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Welcome to Chicago Children’s Theatre!

As an employee, you will become an integral member of the team of individuals who make Chicago Children’s Theatre a great place to work. Together with your help, Chicago Children’s Theatre aspires to enrich our community through diverse and significant theatrical programming that engages and inspires the child in all of us. Chicago Children’s Theatre focuses on the production of affordable and accessible children’s theatre in Chicago, with top writing, performing and directorial talent and high-quality design and production expertise.

Please familiarize yourself with this handbook and keep it accessible for easy reference. These policies are not intended to be restrictive but, rather, to assure all employees the opportunity to work in an environment of fairness, safety and cooperation. If any questions arise regarding the application of the information contained in these guidelines, the final decision regarding interpretation rests with executive management.

We hope that your experience here will be challenging, enjoyable, and rewarding. Employees are invited to offer suggestions with regard to how Chicago Children’s Theatre operates and to be part of a cooperative and creative effort to forge and sustain a positive working environment.

Jacqui Russell
Artistic Director
INTRODUCTION

A-01 Introductory Statement

The Chicago Children’s Theatre (hereafter referred to as “CCT”) Handbook is designed to acquaint you with our general personnel policies/practices and to summarize many of CCT’s benefits. It is also a guide to your obligations as an employee. However, this Handbook is not intended to and should not be construed as creating an express or implied contract or altering the “at will” nature of your employment. Additionally, it is not intended to be an all-inclusive source of information, nor do we intend to restrict the free exercise of management’s judgment and discretion. Therefore, the Handbook is viewed as an evolving document, and consequently, CCT reserves the right to modify or rescind any policies, procedures or personnel guidelines at any time without notice. Unless otherwise indicated, this Handbook supersedes all previous written or verbal policies. There may be circumstances when regulations, laws, changes in CCT policy, practices or benefits may significantly modify provisions of this Handbook, or affect its specific or general application.

The provisions and benefits of this Handbook may not be applicable to employees otherwise covered by a collective bargaining agreement. If your job is covered by a labor contract, there may be some difference in benefits, policies and procedures between this handbook and your labor contract. In those instances, the labor contract will prevail.

A-02 Mission Statement

Chicago Children’s Theatre aspires to enrich our community through diverse and significant theatrical and educational programming that engages and inspires the child in all of us.
EMPLOYMENT

B-01  At Will Employment

Neither this handbook nor any of its provisions creates an expressed or implied contract of employment. The working relationship between CCT and its employees exists because of the consent of both parties unless otherwise described in a written individual employment contract or collective bargaining agreement from the CCT Board of Directors. Employment is not guaranteed for any definite period of time. An employee may terminate this working relationship at any time, with or without advance notice, for any reason. Additionally, CCT may terminate this working relationship at any time, with or without cause or advance notice.

B-02  Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at CCT will be based on merit, qualifications, and abilities. CCT does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex (including pregnancy), sexual orientation or gender identity, marital status, national origin, ancestry, age, veteran or military status, disability (except where related to ability to perform the essential functions of the job, in accordance with applicable laws), genetic information, or any other characteristic protected by law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Disabilities and/or Life-Threatening Illnesses: CCT will strive to make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

- **Individuals with Disabilities:** As with any other form of unlawful discrimination, unlawful discrimination against any applicant or employee with a disability will not be permitted by CCT. In accordance with applicable laws, including the *Americans with Disabilities Act (ADA)* and *the Rehabilitation Act of 1973*, reasonable accommodations may be made. Employees in need of a reasonable accommodation should contact the Artistic Director.

- **Life-threatening Illnesses:** CCT recognizes that employees with life-threatening illnesses including, but not limited to, cancer, heart disease and AIDS, may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. As long as these employees are able to meet acceptable performance standards (with or without reasonable accommodations), and medical evidence indicates that their conditions are not a threat to themselves or others, managers should be sensitive to their conditions and ensure that they are treated consistently with other employees. At the same time CCT has an obligation to provide a safe work environment for all employees. Every precaution should be taken to ensure that an employee’s condition does not present a health and/or safety threat to themselves or others.
Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Artistic Director or Business Manager. Employees should raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of prohibited discrimination will be subject to disciplinary action, up to and including termination of employment.

**B-03 Business Ethics & Conduct**

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

In general, the use of good judgment, based on high ethical principles, will guide an employee with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with a manager.

Compliance with this policy of business ethics and conduct is the responsibility of every CCT employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment.

**B-04 Immigration Law Compliance**

CCT is committed to employing only those individuals who are authorized to work in the United States and does not unlawfully discriminate on the basis of national origin.

In compliance with the *Immigration Reform and Control Act of 1986*, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and eligibility to work in the United States. Former employees who are rehired must also complete the form if they have not completed an I-9 with CCT within the current fiscal year, or if their employment authorization has since expired.

**B-05 Conflicts of Interest**

CCT’s has substantial creative, artistic, professional, and business interests that are central to supporting the effective and efficient functioning of the organization. It is expected that all employees will abide by the following policy with regard to conflicts of interest subject to the provisions of all federal, state, and local laws.

Employees are expected to promote and protect the best interests of CCT. Employees may not engage in undertakings or actions that are inconsistent with the Theatre’s best interest. Employees may not disrupt, undermine, or impair the organization’s relationships with any of its patrons, supporters, colleagues, outside organizations, or other entities with which CCT has, or has proposed to enter into agreements, cooperative ventures, or contractual relationships.

No “presumption of guilt” is created by the mere existence of a relationship with outside firms, but it is expected that each employee will disclose to an officer of CCT the existence of any personal or business relationship from which he or she may benefit financially or otherwise, if the relationship involves a person or entity with which CCT is or contemplates doing business.
If employees have any influence on transactions involving purchases, contracts or leases, it is imperative that they disclose to an officer of CCT as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

**B-06 Outside Employment**

Employees may not engage in outside actions or work that interferes with their commitment to CCT. This includes, but is not limited to, being able to meet the performance standards of their job with CCT and avoiding any employment that presents an appearance of a potential or actual conflict of interest with the undertakings of CCT. All employees will be subject to CCT’s performance standards and scheduling demands, regardless of any outside work requirements. Employees who have questions in this area should contact their supervisor prior to pursuing the anticipated activity.

