DISTRICT 1199C Training & Upgrading Fund

Employee HANDBOOK

One South Broad Street • Philadelphia, PA
www.1199Ctraining.org

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DISTRICT 1199C
Training & Upgrading Fund

Board of TRUSTEES

Senior LEADERSHIP

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I. WELCOME & ORGANIZATIONAL OVERVIEW

Welcome Message

Welcome to the District 1199C Training & Upgrading Fund! We are excited to have you join our team and be part of a unique labor-management partnership focused on education and workforce development.

This handbook is your guide to our policies, culture, and benefits. While it is not a contract, it reflects our commitment to transparency, fairness, and open communication. The Training Fund reserves the right to make any revisions, modifications, interpretations, or deletions as, in its sole judgment, it may deem advisable to any or all policies, procedures, practices, and benefits in whole or in part, with or without notice, at any time. Please take time to review it and reach out to your supervisor if you have any questions.

Mission Statement

The District 1199C Training & Upgrading Fund's mission is: (1) providing access to career pathways in healthcare and human services for incumbent workers and job seekers through education, training and work-based learning; and, (2) building the capacity of the Delaware Valley's healthcare industry to create a highly-skilled workforce through on- the-job training opportunities and the development of an education pipeline that aligns with career ladder steps.

Goals:

- To alleviate the shortage of health care personnel and provide members and employees increased opportunities for skill improvement, promotion, advancement and upgrading.
- To plan, develop, establish, and implement programs and procedures for training, retraining, educating, and upgrading member skills.
- To conduct ongoing research into the health care workforce needs of hospitals and other healthcare institutions.
- To search for financial support from federal, state, and municipal governments, as well as private agencies, to meet the ever-growing training needs of the health care workforce.

II. EMPLOYMENT RELATIONSHIP & HIRING

Hiring Policy

All job openings are initiated through the appropriate service line and are led by the Senior Director for that area. Human Resources supports the process to ensure consistency and compliance. Finalist interviews include participation from the Senior Leader. No employment offers may be extended without reference checks, credential verification, and prior approval from the Executive Director.

We are committed to fair, inclusive hiring and full compliance with all federal, state, and local employment laws, including the Americans with Disabilities Act (ADA). The Training Fund does not discriminate based on disability and will provide reasonable accommodation throughout the application process and subsequent employment. Individuals who need accommodation are to reach out to Human Resources so we can work together to ensure equal opportunity.

Employment at Will

Unless otherwise stated in a written agreement signed by the Executive Director, all employment with the Training Fund is "at will." This means either you or the Training Fund may end the employment relationship at any time, with or without cause or prior notice.
Only the Executive Director has the authority to enter into a written employment agreement that modifies the at-will relationship.

Onboarding Period (First 60 Days of Employment)

The Onboarding Period is designed to support new employees through their first 60 days of employment and serves as a critical time for orientation, training, and mutual evaluation. This period allows both the employee and the Training Fund to assess fit, performance, and alignment with the organization's mission, values, and expectations.

Purpose of the Onboarding Period

- For the employee, the Onboarding Period is a time to learn about the Training Fund's programs, policies, team culture, and performance expectations.
- For the Training Fund, this period provides an opportunity to evaluate the employees' capabilities, adaptability, and overall suitability for the role and the organization.

Please note that the completion of the Onboarding Period does not imply a guarantee of continued employment. All employment with the Training Fund is at-will, meaning either you or the Training Fund may end the employment relationship at any time, with or without notice or cause.

Orientation Overview

New employees will participate in an Orientation Program designed to provide essential information about:

- The Training Fund's mission, programs, and structure
- Employee benefits and payroll functions
- Workplace policies and procedures
- Code of conduct and professional expectations
- Technology and communication tools
- Safety and emergency protocols

Supervision and Feedback

- During the Onboarding Period, supervisors will provide regular feedback and support, helping new hires build confidence and address any areas for improvement.

- At the conclusion of the 60-day period, supervisors will conduct a performance discussion with the employee. This meeting will review work progress, performance, and alignment with the role, and may result in continued employment, further onboarding support, or in some cases, termination.

Rehired Employees
Employees who are rehired after any period of separation from the Training Fund will be considered in introductory status for their first 30 days of re-employment. During this time, prior experience may be considered, but the rehired employee will be evaluated in the same manner as a new employee.

Employee Classification and Benefits Eligibility

Full-Time Employees
A full-time employee is defined as an individual whose regularly scheduled workweek consists of 35 hours or more. Full-time employees are eligible to participate in all Training Fund benefits offerings. Some benefits may require employee contributions, and the cost or structure of these contributions may change periodically.

Part-Time Employees
A part-time employee is defined as an individual whose regularly scheduled workweek is less than 35 hours. Part-time employees who are regularly scheduled to work at least 17.5 hours per week are eligible for prorated participation in the Training Fund's benefits offerings, subject to any restrictions or requirements set by third-party benefit providers. Certain benefits may require employee contributions.

Grant-Funded Employees
A grant-funded employee may be full or part time and is hired for a position that is supported by external grant funding. Grant-funded employees are classified as full-time if they work 35 hours or more per week and are eligible for the same standard benefits as other full-time employees of the Training Fund. Employment in a grant-funded position is considered time-limited and is subject to the availability and continuation of the grant. The position will end when the grant period concludes or if funding is discontinued by the granting agency. Employees will be informed of the expected duration of their employment at the time of hire and notified of any changes to the grant status that may affect their position.

III. WORKPLACE CONDUCT & EMPLOYEE RESPONSIBILITIES

Employee Responsibilities

Employment Relationship
District 1199C Training & Upgrading Fund is an at-will employer. This means either the employee or the organization may end the employment relationship at any time, with or without notice or cause. While this policy provides flexibility, the Fund is committed to

fairness, professionalism, and transparent communication when addressing workplace concerns.

Performance & Conduct

Expectations for Work Behavior
All employees are expected to:
- Perform their job duties to the best of their ability.
- Maintain professionalism, respect, and cooperation with coworkers, supervisors, and students.
- Observe established work hours and attendance policies.
- Comply with safety rules and report any hazards or incidents promptly.

If you are unsure about expectations, you are encouraged to speak with your supervisor or Human Resources.

Addressing Performance and Conduct Concerns
When concerns arise, the Training Fund may implement any of the following supportive measures:
- Informal or formal coaching
- Verbal or written counseling
- Corrective action plans
- Performance Improvement Plans (PIPs)

The goal of these interventions is to clarify expectations and support employee success. `

Progressive Disciplinary Process
In most situations, the Fund will use the following progressive disciplinary process, though it reserves the right to skip steps or proceed to immediate action, including termination, depending on severity:

1. **Verbal Counseling**
   An informal conversation to address concerns and clarify expectations.
2. **Written Warning**
   A formal document outlining the issue, required improvements, and consequences if not addressed. May be accompanied by a PIP.
3. **Performance Improvement Plan (PIP)**
   A structured plan with specific goals, timelines, and follow-up meetings to support employee success.
4. **Termination**
   May occur if performance does not improve, or in cases of serious misconduct.

All disciplinary decisions are evaluated case-by-case and may be escalated at the discretion of the Executive Director. Employees do not have a right to progressive discipline.

Code of Conduct

Standards of Ethical and Professional Conduct

The following behaviors are prohibited and may result in disciplinary action, up to and including immediate termination:

- Dishonesty, including theft or time fraud
- Falsifying records or documents
- Damage or sabotage of property
- Violence, threats, or failure to report accidents
- Unauthorized system access or password misuse
- Breach of confidentiality
- Drug or alcohol use during work hours
- Smoking in non-designated areas
- Attendance violations, excessive tardiness, or absenteeism
- Insubordination or discourteous behavior
- Abusive or profane language
- Sleeping during work hours
- Excessive cell phone use
- Harassment, disruptive or unsafe behavior
- Violation of policies or safety rules
- Gambling on premises
- Misuse of Training Fund logos, names, or materials

All employees must act with integrity and uphold the values of the organization.

Confidentiality

Employees must protect all confidential information related to the Fund, its partners, students, and clients. This includes data access, sensitive documents, and internal communications. Unauthorized disclosure or misuse of confidential materials is grounds for disciplinary action.

Upon separation, all confidential documents and materials must be returned.

Only the Executive Director may authorize the release of sensitive information.

Outside Employment, Consultative, and Contractual Work

Employees may engage in outside work or activities, including consultative or contractual work, provided the following conditions are met:

- The activity does not interfere with your primary job responsibilities or work schedule.
- The activity does not conflict with the interests, mission, or operations of District 1199C Training & Upgrading Fund.
- The work does not involve current or potential competitors, vendors, or clients of the Training Fund without prior written approval from your supervisor or the Executive Director.

- You do not use any Training Fund resources, equipment, facilities, proprietary information, or confidential data in connection with outside work.

Your responsibilities at the Training Fund take priority. If any outside employment or engagement adversely affects your performance, availability, or conduct, you may be required to discontinue the external work to remain in good standing.

If you are uncertain whether an external activity may conflict with this policy, you must consult with Human Resources or the Executive Director before proceeding.

IV. EQUAL OPPORTUNITY & NON-DISCRIMINATION

Non-discrimination & Sexual Harassment Policy
The Training Fund is committed to maintaining a safe, respectful, and inclusive workplace free from discrimination, harassment, and retaliation of any kind. Discrimination or harassment based on race, gender, sexual orientation, gender identity, age, religion, disability, veteran status, or any other protected status is prohibited.

All employees are expected to treat colleagues and partners with dignity and professionalism, whether in the office, during work events, or online. We encourage any individual who experiences or witnesses' harassment to report it without fear of retaliation. Supervisors and leadership have a duty to act promptly and appropriately.

►*The full Non-Discrimination & Sexual Harassment Prevention Policy can be found in the Policy & Procedure section of the handbook.*

Religious Expression
Employees may not promote or engage others in religious views or activities while at work. The workplace must remain inclusive, respectful, and religiously neutral at all times.

Immigration Enforcement
District 1199C Training & Upgrading Fund is committed to protecting the rights and safety of its students, employees, and participants. In accordance with this policy:

- Immigration enforcement agents (ICE) are not permitted to enter nonpublic areas of the Training Fund or access records without a valid judicial warrant.
- Staff must immediately notify the Executive Director (or designated leadership) and not consent to any search, questioning, or release of information without legal review.
- Requests for records or information from ICE or law enforcement require a judicial order, subpoena, or valid legal authorization.
- Employees may not obstruct enforcement, but they may advise students of their right to remain silent and to request legal counsel.

- All ICE encounters must be documented and reported using the internal Enforcement Action Report.
- The Fund will fully cooperate with legal counsel and respond only as required by law.

►*The full Immigration Enforcement Policy and procedures, including staff responsibilities and emergency contacts, can be found in the Policy & Procedure section of the handbook.*

V. UNION

Membership

All employees are eligible to become members of District 1199C. Membership is voluntary. For membership forms and additional information, employees may contact Human Resources.

If you choose to join, union dues will be automatically deducted from the fourth paycheck of each month.

VI. WORK HOURS AND TIMEKEEPING

Working Hours

The standard workweek consists of five (5) days, Monday through Friday, with each workday comprising eight (8) hours, including a one (1) hour unpaid meal break. As a result, employees are expected to work a total of 35 hours per week.

Core business hours are from 8:00 a.m. to 6:00 p.m., and all employees are expected to schedule their working hours within this timeframe unless otherwise authorized by a supervisor. Specific work schedules may vary based on the operational needs of the Training Fund and/or the responsibilities of an employee's position.

Any variations from the standard schedule must be approved in advance by the employee's manager or supervisor.

Timekeeping

Exempt/Non-Exempt Employees

Employees are classified as either exempt or non-exempt based on the Fair Labor Standards Act (FLSA).

- Exempt employees are salaried and not eligible for overtime pay.
- Non-exempt employees are typically paid hourly and are eligible for overtime compensation, according to the provisions of the federal Fair Labor Standards Act (FLSA) and applicable state laws.

Your classification will be communicated to you at the time of hire and may be updated if your role changes.

Compensatory Time and Overtime
Employees are expected to work no more than 35 hours per week. Compensatory ("comp") time or overtime is discouraged and should be avoided unless specifically authorized.

Employees who are directed by their supervisor or the Executive Director to work more than 7 hours in a single day must plan with their supervisor to reduce work hours on other days of the same week so that the total does not exceed 35 hours.

All overtime must be approved in writing by the employee's direct supervisor *before* it is worked.

Non-Exempt Employees
Work Expectations:

- Full-time non-exempt employees are expected to work 35 hours per week.
- Part-time non-exempt employees must work their regularly scheduled hours each week.
- Consistent failure to meet scheduled hours without valid cause may result in disciplinary action.

Timekeeping:

- Non-exempt employees are required to clock in at the start of the workday and clock out at the end of the workday.
- Employees must also clock out at the beginning of their one-hour unpaid lunch break and clock back in after the break.
- Approval of Extra Hours:
- Non-exempt employees may not exceed their scheduled hours without prior written approval from their supervisor.
- With prior written approval:
- Hours worked between 35 and 40 in each week qualify for comp time at straight time.
- Hours worked beyond 40 qualify for overtime pay at time-and-a-half.

