future in Hope Youth Services, Inc. sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Program Director or Board of Directors.

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**PERSONNEL POLICIES**  
**102 Employee Relations**

A Future in Hope Youth Services, Inc. believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by others in this area and in this industry.

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**PERSONNEL POLICIES**  
**103 Equal Employment Opportunity**

In order to provide equal employment *and* advancement opportunities to all individuals, employment decisions at A Future in Hope Youth Services, Inc. will be based on merit, qualifications, and abilities. A Future in Hope Youth Services, Inc. does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, political affiliation, veteran or marital status or any other characteristic protected by law.

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**PERSONNEL POLICIES**  
**104 Business Ethics and Conduct**

The successful business operation and reputation of A Future in Hope Youth Services, Inc. are built upon the principles of fair dealing and ethical conduct of our employees.

A Future in Hope Youth Services, Inc. will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

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**PERSONNEL POLICIES**  
**105 Immigration Law Compliance**

A Future in Hope Youth Services, Inc. is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

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**PERSONNEL POLICIES**  
**106 Background Investigations**

Cornerstone Youth Services requires that all employees, volunteers and interns complete a local, state, and federal background investigation PRIOR to job offering, volunteering, promotion, or transfer. All employees must have a clean background and central registry check. No felonies and no abuse records. An individual listed on the central registry shall not be a volunteer at or be employed by our agency. All staff is re-screened every two (2) years thereafter. Each re-screening check must be completed by the anniversary date. Failure to comply will result in removal from contact with youth, if appropriate, or disciplinary action, up to and including termination of employment. This policy is pursuant to Kentucky state laws, with the applicable investigations performed in cooperation with the Departments of Law Enforcement, Kentucky Department of Child Protective Services, and Department of Juvenile Justice.

The full background investigation may include, but is not limited to, the following screenings: criminal background, central registry check, driving record, education verification, credentials and professional reference checks. The background check also requires fingerprinting. Forms for this process are available from the Childcare Administrator or designee and will be completed before the start date.

**If an employee is arrested after they are employed with our agency:**

- a. An employee under indictment or legally charged with a violent or sex crime as defined in KRS 17.165 shall be immediately removed from contact with a child within the child caring facility until the employee is cleared of the charge.
- b. Each licensee shall report to the cabinet and each child caring facility employee or volunteer shall report to the licensee or facility's director, an incident that occurs subsequent to the most recent central registry check, if the employee or volunteer:
  1. Is the subject of a cabinet child abuse or neglect investigation;
  2. Has been found by the cabinet or a court to have abused or neglected a child;
  3. Has been indicted for or charged with a violent or sex crime.
- c. An individual shall not be left alone in the presence of a child if a central registry check has not been completed.
- d. Determination by the cabinet of risk of potential harm by an employee to a child in a child caring facility shall result in:
  1. Investigation of the employee for evidence of child abuse or neglect;
  2. The removal of the employee from direct contact with a child:
    - a. For the duration of the investigation; and
    - b. Pending completion of the administrative appeal process.

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**PERSONNEL POLICIES**  
**106 Background Investigations**

The cost of the criminal background investigation will be paid by the employee. All job applicants will be required to comply with the agency's Drug Free Workplace Policy.

The results of the background investigation become a part of the employee's personnel file. Personnel found not to meet the minimum standards for good and moral character are subject to termination from employment

An agency affidavit of good moral character is completed each January on annual basis denoting staff working during the previous calendar year.

Each employee must submit to a Tuberculosis health screening prior to employment and annually thereafter; and complete a physical within thirty (30) days of employment.

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**PERSONNEL POLICIES**  
**107 Access to Personnel Files**

A Future in Hope Youth Services, Inc. maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, documentation of performance appraisals and salary increases, job description, documentation of reference checks, verification of license and/or certificates, copies of college diploma, certifications, etc., in-house memos, memos or letters from outside the agency, signed acknowledgement of receipt and understanding of A Future in Hope Youth Services, Inc. Personnel Policies, law enforcement background checks, background investigation reports, W-4 forms and other employment records.

Personnel files are the property of A Future in Hope Youth Services, Inc., and access to the information they contain is restricted. Generally, only management personnel of A Future in Hope Youth Services, Inc. who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Program Director. With reasonable advance notice, employees may review their own personnel files in A Future in Hope Youth Services, Inc. offices and in the presence of an individual appointed by A Future in Hope Youth Services, Inc. to maintain the files. Employees are prohibited from removing any original material from their personnel file.

A Future in Hope Youth Services, Inc. may charge employees and outside agencies a fee for copies of information in a personnel file.

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**PERSONNEL POLICIES**  
**108 Employment Reference Checks**

A Future in Hope Youth Services, Inc. requires two (2) employer references and two (2) character references. The Program Director or designee will check each reference.

Only the Program Director or designee will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

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**PERSONNEL POLICIES**  
**109 Personnel Data Changes**

It is the responsibility of each employee to promptly notify the Program Director of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependent, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Program Director in writing as soon as possible. The Program Director will then notify other applicable departments.

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**PERSONNEL POLICIES**  
**110 Probationary Period**

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. A Future in Hope Youth Services, Inc. use this period to evaluate employee capabilities, work habits, and overall performance. During the probationary period, provisions will be made for new employees to accompany experienced employees until they are able to effectively protect the health and safety of others. Either the employee or A Future in Hope Youth Services, Inc. may end the employment relationship at will at any time during the probationary period, with or without cause or advance notice.

All new and re-hired employees work on a probationary basis for the first 90 calendar days after their date of hire. Employees who are promoted or transferred within A Future in Hope Youth Services, Inc. must complete a secondary probationary period of the same length with each reassignment to a new position. Any significant absence will automatically extend a probationary period by the length of the absence. If A Future in Hope Youth Services, Inc. determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for an additional 30 days.

In cases of promotions or transfers within A Future in Hope Youth Services, Inc., an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary probationary period. If this occurs, the employee may be allowed to return to his or her former position and former pay or to a comparable job for which the employee is qualified, depending on the availability of such positions and A Future in Hope Youth Services, Inc. needs.

Upon satisfactory completion of the initial probationary period, employees enter permanent employment.

Professional growth of staff members is encouraged through supervision, orientation, training and staff development activities.

Employment status is not changed during the secondary probationary period that result from a promotion or transfer within A Future in Hope Youth Services, Inc..

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**PERSONNEL POLICIES**  
**111 Employment Applications**

A Future in Hope Youth Services, Inc. relies upon the accuracy of information contained in the employment application (**see Appendix A**), as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsification, or material omissions in any of this information or data may result in A Future in Hope Youth Services, Inc. exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

**See Appendix** for: (A) application, (B) reference form, (C) personnel handbook acknowledgement form, and (D) work schedule

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**PERSONNEL POLICIES**  
**112 Performance Evaluations**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's initial period in any new position. This period, known as the probationary period, allows the Program Director and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance evaluations are scheduled three (3) months into the initial or secondary probationary period. Then performance evaluations are scheduled six (6) months into the initial or secondary probationary period, then, at the twelve (12) month mark, and annually thereafter (the date of hire or date of promotion is considered anniversary date).

Pay adjustments are awarded by A Future in Hope Youth Services, Inc. in an effort to recognize employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process.

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**PERSONNEL POLICIES**  
**113 Job Functions and Staff Requirements**

A Future in Hope Youth Services, Inc. shall employ sufficient staff to perform administrative, supervisory, service, and care functions. These staff shall have the following responsibilities and requirements:

**(1) Program Director:** The Executive Director shall be called the Program Director. This person is responsible for the overall administration of the program, the implementation of all policies, maintenance of the physical plant, supervision, monitoring, and evaluating of all employees, and scheduling for employee shifts including maintaining house parent staffing model. The Director is also responsible for fiscal accountability for the program. Other job duties include, but are not limited to: interviewing youth for potential placement in the home, intake/admission of new youth, transporting of youth when needed, auditing child case files to ensure all documentation was received from the case workers and all intake paperwork was completed and signed, auditing medication logs to ensure correct documentation, shopping for house and office supplies, grocery shopping, initiate and build cooperative agreements with service providers in the community, hold monthly meeting with youth to discuss safety issues, complaints, concerns, and upcoming events. Also in charge of implementing program evaluation and improvement measures quarterly to report to the Board of Directors. The Program Director will be supervised by the CEO and governing body. Additional responsibilities are:

- a. If the Program Director is not on the premises, the Program Director will ensure that the Residential Coordinator is responsible for the day to day operation of the program.
- b. The Program Director shall oversee and report to the board on a quarterly basis, providing an evaluation of program services addressing measurable goals, staff training, and incident reports.
- c. Ensuring the criteria and process of the quarterly program evaluation shall be approved by the board.

**Requirements:** This person shall have:

- (1) A master's degree in business administration or a human services field from a college or university, supplemented by two (2) years of work experience in or management of a human services program related to working with families and children; or
- (2) A bachelor's degree in a human services field from a college or university, supplemented by four (4) years' work experience in management of a human services program related to working with families and children.