All outside employment by regular full-time employees must be disclosed, preferably in writing, to an officer of CCT.

If CCT determines that an employee’s outside work interferes with performance or the ability to meet the requirements of CCT (as they are modified from time to time), or that it constitutes a conflict of interest, the employee may be asked to terminate the outside employment if he or she wishes to remain with CCT.
EMPLOYMENT STATUS & RECORDS

C-01 Employee Classifications

The following employment classifications exist with the intent to clarify the definitions of employment at CCT. While these categories exist primarily to determine eligibility for benefits, other conditions or job responsibilities might apply. These classifications do not, however, apply to bargaining unit employees covered by a collective bargaining agreement, and may not apply to employees covered by written individual employment agreements. It is an employee’s responsibility to investigate and become familiar with the requirements of his/her specific employee classification.

These classifications have been established in accordance with state and federal law, where applicable. Nothing herein shall be construed to abrogate CCT’s employment at-will policy. All employment with CCT is for an unspecified time and is subject to the mutual consent of the employee and CCT. The right to terminate the employment relationship at will, at any time, with or without cause and with or without notice is retained by both the employee and CCT. An employee’s specific employment classification should be stated in their offer of employment or employment contract.

Each employee is designated as either EXEMPT or NON-EXEMPT.

**EXEMPT** employees are employees who, because of their positional duties and responsibilities, are exempt from the overtime provisions of the *Fair Labor Standards Act* (FLSA). Exempt employees are paid an annual salary.

**NON-EXEMPT** employees are entitled to overtime compensation under the provisions of the FLSA. These employees are paid according to the number of hours worked per week and receive overtime in accordance with the law.

In addition, each employee will belong to one of the following employment categories:

**REGULAR FULL-TIME** employees are those who are not in a temporary or introductory status and who are regularly scheduled to work CCT’s full-time schedule of 35 hours or more per week. Generally, they are eligible for CCT’s benefit package, subject to the terms, conditions, and limitations of each benefit program.

**REGULAR PART-TIME** employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work 34 hours or less per week. While they receive all legally mandated benefits (such as Social Security and workers’ compensation insurance), they may be eligible for some of CCT’s other benefit programs on a prorated basis as described later within this handbook.

**SEASONAL FULL-TIME** employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work at least 35 hours per week for 30 to 51 weeks per fiscal year. These employees are hired to work a season as determined by the schedule of play productions from September 1 through August 31 (CCT’s fiscal year). Contracts must be offered and renewed every season. Seasonal full-
time employees receive all legally mandated benefits (such as Social Security and workers’ compensation insurance); however, they are generally ineligible for all of CCT’s other benefit programs.

**INTRODUCTORY** employees are those whose performance is being evaluated to determine whether further employment in a specific position or with CCT is appropriate. Employees who satisfactorily complete the introductory period will automatically move into their regular employment classification (See Policy C-04 Introductory Period). Introductory employees receive all legally mandated benefits (such as Social Security and workers’ compensation insurance).

**TEMPORARY** employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers’ compensation insurance and Social Security), they are ineligible for all of CCT’s other benefit programs.

**CONTRACTED** employees are those who are hired for a specific project and a defined period of time. Absent a written agreement to the contrary, contractors are not eligible for any CCT-sponsored benefits, whether working full or part time for the organization.

**INTERNS** are hired on a temporary basis and may receive college credit upon request. Interns are not eligible for CCT sponsored benefits.

### C-02 Employment Applications

CCT relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

### C-03 Employment References & Background Check

To ensure that individuals who join CCT are well qualified and have a strong potential to be productive and successful, it is the policy of CCT to check the employment references of all hires.

It is the policy of CCT to reserve the right to perform pre-employment background checks. The purpose of performing these checks is to determine and or confirm, within appropriate legal and professional limits, the qualifications and suitability of a job candidate for the particular position for which he or she is being considered. Background checks will help ensure the safety of the public as well as a safe working environment at CCT. All employment related decisions utilizing pre-employment background checks will be made in accordance with applicable law.
Employees will be notified of such background checks and asked to fill out an authorization form prior to any such action.

C-04 Introductory Period

All persons are hired for an introductory period of 30 days. At or before the end of this period, the employee’s performance shall be evaluated for continued employment. Any significant absence will automatically extend an introductory period by the length of the absence. If CCT determines that the introductory period does not allow sufficient time to thoroughly evaluate the employee’s performance, the introductory period may be extended for a specified time.

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. CCT uses this period to evaluate employee capabilities, work habits, and overall performance. An employee remains an “at will” employee both during and after the introductory period.

Either the employee or CCT may end the at will employment relationship at any time during or after the introductory period, with or without cause or advance notice.

Upon satisfactory completion of the introductory period, eligible employees who are continuing their employment with CCT may receive benefits as described in this Handbook and in the benefit plan documents.

C-05 Personnel Files

CCT maintains a personnel file on each employee. The personnel file includes such information as the employee’s job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of CCT, and access to the information they contain is restricted. Generally, only supervisors and management personnel of CCT who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Business Manager. With reasonable advance notice, employees may review their own personnel files in CCT’s office and in the presence of an individual appointed by CCT to maintain the files. To the extent that the law allows, certain documents will not be accessible.

It is the responsibility of each employee to promptly notify CCT of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, emergency contact information, educational accomplishments, and other such status reports should be accurate and current at all times.
C-06  Performance Evaluations

Employees and their supervisors are strongly encouraged to discuss job performance and goals on an individual, day-to-day basis. The formal performance appraisal process provides an opportunity for assessing the professional relationship between CCT and its employees.