Unauthorized Overtime:

- Working beyond scheduled hours without prior written approval may result in immediate disciplinary action, including termination.

Exempt Employees

Work Expectations:

- Exempt employees are expected to maintain a regular schedule of 35 hours per week.
- Regular hours are monitored through assigned deliverables and Microsoft Teams
- activity.
- Employees who fail to meet their scheduled hours without good cause may face disciplinary action, up to and including termination.

Timekeeping:

- All exempt employees must clock in and out daily using the electronic timekeeping system.
- A one-hour unpaid lunch break is required each day, meaning that recorded weekly hours should total 40 hours (including the unpaid break).

Compensatory Time:

- Exempt employees are not entitled to compensatory time for hours worked over 35 in a week, except when:
  - They are assigned a special project by their supervisor that requires additional hours.
  - Prior approval is obtained from the supervisor.
- Comp time cannot be claimed for any day the employee fails to use the time clock unless the employee was off-site and received prior supervisor approval for remote work.

Unauthorized Overtime:

- Exempt employees who work more than 35 hours without prior written supervisor approval are not eligible for comp time.

Flexible Work Arrangements

District 1199C Training & Upgrading Fund supports flexible work arrangements for eligible positions, with the goal of balancing operational effectiveness, collaboration, and cost management. Flexible arrangements, including telecommuting, are approved based on job duties, performance, and business needs and are not guaranteed or universally applied.

Employees in roles requiring in-person interaction, access to on-site systems, or physical presence must report to their assigned location. Employees eligible for hybrid or remote work may do so from a pre-approved location, such as a home office, partner site, or satellite office.

All telecommuting employees must:

- Work scheduled hours within core business hours (8:00 AM–6:00 PM)
- Clock in and out using Paychex *(Link to Paychex)*
- Use Microsoft Teams to indicate availability and share calendars
- Attend meetings (camera on) and maintain a professional remote environment
- Follow all data security, confidentiality, and technology use protocols
- Use only Fund-issued devices for work

Supervisors will monitor performance and adherence to these guidelines. All flexible work arrangements are subject to change at the discretion of the Training Fund based on operational or performance needs.

►*The full Flexible Work Arrangement Policy can be found in the Policy & Procedure section of the handbook.*

VII. JOB CHANGES & SEPERATION

Promotions & Lateral Transfers

Promotions and lateral transfers are based on the needs of the Training Fund, as well as the individual's qualifications, experience, and performance. All promotion and transfer decisions are made through the recommendation of Senior Leadership, and at the discretion of the Executive Director.

The Training Fund reserves the right to determine whether an open position will be posted or filled through an internal or external process. While internal advancement is encouraged, there is no guarantee of promotion or transfer.

Ending Employment

Severance

Severance pay is not a guaranteed benefit at the Training Fund and is not recognized as an entitlement.

Layoffs

Layoffs may occur based on the organizational needs of the Training Fund, including departmental structure, operational functions, financial accountability, and the skills and capabilities required for positions and projects. While employees with the least seniority may be considered first in a layoff, seniority alone does not guarantee continued employment.

Employees affected by a layoff are entitled to two (2) weeks' notice or two (2) weeks' pay in lieu of notice.

Grant-Funded Positions

This provision does not apply to employees in grant-funded positions. Grant-funded employees will be informed of their projected end date at the time of hire. If the funding timeline changes, the Training Fund will communicate updates as soon as it is notified by the funder. While not guaranteed, the Training Fund will make every effort to provide 30 days' notice when a grant-funded position is ending.

Voluntary Termination

Employees who choose to resign are encouraged to provide at least two (2) weeks' written notice to support a smooth transition and to maintain eligibility for rehire.

Employees in management, supervisory, or senior leadership roles are encouraged to provide at least four (4) weeks' notice, due to the strategic nature of their responsibilities and the planning required to ensure continuity of operations.

Involuntary Termination
Employees who are terminated for cause, due to violations of Training Fund policies, procedures, or performance standards, may forfeit all entitlements, including but not limited to notice, severance, or compensatory time payout, following a review of individuals circumstances by the Executive Director.

Final Pay
Employees who are involuntarily terminated will receive their final paycheck in accordance with applicable state and federal wage laws. This final paycheck will include payment for all approved hours worked through the date of termination.

Unemployment Compensation
Eligibility for unemployment compensation benefits is determined by the applicable state unemployment office, not the Training Fund. Terminated employees may apply for benefits, and the Training Fund will provide the necessary documentation upon request. Please note that employees terminated for cause may be disqualified from receiving unemployment compensation, depending on the reason for termination and state guidelines.

Benefits Coverage
Information about continued benefits coverage, including health insurance continuation options (e.g., COBRA), will be provided at the time of termination. Eligible employees may elect to continue their coverage at their own expense, and materials outlining the available options and timelines for election will be distributed by Human Resources.

Retirement
Employees become eligible for retirement upon reaching age 55 and completing 10 years of continuous service with the Training Fund. Retiring employees are encouraged to provide at least twelve (12) weeks' advance notice to allow for appropriate planning and transition.

Human Resources will provide retiring employees with guidance regarding pension options, benefits continuation, and any applicable entitlements.

Grievance Procedure
The Training Fund encourages open communication and strives to resolve concerns promptly and fairly. Employees who have a work-related problem, grievance, or dispute are encouraged to use the following process:

Step 1: Supervisor Notification and Investigation
The employee must submit a written grievance to their immediate supervisor within ten (10) working days of the incident giving rise to the concern.

- If the grievance involves the supervisor, it should be directed in writing to the Executive Director instead.

- Upon receipt of a written grievance, the supervisor will conduct a prompt, thorough investigation. Within ten (10)* working days, the supervisor will provide a written response to the employee that includes:
    1. The outcomes of the investigation
    2. The methodology used to investigate
    3. The recommended resolution

Step 2: Escalation to Executive Director and Investigation
If the grievance is not resolved to the employee's satisfaction, the employee may submit a written appeal to the Executive Director.

- The Executive Director will review the grievance and conduct a further investigation if necessary. Within ten (10)* working days of receipt, the Executive Director will provide a written response to the employee detailing:
    1. The investigation findings
    2. The methodology employed

       The recommended resolution
- If grievance is against Executive Director, then the employee should file a grievance with the Board of Trustees Co-Chairs

Step 3: Final Appeal to Board Co-Chairs
If the employee remains dissatisfied with the Executive Director's decision, they may submit a written appeal to the Co-Chairs of the Board of the Training Fund within five (5)* working days of receiving the Executive Director's response.

*Important: If a grievance is filed during the course of an active employee investigation, it will be automatically addressed by the Executive Director to ensure a fair and impartial process.

*Note: Timeframes outlined in this policy may be extended if necessary and appropriate, depending on the nature and complexity of the grievance. The times frames outlined in this policy should not prevent or discourage an employee from reporting or discussing workplace discrimination, sexual harassment, workplace safety, or other violations of the law with their supervisor or the Executive Director.

VIII. LEAVE, TIME OFF & BENEFITS

Paid Time Off (PTO) Overview

District 1199C Training and Upgrading Fund provides a flexible and fair Paid Time Off system to support employee well-being and work-life balance. Full-time employees are compensated at their regular rate for approved time off, which includes Flexible Time Off, Short-Term Sick Leave, Bereavement Leave, Jury Duty, and Paid Holidays.

Flexible Time Off (FTO)
Available to full-time exempt employees after 60 days of employment. Advance approval is

required in accordance with the PTO Policy. FTO cannot be used for extended leaves such as illness, parental, etc. FTO does not accrue or payout upon separation.

- <u>Exempt Employees</u> are entitled to unlimited FTO, as pre-approved by their direct supervisor.
- <u>Nonexempt Employees</u> are entitled to receive four (4) weeks/140 hours per calendar year, as pre-approved by their direct supervisor.

Short-Term Sick Leave
Full-time employees accrue up to 12 days per year, starting on hire date, with a maximum balance of 65 days. Sick leave is intended for absences of up to three consecutive days; longer absences <u>*may*</u> fall under separate leave policies. Doctor's notes and return-to-work clearance may be required. Unused sick leave may be paid out at retirement if eligibility criteria are met.

Bereavement Leave
Employees receive five paid days off for the death of an immediate family member, with documentation required at supervisor discretion.

Jury Duty
Full-time employees receive paid leave for jury service or witness subpoenas, up to 10 days with proof of service. Part-time employees receive prorated pay.

Holidays
The Training Fund observes the following paid holidays, on which offices are closed:

- New Year's Day
- Dr. Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Norman Rayford Day
- Indigenous People/Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

When holidays fall on weekends, observance shifts to Friday or Monday accordingly.

Prolonged Leave
Absences exceeding three consecutive days are considered prolonged and are covered under specific leave policies such as the Family and Medical Leave Act (FMLA), Disability Leave, Military Leave, and other federally or state-mandated leaves. Employees must refer to these separate policies for eligibility, notification requirements, and documentation procedures.

This policy ensures consistency, fairness, and empowers employees to manage personal time while meeting organizational needs.

►*The full Paid Time Off Policy can be found in the Policy & Procedure section of the handbook.*

Coordination of Paid Leave, Disability, and Insurance Programs

Short-Term Disability
Eligible employees (with at least one year of employment) may receive full pay for the first five (5) working days of an illness or non-work-related injury, provided they have accrued sick leave. Beginning on the eighth calendar day, short-term disability benefits may supplement payments received from the Benefit Fund, Workers' Compensation, or other insurance programs, again to the extent of available sick leave.

Supplemental payments begin from the first day a disability benefit is approved and are deducted from the employee's earned sick leave balance.

Continuation of Benefits During Paid Leave
If you are on an approved paid leave of absence, your contributions to the Benefit Fund will continue to be deducted from your paycheck, and your benefit coverage will remain uninterrupted.

Disability and Workers' Compensation Claims

- *Non-Work-Related Disability:* Claims must be submitted to the Benefit Fund after the seventh calendar day of illness, accident, or injury. Human Resources must also be notified of any pending disability claim.
- *Work-Related Injuries:* All workplace accidents or injuries must be reported immediately to Human Resources using the Incident Report form. Claims will then be forwarded to the appropriate insurance or fund administrator.

Payment for Unused Sick Leave

Employees who retire with at least ten (10) years of service and who are at least fifty-five (55) years of age will be paid for all unused sick leave, up to a maximum of sixty-five (65) days.

Leaves of Absence

Family and Medical Leave Act (FMLA)
The District 1199C Training & Upgrading Fund complies with all provisions of the federal Family and Medical Leave Act (FMLA), as updated in 2025. Eligible employees may take up to 12 weeks of unpaid, job-protected leave in a rolling 12-month period for qualifying family or medical reasons, including personal serious health conditions, family care responsibilities, and certain military-related situations. Up to 26 weeks of leave may be available to care for an ill or injured service member.

Employees must meet eligibility requirements and follow the Training Fund's procedures for requesting and certifying leave. Health insurance coverage continues during FMLA leave, and employees are generally reinstated to their previous or an equivalent position upon return.

Employees must also apply for FMLA when receiving disability benefits. Paid leave must be used concurrently with FMLA where applicable.

► *The full FMLA Policy can be found in the Policy & Procedure section of the handbook.*

Military Leave

Employees who serve in the Armed Forces may be eligible for a military leave of absence to fulfill required training or active service obligations. The Training Fund fully complies with all applicable federal, state, and local laws, including the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), regarding military leave and reemployment rights.

Employees should notify their Supervisor and Human Resources as early as possible to coordinate leave arrangements and fulfill any necessary documentation or notification requirements.

Continuation of Benefits During Unpaid Military Leave

If you are granted an unpaid military or FMLA leave, your benefits will continue for the duration of the approved leave. However, you are responsible for continuing your Benefit Fund co-pay contributions. Failure to maintain these contributions may result in a lapse in coverage.

Note: Federal, state, or local requirements governing military leave will take precedence over any internal policies set by the Training Fund.

Benefits

Health Benefits and Pension

All permanent employees scheduled to work 17.5 hours or more per week are eligible for coverage under the Benefit Fund for Hospital and Health Care Employees and the Pension Fund for Hospital and Health Care Employees.

The Training Fund will begin making contributions to both the Benefit and Pension Funds 30 days after the employee's date of hire. Detailed coverage information, including eligibility, benefits, and enrollment, is outlined in the Summary Plan Descriptions, which are available in the Training Fund's Human Resources Office, or directly from the Benefit and Pension

Fund office:

Benefit and Pension Fund Office
1319 Locust Street, 3rd Floor
Philadelphia, PA 19107
Phone: (215) 735-5720

www.1199cfunds.org

Training and Upgrading Benefits

Permanent employees working at least 17.5 hours per week are eligible to participate in the Training and Upgrading Fund. This benefit supports skill development and career advancement through programs, and tuition reimbursement.