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## PERSONNEL POLICIES

### 113 Job Functions and Staff Requirements cont'd

(2) **Residential Coordinator** shall be responsible for the supervision, evaluating and monitoring of the daily work and progress of the girls. The Residential Coordinator will also act as the Independent living specialist. They will assess the children's problems and needs, consult with the DCF case worker and the young women regarding the development and implementation of each individual service plan, and set up the meeting for each 6 month review of each individual service plan and discharge plan, participate in the admissions process, and setup all doctor appointments, dentist and PCP appointments, and counseling appointments as needed with the designated community service provider; This employee also serves as a liaison with the children's parents, schools, juvenile court, and other social and community services.

The Residential Coordinator will assume the responsibility as Program Manager when the Program Director is absent. **A person employed in a position responsible for supervising, evaluating, or monitoring the daily work of direct childcare staff in the absence of the Program Director.**

**Requirements:** Residential Coordinators shall be at least 21 years of age, and have at least:

1. Two (2) years of education from a college or university and two (2) years of work experience in a child caring facility; or
2. A high school diploma, or an equivalence certificate, and at least five (5) years' work experience in a child-caring facility.

(3) **Direct Care Staff** shall provide a nurturing and stable environment for the youth. They will assume all normal parental duties and responsibilities for youth and home, including, but not limited to: providing 24 hour supervision for youth, cooking, some cleaning, transporting to and from school and appointments, administration of medication and documentation, shopping; assist the children in meeting the goals and objectives of their individual service plans, promote the physical and emotional well-being of the children, and other designated duties within reason.

**Requirements:** These employees shall be at least 21 years of age, and have a high school diploma or its equivalent. Must have at least one year experience working with at risk teens.

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**Requirements for All Staff:**

- 1) Must be CPR/First Aide certified prior to start date or obtain certification within 30 days.
- 2) Must complete and pass background screening prior to start date.
- 3) Must complete 20 hours of training on policies and procedures and 20 hours of floor training within 30 days of start date.
- 4) Must accompany another staff member on the floor until they can effectively work alone after all initial training is complete.
- 5) Staff must follow the written schedule that will be posted in the office; the schedule will be for a two week period and posted at least one week in advance.
- 6) Each new staff member will have 30 day, 90 day, and 6 month evaluations for their work performance
- 7) All staff will have annual performance evaluations with the possibility of a raise

A Future in Hope Youth Services, Inc. makes every effort to create and maintain accurate job descriptions for all positions within the organization. All employees sign a copy of their job description and then it is placed inside their personnel file.

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## PERSONNEL POLICIES

### 114 Staff Qualifications and Requirements

#### Staff Qualifications

- (1) A Future in Hope Youth Services, Inc. shall employ personnel who have demonstrated qualities which enable them to work well with children in group care, such as: The capacity to give and receive affection, sensitivity, flexibility, emotional maturity, the ability to deal with frustration and conflict, a sense of humor, and a capacity to respect persons with differing lifestyles and philosophies.
- (2) A Future in Hope Youth Services, Inc. shall employ personnel who have knowledge and an understanding of discipline and ways of helping a child build positive personal relationships.
- (3) Each employee shall have background checks completed which shall include, but not be limited to, employment history checks over the past two years, if applicable, two character references, an abuse registry clearance, a local criminal records check and a state and federal criminal records check. The state and federal criminal records check requires the submission of fingerprints.
- (4) Staff who are employed to work directly with children shall be at least 21 years of age.

**See Appendix** for: (B) reference form, (C) personnel handbook acknowledgement form, and (D) work schedule

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## PERSONNEL POLICIES

### 114 Staff Qualifications and Requirements

#### *Staffing requirements/Supervision Plan*

The Program Director will post the work schedule in the administrative office at least one week in advance. Our agency will implement the shift model with 7-3pm, 3-11pm, and 11pm-7am. During the day, the Program Director will be there to complete all administrative paperwork and filing. The Program Director will also be responsible for case management duties and the overall planning and coordinating of social services for a family and child.

There will be one house parent on the 7am-3pm shift when children are at school, in case someone stays home sick or has a doctor's appointment. If no children are at home, this staff will do filing, file checks and general cleaning of the facility. In cases where a house parent calls out or has to leave due to an emergency, the Program Director will schedule house parents to rotate weekly for on-call duty. The bi-weekly work schedule will designate the on-call person with their contact information. The Program Director shall ensure through appropriate scheduling that there is a designated emergency on call relief staff member on the schedule at all times. During the summer months and school breaks, there will be at least two staff on each shift at all times. The Program Director will act as a back-up on call person. There will always be at least one staff on duty when a child is in the facility. There shall be at least one (1) staff member certified in first aid and cardiopulmonary resuscitation on duty, if a child is present. Staffing guidelines for sleeping hours:

- (1) A staff must always be awake when caring for a child needing constant supervision, such as a medically fragile child or a child that is an immediate danger to herself or others.
- (2) To facilitate continuous care for a child, the staff may move a child to a location where the staff can directly and continuously supervise a child until there is no longer an immediate danger to herself or others. The staff must provide comfortable sleeping arrangements for the child.
- (3) If a child has a day or overnight visit with a volunteer or sponsoring family, the Program Director will ensure that:
  - a. The child is properly supervised, properly fed and hydrated, and provided with safe housing accommodations, if applicable.
  - b. The child's health, safety, and well-being are protected.
- (4) Prior to the visit, the person responsible for the child during the visit has information for emergency medical care, such as permission for emergency medical care, telephone numbers for the child's licensed physician(s), and medication and treatment information.

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- (5) Unless the volunteer is court-appointed, the volunteer must not remove the child from the program for an overnight visit without prior written approval of the child's parent.
  - a. When our youth get invited for an overnight or weekend visit by friends from school or in our community or church, this is not a volunteer activity. House parents must get prior written approval from the parent to authorize a visit for more than 48 hours.
- (6) No person on parole or probation, or is referred for community services through the courts because of criminal activity, including as an alternative to incarceration shall volunteer at the program. This prohibition applies even if the services do not involve contact with youth.

**Ratio**

We will always maintain a ratio of no more than:

- a. One (1) staff member to four (4) children; and
- b. One (1) staff member to accompany a child while away from the home.

**Staffing schedule**

The Program Director works closely with the direct care staff to ensure they follow our daily schedule and attend to needs of all youth, year-round. The staff is on-site and provides supervision 24 hours per day. There will be at least one direct care staff for each shift designated and they are primarily responsible for maintaining supervision, safety and well-being of residents including scheduling all health-related appointments. The direct care staffs are responsible for transporting the children for appointments to and from the program. They also provide transportation support for family visits that take place away from the program.

**Hours of Operation:** Our agency operates 24-hours a day, 365 days a year, including holidays.

**Staff to Child Ratio:** Our home has a capacity for five (5) youth. Our agency staff to child ratio is one (1) direct care staff or trained volunteer to every four (4) children during all hours sleep or wake. There shall be at least two staff available at all times. For those instances when one staff person is present for extenuating circumstances, the Residential Coordinator will be on call, for the duration of the shift, and available to provide additional direct care if necessary. As a fail-safe backup, the Program Director will be on call in case the Residential Coordinator is unavailable to provide additional direct care service.

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The programs operate in three 8-hour shifts over each 24-hour period as follows:

**Program Shifts**

<b>Shift Hours duty</b>	<b>Days</b>	<b>Type of Shift</b>	<b>staff on</b>
7:00 a.m. – 3:00 p.m.	Monday – Friday	Awake	Director
3:00 p.m. – 11:00 p.m.	Monday - Friday	Awake	DC1, DC2
11:00 p.m. – 7:00 a.m.	Monday - Friday	Awake	DC3, DC4
11:00 p.m. – 7:00 a.m.	Saturday - Sunday	Awake	DC5, DC6
7:00a.m.- 11:00 p.m.	Saturday & Sunday	Awake	DC7, DC8

***Administrative staff***

**Program Director/case manager:** 9am-5:30pm; rotate in on-call schedule as needed.

**CEO/Residential Coordinator:** 11am-7pm or according to needs of program

**Licensed Therapist:** contracted provider; Three days per week, approximately 3pm-7pm; time varies according to youth schedules. Must be on-call for emergency services and/or designate alternate on-call therapist when not available.

**The Program Director shall post the employee schedule in the administrative office at least one week in advance, including the on-all staff names and contact information.**

\*\*\*Schedules subject to change depending on the needs of the population.

***Documentation***

The Program Director shall ensure that the employee weekly schedule:

1. Indicates the date, scheduled work hours, and name of each employee assigned to work, including on-call staff;
2. Includes documentation of the employees who work each calendar day and the hours worked by each employee;
3. Is maintained for 12 months after the last date on the documentation; and
4. Is provided to the Department for review within two hours of the Department's request;

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**PERSONNEL POLICIES**

**115 Volunteers**

**All** volunteers (regardless of the number of hours per week/month) who want to volunteer on a **regular** (weekly/monthly) basis must have the same background screening and must complete the same required trainings as regular employees before unsupervised contact with the children may occur. The Director shall supervise all volunteers.

