

NCCAA Employee Handbook Summary of Changes

As part of CSBG Organizational Standards, Category 7: Human Resource Management, Standard 7.1 and 7.2 the handbook must be reviewed within the past 5 years and reviewed by a practicing attorney. The last update to the Employee Handbook was in 2018. The NCCAA Employee Handbook was reviewed by Susan Curtin, Esq. of Barrow Weatherhead Lent LLP (see biography below). This partnership was made possible through our insurance agent Tad Dorroh with BKCW. Attached with this summary is correspondence with Ms. Curtin's and Mr. Dorroh regarding the review and recommended changes. Ms. Curtin's recommendations were reviewed and considered by the leadership team and modifications were made where appropriate. The update to the NCCAA Employee Handbook will be made accessible via online through our Website, timesheet system EWS, and in hard copy in the Human Resources Department.

SUSAN M. CURTIN

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Susan counsels clients on state and federal labor and employment matters in both union and non-union settings.

Education:

J.D. – Georgetown University Law Center; B.A. - Siena College (magna cum laude)

Susan counsels clients on state and federal labor and employment matters in both union and non-union settings. In her practice, Susan has counseled employers on a wide variety of workplace issues including employment discrimination; sexual harassment; leaves of absence; employee discipline and terminations; performance evaluations; and other employment matters. Susan has also helped clients draft employment policies and employee handbooks; severance agreements; and non-competition, non-solicitation and non-disclosure agreements. Susan has counseled employers in a broad range of industries including healthcare institutions (hospitals, rehabilitation facilities, nursing homes and medical groups); educational institutions; technology firms; professional firms; retail establishments; financial services companies and various manufacturers. Susan has represented employers in federal and state courts, in arbitration proceedings, and before federal and state agencies, including the Equal Employment Opportunity Commission, the Massachusetts Commission Against Discrimination, and the National Labor Relations Board.

Personal Information:

Susan began her legal career in Chicago working as an associate for Laner, Muchin, Dombrow and Becker, Ltd, a boutique labor and employment firm. Susan moved to Boston to join the Labor and Employment Department of Hale and Dorr LLP. Susan continued to work for Hale and Dorr on a part-time basis while raising her children. Later, when colleagues from Hale and Dorr left to start their own firm in Boston, Susan joined them, working for Scibelli & Whiteley, LLP as of counsel. She continued working with those colleagues through name changes in the firm and mergers - eventually becoming part of Barclay Damon LLP.

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Section	Page number	Modification
Table of Content page number update		
Section 103 Equal Employment Opportunity	pg. 10	Added Texas Labor Code Chapter 22 mandate for clarification
Section 105 Workplace Harassment -	pg. 13	Addition of policy applicability to work settings and activities; consolidation of types of harassment from previous section 109-sexual harassment policy; Contact information for Human Resources was generalized to reflect position titles and not staff names. Complaint policy
Section 109 (previous version of Employee Handbook) was removed from its independent section and consolidated in Section 105.		
Section 111 Communicable Disease Policy -	pg. 16	Removed the listing of various communicable diseases already identified and defined as communicable diseases.
Section 111 Reporting Procedure-	pg. 23	
Section 112 Employee Classification	pg. 17	Defined hours (40) for full-time employee status and hours (32) for part-time employee status
Section 115 Introductory Period	pg. 20 et.al.	Removed the word "trial" to Introductory in this section and throughout the handbook.
Section 122 Solicitation	pg. 22	Defined the term "working time".
Section 125 Drug-Free Workplace	pg.24	Simplified language, removed CDL language as position no longer pertains to NCCAA.
Section 140 Tuberculosis (TB), Physical Examinations, and Employee Immunizations	pg. 34	Removed CDL guidance.
Section 141 Performance Reviews	pg. 36	Re-worded Performance Improvement Plan (PIP) recommendation to "Growth Plan" to avoid confusion with program language referring to Performance Improvement Plan used corrective actions.
Section 147 Motor Vehicle Requirements	pg. 40	removed CDL requirements
Section 149 -COVID 19 Mandate Policy from the Office of Head Start.	pg. 70	Removed the OSHA mandate as it has been dissolved by the courts. Included language of current standing of the mandate in the court system.
Section 202 Pay Period and Hours	pg. 43	Defined hours (40) for full-time employee status and hours (32) for part-time employee status
Section 301 Annual Leave Benefits	pg. 47	defined hours (40) for full-time employee status and hours (32) for part-time employee status; Temporary Employees eligibility of Annual Leave accrual hours-included verbiage "based on grant guidelines"
Section 302 Sick Leave Benefits	pg. 49	defined hours (40) for full-time employee status and hours (32) for part-time employee status

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		Temporary Employees eligibility of Annual Leave accrual hours-included verbiage “based on grant guidelines”
Section 303 Leave of Absence	pg.52	simplified the policy from bi-weekly contact to five days prior to the return of work.
Section 307 Requesting Family Medical Leave (FMLA)	pg. 61	simplified the policy from bi-weekly contact to five days prior to the return of work.
Section 314 Workers Compensation	pg. 63	simplified the policy from bi-weekly contact to five days prior to the return of work.
Section 318 Consolidated Omnibus Reconciliation Act (COBRA)	pg. 66	changed months of coverage from 36 to 29
Section 324 Religious Observances	pg. 68-69	Removed language regarding accommodation of schedule changes and use of Annual Leave based on unfair burdens.
Section 327 Telecommute	pg. 71	removed language guiding prospective employees to discuss expectations to family members prior to accepting employment with the agency.
Section 404 Employee Corrective Action pg. 79- Removed word “Probation” changed to Growth Plan”		