For information and eligibility details, please refer to the Training Fund Summary Plan Description or contact:

Tuition Reimbursement Office
1 S. Broad Street, 6th Floor
Philadelphia, PA 19107
Phone: (215) 735-5555

Legal Services

Permanent employees scheduled to work at least 17.5 hours per week are also eligible to access services through the District 1199C Legal Services Plan for personal legal needs.

Legal Fund Office
1319 Locust Street, 4th Floor
Philadelphia, PA 19107
Phone: (215) 790-0081

Plan Provider
Spear Wilderman
3001 Walnut Street
Philadelphia, PA 19104

www.1199clegalfund.org

Confidential Employee Information

All employment records are the property of the Training Fund and are maintained in strict confidence. Access to confidential employee information, including medical and benefits records, is limited to authorized personnel who have a legitimate business need to access such information. In accordance with best practices and applicable regulations, medical and benefits records are stored separately from general personnel files.

As a matter of policy, the Training Fund does not release any personal information to external parties without the employee's prior written consent, except where disclosure is authorized or required by law. Only basic information, such as dates of employment and job title, will be confirmed without written authorization.

Salary and earnings verification will be provided to third parties only with your written consent.
Personnel records are maintained by the Office of Finance & Administration. Employees may request to review their personnel file by scheduling an appointment in advance.

IX. PROFESSIONAL DEVELOPMENT

Staff Development

All full-time employees are required to complete a minimum of ten (10) hours of staff development annually, in accordance with their hire date. Documentation of these hours must be maintained in each employee's personnel file.

The ten-hour requirement is typically met by participating in professional development programs and other Training Fund–sponsored meetings and events. Some of these activities may occur outside regular working hours. Employees are encouraged to attend and will receive compensatory time off for approved participation outside their scheduled work time.

In addition to internal programs, relevant educational activities outside the Training Fund, such as conferences, seminars, workshops, and college or university coursework, may count toward the annual staff development requirement. Employees must obtain prior approval from their direct supervisor before engaging in external training activities.

To ensure proper documentation, employees must submit proof of attendance along with the program curriculum, agenda, or course outline for any external educational activity.

X. FINANCIAL POLICIES

Travel & Business Expense Reimbursement Policy

District 1199C Training & Upgrading Fund reimburses eligible work-related travel and professional development expenses. All travel must be approved in advance by your supervisor.

Travel must support the mission and objectives of the Training Fund and be conducted with professionalism, integrity, and in accordance with applicable laws and organizational policies.

Approval & Reimbursement Procedures

- All business-related travel must receive prior written approval from your supervisor.
- Expense reports must include:
  - A completed and signed Business Travel Expense Report
  - Original itemized receipts for all expenses
  - Supervisor's signature confirming approval
- Employees are responsible for the accuracy and completeness of all submitted documentation.

Transportation

- Public Transportation: Reimbursed at regular public fares (bus, train, subway). Receipts required.
- Taxis/Rideshares: Reimbursable when necessary. Must include an itemized receipt.
- Rental Cars: Require prior approval. Submit original rental agreement and receipt.
- Personal Vehicles: Reimbursed at the current IRS standard mileage rate. Reimbursement includes all operating costs. Parking and tolls are reimbursable with receipts.

Meals & Per Diem

- The Training Fund follows GSA per diem rates for meals and incidental expenses (M&IE) outside the Philadelphia region. Verify your location's rate before travel at www.gsa.gov.
- Philadelphia-based meals are not reimbursed unless they involve non-Training Fund guests or business partners and include an itemized receipt.
- Business meals:
  - Must be documented with an itemized receipt (not just the credit card slips)
  - Must list the names of all individuals present
  - Reimbursement for meals without overnight travel may be reported as taxable income per IRS rules

⚠ Alcohol is not reimbursable under any circumstances.

Lodging & Registration

- Lodging is reimbursed at the single room rate; employees are expected to seek the lowest available commercial rate.
- Registration fees for seminars/conferences must be accompanied by:
  - A registration form or letter
  - Proof of payment

Non-Reimbursable Expenses

The following expenses are not eligible for reimbursement:

- Alcoholic beverages
- Babysitting or dependent care
- Traffic violations or parking tickets
- Personal property loss or damage
- Personal vehicle repairs
- Travel costs for family members, spouses, or friends

Exceptions
Any exceptions to this policy must receive prior written approval from the Executive Director.

Fiduciary Responsibility
Employees of the Training Fund are expected to act with honesty, integrity, and in the best interests of the organization at all times. This includes being a good steward of the Fund's financial resources, ensuring that all spending, purchases, and use of assets are justified, transparent, and aligned with the Fund's mission.

Fiduciary responsibility also includes:
- Protecting the Fund's property, funds, and confidential information
- Avoiding conflicts of interest and personal gain through one's role
- Not soliciting coworkers or students for non-Fund-related causes during work hours
- Not using Fund equipment or resources for personal or outside business use
- Reporting suspected misuse of Fund assets or funds promptly

All employees are expected to use sound judgment, uphold ethical standards, and ensure that all Fund resources are used efficiently and responsibly. Violations may result in disciplinary action, up to and including termination.

XI. WORKPLACE POLICIES & SAFETY

Workplace Policies

Dress Code
Employees must dress professionally and appropriately for an office environment. Clothing should be neat, clean, and reflect the organization's values.

Non-Smoking Environment
Smoking is prohibited in all indoor areas of District 1199C Training & Upgrading Fund, including offices, bathrooms, stairwells, and common spaces. When smoking outdoors, employees must comply with all applicable City of Philadelphia ordinances and property management requirements. This includes observing designated smoking areas and maintaining appropriate distances from building entrances, windows, and air intakes.

Drugs and Alcohol
Use, possession, or distribution of illicit drugs or alcohol on Training Fund property or

during business hours is prohibited. This includes:

- Being under the influence while on duty
- Consuming substances while operating equipment or vehicles
- Distributing or selling substances at work

Alcohol at Events: May be served with prior approval from the Executive Director. Moderate consumption is permitted with professional behavior.

Technology Use

Electronic Communications & Equipment

The Training Fund provides access to electronic systems—including email, internet, phones, and organizational devices—for business purposes. Occasional personal use is permitted if it does not interfere with your job duties, does not incur additional costs, and remains appropriate.

Please note: There is no expectation of privacy when using Training Fund technology. All communications and activity may be monitored, accessed, or reviewed at any time.

Acceptable Use & Security

To ensure the integrity of the Training Fund's systems and data, employees must:

- Avoid opening suspicious links or email attachments
- Refrain from downloading unauthorized software or visiting high-risk websites
- Not use any system for illegal, unethical, or inappropriate purposes
- Never connect personal devices to the internal network

Only Training Fund-approved hardware and software may be used. Organizational systems may not be used for personal business, outside commercial ventures, or unauthorized activities.

For technology support, equipment requests, or to review current IT policies, please visit the IT SharePoint Site. There you will find:

- The IT Helpdesk Ticketing System
- Equipment assignment and usage agreements
- Required IT policy acknowledgment forms
- Frequently Asked Questions (FAQs) about system use and support

Software Code of Ethics

The Training Fund is committed to legal and ethical software use.

- Unauthorized copying or distribution of software is prohibited
- All software must comply with licensing agreements
- Only licensed, approved software may be installed or used

Internal controls are in place to prevent violations and enforce compliance with licensing terms.

Social Networking
Personal use of social media is not permitted during work hours or on Training Fund devices. Work-related social media use must be pre-approved by a supervisor and follow these guidelines:

- Do not disclose confidential or proprietary information
- Do not post defamatory, offensive, or discriminatory content
- Do not misuse the Training Fund's name, logo, or images
- Avoid negative or critical comments about the organization, its partners, staff, or services

Outside of work, employees are expected to conduct themselves professionally online. Activity on personal accounts that reflects poorly on the Training Fund may result in disciplinary action.

Technology Use
- Software must comply with licensing agreements
- Only licensed and approved software may be used

Social Networking
Personal use of social media is not permitted on Training Fund time or devices. Work-related use must be pre-approved. All online activity must reflect professionalism and:
- Never disclose confidential information
- Avoid defamatory, discriminatory, or offensive content
- Not misuse the Training Fund's name, logo, or images
- Avoid negative comments about the Fund or its partners

Outside of work, employees are expected to uphold the organization's values online.

Health & Safety

Fire Evacuation Procedures
In the event of fire or smoke:
1. **Sound the Alarm:** Pull the nearest fire alarm located in the hallway.
2. **Evacuate Immediately:** Listen for announcements, close doors behind you, and exit the building using the nearest stairwell.
3. **Do Not Use Elevators:** Elevators may become inoperable or dangerous during a fire.
4. **Once Outside:** Cross the street and wait for further instructions.

If trapped:

- Feel the door for heat before opening.
- If hot or smoky, remain inside, seal door cracks, call 911, and report your location.
- If the hallway is clear, evacuate while staying low to avoid smoke.

Fire Drills: Employees are required to participate in all fire drills conducted by property management at any Training Fund location. These drills are essential for preparedness and safety compliance.

Employees working with students who have mobility impairments must notify Human Resources of the student's schedule to ensure Building Management can assist with evacuation using the freight elevator when necessary.

Note: Fire exit doors must always remain closed to prevent smoke from entering stairwells. Report any fire exit doors found propped open to the Building Manager immediately.

Weather Emergency

In the event of severe weather, the Training Fund will use local public-school closures as a guideline for class cancellations. If public schools are closed due to weather conditions, all Training Fund classes will be canceled. Contracted instructors are not required to report to work on these days.

The Executive Director will determine the status of office operations with staff safety as the priority. Any office closures or delayed openings will be communicated via email. All employees are expected to monitor their email for updates during inclement weather.

XII. LEGAL & COMPLIANCE

Legal Matters

Employees must report any matter with potential legal impact on the Training Fund to the Executive Director immediately. All legal issues will be managed confidentially and disclosed only on a need-to-know basis or as required by law.

If you receive a subpoena or legal notice related to the Fund or are contacted about a legal matter involving the Fund, you must notify the Executive Director before responding.
If contacted by a representative of a law enforcement or regulatory agency, by phone, in writing, or in person, refer them directly to the Executive Director. No other employee is authorized to provide information.

Prohibition Against Fraudulent or Criminal Activities

The Training Fund maintains a zero-tolerance policy for fraudulent, criminal, or unethical behavior. All employees are expected to act with honesty, integrity, and in full compliance with the law and organizational policies.

Prohibited activities include, but are not limited to:

- Enrolling or attempting to enroll ineligible individuals
- Embezzlement, misappropriation, or unauthorized use of Training Fund funds or assets
- Theft, extortion, or coercion
- Providing false or misleading information to obtain money, services, or benefits

Employees suspected of engaging in fraudulent or criminal conduct will be immediately suspended pending investigation. If a violation is confirmed, the employee will be subject to immediate termination and, where applicable, criminal prosecution. The Training Fund will fully cooperate with law enforcement authorities in the event of a criminal investigation or legal proceeding.

Any criminal conviction—whether on or off the job—that results in an employee's inability to perform their assigned duties or violates the standards of trust required by their role will also result in termination.

Additionally, any behavior or activity that jeopardizes the Training Fund's operations, reputation, or exposes the organization to significant legal or financial risk will be grounds for immediate dismissal.

Employees are encouraged to report suspected violations through appropriate internal channels. Retaliation against individuals who report concerns in good faith is strictly prohibited.

Conflict of Interest

All employees, Trustees, and volunteers of District 1199C Training & Upgrading Fund are expected to act in the best interest of the organization and avoid conflicts—real or perceived—that could interfere with their duties. A conflict of interest arises when personal, financial, or professional relationships may influence decision-making or create the appearance of bias.

If an individual becomes aware of a potential conflict or a transaction involving personal interest, they must:

- **Disclose** the situation to the Executive Director or Board
- **Refrain** from influencing the outcome
- **Recuse** themselves from related discussions or decisions

Annual *Conflict of Interest* statements are required for all Trustees, staff, and volunteers with delegated authority. The Fund's Executive Committee monitors compliance and conducts regular reviews to ensure transparency, fairness, and alignment with the Fund's charitable mission.

►*The full Conflict of Interest Policy and annual disclosure procedures can be found in the Policy & Procedure section of the handbook.*

XIII. ACKNOWLEDGMENT

Review and sign the attached Employee Acknowledgment Form and submit to HR for the personnel record.

Employee Acknowledgment Form

I, ___________________________, acknowledge that I have received a copy of the District 1199C Training & Upgrading Fund Employee Handbook. I understand that it is my responsibility to read, understand, and comply with the policies and procedures outlined in this Handbook.

I also recognize that this Handbook does not cover every possible situation and that I should consult my supervisor or Human Resources if I have questions or need further clarification. I understand that this Handbook is provided for informational purposes only and does not create a contract of employment or any other legal obligations between me and District 1199C Training & Upgrading Fund.