If a person is volunteering for a one-time activity or event, they are not required to have a background screening but they cannot be with children without being accompanied by paid staff.

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**PERSONNEL POLICIES**  
**116 STAFF AND VOLUNTEER TRAINING & DEVELOPMENT**  
**PROGRAM.**

**A. Initial Training**

- (1) The Program Director shall provide annual on- going training, and professional development to all staff members.
- (2) The Program Director shall ensure that staff members working directly with residents receive at least 40 hours of training activities during the first full year of employment and a minimum of 40 hours for subsequent years.
- (3) The Program Director shall document that appropriate training received by direct service staff includes, but is not limited to the following areas:
  - a) Administrative procedures and overall program goals
  - b) Understanding of children's emotional needs and problems which affect and inhibit their growth
  - c) Family relationships and the impact of separation
  - d) Substance abuse: recognition and prevention
  - e) Identification of and reporting responsibilities in regard to child abuse and neglect
  - f) Principles and practices of child care
  - g) Positive Discipline techniques
  - h) Emergency and safety procedures
  - i) The screening, supervision and use of volunteers
  - j) CPR / First Aid – mandatory
  - k) Trauma informed care
  - l) Water Safety – mandatory
- (4) Staff shall be encouraged in professional growth through supervision, orientation, in-service training and staff development.

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**PERSONNEL POLICIES**  
**116 STAFF AND VOLUNTEER TRAINING & DEVELOPMENT PROGRAM.**

***B. Annual Training***

**The staff and volunteer training & development program shall be coordinated and supervised by the Program Director.**

- (1) Cornerstone shall have a record of participation and successful completion of an ongoing staff and volunteer development program. Each employee training must be documented on their Training Log form and placed in their personnel file.
- (2) Fulltime direct child care staff shall have at **least forty (40) hours**, and part-time direct child care staff shall have **at least twenty-four (24) hours**, of training specific to the tasks to be performed and of **annual training** in the following:
  1. Emergency and safety procedure;
  2. Principle and practice of child residential care;
  3. Behavior management, including de-escalation
  4. training;
  5. Physical management for a child caring facility using the technique;
  6. First aid; and
  7. Personnel orientation.
- (3) A volunteer who functions as a professional or direct staff member without compensation shall meet the same general requirements and qualifications.
- (4) **Physical management training:**
  1. The written policy and procedure governing the use of physical management of a child, including a requirement for a de-escalation plan, is located in the operating manual.
  2. A staff member who conducts physical management is required to complete at least **sixteen (16) hours of annual training** in approved methods of de-escalation and physical management from the nationally recognized accreditation organization JKM, that is already approved by the cabinet. This training includes:
    - a. Assessing physical and mental status, including signs of physical distress;
    - b. Assessing nutritional and hydration needs;
    - c. Assessing readiness to discontinue use of the intervention; and
    - d. Recognizing when medical or other emergency personnel are needed.

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### **C. Personnel records**

A Future in Hope Youth Services, Inc. shall have a personnel file for each employee which shall include but not be limited to the following:

- (a) The application for employment, including a two-year employment history check if applicable;
- (b) A signed affidavit of good moral character, job description, confidentiality statement, mandated reporter form, discipline policy acknowledgement form, and Personnel Handbook Acknowledgement form;
- (c) ) A minimum of two character reference letters or reference checks from unrelated individuals verifying that the employee is of good moral character and is suitable to work with children; also two employer verifications (reference checks)
- (d) Verification of Education, Licenses, and Certifications
- (e) Local law enforcement criminal records clearance;
- (f) ) Verification of an Abuse Registry clearance and criminal records check, including fingerprint clearance, through the Kentucky Department of Law Enforcement and the Federal Bureau of Investigation; 5-year rescreening when applicable
- (g) Medical information relating to medical problems of the employee;
- (h) Employee's starting and termination dates and reason for termination;
- (i) 3 and 6 month performance evaluation for new hires; Annual performance evaluations and any disciplinary actions taken for all employees;
- (j) Training Log with dates and initials of staff and Director; must be 40 hours initially and annually; include certificates of completion behind the log.
- (k) I-9/W-4/Copy of state driver's license and social security card.

### **D. Confidentiality of Records**

A Future in Hope Youth Services, Inc. ensures that all records shall be maintained in an accessible, standardized order and format and shall be retained and disposed of in accordance with state laws. Our records (paper and flash drives) are kept confidential and in a locked, metal file cabinet. Our records are only accessible to staff and only used according to state law.

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**PERSONNEL POLICIES**

**117 Retention of Employment Records**

Employment records will be retained as follows:

Personnel files: will be retained for a period of seven (7) years.

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**PERSONNEL POLICIES**  
**118 Employee Benefits**

A Future in Hope Youth Services, Inc. does not offer benefits at this time.

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**PERSONNEL POLICIES**

**119 Holidays**

A Future in Hope Youth Services, Inc. is a 24 hour a day, 7 day a week establishment.

All employees are required to work on scheduled work day. The following Holidays are recognized and paid time and one half to employees who work on that day. If you are scheduled off on the following holidays, as long as you work the day before and the day after, you will be paid your regular pay for that day. The holiday must fall on a weekday to get paid "holiday pay". In other words, if the holiday falls on the weekend and you are not working, it does not qualify as "holiday pay."

- New Year's Day**
- Martin Luther King Day**
- Memorial Day**
- Independence Day (4th of July)**
- Labor Day**
- Thanksgiving Day**
- Christmas Day**

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**PERSONNEL POLICIES**  
**120 Bereavement Leave**

Employees who wish to take time off due to the death or critical illness of a family member should notify the Program Director immediately. Critical illnesses are defined as life threatening. Employees may take up to 3 days of bereavement leave. Bereavement leave is unpaid.

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**PERSONNEL POLICIES**  
**121 Health/Life Insurance**

See the Director for current Health and life insurance plans.

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**PERSONNEL POLICIES**

**122 Worker's Compensation Insurance**

According to the State of Kentucky, if an organization has 4 or more employees, that organization is required to carry worker's compensation insurance.

The Director is responsible for ensuring that A Future in Hope Youth Services, Inc. adheres to all applicable, current local and state laws regarding worker's compensation.

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**PERSONNEL POLICIES**  
**123 Short-Term Disability**

A Future in Hope Youth Services, Inc. does not provide short-term disability.

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**PERSONNEL POLICIES**  
**124 Retirement Benefits**

A Future in Hope Youth Services, Inc. does not provide retirement benefits.

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**PERSONNEL POLICIES**  
**125 Timekeeping**

A Future in Hope Youth Services, Inc. pays a set salary for house parents. Residential Coordinators and direct care staff receive an hourly wage and must fill out their time sheet daily upon arrival and departure.

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**PERSONNEL POLICIES**  
**126 Paydays**

All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

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## PERSONNEL POLICIES

### 127 Employment Termination

The termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

**Resignation** - voluntary employment termination initiated by an employee.

**Discharge** - involuntary employment termination initiated by the organization.

**Layoff** - involuntary employment termination initiated by the organization for non-disciplinary reasons.

**Retirement** - voluntary employment termination initiated by the employee meeting age, service and any other criteria for retirement from the organization.

Since employment with A Future in Hope Youth Services, Inc. is based on mutual consent, both the employee and A Future in Hope Youth Services, Inc. Open Arms management have the right to terminate employment at will, with or without cause, at any time. Employees must give a 14 day written notice of intent to terminate employment if applicable. Employees will receive their final pay in accordance with applicable state law.

Only the Program Director can authorize termination of employment.

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**PERSONNEL POLICIES**  
**128 Pay Advances**

A Future in Hope Youth Services, Inc. does not provide pay advances on unearned wages to employees.

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**PERSONNEL POLICIES**

**129 Administrative Pay Corrections**

A Future in Hope Youth Services, Inc. takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Program Director so that corrections can be made as quickly as possible.

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**PERSONNEL POLICIES**  
**130 Pay Deductions**

The law requires that A Future in Hope Youth Services, Inc. make certain deductions from every employee's compensation. Among these deductions are applicable federal, state, and local income taxes. A Future in Hope Youth Services, Inc. also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." A Future in Hope Youth Services, Inc. matches the amount of Social Security taxes paid by each employee.

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## **PERSONNEL POLICIES**

### **131 Safety**

To assist in providing a safe and healthy work environment for employees, customers, and visitors, A Future in Hope Youth Services, Inc. practice universal precautions. Universal precautions are a top priority for A Future in Hope Youth Services, Inc.

A Future in Hope Youth Services, Inc. also provides information to employees about workplace safety and health issues through regular internal communication channels such as staff meetings, bulletin board posting, memos, or other written communications

Employees receive annual universal precautions training. The training covers potential safety and health hazards and safe work practices and procedures, in order to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those employees with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with the Program Director. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the Program Director. Employee who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

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**PERSONNEL POLICIES**  
**132 Work Schedule**

Work schedules for employees vary throughout our organization. The Program Director will advise employees of their individual assigned work schedules in advance. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. All schedule changes must be submitted in writing to the Program Director for approval. Employees who work an unauthorized schedule may be subject to disciplinary action, up to and including termination.