Employee performance is ordinarily reviewed on an annual basis by your supervisor during the final quarter of the fiscal year (September 1 – August 31) and on an additional basis at the Artistic Director’s or your supervisor’s discretion. Performance is usually reviewed by the employee’s immediate supervisor and, when appropriate, by the Artistic Director. All reasonable efforts will be made to convey performance strengths, weaknesses, and goals for future performance. All increases or pay adjustments are within the sole discretion of CCT and a favorable review does not entitle any employee to a salary increase.
COMPENSATION AND TIMEKEEPING

D-01 General Wage & Salary Policies

CCT strives to pay salaries that are competitive with those in our community and industry, recognizing individual effort and contribution to the success of CCT.

Our wage and salary plan classifies each position based on:

- Knowledge and ability requirements
- Variety and scope of responsibilities
- Demands of the position

Employee salaries are generally reviewed on an annual basis. In considering whether to increase salaries, CCT takes into account such factors as performance, cost-of-living, and CCT budgetary parameters. All increases or pay adjustments are within the sole discretion of CCT and a favorable review does not entitle any employee to a salary increase. Salary increases or decreases may also result from transfers to different positions. Salaries may change (i.e., decrease and/or increase) from time to time due to changes in the economy and other outside factors.

D-02 Paydays

Paychecks for all employees are issued every other Thursday, unless otherwise stated by a separate contract. In the event that payday falls on a holiday, the payday will be the last workday before the holiday.

Salary stubs are provided as a record of earnings and employees are urged to save them. By January 31 of each year, employees will receive a statement indicating total earnings and income taxes withheld to be used for federal and state tax returns for the previous year.

Employees may be paid by check or through direct deposit of funds to either a savings or checking account at their bank of choice (providing the bank has direct deposit capability). To activate direct deposit, a Direct Deposit Authorization form may be obtained and the completed form must then be returned with a voided personal check to the Business Manager. Due to banking requirements it may take several weeks for activation of the Direct Deposit.

If a check is lost, employees should immediately notify a supervisor and the Business Manager. If the bank has not paid your check, the Business Office will issue a stop payment notice. The cost of replacing the check may be passed on to the employee. A lost check will be reissued at the next pay period after the Business Manager has received the written authorization.

D-03 Time Sheets

All hourly employees are required to maintain accurate time records regarding the amount of time they spend on CCT business each day and turn such records in to their supervisors on a weekly or bi-weekly basis.
D-04 Overtime

Overtime pay is calculated at one and one-half times the employee’s regular rate of pay for all hours over 40 in one work week and/or all hours over 10 in one day. Overtime work must be approved in advance. Employees who work overtime without advance permission of their supervisor or the Artistic Director may be disciplined, up to and including termination of employment. Overtime is calculated based upon working hours. PTO, leaves of absence and time off are not working hours and are not counted in calculating overtime work. Employees who qualify as administrative, executive or professional employees within the meaning under the state and federal wage and hour laws, or who are otherwise exempt from overtime pay under applicable law, are not eligible for overtime pay and are not subject to this provision.

D-05 Comp Time

Full-time salaried employees defined by the State of Illinois as executive, administrative or professional (or otherwise defined as exempt) are not entitled to overtime pay for hours worked beyond 40 per week. However, CCT recognizes that these employees may work, not only beyond 40 hours per week from time to time, but also that their extra work may continue for an extended period. Because of that, the Artistic Director may, at the Artistic Director’s discretion, and at the Artistic Director’s initiative or at the request of an employee, grant defined amounts of “compensatory time off,” also referred to as “comp time,” to be taken at a time mutually convenient to the employee and CCT. Such comp time is entirely discretionary, is not to be regarded as an entitlement, and if unused will not be paid for any reason upon an employee’s termination of employment.

D-06 Administrative Pay Corrections

CCT takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Business Manager so that corrections can be made as quickly as possible.

D-07 Pay Deductions & Setoffs

The law requires that CCT make certain deductions from every employee’s compensation. Among these are applicable federal, state, and local income taxes. CCT also must deduct Social Security taxes on each employee’s earnings up to a specified limit that is called the Social Security “wage base.” CCT matches the amount of Social Security taxes paid by each employee.

CCT offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Pay setoffs are pay deductions taken by CCT, usually to help pay off a debt or obligation to CCT or others. If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Business Manager can assist in having your questions answered.
Wage garnishments are sometimes requested by a court or a government agency and CCT is directed to withhold a certain amount of money from an employee’s paycheck and send it to a person or agency. If CCT is instructed by a court or agency to garnish an employee’s wages, the employee will be notified of the garnishment. Please note that CCT is legally required to comply with these orders. If an employee disputes or has concerns about the amount of a garnishment, employees must contact the court or agency that issued the order.

You may authorize CCT to make certain types of additional deductions. Questions regarding deductions should be addressed to the Business Manager.

Note: CCT prohibits improper pay deductions. You must immediately contact the Business Manager for any improper pay deduction concern. CCT will reimburse an employee for any improper deduction.

D-08 Termination Payments

Because employment with CCT is based on mutual consent, both the employee and CCT have the right to terminate employment at will, with or without cause, at any time. In accordance of the Illinois State Law, final paychecks for a terminated employee will be issued on the next regular payday and will be mailed to the address on file.
EMLOYEE BENEFIT PROGRAMS

E-01 Employee Benefits

This portion of the Handbook contains a very general overview of the benefits to which you may be entitled as an employee of CCT. Please understand that this general overview is not intended to, and does not, provide you with all the details of these benefits. Therefore, this Handbook does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available for your examination from the Business Manager. To the extent that any of the information contained in this Handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create an express or implied promise of employment or future benefits, or a binding contract between CCT and its employees, retirees or their dependents, for benefits or for any other purpose. All employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect.

Benefits eligibility is dependent upon a variety of factors, including employee classification and other factors contained in the plan documents. A number of the programs (such as social security, workers’ compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law. The following employee benefits may be available to eligible employees who have successfully completed the required waiting period, if any, and any other eligibility requirements as specified by the policy or plan documents of each benefit:

- Bereavement Leave
- Family Leave
- Flexible Spending Account
- Holidays
- Jury Duty Leave
- Medical/Life Insurance
- Military Leave
- Paid Time Off (PTO)
- Retirement Savings Plans
- Tickets for Employees
- Time off to Vote
- Transit Benefit

Some benefit programs require contributions from the employee.