I acknowledge that District 1199C Training & Upgrading Fund reserves the right to modify, amend, or discontinue any policies or provisions in this Handbook at its sole discretion, and to address employment matters on a case-by-case basis.

Employee Signature: ________________________________ Date: _________________

Print Name: ____

Policy and PROCEDURE

POLICY	Non-Discrimination & Sexual Harassment Prevention Policy
EFFECTIVE	09/01/2025
SCOPE	Universal

1. **PURPOSE**

   This policy is established to ensure that the District 1199C Training & Upgrading Fund maintains a professional, equitable, and inclusive work environment, free from unlawful discrimination and harassment, including sexual harassment. It aligns with applicable labor laws and reinforces our legal and ethical obligation to protect all individuals engaged with the organization.

2. **POLICY STATEMENT**

   The Training Fund prohibits discrimination and harassment on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, marital status, veteran status, or any other protected category as defined by law. All employment decisions shall be based on merit, qualifications, and job performance.

   Unlawful harassment, including sexual harassment, is strictly forbidden. Examples include unwanted advances, offensive jokes, verbal abuse, inappropriate touching, or any behavior that creates an intimidating, hostile, or offensive work environment.

   This policy applies to all work-related interactions, whether in person, remote, or during sponsored events, and includes use of organizational technology. Violations of this policy will result in prompt corrective or disciplinary action.

3. **DEFINITIONS**

   Discrimination: Unfavorable treatment based on a legally protected characteristic.

   Harassment: Unwelcome conduct based on protected characteristics that interferes with work or creates a hostile environment.

Sexual Harassment: Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Retaliation: Adverse action taken against a person for reporting or cooperating in an investigation of discrimination or harassment.

4. ROLES AND RESPONSIBILITIES

4.1. All employees will refrain from unlawful conduct and report incidents.
4.2. Supervisors and managers will escalate complaints to the Executive Director, and/or Human Resources.
4.3. Human Resources oversees investigations and policy enforcement.
4.4. The Policy Approval Committee ensures regular policy review and compliance monitoring.

5. MONITORING AND REVIEW

The Policy Approval Committee will review this policy annually or as required by law or organizational changes. Updates will be documented in the Document Control Information section.

6. COMPLIANCE AND ENFORCEMENT

6.1. Compliance is mandatory for all staff and affiliates.
6.2. Violations may result in disciplinary action, including termination.
6.3. The Training Fund will not tolerate retaliation against individuals who report or participate in investigations.

7. RELATED POLICIES AND PROCEDURES

Code of Conduct
Employee Grievance Procedure
Technology & Internet Use Policy
Corrective Action and Discipline Policy

8. REFERENCES

- Title VII of the Civil Rights Act of 1964
- ADA Amendments Act of 2008
- ADEA (Age Discrimination in Employment Act)
- EEOC Guidance 2023-2025
- Pennsylvania Human Relations Act
- Philadelphia Fair Practices Ordinance

9. ANNEXES

N/A

DOCUMENT CONTROL INFORMATION

Document Name	Non-Discrimination & Sexual Harassment Prevention Policy
Owner	Executive Director
Version Number	01.00
Approval Date	08/01/2025
Approved By	Executive Director
Date of Commencement	09/01/2025
Date of Last Review	07/01/2025
Date for Next Review	07/01/2026
Executive Director Signature	

Non-Discrimination & Sexual Harassment Prevention Policy
PROCEDURE

The following procedures serve as the expected guidelines for implementing the <u>Non-Discrimination & Sexual Harassment Prevention Policy</u>. They are designed to ensure consistent and effective application of the policy across District 1199C Training and Upgrading Fund. These procedures may be adjusted as necessary to reflect operational needs, legal requirements, or administrative changes. Any adjustments will be communicated promptly to ensure continued alignment with the organization's goals and compliance obligations.

The following procedure outlines the steps for reporting, investigating, and addressing incidents related to discrimination or sexual harassment at the District 1199C Training & Upgrading Fund.

1. Reporting an Incident

Who Can Report
Any employee, intern, contractor, volunteer, applicant, or third-party affiliate may report an incident.

How to Report
Reports can be submitted through any of the following channels:

- Direct supervisor or department manager (unless involved in the concern)
- Executive Director
- Any Senior Leader
- Human Resources
- Anonymous report

Information to Include

- Name(s) of individuals involved
- Date, time, and location of incident(s)
- Description of the behavior or concern
- Witnesses or others with knowledge of the situation
- Supporting documents or evidence, if available

2. Initial Response and Intake

- The person receiving the report must immediately notify Human Resources and the Executive Director.
- An intake review is conducted within 1 business day to assess:
  - The nature and severity of the allegation
  - Whether immediate protective measures are needed (e.g., separating individuals, paid leave)

3. Formal Investigation Process

Investigator Assignment

- The Executive Director, or a designated investigator if appropriate, leads the investigation to ensure neutrality.

Investigation Steps

- Interview the complainant
- Interview the respondent
- Interview any witnesses
- Review documentation, communications, or digital records
- Document findings, timelines, and key facts

Timeline

Investigations will be concluded within 30 calendar days unless extensions are warranted and communicated.

Confidentiality

All parties involved must maintain confidentiality. Information will only be shared on a need-to-know basis.

4. Outcome and Findings

Decision Making

- A determination is made based on all information available.
- The investigator generates a written report to the Executive Director. If the Executive Director is the investigator, the ED will consult with the Training Fund retained legal counsel for guidance.

Possible Outcomes

- Substantiated (violation occurred)
- Unsubstantiated (insufficient evidence)
- Unfounded (allegation found to be false or misrepresented)

5. Corrective and Remedial Action

If a violation is substantiated, actions may include:

- Verbal or written warnings
- Mandatory training or counseling
- Reassignment or schedule changes
- Suspension (paid or unpaid)
- Termination of employment
- Referral to legal authorities if warranted

If no policy violation is found, support services may still be offered to affected parties.

6. Follow-Up and Monitoring

- Human Resources conducts follow-up with the complainant within 10 business days of case closure to confirm that:
    - The behavior has ceased
    - No retaliation has occurred
    - Support measures are in place

- Retaliation is strictly prohibited and will result in immediate disciplinary action.

7. Documentation and Recordkeeping

- Investigation reports and related documentation are maintained in a confidential file by Human Resources.
- Records are retained in accordance with federal, state, and organizational document retention policies.

8. Policy Communication and Training

- All new employees receive policy training during onboarding.
- Annual refresher training is required for all staff.

POLICY	Flexible Work Arrangement Policy [Telecommuting]
EFFECTIVE	09/01/2025
SCOPE	Universal

1. **PURPOSE**

   The purpose of this policy is to is to establish clear guidelines for flexible work arrangements that support organizational effectiveness and fiduciary stewardship of operational cost across the organization. This policy aims to control operating expenses, and ensure business continuity while maintaining security, collaboration, and accountability.

2. **POLICY STATEMENT**

   Flexible work arrangements allow specific employees to telecommute for all or part of their work week. District 1199C Training and Upgrading Fund (TU FUND) determines eligibility for flexible work arrangements for each individual role within the organization, based on job duties, service delivery, and/or individual capacity to maintain acceptable performance expectations.

   A flexible work arrangement is not an entitlement, is not a companywide benefit, and it in no way changes the terms and conditions of employment with District 1199C Training and Upgrading Fund. District 1199C Training & Upgrading Fund reserves the right to modify or revoke flexible work arrangements based on business requirements or individual performance.

   2.1 Eligibility

   - Employees in roles requiring physical presence, direct student or member interaction as a job duty, or require access to specialized equipment must perform their duties on-site, at their assigned location.
   - Employees in roles that can be performed effectively outside of the office may be approved for flexible work arrangements, subject to Executive Administration approval and periodic review.

   2.2 Schedule

- Flexible work arrangements will be pre-determined and approved upon hire, or prior to adjustments to current position responsibilities.
- Absence from scheduled on-site or telecommute days or times must adhere to *Absence Guidelines* as outlined in the Employee Handbook.
- Hours scheduled and worked will be within the defined Core Business Hours, as defined in this policy, unless otherwise recognized by specific position responsibilities, i.e., evening or weekend class instruction.
- All employees will utilize Teams and share their calendar with their Direct Supervisor.
- Employees must clock in and out via Paychex.
- Communication response times will align with core business hours and adhere to the expectations set by the Direct Supervisor.

2.3 Location

- Employees who are required to be onsite for any portion of the work week will report to their pre-determined assigned location.
- Employees who telecommute for any portion of the work week will do so from a pre-approved destination, such as home office, partner site, or TU Fund satellite location.

2.4 Telecommuting Environment and Expectations

- Confidentiality
  - 2.1..1 While telecommuting, employees will safeguard proprietary, personal, and sensitive information from unauthorized access, disclosure, or misuse.
  - 2.1..2 Employees must use secure communication channels, protect digital and physical records, and follow TU Fund policies regarding data privacy. This includes using VPNs, encrypted emails, password-protected devices, and ensuring that confidential discussions occur in private spaces.

- Video Conferencing
  - 2.1..1 Employees will be mindful that their environment is visible to colleagues, partners, and stakeholders. As representatives of the 1199C Training & Upgrading Fund, employees are expected to present themselves, and visible environments professionally, in both appearance and conduct.

2.1..2 A “camera-on” rule is in effect during virtual meetings to foster engagement and accountability. Reference 2. 1..1: employees must ensure that their background reflects a professional setting.

- Supervision

2.1..1 Employees are required to participate in individual supervisory meetings and regularly scheduled team meetings to maintain communication, collaboration, and performance accountability.

2.1..2 All employees must be available for in-person attendance when requested or required, as determined by management.

2.1..3 All employees are required to use the Microsoft Teams platform to indicate their approved telecommuting work location, confirm compliance with designated work hours, and maintain availability and scheduling transparency.

- Technology and Cybersecurity

2.1..1 To ensure the security and integrity of organizational data, employees are only permitted to use laptops and/or equipment issued by the TU Fund for all work-related activities. The use of personal computers or other unauthorized devices for conducting TU Fund business is strictly prohibited. This requirement safeguards confidential information and ensures compliance with cybersecurity protocols.

2.1..2 All employees must review and acknowledge the TU Fund Cybersecurity Policy before being granted telecommuting privileges. This policy outlines best practices for data protection, secure access, and responsible use of technology while working remotely. Compliance with these standards is mandatory to maintain a secure and professional telecommuting environment.

3. DEFINITIONS

Telecommute: completing paid work outside of TU Fund office settings, using telecommunications technology such as email, phone, video conferencing, and online collaboration tools to perform job duties and stay connected with colleagues and supervisors.

Core Business Hours: TU Fund core business hours are Monday through Friday 8:00am – 6:00pm. FT employees work 8 hours within this timeframe, including one (1) unpaid hour for a meal. Part Time employees and/or Contracted professionals work in accordance with pre-determined and pre-approved schedule.

Assigned Location: specific work location designated by the Direct Supervisor where staff are required to perform their work or duties.

On-Site: see Assigned Location

Home Office: See Annex A

Partner Site: physical site or facility that collaborates with TU Fund to provide services or support in alignment with shared goals or objectives. This location may belong to a business partner, vendor, or affiliate. A Memorandum of Understanding (MOU) is required.

TU Fund Satellite Location: A TU Fund secondary or branch office that operates away from TU Fund's central office located at 1 S Broad Street, Philadelphia, PA 19107.

4. ROLES AND RESPONSIBILITIES

4.1. Employee

- Follow the guidelines outlined in this policy.
- Responsible for protecting company data and following cybersecurity measures while telecommuting.
- Promptly report any challenges they face regarding telecommuting (e.g., technical issues, workspace limitations, etc.) to their Direct Supervisor.
- Ensure clear communication with their supervisor and team, providing updates regarding their schedule, tasks, and changes in their work environment or location.

4.2. Direct Supervisor

- Responsible for ensuring their teams follow the telecommuting policy.
- Monitor employee performance, work quality, and time management, ensuring that telecommuting does not affect expected work/task completion or required deliverables.
- Offer guidance and support regarding productivity tools, workflows, or difficulties encountered through telecommuting.
- Ensure consistent and effective communication with telecommuting employees, including team check-ins and feedback sessions.

- Report violation and/or non-compliance with this policy to Senior Management or HR for further action.

4.3. Senior Leadership

- Ensure the policy aligns with organizational goals and regulatory requirements.
- Ensure that employees and managers have the necessary resources and technology to telecommute effectively.
- Oversee the enforcement of the policy and adjust as needed to maintain a balanced approach to flexible work arrangements.
- Regularly assess whether the Flexible Work Arrangement policy is achieving the desired outcomes and modifying it as necessary.

4.4. IT Manager

- Ensure the TU Fund workforce has access to the necessary tools and technologies that enable telecommuting, such as VPN access, cloud storage, and collaboration platforms.
- Implement cybersecurity measures, such as encryption and secure access protocols, to protect sensitive company information when employees are working remotely.
- Ensure that employees have access to technical support for any telecommuting work-related IT issues.
- Monitor remote access and ensure it aligns with the organization's security policies, preventing unauthorized access.
- Communicate barriers to access, security protocols, and/or other external issues that impact the workforce's ability to conduct telework.

