

**CAMELOT COMMUNITY CARE  
POLICY AND PROCEDURE CHANGE LOG  
EFFECTIVE JULY 1, 2020**

- 1) **Clarification to Code of Ethics:** Camelot employees cannot enter into a romantic and/or sexual relationship with a former Camelot Community Care client.

Board Approval Date: 8/24/2020

- 2) **Addition to Internship Policy:** Added accepting medical field interns

Board Approval Date: 8/24/2020

- 3) **Addition to Employment Offers Policy:** Signed offer letters shall be maintained in the employee personnel file

Board Approval Date: 8/24/2020

- 4) **Addition to Employee Timesheet Policy:** Exempt employees must record all full workdays and workdays in which they do not attend work. This includes all: sick days; vacation days and holidays. If an employee uses leave time that is not approved or exceeds their accrued amount of leave, the employee will not be paid for the leave time. Exempt employees are still required to begin and end times for each work day.

Board Approval Date: 8/24/2020

- 5) **Addition to Employee Timesheet Policy:** Employees submitting incomplete timesheets, or no time sheet, will be paid for the hours indicated. Hours not submitted but corrected at a later time will be paid on the next paycheck.

Board Approval Date: 8/24/2020

- 6) **Clarification to Overtime Policy:** Added language that Salary Non-Exempt staff salaries are based on a 45-hour work week.

Board Approval Date: 8/24/2020

- 7) **Clarifications to Tuition Reimbursement Policy:** Added the following language  
Tuition reimbursement request may be denied due to lack of funding, budget shortfalls, or other company needs.

Board Approval Date: 8/24/2020

- 8) **Clarification to Tuition Reimbursement Policy:** Added LPN and RN as certification eligible for tuition reimbursement.

Board Approval Date: 8/24/2020

- 9) **Clarification to CEU Reimbursement Policy:** The following language was added: CEU reimbursement request may be denied due to lack of funding, budget shortfalls, or other company needs.

Board Approval Date: 8/24/2020

- 10) Deleted Camelot Sponsored Continuing Education Units policy as Camelot is no longer a certified provider of CEU's

Board Approval Date: 8/24/2020

- 11) Updated supervision policy to allow for video recording.

Board Approval Date: 11/9/20

- 12) Updated Gifts from Clients and Vendor policy to include Independent Contractors and to require disclosure of conflicts of interest.

Board Approval Date: 11/9/20

- 13) New Policy Created: Pre-Employment Reference Checks (See Below for Policy Summary)

Board Approval Date: 8/24/20

- 14) New Policy Created: Use of Tax Exemption

Board Approval: 8/24/20

- 15) Minor changes to Management of the environment of care to add language for Pandemic, PPE supplies update, and grammatical corrections

Board Approval: 3/1/2021 Approved by CEO as allowed for minor changes

- 16) Delete need for TB screening for employees as part of new hire process.

Board Approval: 3/1/2021. Approved by CEO as allowed for minor changes

17) Add policy for Strategic Planning

Board Approval: 3/1/2021. Approved by CEO as allowed for policies describing current practice.

18) Added Succession Planning policy which was created from the current Board document

Board Approval: Already an existing Board document that has been added to the policy manual.

19) Throughout the policy manual, changed sexual preference to sexual orientation and added gender identity where needed.

20) Throughout the policy manual, corrected grammar, spelling and other punctuation errors.

Board Approval: Approved by CEO as allowed for minor changes

21) Added client restraint to the reasons a significant event must be reported to the program supervisor immediately. Policy 2-9-12 – Significant Event Reporting.

22) The following was added to policy 01-03-01, employee grievance procedure.

The employee has a right to file a grievance without interference or retaliation. A copy of the notification or resolution will be included in the personnel record.

23) Policy 02-11-02 – Client Case Records: Remove reference to files being broken down and archived within 45 days of discharge. This is no longer relevant as all records are electronic.

24) Policy 02-11-03 – Client Record Review: Removed reference to Red Flag Audit tool as it is no longer in use.

25) Policy 01-01-14 – Pre-employment reference checks: Added section regarding offers of employment made prior to the receipt of references must be contingent upon the receipt of references.

26) Policy 01-01-17 – Employee Personnel File Management: Substantially re-written to reflect Camelot's use of an HRIS system for employee personnel file management.

- 27) Policy 01-01-19 – Employee Information Management: Substantially re-written to reflect the use of an HRIS system where employees manage their personal and financial information.
- 28) Policy 01-02-05 – Holidays: Updated to reflect Juneteenth as a company holiday and removal of ‘Floating Holiday’.

# **New or substantively changed Policies**

## **PRE-EMPLOYMENT REFERENCE CHECKS**

### **Professional References**

- 1) Prior to making a formal offer of employment two professional character references must be obtained from non-family professional associates.
- 2) These references may be completed telephonically using the professional reference form. The Camelot staff conducting the telephonic references must be the supervisor of the program or higher. Administrative Assistants or other non-supervisory/non-program staff may not conduct the reference calls.
- 3) If the prospective employee brings a letter or some other reference letter from associates, the letter must be verified by calling the author of the letter and completing the reference form.
- 4) After the receipt of 2 satisfactory professional references, a formal offer of employment may be made. All offers of employments made at this juncture are contingent upon receipt of written references and all other employment contingencies

### **Employment References**

- 1) Prior to the new employee start date, written employment references (different than the professional references above) completed by the prospective employee's 2 previous employers (including current employer) covering at least 3 years of employment or all former employers if the candidate has a work history of less than 3 years.
- 2) The employment reference check form must be used for these references.
- 3) The candidate must also be given the "Summary of your Rights under the Fair Credit Reporting Act" form. If the prospective employee brings a letter or some other form of reference from their current or former employers, the written reference form must still be sent out as indicated above.

# USE OF TAX EXEMPTION

## PROCEDURES

- 1) The Chief Financial Officer shall be responsible for maintaining sales tax exemption application in all the states in which Camelot Community Care operates.
- 2) All company approved purchases should be made tax free where possible. The Chief Financial officer will regularly review purchases to assure the company's sales tax exemption is being applied.
- 3) Camelot Community Care employees are not authorized to utilize Camelot Community Care's tax exemption for personal purchases and use. Violations of this policy shall result in termination.
- 4) Any Camelot Community Care employee who is aware of the Company's sales tax exemption being used for personal purposes, is required to report this violation to the Director of Human Resources.