E-02 Paid Time Off

The purpose of Paid Time Off (PTO) is to provide employees with flexible paid time off from work that can be used for such needs as vacation, personal or family illness, doctor appointments, school, volunteerism, and other activities of the employee’s choice. Only Regular full-time exempt employees are eligible for PTO.

PTO is accrued at 3.84 hours per week, which is equivalent to 25 days on an annual basis. PTO is added to the employee’s PTO bank when the bi-weekly paycheck is issued. PTO taken will be subtracted from the employee’s accrued PTO bank in half-day (four hour) increments.

Eligibility to accrue PTO is contingent on the employee either working or utilizing accrued PTO for the entire bi-weekly pay period. PTO is not earned in pay periods during which unpaid leave,
short or long term disability leave or workers’ compensation leave are taken. Time that is not covered by the PTO policy, and for which separate guidelines and policies exist, include CCT-paid holidays, bereavement time off, required jury duty, and military service leave.

**Scheduling PTO:** To help manage the business and production schedules, employees should schedule planned time off well in advance. Every effort will be made to grant PTO when it is requested. However, PTO requests may be denied if management determines that it would interfere with work commitments. When an employee needs to use PTO unexpectedly, the employee must notify his/her supervisor as soon as possible. An employee may not take more than 10 consecutive (or 12, where 12 days equals two work weeks) days of paid leave time, except under extenuating circumstances and with the express advance approval of the Artistic Director.

**Grace Period:** Unless agreed to in writing prior to your first day of employment, PTO is not permitted in the first three months of full-time employment. Regular full-time exempt employees who have passed their introductory period and are eligible for paid leave may begin using the twenty-five PTO days that they would normally earn if employed through the end of the fiscal year (August 31), if approved in advance by the Artistic Director; however a vacation lasting one full workweek or more may not be taken until at least six months of full-time employment have been completed.

**Absence Request Forms:** All employees requesting PTO must submit an email with the request or an Absence Request Form to their supervisor prior to taking paid leave time. Absence Request Forms may be obtained from the Business Office. Completed forms should be submitted to the department head.

**Expiration:** The allotment of twenty-five paid leave days must be used in the fiscal year (September 1 – August 31) in which they were earned. They are not automatically carried over from year to year nor can they be exchanged for salary. Unused paid leave time will be lost if not used by the end of the fiscal year, except as noted below.

**Carry-over:** If total allocation of paid leave time is not taken during the fiscal year, carry-over of unused time may be approved in writing by the Artistic Director. In this case, carry-over paid leave time must be used by December 31 of the new fiscal year. Carry-over days are limited to five (5) per fiscal year (September 1 – August 31) unless otherwise approved in writing by the Artistic Director.

**Termination of Employment:** Upon termination, an employee will be paid for any earned but unused paid leave days. Adjustments will also be made for paid leave time which was taken in advance, but which was not earned by the time of termination of employment. Any remaining paid leave cannot be used once notice has been given by or to an employee.

**E-03 Time Off**

**Holidays observed by CCT**

- Labor Day
- Thanksgiving Day
- Martin Luther King, Jr. Day
- Presidents’ Day
• Friday after Thanksgiving Day
• Christmas Eve
• Christmas Day
• New Year's Eve
• New Year's Day

• Memorial Day
• Independence Day
• Columbus Day
• Veteran's Day

Only Regular full-time exempt employees receive all holidays listed off with pay, in addition to their allotted PTO per fiscal year (September 1 – August 31).

**Time Off to Vote**

Under Illinois law, employees have the right to schedule a two-hour work absence between the opening and closing of polls on Election Day for the purpose of voting. The absence must be scheduled in advance with the employee’s supervisor and CCT reserves the right to specify the hours during which the employee may be absent. For hourly employees, the time off will be without pay.

**Jury Duty**

CCT encourages employees to fulfill their civic responsibilities by serving jury duty when required. A regular full-time exempt employee who is absent due to jury duty will continue to receive their regular salary, provided they continue to perform their duties for CCT as completely as possible when court is not in session. Employees must provide the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits. If jury duty is expected to last more than three days, the employee must discuss scheduling options with their supervisor.

Either CCT or the employee may request an excuse from jury duty if, in CCT’s judgment, the employee’s absence would create serious operational difficulties.

**E-04 Leaves of Absence**

*Family and Medical Leave Act (FMLA) Leave:* Eligible employees may be entitled to up to 12 workweeks, or in some cases 26 workweeks, of unpaid leave during a 12-month period, as provided under the *Family and Medical Leave Act of 1993* (FMLA).

- To be eligible for coverage under the FMLA, an employee must have worked for CCT for at least 12 months and at least 1,250 hours during the 12 month period prior to the leave.
- Eligible employees may take up to 12 unpaid workweeks of leave for any of the following reasons:
  - the birth of a child, and to care for the newborn child.
  - the placement of a child with the employee for foster care or adoption.
  - to care for the employee’s spouse, domestic partner, son, daughter, or parent who has a serious health condition.
• a serious health condition of the employee that makes the employee unable to perform the functions of the employee’s job.

• a qualifying exigency arising out of the active duty or call to active duty of a spouse, domestic partner, child or parent serving as a member of the United States Armed Forces’ Reserve Components or as a member or reservist in the National Guard in support of a contingency operation.

Eligible employees may take up to 26 unpaid workweeks of leave to care for a “covered servicemember” who is a spouse, domestic partner, child, parent, or next of kin on a per servicemember, per injury basis. The covered servicemember must have a serious injury or illness incurred while on active duty in the Armed Forces (including but not limited to members of the National Guard or Reserves) for which the servicemember is undergoing medical treatment, recuperation or therapy; be otherwise in an outpatient status; or otherwise on the temporary disability retired list for a serious illness or injury. [Note that if an eligible employee takes leave for the care of a covered servicemember and leave for any other FMLA-covered reason, the associate is entitled to only a combined total of 26 weeks during the single 12-month period in question.]