4.5 Human Resources (HR)

- Clearly communicate the policy to all employees, ensuring the understanding of expectations and rules.
- Provide training to employees and supervisors on telecommuting work best practices, compliance, and maintaining work-life balance.
- Track compliance, including ensuring proper agreements are signed, and that employees have adequate work arrangements in place.
- Addresses HR related issues or complaints related to telecommuting.
- Evaluate the impact of telecommuting on employee benefits, work-life balance, and overall satisfaction, ensuring that the company's policies are fair and supportive.

5. **MONITORING AND REVIEW**

5.1. This policy will be tracked and trended against organizational effectiveness for a period of one (1) calendar year. Upon analysis of impact, District 1199C Training and Upgrading Fund's Executive Director will determine the permanency of the policy as written. The Executive Director reserves the right to adjust this policy in the best interest of District 1199C Training and Upgrading Fund's mission, operations, compliance, and effectiveness.

5.2. Policies will be reviewed annually, or as indicated within Document Control Information, to ensure contractual and mandated requirements, relevancy, and compliance.

6. **COMPLIANCE AND ENFORCEMENT**

6.1. PAC will ensure the policy complies with legal and regulatory requirements, through collaboration with authorized parties, contractual requirements, and legal counsel, as necessary.

6.2. Failure to comply with policies and procedures will result in disciplinary action, as outlined in the TU Fund Code of Conduct.

7. **RELATED POLICIES AND PROCEDURES**

7.1. Cybersecurity (TBD)

7.2. Telecommuting Agreement signed by employee and District 1199C Training and Upgrading Fund delegate.

8. **REFERENCES**

- Taxes: TU Fund will withhold taxes based on an employee's primary work location as recorded by Paychex. Employee's Paychex record will list TU/HTTI address as the primary work location.
- TU follows PA's Convenience of Employer guidelines which require PA and Phila individual tax reporting and withholdings for all positions except for those that are remote required. It is the employee's responsibility to understand any tax implications of hybrid or telecommuting work and to ensure the necessary tax filings. TU is not permitted to give personal tax advice. It is recommended to employees contact their personal tax advisor for additional guidance.

9. **ANNEXES**

9.1. Annex A: *Home Office Guidelines*

DOCUMENT CONTROL INFORMATION

Document Name	Flexible Work Arrangement Policy [Telecommuting]
Owner	Executive Director
Version Number	01.00
Approval Date	08/01/2025
Approved By	Policy Approval Committee
Date of Commencement	09/01/2025
Date of Last Review	Inaugural
Date for Next Review	07/01/2026
Executive Director Signature	

ANNEX A – Home Office Guidelines

An appropriate office environment is essential for telecommuting employees to ensure productivity and maintain professional standards. The following guidelines outline the key elements of an ideal telecommute office setup:

1. Dedicated Workspace
    a. Private Area: A separate, dedicated room or quiet area to minimize distractions and interruptions.
    b. Professional Setting: The workspace will be clean, organized, and suitable for video conferencing, with a background which professionally represents the organization. Blurred, and Teams picture template backgrounds are allowable.
    c. Work Surface: A desk or table large enough to hold necessary work equipment, such as a computer, keyboard, and other tools.
2. Reliable Technology and Equipment
    a. Internet Connection: A high-speed, reliable internet connection capable of handling video calls, virtual meetings, and other online tasks without disruption.
    b. Tools: Access to required communication tools, such as a computer with a webcam, microphone, speakers or a headset for clear audio during meetings, as well as access to company-approved software and communication platforms.
3. Quiet Environment
    a. Minimal Distractions: space should be free from household noise, such as televisions, household appliances, animals/pets, and family members.
4. Data Security and Confidentiality
    a. Secure Storage: A lockable cabinet or other secure storage space for any physical documents or devices containing sensitive information.
    b. Password Protection: Devices will be password-protected, and employees will follow protocols for securing data and safeguarding confidential information.
    c. Network Security: Employees will connect to secure, password-protected Wi-Fi and use a VPN or other company-recommended security tools when accessing company networks.
5. Work-Life Balance
    a. Defined Boundaries: Employees are encouraged to set boundaries around their workspace to help separate work time from personal time, which promotes work-life balance.

POLICY	Paid Time Off
EFFECTIVE	07-01-2025
SCOPE	Universal

1. PURPOSE

The purpose of this policy is to provide District 1199C Training and Upgrading Fund employees with a flexible and equitable system for managing their personal time away from work. This policy is designed to support employee well-being, work-life balance, and overall job satisfaction by allowing time off for vacation, illness, personal needs, or other obligations. By establishing clear guidelines, this policy ensures consistency and fairness in the administration of paid time off while promoting a culture of respect and trust. The goal is to empower employees to take the time they need to recharge and address personal matters, fostering a healthy and productive workplace environment, while ensuring organizational goals are met.

2. POLICY STATEMENT

District 1199C Training and Upgrading Fund will compensate employees at their current rate of pay for approved paid time off. Full-time employees are eligible for Flexible Time Off, Short-term Sick Leave, Bereavement Leave, Jury Duty Leave, and Paid Holidays. Specific criteria for each type of paid time off includes the following:

2.1. Flexible Time Off (FTO)

FTO is intended to support flexibility and work-life balance, not to create a recurring reduced schedule. As such, it may not be used for standing or repeated time off on specific days (e.g., taking every Friday off). Requests for time off will be occasional, reasonable, and aligned with the needs of the Training Fund and Team.

Exempt Staff

- Full-time exempt employees are entitled to unlimited Flexible Time Off (FTO) days, following the first 60 days of employment.
- FTO will not accrue and will not be paid out upon separation from employment.

Non-Exempt Staff

- Full-time non-exempt employees are entitled to receive four (4) weeks of Flexible Time Off (FTO) days/140 hours per calendar year, following the first 60 days of employment.

All Full Time Staff

- FTO more than five (5) consecutive working days require Executive Director approval.
- FTO will be scheduled in advance and approved prior to utilization.
- FTO cannot be used for prolonged absences due to illness, military commitments, parental leave, or other State or Federal mandated leave requirements. Refer to alternative Leave of Absence policies for prolonged absences (i.e., FMLA, Disability).
- FTO will be tracked within each calendar year through Paychex.
- FTO does not include banked vacation accumulated prior to 07/01/2025. See Annex A.

2.2. Short-Term Sick Leave

Short-term sick leave is intended for isolated absences not exceeding five (5) consecutive workdays. Absences longer than five (5) days are to be referred to Human Resources to determine the need for prolonged leave. Refer to alternative Leave of Absence policies for prolonged absences (i.e., FMLA, Disability), as referenced in the Employee Handbook.

Full Time Employees

- Full-time employees are eligible for Short-term Sick Leave which begins on the date of hire.
- Short-term sick leave accrues at the rate of one day per month, for a maximum of twelve days per year.

Part Time Employees

- In accordance with the Philadelphia Code, all part-time employees who have worked for the Training Fund for at least six months and perform at least 40 hours of work in Philadelphia within a calendar year are eligible for sick leave.
- Part-time employees earn a prorated benefit based on their scheduled work week, up to 42 hours per year.

All Staff

- A Doctor note will be presented to Human Resources on the third consecutive short-term sick day.
- Clearance to return to work may be requested by Human Resources, prior to returning to the office.
- Short-term Sick Leave is accumulated up to a maximum of 65 days.

- All unused sick leave up to 65 days will be paid upon retirement, provided the employee has had at least ten (10) years of service, has attained the age of fifty-five (55) prior to retirement, and meets all requirements set forth by the Pension Fund.
- If an employee separates from employment and has exceeded allowable sick days, the excess days paid will be deducted from monies due from the employer at the time of separation.
- Employees who use up all sick time will not be paid for sick absences until additional time has been earned.

2.3. Bereavement Leave

- All employees will receive five (5) days off with pay in the event of death in the immediate family, as defined in *Definitions*.
- Documentation may be required at the discretion of the assigned Direct Supervisor, or Senior Leader.

2.4. Jury Duty

- Full time employees will be granted the necessary paid time off when summoned for jury duty or subpoenaed to appear as a witness.
- Full time employees will be granted up to 10 days of paid jury duty leave upon confirmation of served time by the assigned Court.
  - Part-time employees will be granted a prorated payment for the same period.

2.5. Holidays

Offices will be closed, and full-time employees will receive the following holidays with pay:

- New Year’s Day
- Dr. Martin Luther King, Jr. Day
- Presidents’ Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Norman Rayford Day
- Indigenous People/Columbus Day
- Veteran’s Day
- Thanksgiving Day
- Christmas Day

When a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. When a holiday falls on a Sunday, the following Monday shall be observed as the holiday.

3. DEFINITIONS

Paid Time Off: Paid time off is a benefit provided by District 1199C Training and Upgrading Fund that grants employees compensation for flexible time off, vacation days, federal holidays, and short-term sick leave.

Full Time Employees: Exempt and Non-exempt employees with a regularly scheduled workweek of 35 hours or more.

Prolonged Absence: Absent from duty for more than 5 work days/35 consecutive hours.

Approval: Documented confirmation that an employee's paid time off request has been granted. Documented confirmation will be identified in Paychex.

Immediate Family:

- *Your child, including a biological, adopted, or foster child, stepchild, or child to whom you stand in loco parentis*.
- *Your own or your spouse's parent*
- *A person to whom you are legally married under the laws of Pennsylvania*.
- *A grandparent or spouse of a grandparent*.
- *A grandchild*.
- *Your own or your spouse's siblings (including biological, foster, or adopted)*.
- *Your life partner as defined by Philadelphia law*.

4. ROLES AND RESPONSIBILITIES

4.1. Employee

- Ensure requests for FTO, Short-term sick leave and/or Jury Duty are submitted to the Direct Supervisor via procedural requirements.
- Manage paid time off with professionalism and commitment toward completion of required position responsibilities.
- Ensure requested time off does not interfere with required job duties, audits, compliance, and/or other contractual and regulatory events and activities.
- Requests approval prior to the utilization of FTO.

4.2. Direct Supervisor

- Approve paid time off requests within the parameters of procedural requirements.

- Prioritize and mitigate compliance, audits, and other contractual and regulatory events and activities against employee paid time off requests.
- Monitor paid time off impact on program operations.

4.3. Senior Leadership
- Work in collaboration with Human Resources to analyze and assess organizational effectiveness in relation to absenteeism.
- Ensure managers, or employees in the absence of a manager, adhere to procedural requirements.
- Ensure the prioritization and mitigation of compliance, audits, and other contractual and regulatory events and activities against employee paid time off requests.
- Monitor paid time off impact on program operations.

4.4. Human Resources
- Track and trend all paid time off for reporting purposes.
- Work in collaboration with Senior Leadership to analyze and assess organizational effectiveness in relation to absenteeism.

5. MONITORING AND REVIEW

5.1. This Paid Time Off Policy will be tracked and trended against organizational effectiveness for a period of one (1) calendar year. Upon analysis of impact, District 1199C Training and Upgrading Fund's Executive Director will determine the permanency of the policy as written. The Executive Director reserves the right to adjust this policy in the best interest of District 1199C Training and Upgrading Fund's mission, operations, compliance, and effectiveness.

5.2. Policies will be reviewed annually, or as indicated within Document Control Information, to ensure contractual and mandated requirements, relevancy, and compliance.

6. COMPLIANCE AND ENFORCEMENT

6.1. PO and PAC will ensure the policy complies with legal and regulatory requirements, through collaboration with authorized parties, contractual requirements, and legal counsel, as necessary.

6.2. Failure to comply with policies and procedures will result in disciplinary action, as outlined in the TU Fund Code of Conduct.

6.3. Unapproved absences or failure to meet job-related expectations will result in disciplinary action as outlined in the Employee Handbook.

7. RELATED POLICIES AND PROCEDURES

7.1. Leave of Absence(s) found in Employee Handbook v.2025

8. REFERENCES

8.1. This paid time off policy is not a requirement of the Fair Labor Standards Act (FLSA).

9. ANNEXES

A. Transition of Vacation Balances

DOCUMENT CONTROL INFORMATION

Document Name	Paid Time Off
Owner	Executive Director
Version Number	01.00
Approval Date	07/01/2025
Approved By	Policy Approval Committee
Date of Commencement	07/01/2025
Date of Last Review	Inaugural
Date for Next Review	07/01/2026
Executive Director Signature	

PAID TIME OFF
PROCEDURE

*The following procedures serve as the expected guidelines for implementing the **Paid Time Off Policy**. They are designed to ensure consistent and effective application of the policy across District 1199C Training and Upgrading Fund. These procedures may be adjusted as necessary by Administration, to reflect operational needs, legal requirements, or administrative changes. Any adjustments will be communicated promptly to ensure continued alignment with the organization's goals and compliance obligations.*

FLEXIBLE TIME OFF (FTO)

- ***Employee***
  - Identify projected days off
  - Ensure projected days off do not interfere with audits, compliance, required meeting or event attendance.
  - Navigate to Paychex 'Time Off Request'
    - Submit requested time off according to timeline below.