The work schedule shall be posted in the office at least one week in advance.

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**PERSONNEL POLICIES**

**133 Use of Phone and Mail Systems**

Personal use of telephones for outgoing calls, including local calls, is discouraged. Employees will be required to reimburse A Future in Hope Youth Services, Inc. for any charges resulting from their personal use of the telephone or A Future in Hope Youth Services, Inc. cellular phones. Abuse of personal phone calls will be subject to disciplinary action up to and including termination.

The use of A Future in Hope Youth Services, Inc.-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use the approved greeting (good morning or afternoon, name of the program, employee name and “may I help you”) and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

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**PERSONNEL POLICIES**

**134 Smoking**

In keeping with A Future in Hope Youth Services, Inc. intent to provide a safe and healthy work environment, smoking in the workplace is prohibited. Smoking is not permitted in any company owned vehicles.

This policy applies equally to all employees, youth and visitors.

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**PERSONNEL POLICIES**

**135 Use of Equipment and Vehicles**

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using A Future in Hope Youth Services, Inc. property, employees are expected to exercise care, ensure required maintenance, and follow all operating instructions, safety standards, and guidelines. Only authorized employees may utilize and operate agency supplied equipment and vehicles.

Please notify the Program Director if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Program Director can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

Employees whose job description entails driving must legally be eligible to drive. An employee must notify their Program Director of any situation which would hinder their ability to legally drive. The report must be made within three (3) workdays of the situation.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment. If involved in an accident, the employee must inform their Program Director immediately. An incident report must be completed immediately and forwarded to the Program Director.

The employee may also be required to pay for the replacement or repair of equipment, machines, tools, pagers, cellular phones, computer equipment, laptops and in the case of vehicles, pay the parking violations and insurance deductible when involved in an accident or misuse caused by the employee.

In the event that staff may have to use their own property to transport youth, A Future in Hope Youth Services, Inc. requires all staff required to transport, to have the proper professional insurance coverage for their vehicle (please see Director for current rate coverage). A Future in Hope Youth Services, Inc. will pay mileage biweekly.

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**PERSONNEL POLICIES**  
**136 Emergency Closings**

At times, emergencies such as severe weather, fires, power failures, or hurricanes, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. The decision to close facilities rests with the Program Director. The lines of communication in notifying employees will begin with the Program Director, until all applicable employees are notified, in accordance with the agency's safety plan.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees in essential operations may be asked to work on a day when operations are officially closed. Employees who work will be entitled to time and a half pay.

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**PERSONNEL POLICIES**  
**137 Visitors in the Workplace**

In order to provide for the safety and security of employees and the youth at A Future in Hope Youth Services, Inc., no visitors are allowed in the workplace. Restricting visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, safeguards youth welfare and avoids potential distractions and disturbances.

Because of safety and security reasons, family and friends of employees are discouraged from visiting. In cases of emergency, employees will be called to meet any visitor outside their work area.

If an unauthorized individual is observed on A Future in Hope Youth Services, Inc. premises, employees should immediately notify their supervisor.

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**PERSONNEL POLICIES**  
**138 Computer and E-mail Usage**

Computers, computer files, the e-mail system, and software furnished to employees are A Future in Hope Youth Services, Inc. property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without prior authorization. Employees should not use computers for social networking websites. To ensure compliance with this policy, computer and e-mail usage may be monitored.

A Future in Hope Youth Services, Inc. strive to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, A Future in Hope Youth Services, Inc. prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

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## **PERSONNEL POLICIES**

### **139 Internet Usage**

Internet access to global electronic information resources on the World Wide Web is provided by A Future in Hope Youth Services, Inc. to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of A Future in Hope Youth Services, Inc. and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided by A Future in Hope Youth Services, Inc. to access the Internet remain at all times the property of A Future in Hope Youth Services, Inc. As such, A Future in Hope Youth Services, Inc. reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet including email, must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

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**PERSONNEL POLICIES**  
**140 Workplace Violence Prevention**

A Future in Hope Youth Services, Inc. is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, A Future in Hope Youth Services, Inc. has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others, including youth. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of A Future in Hope Youth Services, Inc. without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, sexual orientation, or any characteristic protected by federal, state, or local law. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the Program Director. This includes threats by employees, as well as threats by youth, vendors, solicitor, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

A Future in Hope Youth Services, Inc. will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, A Future in Hope Youth Services, Inc. may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

A Future in Hope Youth Services, Inc. encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Vice President of Human Resources before the situation escalates into potential violence. A Future in Hope Youth Services, Inc. is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

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**PERSONNEL POLICIES**

**141 Cell Phone Usage**

A Future in Hope Youth Services, Inc. provides cellular telephones to some employees as a business tool. They are provided to assist employees in communicating with management and other employees, youth, associates, and others with whom they may conduct business. Cell phone use is primarily intended for business-related calls. However, occasional, brief personal use is permitted within a reasonable limit. Cell phone invoices may be regularly monitored.

Employees who cell-phone usage for personal calls that exhaust the allowable minutes and result in excess charges, will be required to repay A Future in Hope Youth Services, Inc. the excess minutes. These charges may be garnished through payroll, if necessary. Continued abuse of the agency issued cell phone for personal use, may result in disciplinary action.

As a representative of A Future in Hope Youth Services, Inc., cell phone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone.

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**PERSONNEL POLICIES**

**142 Medical Leave**

A Future in Hope Youth Services, Inc. provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; and continuing treatment by a health care provider.

Eligible employees may request medical leave only after completed one (1) year of service. Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

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**PERSONNEL POLICIES**

**143 Family Leave**

Employees requesting family leave related to the serious health conditions of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12 month period. Any combination of family leave and medical leave may not exceed this maximum limit. It is the prerogative of the employee to use any personal leave time during this period before taking unpaid family leave. If the employee chooses not to take personal leave time, the employee must still adhere to all policies and procedures pertaining to personal leave time. Married employee must still adhere to all policies and procedures pertaining to personal leave time. Married employee couples may be restricted to a combined total of 12 weeks leave within any 12 month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide A Future in Hope Youth Services, Inc. with at least two weeks advance notice of the date the employee intends to return to work. When family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, A Future in Hope Youth Services, Inc. will assume that the employee has resigned.

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## **PERSONNEL POLICIES**

### **144 Employee Conduct and Work Rules**

To ensure orderly operations and provide the best possible work environment, A Future in Hope Youth Services, Inc. expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- 1) Theft or inappropriate removal or possession of property
- 2) Falsification of timekeeping records
- 3) Working under the influence of alcohol or illegal drugs
- 4) Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- 5) Fighting or threatening violence in the workplace
- 6) Boisterous or disruptive activity in the workplace
- 7) Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- 8) Insubordination or other disrespectful conduct
- 9) Violation of safety or health rules
- 10) Smoking in prohibited areas
- 11) Sexual or other unlawful or unwelcome harassment
- 12) Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- 13) Excessive absenteeism or any absence without notice
- 14) Unauthorized absence from work station during the workday
- 15) Unauthorized use of telephones, mail system, or other employer-owned equipment
- 16) Unauthorized disclosure of business "secrets" or confidential information
- 17) Violation of personnel policies
- 18) Unsatisfactory performance or conduct
- 19) Falsification of client records
- 20) Abuse, neglect or taking advantage of any youth or their family members
- 21) Unauthorized or inappropriate use of email and/or Internet

All employees who have been arrested for any criminal offense must notify their Program Director within one (1) workday of their arrest followed by a written report. Employees who violate this policy may be subject to disciplinary action up to and including termination of employment.

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**PERSONNEL POLICIES**  
**145 Drug and Alcohol Use**

A Future in Hope Youth Services, Inc. desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on A Future in Hope Youth Services, Inc. premises and while conducting business-related activities off A Future in Hope Youth Services, Inc. premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

To inform employees about important provisions of this policy, A Future in Hope Youth Services, Inc. has established a drug-free awareness program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with the Program Director to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all A Future in Hope Youth Services, Inc. policies, rules, and prohibition relating to conduct in the workplace; and if granting the leave will not cause A Future in Hope Youth Services, Inc. any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the Program Director of a criminal arrest or conviction for drug-related activity occurring in the workplace. **The report must be made within 24 hours of the arrest or conviction.**

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with the Program Director without fear of reprisal.

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**PERSONNEL POLICIES**

**146 Sexual and Other Unlawful Harassment**

A Future in Hope Youth Services, Inc. is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, sexual orientation, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the Program Director. Employees can raise concerns and make reports without fear of reprisal.

Any staff member who becomes aware of possible sexual or other unlawful harassment should promptly advise the Program Director who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

All A Future in Hope Youth Services, Inc. employees will be required to attend annual sexual harassment training as part of the agency's training plan.

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**PERSONNEL POLICIES**

**147 Attendance and Punctuality**

In order to maintain a safe and productive work environment, A Future in Hope Youth Services, Inc. expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the organization. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their Program Director as soon as possible in advance of the anticipated tardiness or absence.