• The 12-month period for calculating FMLA leave entitlement is a rolling 12-month period measured backward from the date an employee uses any FMLA leave. Leave for care of a child after birth, or placement for adoption or foster care, must conclude within 12 months of the birth or placement.

• Employees taking FMLA leave are required to substitute any available PTO time (sick days, vacation, personal, days, income maintenance, workers’ compensation, disability, etc.) for unpaid FMLA leave, and such substituted paid leave will be considered as part of the total 12 weeks (or 26 weeks) provided under the FMLA. Once any available paid leave is exhausted, the remainder of the FMLA leave will be unpaid. If, for example, an eligible employee deems it necessary to take a 12-week leave of absence to care for a covered family member with a serious illness, once the portion of the accrued paid time is exhausted, all other time remaining in the 12-week leave of absence will be unpaid.

• Medical, dental and life insurance benefits for employees participating in such programs will be maintained during leave covered by FMLA, provided the employee continues to pay the employee’s portion of the health insurance premiums.

• Employees will not accrue PTO during an FMLA leave.

• Employees must give at least 30 days advance notice when FMLA leave is foreseeable. If the need for FMLA leave is not foreseeable 30 days in advance, notice must be given as soon as practicable. Additionally, when possible, an employee should make a reasonable effort to schedule treatment for which leave is needed in a way that will not unduly disrupt CCT’s business.
• Employees will be required to provide medical certification supporting the need for leave due to a serious health condition affecting the employee or a covered family member or servicemember. In the case of an employee’s serious health condition, the medical certification should include confirmation of the employee’s serious health condition and medical inability to work, a brief statement of the medical facts which support the certification, the probable duration of the employee’s inability to work, and a projected date when the employee is expected to be able to return to work. CCT may require additional medical opinions at its expense. CCT may also require periodic recertification, as well as periodic reports during the FMLA leave regarding the employee’s status and intent to return to work. In the case of an employee’s serious health condition, a fitness for duty report will also be required upon return to work. Employees may take FMLA leave on an intermittent basis or on a reduced leave schedule where medically necessary.

• When FMLA leave is requested, an employee will be provided with the appropriate certification form, and the employee will have fifteen (15) calendar days to submit the completed form. If the employee fails to timely provide the required certification, the employee’s FMLA leave may be delayed or denied, and the absences in question may be considered unexcused.

• Upon completion of the FMLA leave, eligible employees will be permitted to return to their previous job, if available, or to an equivalent job, to the extent required by the FMLA.

• If the employee fails to return to work at the conclusion of an approved FMLA leave, CCT may proceed with the understanding that the employee has voluntarily resigned their employment, unless CCT has received the employee’s request to receive additional forms of leave.

Additional Medical Leaves: Regular full-time exempt employees who are not eligible for FMLA leave because they have not been employed by CCT for at least one year, have not worked 1,250 hours during the prior 12-month period, or have already exhausted available FMLA leave may request a medical leave for their own serious health condition that makes them unable to work for a period of more than seven (7) consecutive work days as provided below:

• Full Time employees may request an unpaid medical leave of up to 4 workweeks in a 12-month period, with supporting medical certification. A request may be made for an extension of the unpaid medical leave for an additional period of up to four (4) workweeks in the 12-month period, with supporting medical certification, for a total maximum leave period of eight (8) weeks. (The 12-month period is a rolling period measured backwards from the date an employee uses any medical leave.)
• Employees taking a medical leave are required to substitute any available PTO (sick days, vacation, personal days, workers’ compensation, disability, etc.) for unpaid medical leave provided under this section, and such substituted paid leave will be considered as part of the total medical leave provided under this section. Once any available paid leave is exhausted, the remainder of the medical leave provided for in this section will be unpaid.

• Medical, dental, and life insurance benefits for employees participating in such benefit programs will be maintained during an approved medical leave, provided the employee continues to pay the employee’s portion of the insurance premiums.

• Employees will not accrue PTO time during medical leave.

• Medical leave days may not be carried over into the next fiscal year, nor are employees compensated for unused medical leave days upon termination.

• Employees must give 30 days advance notice when medical leave is foreseeable. If the need for medical leave is not foreseeable 30 days in advance, notice must be given as soon as practicable. Additionally, when possible, an employee should make a reasonable effort to schedule treatment for which leave is needed in a way that will not unduly disrupt CCT’s business.

• Employees will be required to provide medical certification supporting the need for leave. The medical certification should include confirmation of the employee’s serious health condition and medical inability to work, a brief statement of the medical facts which support the certification, the probable duration of the employee’s inability to work, and a projected date when the employee is expected to be able to return to work. CCT may require additional medical opinions, periodic recertification and periodic reports during the leave regarding the employee’s status and intent to return to work. A fitness for duty report will also be required upon return to work.

• Upon completion of an approved medical leave, eligible employees will be permitted to return to their previous job or an equivalent job, if available.

• If the employee fails to return to work at the conclusion of an approved medical leave, CCT may proceed with the understanding that the employee has voluntarily resigned their employment, unless CCT has received the employee’s request to receive additional forms of leave.

**Bereavement Leave:** All employees may remain away from work on paid leave for up to five (5) working days following the death of a spouse, significant other, parent, child, sibling, grandparent, or the parent, child, sibling, or grandparent of the employee’s spouse or significant other. Paid grief time for these and other losses (not listed above) may be granted at the discretion of the Artistic Director. All employees must submit a request by email or with an Absence Request Form to their supervisor prior to taking grief time, if possible. If it is not
possible to submit the form prior to the absence, employees must notify their supervisor by phone, and must complete a form upon their return to the office.