# Requested Days Off	*Request Submitted*	*Final Approver*
1	48 hours prior	Direct Supervisor
2-5	2 weeks in advance	Direct Supervisor
6+	4 weeks in advance	Executive Director

  - Upon approval, complete a work plan to ensure coverage of job duties which need coverage, and submit to the Direct Supervisor.
  - If denied, request clarity from Direct Supervisor regarding the denial and attempt to reconcile concerns leading to the denial.
    - Denials may occur for the following reasons:
      - Excessive time out has impacted performance
      - Late submission of request
      - Previously documented failure to complete work assignments to expectations

            - Lack of coverage for day-to-day operations due to additional staff already approved off
            - Planned audit preparation or other official site visit.
                - Employees may re-submit requests upon successful mitigation of Direct Supervisor's concerns regarding time off.

- ***Direct Supervisor***
    - Review requested dates to ensure no interference with audit preparation, site visits, or other events which require the employee on site.
    - Review timeliness of request submission.
    - Approve or deny submitted request in Paychex.
        - Approval requires the employee to submit a workplan for coverage of duties affected by their absence.
        - Denials may occur for the following reasons:
            - Excessive time out has impacted performance
            - Late submission of request
            - Documented failure to complete work assignments to expectations
            - Lack of coverage for day-to-day operations due to additional staff already approved off
            - Planned audit preparation or other official site visit
        - Explanations for denied time will be documented for the requesting employee.
            - Denials may be documented via email, or directly in Paychex approval system, which records a maximum of 100 characters.
        - Requests for six (6) or more consecutive days will be presented to the Executive Director for approval/denial.
    - Review work plan submitted by employees to ensure coverage of duties during their absence.
- ***Executive Director***
    - Regarding requests for 6+ consecutive days, the ED will confer with the Director Supervisor to gain an understanding of the impact a prolonged absence would have on District 1199C training and Upgrading Fund.

SHORT TERM SICK LEAVE

- ***Employee***
    - Contact Direct Supervisor prior to the start of the business day to report absence.

- Report impact of absence to Direct Supervisor (i.e., coverage needed, scheduling conflicts, etc.)
- Employees will provide a doctor’s note to Human Resources on the third consecutive sick day.
  - The doctor’s note must specify they are clear to return to work on a specific date.
  - If not cleared to return to work within three (3) days, contact Human Resources for prolonged absence guidance.
- Adjust time off in Paychex accordingly.

- ***Direct Supervisor***
  - Approve sick time in Paychex, as indicated
  - If more than three days, follow up with Human Resources to confirm return date.
- ***Human Resources***
  - Review and validate doctor’s notes for three+ consecutive days out sick.
    - Retain a copy of the doctor’s note for the employee file.
  - Report return to work date to Direct Supervisor.
  - Guide employees regarding prolonged absences, as needed.

BEREAVEMENT

- ***Employee***
  - Contact Direct Supervisor to report on the need for Bereavement Leave as soon as possible.
  - If additional days beyond the allotted five (5) are necessary, communicate the additional need with Direct Supervisor for guidance.
  - Provide documentation, as requested by Human Resources.
- ***Direct Supervisor***
  - Ensure duties impacted by the employee’s absence are mitigated.
  - If discretion calls for documentation, contact Human Resources to request documentation from the employee.
- ***Human Resources***
  - Request documentation from employees, as indicated.
  - Reconcile employees Paychex entries, as needed.

JURY DUTY

- ***Employee***
  - Contact Direct Supervisor to report the receipt of summons.
  - Provide a copy of the summons to Human Resources.

- Notify the Direct Supervisor if you are chosen for Jury Duty, along with the anticipated timeline for returning to work.
- Provide Jury Service Documentation to Human Resources upon completion of service.

- ***Direct Supervisor***
  - Ensure duties impacted by the employee's absence are mitigated.
- ***Human Resources***
  - Reconcile employees Paychex entries, as needed.

HOLIDAYS

- ***Human Resources***
  - Ensure Paychex reflects official paid holiday time as outlined in this policy.

DISTRICT 1199C Training & Upgrading Fund

Annex A

Transition of Vacation Balances
Effective Date: July 1, 2025

As part of the implementation of the revised Paid Time Off (PTO) Policy, effective July 1, 2025, the following provisions apply to all employees accruing vacation time up to June 30, 2025:

1. Cessation of Vacation Accrual

Effective June 30, 2025, vacation accrual under the previous time-off policy will cease for all employees. No further vacation time will accrue under the prior system after this date.

2. Banked Vacation Balances

All unused vacation balances as of June 30, 2025, will be considered "banked." These banked hours will be frozen and maintained separately from the new PTO system and may not be used as active leave under normal circumstances after July 1, 2025.

3. Disbursement Upon Separation

Banked vacation balances will be paid out upon separation from employment at the employee's regular rate of pay in effect on June 30, 2025.

4. Use During Approved FMLA Leave

Employees approved for leave under the Family and Medical Leave Act (FMLA) may elect to use available banked vacation time concurrently with their FMLA leave, subject to applicable laws and organizational leave coordination procedures.

5. Forfeiture Due to Misconduct

Employees who are terminated due to egregious misconduct, as defined in the *Employee Handbook (v. 2025),* may forfeit any accrued vacation balance that would otherwise be eligible for payout at separation. Egregious misconduct includes, but is not limited to, acts such as theft, fraud, physical violence, or other serious violations of Fund policy that warrant immediate termination.

Any decision regarding forfeiture of banked vacation will be made by the Executive Director, in consultation with the Training Fund's labor attorney, following a thorough investigative process. This determination will be made to ensure consistency, fairness, and alignment with applicable legal and policy standards.

POLICY	Family Medical Leave Act Policy [2025]
EFFECTIVE	09-01-2025
SCOPE	Universal

Overview & Purpose

FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave during any rolling 12-month period for qualifying family and medical reasons. In addition, eligible family members of covered service members (including certain veterans) may take up to 26 weeks of leave in a single 12-month period to care for a seriously injured or ill service member.

By offering FMLA leave, the Training Fund seeks to balance employee well-being with operational needs: preserving employees' job rights and group health benefits while they attend to serious personal or family medical issues, care for a covered service member, or manage other qualifying exigencies.

Definitions

Covered Service Member: A current or former member of the Armed Forces (including National Guard or Reserves) with a serious injury or illness incurred or aggravated in the line of duty.

Eligible Employee: An employee who meets the tenure, hours worked, and worksite requirements as outlined in the Employee Eligibility section.

Intermittent Leave: FMLA leave taken in separate blocks of time due to a single qualifying reason.

Reduced Schedule Leave: A leave schedule that reduces an employee's usual number of working hours per workweek or per workday.

Rolling 12-Month Period: A method of calculating FMLA eligibility that looks back 12 months from the date leave is to begin.

Serious Health Condition: An illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

Next of Kin: The nearest blood relative other than a spouse, parent, son, or daughter, as designated by the covered service member.

Qualifying Exigency: Urgent circumstances arising out of the active duty or call to active duty of a covered military member.

Qualifying Family Member:

Under Federal FMLA: A spouse, child (under 18 or over 18 and incapable of self-care due to a disability), or parent (biological, adoptive, step, or foster).

Under Pennsylvania Law (PHRA): May include broader family relationships when considering disability-related accommodations but does not expand FMLA definitions for leave.

Under Philadelphia Law: The Philadelphia Paid Sick Leave Ordinance recognizes a broader definition of family, including:

Child (biological, adopted, step, or foster, regardless of age or dependency status)

Parent (biological, adoptive, step, foster, or legal guardian of an employee or the employee's spouse or domestic partner)

Spouse or life partner

Grandparent, grandchild, or sibling

Any other individual related by blood or affinity whose close association is the equivalent of a family relationship

Employee Eligibility

To qualify for FMLA leave, an employee must:

Full-Time

1. Have worked for the Training Fund for at least 12 months (the 12 months need not be consecutive).
2. Have worked at least 1,250 hours during the 12-month period immediately preceding the date leave is to begin.

3. Work at a location where at least 50 employees are employed by the Training Fund within a 75-mile radius.

Part-Time

1. Have worked for the Training Fund for at least six (6) months and perform at least forty (40) hours of work in Philadelphia within a calendar year.

Seasonal workers, interns, or pool employees do not qualify.

Leave Entitlement & Covered Reasons

Twelve-Week Entitlement (Unpaid, Job-Protected Leave)

An eligible employee may take up to 12 work weeks of unpaid leave in a rolling 12-month period for any of the following reasons:

1. Birth and care of a newborn child of the employee, and to care for the child (leave must conclude within 12 months of birth).
2. Placement of a child with the employee for adoption or foster care (leave must conclude within 12 months of placement).
3. Care for a spouse, child, or parent who has a “serious health condition.”
4. Employee’s own serious health condition that renders the employee unable to perform essential functions of the position.
5. Qualifying exigency (pressing or urgent situation) arising out of a close family member’s (spouse, parent, son, or daughter) active military duty or call to active duty in support of a contingency operation.

Note: If both spouses work for the Training Fund, they are entitled to a combined total of 12 workweeks of leave for reasons (1), (2), (3), or (5) above.

Twenty-Six-Week Entitlement (Military Caregiver Leave)

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member (including certain veterans) may take up to 26 workweeks of unpaid leave during a single 12-month period to care for that service member with a serious injury or illness. A “covered service member” includes:

- A current member of the Armed Forces (including National Guard or Reserves) with a serious injury or illness incurred in the line of duty.

- A veteran who was a member of the Armed Forces (including National Guard or Reserves) within the five-year period preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy for a serious injury or illness incurred or aggravated while on active duty.

Note: If both spouses work for the Training Fund, they are entitled to a combined total of 26 workweeks of military caregiver leave to care for the same covered service member.

Calculation of the 12-Month Period

The Training Fund uses a rolling 12-month look-back method to calculate an employee's 12-week entitlement. Each time an employee takes FMLA leave, the remaining available leave is the balance of the 12 weeks that has not been used during the immediately preceding 12 months. If the Training Fund changes this method (for example, to calendar year or fixed 12-month period), employees will receive at least 60 days' advance notice.

Intermittent or Reduced-Schedule Leave

- Medical Necessity: When medically necessary due to the employee's own serious health condition or to care for a seriously ill family member, FMLA leave may be taken on an intermittent basis (in separate blocks of time) or on a reduced-schedule basis (reducing normal work hours).
- Birth/Placement: Intermittent leave for birth or placement (adoption/foster care) requires prior approval of the Executive Director.
- Alternative Position: If intermittent or reduced-schedule leave is foreseeable and involves planned medical treatment (e.g., chemotherapy, physical therapy), the Training Fund may require temporary transfer to an alternative position with equivalent pay and benefits that better accommodates recurring leave.

Use of Paid Leave Concurrently with FMLA

Under updated DOL guidance (effective 2025), the Training Fund cannot require employees to use employer-provided paid leave concurrently with FMLA when the employee is receiving state-mandated paid family leave or workers' compensation/disability insurance benefits, unless the employee requests it. In all other cases, the Training Fund may require employees to substitute accrued paid leave for unpaid FMLA leave, in accordance with state law and this policy.

For employees working in Philadelphia, paid sick leave under the city's Sick Leave Ordinance may apply in addition to or concurrently with FMLA leave. For more information on how paid sick time integrates with FMLA, see the “State & Local Law Coordination” section.

Employee Responsibilities & Notice Requirements

General Notice

- Foreseeable Leave: Employees must provide at least 30 days’ advance written notice when the need for FMLA leave is foreseeable (e.g., planned surgery, expected birth).
- Unforeseeable Leave: When advance notice is not possible (e.g., sudden hospitalization), employees must notify their supervisor as soon as practicable and generally follow the Training Fund’s normal call-in procedures.
- Certification: Employees must provide sufficient information to allow the Training Fund to determine whether the leave qualifies under FMLA (e.g., medical facts, anticipated timing, and duration). The Training Fund may require completion of one of the following certification forms:
    - Certification of Health Care Provider for Employee’s Serious Health Condition (Form WH-380-E)
    - Certification of Health Care Provider for Family Member’s Serious Health Condition (Form WH-380-F)
    - Certification of Qualifying Exigency for Military Family Leave (Form WH-384)
    - Certification for Serious Injury or Illness of Covered Service Member (Form WH-385)

Employees must return a complete and sufficient certification within 15 calendar days of the request. If the required certification is not provided in a timely manner, FMLA leave may be delayed or denied until the Training Fund receives a complete certification. For intermittent leave, updated certification may be requested no more than every **30 days**.

Note: Employees requesting time off, or accommodations related to pregnancy, childbirth, or related conditions may be entitled to protections beyond FMLA under Pennsylvania and Philadelphia law. For more details, refer to the “State & Local Law Coordination” section or contact Human Resources.