Personal leave time taken without prior written approval by the Program Director will be viewed as illness and employees must notify the Program Director within an hour of their official shift time. It is the employee's responsibility to communicate with the Program Director on the notification procedure. Failure to appropriately notify the Program Director may result in disciplinary action.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

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**PERSONNEL POLICIES**  
**148 Personal Appearance**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image A Future in Hope Youth Services, Inc. presents to outside agencies, the community and youth.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Specific departments may require stricter dress codes due to safety issues or interaction with outsiders. In such cases, program specific dress codes supersede that of the agency.

Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away front work. Repeated incidents of infraction will result in disciplinary action, up to and including termination.

Consult the Program Director and review both the corporate and program-specific dress code policy if you have questions as to what constitutes appropriate attire.

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**PERSONNEL POLICIES**  
**149 Drug-Free Workplace**

A Future in Hope Youth Services, Inc. is committed to providing a safe work environment and to fostering the well-being and health of employees. That commitment is jeopardized when any A Future in Hope Youth Services, Inc. employee illegally uses drugs on the job; comes to work under the influence; possesses, distributes or sell drugs in the workplace; or abuses alcohol on the job. Therefore, A Future in Hope Youth Services, Inc. has established the following policy:

- (1) It is a violation of the agency's policy for any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on the job.
- (2) It is a violation of the agency's policy for anyone to report to work under the influence of illegal drugs or alcohol.
- (3) It is a violation of the agency's policy for anyone to use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.)
- (4) Violations of this policy are subject to disciplinary action up to and including termination.

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**PERSONNEL POLICIES**  
**150 Problem Resolution (Grievance)**

A Future in Hope Youth Services, Inc. is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from A Future in Hope Youth Services, Inc. Program Director.

A Future in Hope Youth Services, Inc. strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism. No employee will be penalized, formally or informally, for voicing a complaint with A Future in Hope Youth Services, Inc. in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are strongly encouraged to utilize the following steps. The employee may discontinue the procedure at any step by requesting closure in writing.

1. The employee presents the problem to the Program Director within 14 calendar days after incident occurs. If the Director is unavailable, or employee believes it would be inappropriate to contact that person, the employee may present the problem in writing to Board of Directors.
2. The Program Director responds to problem during discussion or within 14 calendar days, after consulting with appropriate involved parties, when necessary. The Director then documents the discussion and sends a copy to the employee and the Board of Directors.
3. If the problem is unresolved, the employee informs the Board of Directors in writing to inform them that they are unsatisfied with the Director's resolution.
4. The members of the Board will then schedule a meeting with the employee to counsel and advises the employee, discuss the matter with the Director, if necessary, and documents the discussion.

The time limits of this grievance procedure may be extended for 14 calendar days due to illness, approved absences, vacations or business necessity upon request of either party or for a longer period of time by mutual written consent for reasonable circumstances.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.



# Michael McCloud

My objective is to become employed with a company that I can apply my wealth of knowledge and skills gained through working with adolescent youth.

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P.o. box 21512

Louisville, ky 40221

(502) 415-9371

Drcloud05@live.com

## EXPERIENCE

**Maryhurst, 1015 Dorsey lane Louisville, Ky 40223**

July 2012 - December 2015

### Youth Counselor

Serve as a mentor to teenaged girls.  
Planned and led weekly structured staff led skill-building groups.  
Administer medication.

### Senior 1/Shift Supervisor

Plan and lead the shift.  
Assign tasks for staff to complete during and at the end of the shift.  
Ensured shift documentation on each client was completed by staff.  
Train all new staff (trained over 15 new youth counselors).  
Track and audit all Medication Administration Records for correct documentation.  
Coordinate successful execution of monthly fire, tornado, and earthquake drills.  
Provide in the moment coaching and training to staff.  
Rotating weekend on-call responsibilities.

### Program Supervisor (most recent)

Supervise the shift supervisor and youth counselors between 2 cottages on 3rd shift.  
Bi-weekly payroll/budget meeting.  
Supervise proper protocol and medication administration procedures by all medication-reps of the program.  
Coordinate the morning transportation to school for 18 girls.  
Mentor teenaged girls and coach/teach life skills, feelings management, Cultural diversity, independent living, Seven Challenges drug treatment  
Provide in the moment coaching and training to staff.  
Coordinate and lead monthly staff meetings.  
On-call responsibilities w/ rotating weekend on-call responsibilities.  
Keep up with training and in-service hours of all staff.

**Brooklawn Child and Family Services, 3121 Brooklawn Campus drive  
Louisville, Ky 40218**

June 2009 - July 2012

### Direct-Care Specialist

Mentored youth and taught life skills in a daily structured setting.  
Administer medication.

**Our Lady Of Peace, 2020 Newburg rd. Louisville, Ky 40205**

January 2009 - June 2009

### Mental Health Worker

Observed and documented problem behaviors of the clients.  
Ensured the safety of clients and staff through Safe Crisis Management.

## SKILLS

Great at Multitasking.  
Proficient communication skills.  
Knowledgeable in Microsoft office.  
Proficient in problem solving and organization.  
Can type about 40 words per minute.  
Very patient and self-aware.  
Skilled at relationship building with at risk youth.

---

Very meticulous and detail oriented.

## RECOGNITION

**Employee of the month**- October 2013 and February 2015.  
Nominated October 2015.

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**Certificate of Appreciation**-  
March 2010.

## TRAINING

**Risking Connections  
Champion/Trainer**-July 2015.

**First-Aid & CPR certified**

**Medication Administration**-  
Trained in the administration of medication since 2010.

---

**7 Challenges A.O.D.**-Since 2012

## EDUCATION

**Jefferson Community and  
Technical College**- January 2008-April 2013  
**Associate's of Arts Degree**-Focus in Social Sciences

**Western Math, Science, and  
Technology High School**-August 2001-May 2005-Diploma

# Angel L. Todd

207 Paradies Lane Apt 25  
Louisville KY, 40258  
(502) 533-6809  
Angelltodd@gmail.com

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## EXPERIENCE

### **Maryhurst, Louisville KY - Staff Development Coach** Oct. 2015 - PRESENT

- Support and train new staff for the first 6 months of their employment
- Send weekly emails regarding training refreshers and self-care pointers.
- Observe and provide on the shift training to employees twice a month.
- Coordinate and facilitate Youth Counselor Orientation Day training with all new employees.
- Create and reorganized milieu structure for programs.
- Organize and Lead Monthly Program Supervisor Meetings for the agency

### **Maryhurst, Louisville KY - Residential Director of MBCare**

June 2011 - October 2015

- Liaison between two companies, participated and led collaborative groups/committees for both agencies
- Supervised staff: monthly supervision meetings, weekly progress check ins, budget meetings, cottage walk through, ongoing training
- Completed paperwork concerning new clients and submitted it to Managed Care Companies. (Pre-authorizations, ongoing authorizations and discharge summaries)
- Participated in weekly Treatment team
- Primary contact for state Licensing body upon annual review of the facility.
- Organized quarterly teambuilding activities for the staff
- Participated in budget meetings.
- Responsible for creating and maintaining a safe working/living environment for staff and residents.
- Led a work group to complete a new Orientation Manual for clients and parents.
- Developed the Agency wide Professional Development Plan Procedure
- Led a Strategy Work Committee for the Maryhurst Agency Transformation Team

### **Maryhurst, Louisville KY - Program Supervisor**

Feb 2008 - June 2011

- Helped to create and maintain the yearly budget/attended budget meetings
- Maintained schedules for staff members for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> shifts.
- On call for programs to address staff call outs and client issues.
- Medication disruption
- Facilitated the upkeep of the cottage – completion of monthly walk through, assigned cleaning task to staff, submitted maintenance request and provided the appropriate follow up with departments.
- Led trainings regarding, conflict management, Agency values, professional boundaries, Safe Crisis Management, milieu management.
- Participated in weekly Treatment team meetings for clients.

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**Maryhurst, Louisville KY - Senior Worker I**

June 2006 - February 2008

- Created daily task sheets for staff members and provided the appropriate follow-up to assure task were completed.
- Shift summaries, Incident reports, Meal counts and Medication Distribution.
- Co-led staff meetings
- Led trainings regarding, conflict management, Agency values, professional boundaries, Safe Crisis Management, milieu management.
- Created goals for clients Individual Treatment Plans.
- Completed State Utilization Reviews for appropriate clients.
- Seven Challenges Counselor/Trainer

**Maryhurst, Louisville KY - Youth Counselor**

September 2004 - June 2006

- Supervised and monitored clients maintaining safety
- Assisted with the completion of daily task for clients (showers, cleaning and meal prep)
- Planned and facilitate groups (anger management, life skills, coping skills, feelings management, teambuilding and conflict resolution
- Assisted clients in management of out of control behaviors by use of verbal de-escalation and physical restraint.
- Created goals for clients Individual Treatment Plans.
- Organized team building opportunities for staff and clients.