**Emergency Medical Leave:** After one year of full time employment, a Regular full-time exempt employee may remain away from work on paid leave for up to five (5) working days for the hospitalization of a spouse, parent, child, sibling, grandparent, or the parent, child, sibling, or grandparent of the employee’s spouse or significant other. Paid emergency medical leave time for family not listed above may be granted, under special circumstances, at the discretion of the Artistic Director.

- Emergency medical leave days may be used intermittently or consecutively, but may not exceed 5 days over the course of a fiscal year.
- Emergency medical leave days may not be carried over into the next fiscal year, nor are employees compensated for unused emergency medical leave days upon termination.
- If additional time is needed, the employee must request an official leave as outlined above in the FMLA or the Additional Medical Leave policies.
- All employees must submit an Absence Request Form to their supervisor prior to taking emergency medical leave, if possible. If it is not possible to submit the form prior to the absence, employees must notify their supervisor by phone, and must complete a form upon their return to the office.

**VESSA:** CCT recognizes that a leave of absence may be necessary in situations involving serious domestic crises.

**Victims’ Economic Security and Safety Act (VESSA):** Passed in 2003, VESSA provides that eligible employees are entitled to an unpaid leave of absence up to 12 workweeks within a 12 month period.

- Eligible employees are those who are victims of domestic abuse, sexual violence or stalking, as well as those who have a family or household member who is the victim or domestic abuse, sexual violence or stalking (and whose interests are not adverse to the employee as it relates to the domestic abuse, sexual violence or stalking).
- “Family or household member” is defined as a spouse, parent, child, any person jointly residing in the same household, or as further defined by law.
- Eligible employees may take unpaid VESSA leave in order to:
  - seek medical attention for, or recover from, physical or psychological injuries to the employee or the employee’s family or household member;
  - obtain counseling or services from a victims’ support group for the employee or employee’s family or household member;
  - take security and/or safety measures (such as relocation) to increase safety of the employee or the employee’s family or household member or to ensure economic security; or
  - seek legal assistance for the employee or the employee’s family or household member, including participating in related court proceedings.
• Employees must give at least 48 hours’ advance notice when practicable.
• Employees are required to submit certification/documentation substantiating the
  need for the leave.
• During VESSA leave, employees do not continue to accrue paid time off. PTO
  accrual will continue when once the employee has returned to work.
• Employees are required to exhaust all paid leave for which they are eligible under
  CCT policies before continuing VESSA leave on an unpaid basis.
• In accordance with VESSA, employees returning to work following such leave
  will be reinstated to the same or an equivalent position within CCT.
• Employees who anticipate the possibility of taking VESSA leave should contact
  their supervisor or the Executive Director.

Military Leave: An employee who is a member of the United States Army, Navy, Air Force,
Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted a leave
of absence for military service, training or related obligations in accordance with applicable law.
Employees on military leave must substitute their accrued PTO time for unpaid leave. At the
conclusion of the leave, upon the satisfaction of certain conditions, an employee generally has a
right to return to the same position he or she held prior to the leave or to a position with like
seniority, status and pay that the employee is qualified to perform.

All leaves described above, must be approved in writing by the Artistic Director or the Business
Manager. Complete copies of the Family and Medical Leave Act, the Victims’ Security and
Safety Act, and the applicable military leave laws are available upon request. Any questions
about CCT’s leave policies should be directed to the Artistic Director or the Business Manager.

E-05 Workers’ Compensation Insurance

CCT provides a comprehensive workers’ compensation insurance program at no cost to
employees. This program covers injuries sustained in the course of employment that require
medical, surgical or hospital treatment. Employees who sustain work-related injuries should
inform their supervisor immediately. Failure to do so could result in discipline, up to and
including termination. CCT requires all employees to file a written report of any on the job
injury or accident within 24 hours of occurrence. This will enable an eligible employee to
qualify for coverage as quickly as possible.

E-06 Medical Insurance

Coverage is available to eligible regular full-time exempt employees beginning the first day of
the month following the employee’s first 20 days of employment. Upon qualifying as an
eligible regular full-time exempt employee under the definition in this Handbook, a portion of
the health insurance premium will be covered by CCT as follows:

• CCT will cover 70% of the health insurance premium cost of a single person, per
  employee per month, and the remainder is paid by the employee. CCT reserves
the right to adjust the amount it contributes toward the health insurance premium at the start of each plan year (Feb. 1 – Jan. 31).

- Eligible full-time salaried employees may obtain dependent coverage, provided they contribute to the extra cost associated with such coverage. At this time, CCT’s health insurance carrier defines a dependent as a spouse (an employee may be required to supply a marriage license) or any other person for whom the employee is a parent or legal guardian. Employee covers 100% of the cost of dependent coverage over his/her individual coverage.

E-07  Life Insurance

CCT provides a $25,000 term life insurance policy and $25,000 accidental death and dismemberment policy to eligible regular full-time exempt employees. There is no cost to the employee and participation is effective on the first day of the month following 60 days of employment.

E-08  Retirement Savings Plans

CCT has two retirement plans available, a 401(k) and a Roth plan. The plans are based solely on employee contributions and are voluntary. If an eligible employee chooses to participate in either the 401(k) or Roth plan, more information may be obtained from the Business Office.

All eligible regular full-time exempt employees may receive a discretionary contribution, by CCT, to their account balance under the plans. Such contribution shall be determined at the sole discretion of management based upon the fiscal health of the organization. If a contribution is made, it shall be paid directly into the 401(k) or Roth plan by CCT and may not be taken as a cash payout by the employee. Employee must have been employed by CCT on the last day of the Plan Year, having worked at least 1,000 hours of service during the Plan year, and must be a current employee of CCT on the day of disbursement to qualify for the discretionary contribution. Please refer to the applicable Summary Plan Descriptions (SPDs) for more information about the retirement savings plans.

E-09  Transit

All CCT staff members are eligible for the Chicago Transit Authority employee benefit card. This enables employees to deduct pre-tax earnings for the specific purpose of purchasing CTA transit cards. Complete information and enrollment forms are available from the Business Office.