Fitness-for-Duty & Return-to-Work Certification

If FMLA leave was taken for the employee’s own serious health condition, the Training Fund may require a fitness-for-duty certification from the employee’s healthcare provider before reinstating the employee to their prior position (or an equivalent position) upon return. The certification must state that the employee is able to resume work, with or without restrictions.

Failure to Provide Notice or Certification

Failure to provide timely notice or required certification may result in denial or delay of FMLA leave and may jeopardize the employee's right to reinstatement.

Employer Responsibilities & Notice to Employee

Designation of Leave

Within five business days of receiving sufficient information that leave may qualify under FMLA, the Training Fund will notify the employee in writing whether the leave has been designated as FMLA-protected. If designated:

- The Training Fund will specify the amount of leave counted against the employee's 12-week (or 26-week) entitlement.
- The Training Fund will inform the employee of any requirements for using paid leave concurrently (subject to Section 6).
- The Training Fund will detail the employee's rights and responsibilities, including any fitness-for-duty requirements.

Health Benefits During FMLA Leave

The Training Fund will maintain an employee's group health insurance coverage under the same terms and conditions as if the employee continued to work. If the employee normally contributes toward premium costs, those premium payments remain due while on FMLA leave. If the employee's premium payment is more than 30 days late, the Training Fund may discontinue coverage, subject to applicable DOL regulations.

Coordination with Other Benefits & Programs

Substitution of Paid Leave

Employees must exhaust all accrued paid leave (vacation, sick, personal days) before taking unpaid FMLA leave unless otherwise required by law or Training Fund policy. Any paid leave used for an FMLA-qualifying situation will be counted toward the 12-week (or 26-week) entitlement.

Disability Benefits from the Benefit Fund

Employees receiving disability benefits (e.g., short-term disability) from the Benefit Fund must also apply for FMLA leave for the same qualifying condition. Short-term disability payments may run concurrently with FMLA leave. The Training Fund's Supplemental Disability Pay policy determines how paid sick leave interacts with Benefit Fund or workers' compensation payments.

Workers' Compensation

If an FMLA-qualifying absence (e.g., serious work-related injury) overlaps with workers' compensation leave, the Training Fund will not require the employee to exhaust paid leave but may require simultaneous use of paid leave only with the employee's consent. The combined duration of workers' compensation and FMLA leave will not exceed the maximum FMLA entitlement.

Restoration & Job Rights Upon Return from FMLA Leave

- Upon returning from FMLA leave within the 12-week (or 26-week) entitlement period, an employee will be reinstated to their original position or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment.
- If the employee's position is eliminated due to legitimate business reasons unrelated to FMLA leave, the Training Fund will make reasonable efforts to place the employee in an equivalent role.
- If the employee fails to return to work at the end of the FMLA period (or any approved extension) or fails to provide fitness-for-duty certification when requested, the Training Fund may consider the employee to have voluntarily resigned.
- FMLA leave does not count as a "break in service" for purposes of accrual, seniority, or benefits eligibility.

Return-to-Work Notice

Employees must notify the Director of Finance & Administration of their intent to return to work at least two weeks before the scheduled end of FMLA leave, or immediately upon learning of the need to change the anticipated return date. If the leave was due to the employee's own serious health condition, a fitness-for-duty certification must be provided before returning.

Spousal Limitations & Combined Leave

- If both spouses are employed by the Training Fund, the spouse-employees are entitled to a maximum combined total of 12 workweeks of leave for birth/adoption/foster-care placement, care for a parent with a serious health condition, or qualifying exigency, regardless of whether they both take leave at the same time.

- For military caregiver leave (Section 3.2), spousal employees are entitled to a combined total of 26 workweeks to care for the same covered service member.

Appeals & Grievance

If an employee's FMLA leave request is denied or contested, the employee may pursue the Training Fund's Grievance Procedure (see Handbook § Grievance Procedure).

Separation or Termination During FMLA

If an employee is laid off or terminated for reasons unrelated to FMLA leave, they will be treated like any other similarly situated employee—ineligible for reinstatement, but eligible for applicable separation benefits (e.g., final pay, COBRA continuation). If terminated for cause, they forfeit all entitlements, including any remaining FMLA protections.

State & Local Law Coordination

The Training Fund complies with all applicable federal, state, and local leave laws. If an employee's home state or local jurisdiction provides more generous family or medical leave rights than the federal Family and Medical Leave Act (FMLA), the Training Fund will apply the provisions that are most favorable to the employee.

Specifically:

- **Philadelphia Paid Sick Leave Ordinance**: Employees who work in Philadelphia are entitled to accrue and use paid sick time under the Philadelphia Sick Leave Ordinance. This paid sick leave may run concurrently with FMLA leave if the leave qualifies under both laws but may also be used independently for short-term illness, preventive care, or to care for a sick family member. Contact Human Resources for more information about how this leave interacts with FMLA.

- **Pregnancy Accommodation (PA & Philadelphia)**: Under the Pennsylvania Human Relations Act (PHRA) and the Philadelphia Fair Practices Ordinance, employees affected by pregnancy, childbirth, or related medical conditions may be entitled to reasonable accommodations—such as modified duties, more frequent breaks, or temporary job restructuring—even if they are not eligible for FMLA leave. These accommodations are provided in addition to any FMLA protections. Requests for pregnancy-related accommodations should be directed to Human Resources.

Where federal, state, and/or local laws overlap, the Training Fund will comply with each law and administer leave or accommodations in a way that provides the greatest benefit or protection to the employee. Employees with questions about overlapping rights or benefits are encouraged to contact the Human Resources Office.

Confidentiality

All medical records and certifications provided under this policy will be treated as confidential and maintained in a separate, secure file with access limited to Human Resources and the Executive Director (or their designee).

Additional Information & Resources

Employees with questions about FMLA eligibility, the leave application process, or other related matters should contact the Human Resources Office, or review the U.S. Department of Labor's FMLA resources:

- FMLA Fact Sheets & Forms: https://www.dol.gov/agencies/whd/fmla
- Certification Forms: (WH-380-E, WH-380-F, WH-384, WH-385)

Appendix A: Glossary

Attachments:

- **WH-380-E:** Certification of Health Care Provider for Employee's Serious Health Condition
- **WH-380-F:** Certification of Health Care Provider for Family Member's Serious Health Condition
- **WH-384:** Certification of Qualifying Exigency for Military Family Leave
- **WH-385:** Certification for Serious Injury or Illness of Covered Service Member

DOCUMENT CONTROL INFORMATION

Document Name	Family Medical Leave Act [2025]
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Date of Last Review	08/01/2025
Date for Next Review	07/01/2026
Executive Director Signature	

POLICY	Immigration Enforcement
EFFECTIVE	01/31/2025
SCOPE	Universal

10. PURPOSE

District 1199C Training and Upgrading Fund has established the following policy and procedures to ensure that our workforce and students are protected to the fullest extent of the law when using our facilities and services.

11. POLICY STATEMENT

It is the policy of District 1199C Training & Upgrading Fund (the Training Fund) to ensure that our workforce and students are safe and protected when they use our facilities and services. The Training Fund will take steps to the greatest extent possible under the law to protect our students and their information. It is the policy of the Training Fund not to allow agents or employees of U.S. Immigration and Customs Enforcement (ICE) access to our facilities, records or information unless this is required by law or a valid judicial warrant. The same policies and procedures apply to police officers who may act with ICE to enforce the immigration laws.

12. DEFINITIONS

*U.S. Immigration and Customs Enforcement (*ICE): federal law enforcement agency under the US Department of Homeland Security.

Judicial Warrant: Legal orders signed by a judge that authorizes searches and seizures.

Workforce: Employees, contractors, and volunteers of District 1199C Training and Upgrading Fund.

Students: District 1199C Training and Upgrading Fund participants who are enrolled in classes, groups, or other offered services and/or programs.

13. ROLES AND RESPONSIBILITIES

All District 1199C Training and Upgrading Fund employees, volunteers, students, and other participants will execute the procedures of this policy.

14. MONITORING AND REVIEW

The Executive Director will collaborate with legal counsel to monitor and adjust the policy in accordance with changes in the governing law.

15. RELATED POLICIES AND PROCEDURES

N/A

16. REFERENCES

This policy has been adapted from the "New York Lawyers for the Public interest Guidance to Nonprofits Regarding immigration Enforcement."

17. ANNEXES

8.1 Annex A: ICE Enforcement Action Report
8.2 Annex B: Frequently Asked Questions

DOCUMENT CONTROL INFORMATION

Document Name	Immigration Enforcement
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Date of Last Review	01/31/2025
Date for Next Review	07/01/2026
Executive Director Signature	

IMMIGRATION ENFORCEMENT
PROCEDURE

The following procedures serve as the expected guidelines for implementing the Immigration Enforcement. They are designed to ensure consistent and effective application of the policy across District 1199C Training and Upgrading Fund. These procedures may be adjusted by Administration as necessary to reflect operational needs, legal requirements, or administrative changes. Any adjustments will be communicated promptly to ensure continued alignment with the organization's goals and compliance obligations.

US ICE AGENTS OR EMPLOYEES ATTEMPTING TO ENTER THE TRAINING FUND'S OFFICES

A. If ICE agents claim to have a warrant to enter the facility/building, the employee at the door will
   1. Inform ICE agents that they do NOT have consent to enter the nonpublic areas of the facility unless they have a valid judicial warrant.
   2. Ask for a copy of the warrant
   3. Ask agents to wait at a specified location
   4. Immediately contact the *Executive Director at 215-701-7127* for assistance.
      - If the Executive Director is not on site or does not immediately pick up the call, contact the *Director of Programs and Operations at 215-701-7058*. In the absence of the Senior Director of Programs and Operations, contact another Training Fund Director.
B. Present the warrant to the Executive Director/ or other Training Fund director for review.
   1. The ED/Sr. Director will review the warrant for the following:
      i. the warrant is signed by a judge or magistrate
         1. Administrative warrants signed by an immigration officer, not a judge, do not require ICE be allowed to enter non-public areas of the facility.
      ii. the warrant describes the Training Fund's offices as the place to be searched
      iii. the warrant has the correct date, issued within the past 14 days
      iv. the search does not exceed the scope of the items authorized to be searched
C. The Executive Director, or any Training Fund Director will immediately contact legal counsel:

Susan Murray, Esquire
Work: receptionist 215-732-0101; direct-line 215-644-3969
Email: smurray@spearwilderman.com

D. While interacting with ICE
   1. Staff MAY
      i. Advise students that they have the right to remain silent but will not direct students not to answer questions.
      ii. Record any interactions with the agents, but they must announce that they are doing so and remain a reasonable distance from such incidents so as not to interfere.
   2. Staff WILL NOT
      i. Assist students in escaping or hiding.
      ii. Answer questions posed by agents without consulting the Executive Director or another Training Fund director.
      iii. Answer questions about whether a particular person (student or staff) is currently in the facility, but instead state that they are not authorized to answer questions.
   3. Staff WILL
      i. Document the name/contact information of the ICE agents seeking access to the facility. This can be done by asking for a business card, or name and badge number.
      ii. Understand that if they are engaged in questioning by immigration agents, they can ask the agents if they are free to go.
         1. If the agent says yes, they are free to leave.
         2. If the agent says the person is not free to go, they should explain that they would like the opportunity to consult with an attorney and otherwise remain silent.

REQUEST FOR ACCESS TO THE TRAINING FUND'S STUDENT OR STAFF RECORDS/FILES

A. The Executive Director or other Training Fund director will inform agents that the Training Fund's policy is not to release information without an individual's consent, unless disclosure is required by judicial order or subpoena specifically requiring the release of the information, or otherwise required by law.
B. If agents claim to have a warrant or subpoena, staff will not release information without consulting with the Executive Director or other Training Fund director.
   1. Inform ICE agents that they do NOT have consent to enter the nonpublic areas of the facility unless they have a valid judicial warrant.
   2. Ask for a copy of the warrant

3. Ask agents to wait at a specified location
4. Immediately contact the Executive Director at 215-701-7127 for assistance.
   - If the Executive Director is not on site or does not immediately pick up the call, contact the Director of Programs and Operations at 215-701-7058. In the absence of the Senior Director of Programs and Operations, contact another Training Fund Director.