**EDUCATION**

**Berea College, Berea KY - BA Early Childhood Development**

August 2000-May 2004

## **Committees and Training Groups**

- 10 years Safe Crisis Management trainer
- Risking Connection Trainer
- Staff Appreciation Committee Member (planning monthly activities, annual agency picnics)
- Maryhurst Core Values Trainer
- Maryhurst Transformation Team Leader
- Youth Counselor Orientation day Trainer

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Kristia Miller  
2405 Hermitage Way  
Louisville, KY 40228  
Phone: (502) 291-9482  
Email: [tiamiller6@aol.com](mailto:tiamiller6@aol.com)

**OBJECTIVE:** Seeking a position that allows me to utilize my analytical and problem solving skills while making an impact with the services that I provide.

**QUALIFICATIONS:** Motivated, self-starter proficient in both Microsoft Word and Excel with a strong background in several different aspects of the healthcare industry.

**EDUCATION:**

2004-2007	Eastern Kentucky University
1994-1997	University of Louisville
1994	Graduated from Fern Creek High School

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**EMPLOYMENT**

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2008-current Billing and Enrollment Representative, Anthem

- Stay current and up to date with policies, procedures, and trainings
- Support Individual Service Experience, Grievance and Appeals, Enrollment, Billing, and Reconciliation Teams
- Provide a variety of services for both internal and external Anthem clients.
- Ensure that issues are resolved professionally, in a timely manner.
- Make sure accounts are reconciled monthly and billed correctly in a timely

- Stay current and up to date on trainings and policies
  - Assist in updating treatment plans for youth to work toward goals
- 2006-2008      Clinical Billing Representative, Fresenius Medical Care
- Billed claims for more than 100 dialysis facilities.
  - Worked with insurance companies to resolve claim payment discrepancies for dialysis patients.
  - Updated patient COB information.
  - Reconciled accounts.

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- 2004-2006      Fulltime Student, Eastern Kentucky University
- Worked towards a Bachelor degree in Insurance Studies.

1999-2004      Special Billing and Enrollment Rep, Humana

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- Worked with Human Resource representatives to enroll and maintain employees' healthcare benefits on a multimillion dollar account.
- Responsible for making sure company was properly billed for enrollees and employees had proper coverage and current insurance cards.
- Created and maintained spreadsheets using Excel and Access.
- I communicated with Sales representatives and third party liasons via email, correspondence, and phone calls. Also responsible for all direct billing and correspondence for retirees of the company.
- Responsibilities included making sure that group complied with Federal guidelines pertaining to Cobra policies.
- Created training manuals for new associates that worked as benefit administrators using Visio and Powerpoints.
- Facilitated meetings and trainings pertaining to Open Enrollment.

1998-1999      Credentialing Specialist, Aperture

- Assisted physicians in completing credentialing procedures for various insurance companies.
- Made sure all federal guidelines were followed by physicians to ensure that claims would be processed and paid.

1997-1998      Humana, Sales Rep

- Obtained Insurance License for Kentucky, Illinois, and Florida.
- Sold Medicare Supplemental Insurance policies.

1994-1997      Fulltime Student, University of Louisville

- Worked towards a bachelor degree in English.

## David Adams

4917 S. 5<sup>th</sup> St. Louisville, KY 40214  
502.550.4232

### Objective

Seeking the Director of Nursing position within Uspiritus to expand on my nursing knowledge and provide care to a different population while also helping to enrich the care provided at the organization.

### Education

#### **University of Louisville, Louisville, KY**

Bachelor of Science in Nursing August 2013

Bachelor of Arts in Psychology May 2006

Norton Scholar December 2012-August 2013

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### Work Experience

#### **Registered Nurse, Norton Audubon Hospital, 2013-Present**

- Provide care to critically ill patients with various illnesses
- Care of ventilated patients and tracheostomy patients
- Care of Post-Operative heart surgery patients

#### **Registered Nurse, The Brook Hospital-Dupont, 2013-2014**

- Provide care to adult and pediatric inpatient psychiatric patients
- Promote coping skills and interpersonal skills among patients
- Facilitate educational/nursing education groups

#### **Mental Health Associate, The Brook Hospital-Dupont,, 2010-2013**

- Facilitated educational/recreational activities for patients: peer interactions, listening skills, and communication skills
- Taught patients how to develop and use effective coping strategies
- Facilitated therapeutic group activities

#### **Team Leader, Brooklawn Child & Family Services, 2008-2010**

- Managed milieu and staff
- Coordinated care of each resident on milieu with psychiatrist, therapist, family, and case manager
- Decreased resident seclusion and restraint numbers from 75 a month to 7 or fewer a month in one year
- Decreased staff turnover by 90% in one year
- Awarded Champion of Excellence, 2008

#### **Senior Residential Counselor 1, Brooklawn Child & Family Services, 2007-2008**

## Adams Resume 2/2

- Administered resident medications as a Medication Representative
- Assisted Milieu Supervisor with milieu management
- Promoted to Milieu Supervisor/Team Leader in 2008

### **Residential Counselor, Brooklawn Child & Family Services, 2006-2007**

- Facilitated educational/recreational activities for residents
- Facilitated therapeutic group activities for residents
- De-escalated residents with Safe Crisis Management techniques
- Promoted to Senior Residential Counselor in 2007

### **Resident Counselor, Home of the Innocents, 2006-2007**

- Facilitated educational/recreational activities for residents
- De-escalated residents with Safe Crisis Management Techniques

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### **Senior Capstone Experience: 210 Clinical Hours**

Norton Audubon Open Heart Unit, May 2013-August 2013

Norton Hospital Palliative Care clinical experience, May 2013

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### **Clinical Experience**

Sacred Heart Rehabilitation Facility, Long term care Unit, June-August 2012

Dosker Manor, Community Nursing, June-August 2012

Our Lady of Peace, Adult and Child Psychiatric Units, August-December 2012

Baptist Hospital East, Medical-Surgical Unit, August-December 2012

Kosair Children's Hospital, Medical-Surgical Unit, January-April 2013

Norton Suburban Hospital, Labor and Delivery Unit and Mother-baby Unit, January-April 2013

Provided bullying education to elementary school kids during Kosair Hospital Week

### **Skills**

Time management, active listening, critical thinking, detail-oriented, teamwork skills, strong work ethic, responsibility, adaptability, integrity, initiative, professional attitude, humility

### **Certifications/Training**

Non-Abusive Psychological and Physical Intervention certification, 2010-2014

Safe Crisis Management, 2006-2010

First Aid/CPR, American Heart Association, 2010-Present

ACLS, American Heart Association, 2014-Present

Post Open Heart Recovery, June 2015-Present

CCRN, October 2015-Present

### **Professional Memberships**

Black Student Nurses Association, August 2012-August 2013



## KUMAR M. RASHAD

1615 Lou Gene Ave ~ Louisville, KY 40216 ~ [kumar.rashad@jefferson.kyschools.us](mailto:kumar.rashad@jefferson.kyschools.us)

Home (502) 341-1091 ~ Work (502) 485-6678 ~ Fax (502) 313-3423

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### ~ ADMINISTRATIVE PRINCIPAL ~

A highly skilled and overtly student-focused educational leader possessing a strong commitment to the development of students, staff, and providing a stimulating, safe, and motivating learning environment. A dynamic visionary leader and solid team player with a proven track record in collaborating with the school community, increasing student academics, and maintaining excellence in education. A trustworthy professional with superior communication skills to develop strong and lasting relationships with all members of the school community.

#### Core Competencies Include:

- Intervention Strategies
  - Performance Standards Development
  - Teaching Mentoring & Development
  - Mission Statements & School Vision
  - School Administration
  - Classroom Evaluation
  - Student Teacher Supervision
  - PLC Development & Improvements
  - School Culture & Safety
  - Program Management & Coordination
  - Program Evaluation & Assessment
  - Standardized Testing & Scores
  - Leadership & Team Building
  - Workshop & Seminar Presentations
- 

#### EDUCATION & CREDENTIALS

Kentucky Educator's Association Board of Directors (2016)

Jefferson County Teacher's Association Board of Directors (2016)

K-12 Principal Certified/Rank I (2008)

Masters of Arts and Teaching (2005); Major: Secondary Mathematics Education  
University of Louisville – Louisville, KY

Bachelor's of Science in Pure Mathematics (1998)  
Kentucky State University – Frankfort, KY

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# Jessica M. Hatton

1227 Hull Street, Louisville, KY 40204

Phone: (502) 439-8876

Email: Jessicamm87@yahoo.com

## Education

2015 M.Ed. in Counseling Psychology; University of Louisville, Louisville, KY

2009 B.A. in Psychology; University of Louisville, Louisville, KY

2005 HS Diploma; Mercy Academy, Louisville, KY

## Licensure

2016 Licensed Psychological Associate, License #170781

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## Professional Experience

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6/2015 – Present Therapist, Communicare Services, Inc., Bardstown, KY

- Currently providing clinic and school based therapy services to children, adolescents, adults, and families in Nelson County. Responsible for integrated mental health services in partnership with Bardstown's Head Start program. Conducting psychological assessments with children and adults and manage a case load of approximately 50 clients.
- Received training and certifications in Parent Child Interaction Therapy (PCIT), Structured Interview for Psychosis-risk Syndromes (SIPS), Trauma-Focused Cognitive Behavioral Therapy (TF-CBT), Cognitive Behavioral Therapy for Psychosis, Seven Challenges, and the Autism Diagnostic Observation Schedule – 2<sup>nd</sup> Edition (ADOS-2).
- Partnered with Nelson County Parent University to assist parents in learning about positive social and emotional development and positive discipline methods in a series of workshops.