E-10  Flexible Spending Account

CCT has established a Flexible Spending Account (FSA) for the benefit of its eligible regular full-time exempt employees. Eligible employees may participate in the FSA subject to all terms and conditions of the agreement between CCT and the subcontractor providing plan services. Eligible employees may elect to participate within 30 (thirty) days of the employee’s hire date or during the general enrollment period, which is December 1-31 of each year.
Details of the FSA plan, which includes a Medical FSA and a Dependent Care FSA, are described in the applicable SPD. An SPD and information on details of participation will be provided in advance of enrollment to eligible employees. Contact the Business Office for more information.

E-11 Complimentary Tickets

Full-Time Exempt employees may receive complimentary tickets to CCT performances for friends, family, or theatre industry connections. At present, there is no specific limit to number of tickets allotted per staff member per production, but rather, employees should exercise reasonable judgment when requesting complimentary tickets. Requests for tickets should be directed to the Box Office. Complimentary tickets are never guaranteed and are subject to availability.
WORKPLACE ENVIRONMENT

F-01 Health & Safety

CCT is committed to providing a safe and healthy work environment for employees, audience members, and visitors. CCT recognizes that safety is everyone’s responsibility, and expects all employees to take responsibility for working together to prevent accidents. Employees may discuss safety concerns with management at any time.

CCT provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

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

Supervisors will ensure that employees work only when they are fit for duty and have the appropriate skills necessary to perform their assigned tasks. All safety apparel and equipment must be used appropriately in designated work areas. Appropriate clothing and shoes (i.e. no flip-flops) should be worn as required for the tasks that are required.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers’ compensation benefits procedures. Failure to timely report a workplace injury may result in discipline, up to and including termination.

F-02 Workplace Violence Prevention

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

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited on the premises of CCT without proper authorization.

Conduct that threatens, intimidates, or coerces another employee or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual’s sex, sexual orientation, race, age, national origin, disability, or any characteristic protected by federal, state, or local law.
All threats of or actual violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, interns, vendors, solicitors, or members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

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

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

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

CCT encourages employees to bring their disputes or differences with other employees to the attention of their supervisor or the Artistic Director before the situation escalates into potential violence. CCT is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

F-03 Drug & Alcohol Use

It is CCT’s desire to provide a drug-free, healthful and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs. Any instance of use, possession, distribution, manufacture or sale of alcohol or illegal drugs on the premises or while working off premises for CCT shall be subject to immediate and serious disciplinary action up to and including discharge. Employees are required to notify the Artistic Director of any criminal drug conviction for a violation occurring in the workplace no later than 5 days after such conviction.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

CCT understands that at certain social events on or off the premises employees may serve, use or possess alcohol at the discretion of their supervisor.

F-04 Sexual & Other Unlawful Harassment

CCT will not tolerate harassment, sexual or otherwise, in the workplace. It is CCT’s policy that all employees are responsible for assuring that the workplace is free from sexual and other harassment. No employee, regardless of gender, should be subject to unwelcome verbal, physical, or visual conduct that is sexual in nature or that shows hostility to the employee because of the employee’s gender. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that reasonably may be construed as
unwelcome, that is personally offensive, and/or that debilitates morale. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the submission to such conduct is made either explicitly or implicitly a term or condition of employment; or such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

CCT also prohibits harassment based on a person’s race, color, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, disability or any other legally protected characteristic and will not tolerate any form of harassment, including sexual harassment, against any employee by anyone, including co-workers, supervisors, partners, vendors, clients or any third party. Everyone at CCT is responsible for assuring that our workplace is free from prohibited harassment and is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited harassment.

Prohibited Conduct: In accordance with the policy stated above, this policy includes UNWELCOME conduct, whether verbal, physical or visual, that is based upon an individual’s protected status, such as sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran or military status, citizenship status, sexual orientation, gender identity, genetic information, or other characteristics protected by law. CCT will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual’s work performance or that creates an intimidating, hostile or offensive working environment. Such prohibited conduct includes but is not limited to ridicule of individuals based on their status or other verbal, physical or visual abuse or conduct based on their status or other protected characteristics. An employee who is subjected to Prohibited Conduct shall immediately report that conduct to an officer so that remedial action may be taken.

Sexual Harassment: For these purposes, sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct based on sex when:

- submission to such conduct becomes an implicit or explicit term or condition of employment,
- submission to or rejection of the conduct is used as the basis for any employment decision
- the conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Sexual Harassment is not limited to explicit demands for sexual favors. It can include other UNWELCOME conduct based on sex, whether directed toward a person of the opposite or same sex, and may include actions such as:

- unwelcome sex-oriented verbal ridicule
- unwanted sexual advances or repeated flirtations
- asking unwelcome questions or making unwelcome comments about another person’s sexual activities, dating, personal or intimate relationships or appearance
• graphic or degrading sexually-oriented comments about an individual or his or her appearance or sexual activity
• unwelcome whistling, staring or leering at another person
• pressure for sexual activity such as offering or implying an employment-related reward in exchange for sexual favors or submission to sexual conduct, or threatening or taking negative employment action if sexual conduct is rejected
• unwelcome sexually suggestive or flirtatious letters, notes, invitations, e-mails or voice mails,
• unwelcome intentional touching of another person or other unwanted intentional physical contact including patting, pinching, or brushing against another person’s body
• displaying or circulating pictures, objects or written materials (including e-mail forwards, graffiti, cartoons, photographs, pinups, calendars, magazines, figurines, novelty items) that are sexually suggestive or that demean or show hostility to a person because of the person’s gender.

An employee who believes they may be subjected to Prohibited Conduct and/or Sexual Harassment, or who believes they may have witnessed Prohibited Conduct and/or Sexual Harassment shall immediately report that conduct to an officer so that remedial action may be taken.

Reporting: Everyone at CCT is responsible for assuring that our workplace is free from all forms of prohibited harassment. CCT encourages employees who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome. However, CCT recognizes that in some instances, confrontation may not be feasible. Any employee who has experienced or witnessed any conduct that may be a violation of this policy is to immediately bring the problem to the attention of the Artistic Director or the Business Manager.