C. Present the warrant to the Executive Director/ or other Training Fund director for review.

1. The ED/Sr. Director will review the warrant for the following:
   i. the warrant is signed by a judge or magistrate
      1. Administrative warrants signed by an immigration officer, not a judge, do not require ICE be allowed to enter non-public areas of the facility.
   ii. the warrant describes the Training Fund's offices as the place to be searched
   iii. the warrant has the correct date, issued within the past 14 days
   iv. the search does not exceed the scope of the items authorized to be searched

D. The Executive Director, or any Training Fund Director will immediately contact legal counsel:

Susan Murray, Esquire
Work: receptionist 215-732-0101; direct-line 215-644-3969
Email: smurray@spearwilderman.com

COMPLETING A REPORT AFTER AN ICE ENFORCEMENT ACTION

Immediately after an enforcement action has concluded, the Executive Director or other involved Training Fund Director will complete a report on the enforcement action which will include all information included on Annex A – ICE Enforcement Action Report

ANNEX A
ICE ENFORCEMENT ACTION REPORT

1. Date of enforcement action?
2. Time action began and ended?
3. Describe the enforcement action:
    a. How many agents?
    b. What agency conducted the action (i.e., ICE, local police or state police)?
    c. Names and/or badge numbers of the agents
    d. How did their uniforms identify them?
    e. Why did they say they were there?
    f. Did you ask to see a warrant?
    g. Did the agents present a warrant?
    h. If not, did you deny them consent to enter?
    i. What did you say?
    j. How did they react if you denied them consent to enter?
    k. If the agents presented a warrant, was a supervisor alerted? Who?
    l. Was the warrant an administrative warrant, signed by an immigration official?
        i. If it was an administrative warrant, did you tell the agents that your organization has a policy of denying access to nonpublic areas in the absence of a judicial warrant? What did you say?
            1. How did the agents react if you denied them consent to enter based on an administrative warrant?
    m. Did the agents present a judicial warrant, signed by a judge?
        i. If so, please describe the warrant:
            1. What was the date of the warrant?
            2. What items or persons were the subjects of the search?
            3. What areas were identified to be searched?
            4. Which judge signed the warrant?
            5. Did you allow the agents entry based on a judicial warrant?
                a. If so, did you or another staff member accompany them on their search? Who?
                b. Did the agents stay within the areas they were authorized to search by the warrant?
                    i. If not, what other areas did they enter?
                    ii. Did they look in closed closets, cabinets, or drawers? Did they ask permission first?
    n. Did they keep anyone from moving around freely? Who?
    o. Did they arrest anyone? Who?
    p. Did they seize any items? What?
    q. Did they take pictures of documents?
        i. If so, whose?
        ii. How did they get the documents?
    r. Did they take fingerprints? If so, whose?

s. Were there children present? If so, whose? How many?
t. Did the agents yell at anyone? Who? Why? Which agents (if known)?
u. Did the agents have guns drawn or were they touching their weapons?
v. Is there anything else to add about the enforcement action?

ANNEX B
Frequently Asked Questions (FAQs)

Can our agency deny immigration agents entry into its facility?

Areas open to the general public (i.e., public space—such as a reception area or a library reading room) are also open to immigration agents, and they may enter without a warrant.[1] In doing so, ICE agents must observe the same rules that any member of the public would. For example, ICE agents operating without a warrant would not have the right to disrupt the nonprofit's activities or mission.

Note that ICE agents may take photographs in public spaces. ICE agents must have a judicial search or arrest warrant to lawfully access nonpublic areas (i.e., areas not open to the public—such as private offices or areas in a homeless shelter where people sleep).[2] Such a warrant is always signed by a judge or magistrate within 14 calendar days and identifies specific areas to be searched. ICE agents may have "administrative" warrants signed by an immigration officer, not signed by a judge or magistrate. Administrative warrants, unlike judicial search warrants, do not authorize ICE entry to nonpublic areas. If agents seek entry into nonpublic areas with an administrative warrant, not a judicial warrant, it is lawful to deny entry—so a nonprofit should instruct staff not to consent to entry in such circumstances.

Note that ICE agents sometimes wear uniforms that say "Police," even though they are not police officers. Staff may ask whether those seeking entry are police or ICE agents. No matter the agency involved, the same judicial warrant requirement applies—meaning that both police and ICE agents must have a judicial search warrant to enter nonpublic areas. If ICE agents do not have a judicial warrant, staff should ask the agents to wait to enter any nonpublic areas until the staff contacts the Executive Director and are legally entitled to tell the agents to leave the premises. If ICE agents do have a judicial warrant, staff may ask the agents to wait to enter any nonpublic area until staff contacts counsel, but the agents need not wait if the judicial warrant authorizes them to enter nonpublic areas.

Nonprofits should not provide information about students or staff unless ICE agents have a judicial warrant or subpoena specifically requiring the release of that information or the student or staff member consents to the release of this information. If ICE enters with a subpoena rather than a judicial warrant, staff should contact the Executive Director before complying with the subpoena. As is also discussed below, however, nonprofits may be prohibited from releasing certain

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1 Whether a space be considered "public" or "private" under Fourth Amendment standards is a fact specific inquiry that would be unique to a particular nonprofit facility.

2 While a warrant is generally required, in certain circumstances law enforcement may enter non-public areas without a warrant and/or make an arrest without a warrant. Typically, those limited exceptions to the warrant requirement are triggered by some urgency related to an investigation of specific criminal activity (e.g., an "exigency"). However, a warrant is required for immigration enforcement actions as described here, which target individuals simply based on their undocumented status.

information as a matter of law. ICE agents may not require access to information contained on a personal phone or email account without a judicial warrant. However, any information saved on a publicly accessible computer (e.g., in a library reading room) can be accessed without a warrant.

What if the agent is aggressive and threatens action?

An aggressive agent may threaten a staff member with obstruction of justice or if the agent is accompanied by a police officer, would the police make that claim. In a case like this, they can threaten, but the reality is that most would allow the staff member to contact the Executive Director, knowing that under the circumstances it would be a frivolous charge that would be thrown out in a situation where there is no arrest warrant.

What can staff tell students during an immigration enforcement action?

Staff members should tell students that they have the right to ask for an attorney and to remain silent if ICE agents ask questions. Staff may also encourage students to remain calm and not attempt to leave while ICE agents are present. Staff should not hide or conceal any person on the premises. However, this does not mean that staff is obligated to produce a student for ICE agents, unless the agents have a judicial arrest warrant (i.e., a warrant signed by a judge authorizing the arrest of a specific individual).

What should staff members do if ICE agents question them?

Staff members should ask ICE agents if they are free to go. If the agent says "yes," the person is free to leave. If the agent says "no," the person should ask to consult with an attorney and should otherwise remain silent. Staff should never make a false statement (e.g., if ICE agents ask about an individual who is in the building, staff should not say the person is not there). They should instead decline to answer questions and consult with a supervisor who has been trained to handle this situation by calling counsel.

What if a student is detained in or near the nonprofit facility?

Staff has the right to observe from a reasonable distance but should not interfere with the actions of ICE agents. Staff may ask for the names of ICE agents. If agents are in plainclothes, staff may ask to see credentials and make note of agents' names and badge numbers. Staff may lawfully take video to make a record of the action.' Staff may ask ICE agents' permission to obtain from a detained student the contact information of anyone who should be informed of the student's detention (e.g., a family member, friend or attorney). Staff may also ask where the student will be detained. If the detained student authorizes them to do so, staff may provide **all** information obtained from ICE agents to the friend or family member so identified.

What is the appropriate way to handle a "subpoena" related to ICE enforcement activities?

A subpoena is a written request for information. A subpoena is not a court order, is typically not signed by a judge, and always gives a certain amount of time to comply. Failure to respond to a valid subpoena may result in a contempt of court finding. Upon receipt of a subpoena, nonprofits should take note of the date it was served, method of service, and deadline for responding. Nonprofits should then promptly engage counsel and instruct staff to preserve potentially relevant documents.

3.Employees are encouraged to first announce their intent to video—not because doing so is legally required in this context—but in order to prevent a dispute with ICE agents who may not understand the relevant legal protections.

POLICY	Conflict of Interest
EFFECTIVE	09-01-2025
SCOPE	Universal

18. PURPOSE

The purpose of this Conflict-of-Interest Policy is to uphold the integrity of the Philadelphia Hospital and Health Care District 1199C Training & Upgrading Fund ("the Fund") and ensure that personal interests do not interfere with the responsibilities of staff, Trustees, and volunteers. As a nonprofit operating under ERISA and other applicable laws, the Fund must avoid situations where personal gain could come at the expense of its mission, participants, or stakeholders.

This policy supports the Fund's ethical obligations and legal requirements, including IRS rules on nonprofit governance and private benefit, and aims to maintain the organization's tax-exempt status.

19. POLICY STATEMENT

Identifying and Managing Conflicts

A conflict of interest occurs when personal, financial, political, or professional interests—either of an individual or their immediate family—may compromise or appear to compromise that individual's duties to the Fund.

All Trustees, staff, and volunteers are required to:

- Disclose any actual, potential, or perceived conflicts of interest to the Board as soon as they arise.
- Refrain from using their position or influence to benefit personally or encourage the Fund to enter into a related transaction.
- Recuse themselves from decision-making or discussions related to the matter, unless specifically asked to provide relevant information.

Failure to disclose a conflict may result in corrective action by the Board.

Annual Disclosure Requirements

Each year, all Trustees, staff with delegated authority, and volunteers must complete and sign a Conflict-of-Interest Disclosure Statement affirming that:

- They have received, read, and will comply with this policy.
- They understand the Fund's charitable status and the need to protect its tax-

exempt purpose.

Board Trustees must also confirm their status under the IRS definition of “independent” and update disclosures as needed.

Oversight and Monitoring

The Executive Committee will oversee compliance with the policy, monitor annual disclosures, and periodically review potential conflict areas. The Committee may engage external experts, but ultimate responsibility remains with the Board.

20. DEFINITIONS

- **Conflict of Interest**: A situation where personal, familial, or financial interests may compromise a person’s judgment or actions in service of the Fund.
- **Independent Trustee**: A trustee who meets the IRS definition of independence—i.e., no material financial relationship with the organization, its officers, or employees.
- **Disclosure Statement**: The annual form completed by staff, trustees, and volunteers affirming understanding and reporting any potential conflicts.
- **Immediate Family**: Includes spouse, domestic partner, children, parents, siblings, or other individuals living in the same household.

21. ROLES AND RESPONSIBILITIES

- **All Fund Trustees, Staff, and Volunteers**: Must adhere to the policy and submit an annual disclosure form.
- **Executive Committee**: Maintains oversight, reviews disclosures, monitors for policy compliance, and recommends corrective action if needed.
- **Board of Trustees**: Responsible for final determinations and actions in case of violations or unresolved disclosures.

22. MONITORING AND REVIEW

The Executive Committee will conduct annual reviews of disclosure statements and periodic evaluations of the policy to ensure alignment with legal requirements and best practices. Reviews of compensation, partnerships, and other arrangements will be included as needed.

23. COMPLIANCE AND ENFORCEMENT

Failure to disclose a conflict of interest or failure to comply with this policy may result in disciplinary action, up to and including removal from board or staff roles. Ongoing compliance is subject to review by the Executive Committee and will be documented.

24. RELATED POLICIES AND PROCEDURES

- Annual Trustee and Staff Disclosure Form (Annex A)
- Compensation and Financial Controls Policies

25. REFERENCES

- Internal Revenue Code Section 501(c)(3)
- IRS Form 990 Instructions for Governance and Conflict of Interest Policies
- ERISA Fiduciary Responsibility Standards
- Best Practice Guidelines for Nonprofit Governance

26. ANNEXES

26.1. Annex A – Annual Conflict of Interest Disclosure Statement

DOCUMENT CONTROL INFORMATION

Document Name	Paid Time Off
Owner	Executive Director
Version Number	01.00
Approval Date	08/01/2025
Approved By	Executive Director
Date of Commencement	09/01/2025
Date of Last Review	07/01/2025
Date for Next Review	07/01/2026
Executive Director Signature	

DISTRICT 1199C
Training & Upgrading Fund

Trustee and Officer
Annual Conflict of Interest Statement

Name: ________________________________ Position: __________________________

Are you a Trustee? ☐ Yes ☐ No Are you an Officer? ☐ Yes ☐ No

If you are an Officer, which Officer position do you hold: ________________________________

Are you a Staff Member? Yes No

I affirm the following:

______ (initial)	I have received a copy of the Philadelphia Hospital and Health Care District 1199C Training and Upgrading Fund Conflict of Interest Policy.
______ (initial)	I have read and understand the policy.
______ (initial)	I agree to comply with the policy.
______ (initial)	I understand that Philadelphia Hospital and Health Care District 1199C Training and Upgrading Fund ("Fund") is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of tax-exempt purposes.

Disclosures

A. Do you have a financial interest (current or potential), including a compensation arrangement, as defined in the Conflict-of-Interest policy with Fund? ☐ Yes ☐ No
   a. If yes, please describe it: ____
   b. If yes, has the financial interest been disclosed, as provided in the Conflict-of-Interest policy? ☐ Yes ☐ No
B. In the past, have you had a financial interest, including a compensation arrangement, as defined in the Conflict-of-Interest policy with the Fund? ☐ Yes ☐ No
   a. If yes, please describe it, including when (approximately): ____________________
      ____
   b. If yes, has the financial interest been disclosed, as provided in the Conflict-of Interest policy? ☐ Yes ☐ No
C. Are you an independent trustee, as defined in the Conflict-of-Interest policy? ☐ Yes ☐ No
D. If you are not independent, why? ____

Signature of Staff Member: ____________________________________ Date: ___________

Reviewed by Executive Committee on (date): ______________________________________