9/2014 – 12/2014 Student Intern for Psychological Assessments, Ahrens Learning Center, Louisville, KY

- Under supervision, performed psychological assessments to assess intellectual abilities and academic strengths and weaknesses of adult students enrolled in the GED program

1/2014 – 8/2014 Intern Therapist, University of Louisville Counseling Center, Counseling Psychology Practicum and Internship, Louisville, KY

- Provided short term counseling services to University of Louisville students under the supervision of a licensed psychologist. Maintained a case load of nine clients seeking counseling for issues related to stress, anxiety, depression, and relationship issues.

3/2014 – 9/2014

Residential Support Specialist, NewCare Community Based Residential Treatment, Louisville, KY

- Provided in-home support to adults with developmental and physical disabilities. Worked with clients on treatment goals, daily living skills, and community involvement. Also administered medication to clients and maintained required documentation.

3/2011 – 1/2014

Residential Counselor, Uspiritus Residential Treatment Facility, Louisville, KY

- Worked in conjunction with the resident therapist to assist clients with their treatment goals. Daily responsibilities included monitoring clients well-being at all times, maintaining appropriate documentation and confidentiality procedures, assisting in crisis intervention and safe crisis management, working with the therapist in planning group therapy activities as well as providing input on client's treatment plans, and planning and leading daily psychoeducational activities. Also worked on teaching clients daily living skills, involving them in the community, and promoting educational opportunities.

3/2009 – 9/2012

Server and Certified Trainer, O'Charleys Restaurant, Louisville, KY

- Provided customer service to restaurant patrons and promoted promotional menu items. Was also certified as a trainer through a corporate facilitated training class in order to train newly hired employees.

3/2006 – 3/2009

Assistant Manager, Payless Shoe Source, Louisville, KY

- Provided customer service to customers and promoted sales. Responsible for balancing ledgers and daily cash management procedures. Maintained all appropriate paperwork and banking documents. Effectively coordinated and assisted in managing up to six employees.

### Teaching Experience

9/2012 – 5/2015

Graduate Teaching Assistant, University of Louisville

- Assisted professors and co-taught several undergraduate courses, including Quantitative Methods in Psychology, Abnormal Psychology, Life Span Development, Social Psychology, Introduction to Psychology, and Personality
- Responsible for planning and teaching two recitation sections which focused on various statistical methods in psychology. Also responsible for grading homework assignments and exams, leading review sessions, and teaching the main lecture section as needed by the professor.
- Worked closely with professors to develop exams and weekly discussion topics, assisted in developing exams, facilitated community service projects in Social Psychology, and assisting students and professors as needed

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### Research Experience

- 12/2014 – 5/2015      Research Assistant, Evolutionary Psychology Lab with a Focus on Substance Abuse, Dr. Patrick Hardesty
- 6/2009 – 2/2010      Research Assistant, Cooperative for African American Family Excellence Research Lab, Dr. Kevin Chapman
- 4/2008 – 5/2009      Psychology Honors Student. Honors Thesis Title: Effects of worry and handedness on inter- and intrahemispheric activity, Mentor: Dr. Keith B. Lyle
- 1/2008 – 12/2008      Research Assistant, Memory and Cognition Lab, Dr. Keith B. Lyle

### Publications

- Lyle, K.B., Chapman, L.K., & Hatton, J.M. (2013). Is handedness related to anxiety? New answers to an old question. *Laterality*, 18 (5), 520-535.
- Lyle, K.B., & Hatton, J.M. (2010). Bilateral saccades increase intrahemispheric processing but not interhemispheric interaction: Implications for saccade-induced retrieval enhancement. *Brain and Cognition*, 73, 128-134.

### Honors and Awards

- 2015                      Outstanding Student in Counseling Psychology, Selected by department for May 2015 Commencement, University of Louisville
- 2009                      Graduated Magna cum Laude, University of Louisville
- 2008                      Psychology Honors Program, Completed undergraduate honors thesis, University of Louisville

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# Weekly Plan

## (Flexible depending on activities etc...)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Breakfast at 10a	Wake up 6a	Wake up 6a	Wake up 6a	Wake up 6a	Wake up 6a	Breakfast at 9a
Group function-Church <b>MEAL PLANNING AND GROCERY SHOPPING</b>	Freshen up time	Freshen up time	Freshen up time	Freshen up time	Freshen up time	Community time/Jobs/Volunteer
Hygiene (optional)	Fruit, juice, cereal	Fruit, juice, cereal	Fruit, juice, cereal	Fruit, juice, cereal	Fruit, juice, cereal	Hygiene (optional)
A learning experience	<b>School</b>	<b>School</b>	<b>School</b>	<b>School</b>	<b>School</b>	AM/early afternoon Group function or A learning experience
Leisure time	Check-in	Check-in	Check-in	Check-in	Check-in	Leisure time
Clean rooms (if 1st sunday of the month House cleaning must be completed)	Homework, Chores	Homework, Chores	Homework, Chores	Homework, Chores	Homework, Chores	Leisure time
Family Activity <b>RECEIVED</b>	A learning experience And/or Individual Therapy	A learning experience And/or Individual Therapy	A learning experience And/or Individual Therapy	A learning experience And/or Individual Therapy	A learning experience And/or Individual Therapy	Late afternoon outing (alternate with AM/early morning outing) <b>*NEVER BOTH UNLESS APPROVED BY SUPERVISOR</b>
DEC 26 2017 PLANNING & DESIGN SERVICES	Showers, Dinner prep/dinner	Showers, Dinner prep/dinner	Showers, Dinner prep/dinner	Showers, Dinner prep/dinner	Showers, Dinner prep/dinner	Dinner prep/Leisure/dinner
Leisure/Hygiene (not optional)	Leisure time	Leisure time	Leisure time	Leisure time	Leisure time	Leisure time
In rooms for bed	In rooms for bed by 10pm	In rooms for bed by 10pm	In rooms for bed by 10pm	In rooms for bed by 10pm	In rooms for bed by 10pm	In rooms for bed by 10pm

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# Life Skills

## Curriculum Outline

Commonwealth of Kentucky  
Cabinet for Health & Family Services  
Department for Community Based Services  
Out of Home Care Branch  
Chafee Independence Program

This client-based outcomes living skills curriculum was developed by the Cabinet for Health and Family Services in consultation with Eastern Kentucky University Independent Living Coordinators. It may be freely used and distributed within the Commonwealth of Kentucky so long as prior permission is granted by the Cabinet for Health and Family Services, no charge is made for its distribution or use, and acknowledgement is given to the Cabinet for Health and Family Services.

Developed entirely with Federal Independent Living Program funds received under grant # G9801KY1420 from the Administration for Children and Families, U.S. Department for Health and Human Services.

Revised 09/2010

## Community Resources

### **Goals: Youth will acquire skills necessary to access and utilize community resources**

- is able to use available resources to obtain community resources (CR1)
- Can gain information from community resources by asking effective questions (CR2)
- Knows how to develop and enhance a personal support system (CR3)
- Can apply problem solving skills and community resources to solve problems (CR4)
- Knows how to obtain a copy of personal documents (CR5, CR5-1, CR5-2, CR5-3, CR5-4, CR5-5, CR5-6, CR5-7)
- Understands civic responsibilities with voter registration (CR6)
- Knows and understands how to organize and maintain important documents (CR7)
- Has knowledge of personal strengths and needs when planning for self-sufficiency and can identify resources for transition to the community (CR8, CR8-1, CR8-2, CR8-3, CR8-4, CR8-5)

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## Education

**Goals: Youth will develop a career plan, acquire study skills and the skills necessary to access and utilize educational/vocational resources**

- Understands the difference between a job and a career (ED1)
- Understands the importance of technology in the workplace (ED2)
- Understands the importance of education (ED3)
- Knows how to utilize educational resources (ED4, ED4-1)
- Knows how to develop a career plan (ED5, ED5-1)
- Understands the process of extended commitment (ED6, ED6-1)
- Knows how to identify personal learning styles and can utilize study skills that relate to those styles (ED7, ED7-1)
- Knows how to utilize educational/vocational resources and how to fill out the applications (ED8, ED8-1, ED8-2, ED8-3, ED8-4 ED8-5)
- Knows how to utilize the College Admissions checklists (ED9, ED9-1, ED9-2)

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## Employment

### **Goals: Youth will acquire skills necessary to obtain and maintain employment**

- Understands the importance of employment (EP1)
- Can search for employment in a variety of ways (EP2, EP2-1, EP2-2)
- Understands the employee/applicant selection process and can ask effective questions about the employment ads (EP3)
- Can complete a resume (EP4)
- Understands the importance of a cover letter (EP5)
- Can complete a job application and how to follow up (EP6, EP6-1, EP6-2)
- Can complete a job interview (EP7, EP7-1, EP7-2)
- Knows and understands payments, benefits, how to read a paycheck / paystub and tax obligations with regards to employment (EP8,EP8-1)
- Knows how to apply rules of the workplace to maintain employment (EP9, EP9-1)
- Knows and understands the importance of listening and effective communication skills (EP10)
- Knows how to cooperate with others in a work environment (EP11)
- Knows how to resolve conflicts with others (EP12)
- Knows and understands the importance of quitting a job properly (EP13)

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## Housing

**Goal: Youth will acquire skills necessary to locate housing.**

- Knows and understands what to look for in a living situation (HS1, HS1-1, HS1-2)
- Knows and understands how to look for housing (HS2, HS2-1)
- Understands what information is needed for a basic rental application (HS3)
- Understands what is needed to obtain housing (HS4)
- Understands the pros and cons of having a roommate (HS5, HS5-1)
- Knows how to design a written agreement between roommates (HS5-1)
- Can complete an apartment lease (HS6)
- Understands how to read a lease agreement and what the different terms mean (HS6-1)
- Knows and understands the rights and responsibilities of Landlords (HS7)
- Knows and understands the rights and responsibilities of Tenants (HS7)
- Knows how to estimate the cost of housing set up (HS8)
- Knows how to develop realistic housing expectations (HS9)
- Understands renter's insurance (HS9)
- Knows how to ensure personal safety while living on their own (HS10)
- Can determine a realistic plan for readiness to move into the community (HS10, HS11)

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## Money Management

**Goals: Youth will acquire skills necessary to manage their income and make informed decisions about purchases.**

- Understands the differences between “luxuries” and “necessities” (MM1)
- Can make a realistic monthly budget using a thoughtful decision-making process (MM2)
- Can maintain a monthly budget using a thoughtful decision-making process (MM3, MM3-1)
- Knows and understands the advantages and disadvantages of advertising (MM4)
- Knows and understands comparison shopping (MM5, MM5-1)
- Can recognize the relationship between a short-term budgeting decision and a long-term financial goal (MM6)
- Can use money orders to pay bills (MM7)
- Knows how to open a checking and savings account at a local bank (MM8)
- Knows how to maintain a checking and savings account, use a debit card and is aware of internet/electronic banking (MM9, MM9-1, MM9-2, MM9-3, MM9-4, MM9-5, MM9-6)
- Understands the concept of credit (MM10, MM10-1, MM10-2, MM10-3, MM10-4)
- Knows how to apply for a loan (MM11, MM11-1, MM11-2)
- Understands the rights of a consumer (MM12, MM12-1)
- Knows and understands tax forms W-4,W-2, 1040EZ, and 740EZ (MM13, MM13-1, MM13-2, MM13-3)
- Knows and understands forms of identity theft such as “phishing” scams and how to protect against it. (MM14, MM14-1,MM14-2, MM14-3)

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## Healthy Relationships

**Goals: Youth will acquire skills necessary to be in a healthy relationship and prepare for parenthood.**

- Knows and understands sexuality and how love and sex differ (HR1, HR1-1)
- Understands the meaning of abstinence (HR2)
- Knows and understands STDs and how to prevent them (HR3, HR4,)
- Can complete the "Sexuality, STD and Pregnancy Prevention" worksheet (HR5, HR5-1)
- Understands the different types of STDs and the risks of not treating them (HR6, HR6-1)
- Understands the basic facts about HIV/AIDS and how to protect against it (HR7, HR7-1)
- Knows and understands what values are (HR8)
- Knows and understands the responsibilities of being sexually active (HR9)
- Knows and can recognize dating violence (HR10)
- Knows how to obtain help for dating violence (HR10-1)
- Knows what to expect in pre-natal doctor visits (HR11, HR11-1)
- Understands what items are necessary to bring home a newborn (HR11-1, HR11-2)
- Knows and understands positive parenting skills (HR11-3)
- Knows and understands how to keep an infant safe (HR11-3)
- Understands the techniques to comfort a newborn (HR11-4)

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## Health

**Goals: Youth will acquire skills to locate and access health needs across the community.**

- Knows and understands how to select a doctor (HE1, HE1-1)
- Knows and understands where to go to obtain medical insurance (HE1, HE1-1)
- Knows and understands how to obtain personal records from the Cabinet for Health and Family Services (HE1-2, HE1-3)
- Knows and understands the importance of having a living will and health surrogate in case one is unable to make decisions for oneself (HE2, HE2-1, HE2-2, HE2-3, HE2-4, HE2-5, HE2-6, HE2-7)

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	<b>Tuition Assistance</b> (covered by state general funds)	<b>Tuition Waiver for Foster &amp; Adopted Children</b> (waived by schools)	<b>Education/Training Vouchers (ETV)</b> (federally funded)
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>➤ Extended commitment with Commonwealth of Kentucky</li> <li>➤ Enrolled in postsecondary education/training</li> <li>➤ Maintaining academic eligibility</li> <li>➤ Full – or part-time study</li> <li>➤ Undergraduate study only</li> </ul>	<ul style="list-style-type: none"> <li>➤ Currently in state foster care or DJJ custody</li> <li>➤ In care on 18<sup>th</sup> birthday</li> <li>➤ Adopted from state foster care</li> <li>➤ Family receives state funded adoption assistance</li> <li>➤ Participating in state funded independent living program</li> <li>➤ Enrolled in KY public postsecondary education/training</li> <li>➤ Maintaining academic eligibility</li> <li>➤ With four years of high school graduation</li> <li>➤ Full – or part-time study only</li> <li>➤ Undergraduate study only</li> </ul>	<ul style="list-style-type: none"> <li>➤ Aged out of care on or after 18<sup>th</sup> birthday</li> <li>➤ Adopted on or after 16<sup>th</sup> birthday</li> <li>➤ Enrolled in post secondary education or job training program</li> <li>➤ Maintaining academic eligibility or making satisfactory progress in program</li> <li>➤ Full- or part-time study</li> <li>➤ If in good standing at 21 can continue until 23<sup>rd</sup> birthday</li> </ul>
<b>Eligibility Time frame</b>	As long as legally committed to Commonwealth	Five years from date of first entry into school	➤ 18 – 23 years of age if in good standing
<b>Forms Needed</b>	<ul style="list-style-type: none"> <li>➤ Free Application for Federal Student Assistance (FAFSA)</li> <li>➤ OOHC-103 Application for Tuition Assistance</li> </ul>	<ul style="list-style-type: none"> <li>➤ Free Application for Federal Student Assistance (FAFSA)</li> <li>➤ Tuition Waiver for Foster &amp; Adopted Children</li> </ul>	<ul style="list-style-type: none"> <li>➤ Free Application for Federal Student Assistance (FAFSA)</li> <li>➤ Request for Education/Training Voucher Funds</li> </ul>
<b>Forms Available From</b>	<ul style="list-style-type: none"> <li>➤ FAFSA - online <a href="http://www.fafsa.ed.gov/">http://www.fafsa.ed.gov/</a></li> <li>➤ OOHC-103 - child's worker</li> </ul>	<ul style="list-style-type: none"> <li>➤ FAFSA - online <a href="http://www.fafsa.ed.gov/">http://www.fafsa.ed.gov/</a></li> <li>➤ Tuition Waiver for Foster &amp; Adopted Children – financial assistance office at school, child's worker, (800-232-5437 or 502-564-2147) <a href="http://www.ky.gov/">http://www.ky.gov/</a></li> </ul>	<ul style="list-style-type: none"> <li>➤ FAFSA - online <a href="http://www.fafsa.ed.gov/">http://www.fafsa.ed.gov/</a></li> <li>➤ Request for Education/Training Voucher Funds – financial assistance office at school, child's former worker, (800-232-5437 or 502-564-2147) <a href="http://www.ky.gov/">http://www.ky.gov/</a></li> </ul>
<b>Frequency of Forms</b>	<ul style="list-style-type: none"> <li>➤ FAFSA – every January</li> <li>➤ OOHC-103 – every semester/quarter or summer session</li> </ul>	<ul style="list-style-type: none"> <li>➤ FAFSA – every January</li> <li>➤ Tuition Waiver for Foster &amp; Adopted Children – once unless changing schools or sitting out semester/quarter session</li> </ul>	<ul style="list-style-type: none"> <li>➤ FAFSA– every January</li> <li>➤ Request for Education/Training Voucher Funds – every semester; monthly verification of standing required from school or training program</li> </ul>
<b>Expenses Covered</b>	School expenses not covered by federal or state financial assistance, KEES, private scholarships (can include school-provided health insurance, books, dormitory or apartment, food, transportation, childcare expenses, etc.)	Only tuition and mandatory fees not covered by federal and state financial assistance, KEES, private scholarships	Any educational or job training expenses not covered by federal or state financial assistance, KEES, private scholarships (can include room & board, transportation allowance, books, fees, supplies, dormitory supplies, day care while in class or tutoring, equipment, calculators, tape recorders, computers, uniforms, etc.)

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