Investigation: All reports describing conduct that may be a violation of this policy will be promptly and thoroughly investigated by the Artistic Director and/or the Business Manager, and appropriate action taken. If an investigation confirms that a violation of this policy has occurred, CCT will take corrective action, including discipline and/or dismissal, as is appropriate under the circumstances. CCT reserves the right to take disciplinary action in cases of inappropriate behavior, even if that behavior does not amount to a violation of the law. In the event of harassment by an individual who does not work at CCT, CCT will take corrective action reasonable and appropriate under the circumstances.

Retaliation: Any retaliation against an employee for bringing a good faith report of conduct that may be a violation of this policy, assisting in an investigation of any such reports, bringing sexual harassment charges or assisting in investigating of such charges is strictly prohibited by CCT. Violation of this policy may result in discipline up to and including termination. Any employee bringing a good faith sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment, nor discriminated against or discharged. An employee who is subjected to retaliation shall immediately report that conduct to an officer so that remedial action may be taken.
Confidentiality & Documentation: To the extent reasonably possible, confidentiality with respect to reports and related investigations will be maintained by an officer of CCT who is not involved in the alleged incident. However, complete anonymity cannot be guaranteed. While CCT will take reasonable steps to maintain the confidentiality of the complaint, a fair and effective investigation may necessitate the disclosure of names of complaining parties and witnesses. CCT will retain confidential documentation of all allegations and investigations and will take appropriate corrective action, including disciplinary measures when warranted, to remedy any violation of this policy.

Management Responsibility: Supervisors, managers and officers are responsible for making sure this policy is being enforced at all times and with respect to all employees and applicants. Supervisors and managers must promptly report any and all observations, knowledge or complaints of discrimination or harassment or inappropriate or offensive conduct to the officers regardless of whether the conduct occurred in their area or whether or not the employee has made a report or complained about the conduct. Failure of an employee to report claims of harassment hinders CCT from taking steps to remedy the problem and preventing future occurrences. An employee’s request that issues of discrimination or harassment not be pursued does not excuse a failure to report the conduct. Supervisors are reminded that if they engage in, permit or condone discrimination or sexual or discriminatory harassment in the workplace or in job settings, they may be held personally accountable by CCT and under applicable law.

F-05 Interaction with Minors

Statement of Policy: Because of the specialized audience of CCT and its programs, employees are required to conduct themselves accordingly when in the company of minors.

Prohibited Conduct:

- Members of the staff, including interns and contracted employees, are prohibited from “dating” youths (under 18 years of age) or encouraging an emotional and/or sexual relationship with a minor who is in any way affiliated with CCT and its programs. Consent of the minor is irrelevant. Any staff member engaging in such activities will be immediately discharged.
- Staff members must be cautious of improper touching, and be aware that even a casual gesture may cause emotional injury, particularly to a child.
- CCT employees must also be conscious of their conversation when accompanied by minors. Foul language and inappropriate content are explicitly prohibited.

Federal and Illinois State Laws: It is the policy of CCT that every staff member be conversant with the conditions of the Federal and Illinois State laws and policies regarding the abuse and neglect of children. Definitions, according to Illinois State Law (Ch. 325):

- **Physical Abuse**: Abused child means a child whose parent, immediate family member, any person responsible for the child’s welfare, any individual residing in the same home as the child, or a paramour of the child’s parent:
  - Inflicts, causes or allows to be inflicted, or creates a substantial risk of physical injury, by other than accidental means, that causes death,
disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function

- Commits or allows to be committed an act or acts of torture upon the child
- Inflicts excessive corporal punishment
- Commits or allows to be committed the offense of female genital mutilation
- Causes to be sold, transferred, distributed, or given to the child under 18 years of age a controlled substance, except for controlled substances that are prescribed and dispensed to the child in accordance with the law
- Commits or allows to be committed the offense of involuntary servitude, involuntary sexual servitude of a minor, or trafficking in persons for forced labor or services

- **Neglect:** *Neglected child* means any child who is:
  - Not receiving the proper or necessary nourishment or medically indicated treatment including food or care, not provided solely on the basis of the present or anticipated mental or physical impairment as determined by a physician, or otherwise is not receiving the proper or necessary support or medical or other remedial care as necessary for a child’s well-being
  - Not receiving other care necessary for his or her well-being, including adequate food, clothing, and shelter
  - A newborn infant whose blood, urine, or meconium contains any amount of a controlled substance or a metabolite thereof

- **Sexual Abuse:** *Abused child* also includes a child whose parent, immediate family member, any person responsible for the child’s welfare, any individual residing in the same home as the child, or a paramour of the child’s parent commits or allows to be committed any sex offense against the child.

- **Emotional Abuse:** *Abused child* also includes impairment or substantial risk of impairment to the child’s emotional health.

- **Abandonment:** *Neglected Child* also includes a child who is abandoned by his or her parents or other person responsible for the child’s welfare without a proper plan of care.

**Mandated Reporters:** Staff members who know or have reason to believe a child is being neglected, physically, sexually, or emotionally abused, or abandoned MUST immediately report this information to their supervisor or the Artistic Director. The proper authorities (Illinois Department of Child and Family Services, State Central Register, 1-800-25A-BUSE) will be notified as soon as possible. In accordance with Illinois State Law (Ch. 325):

- Any person who has reasonable cause to believe that a child is abused or neglected may report.
- The report shall include the name, occupation, and contact information of the person making the report.
- Any disclosure of information shall not identify the person making the report.
Summary: Employees of CCT are responsible for conducting themselves in a manner consistent with the Federal and State laws and CCT policies concerning child abuse, neglect and proper conduct in the company of minors so that they may be properly enforced. Employees are also accountable for establishing and maintaining an environment within CCT that encourages compliance with these laws and policies. Employees with questions regarding this policy may direct their concerns to the Business Manager or Artistic Director.

F-06 Whistleblower Policy

CCT is committed to lawful and ethical behavior in all of its activities and requires its board members, committee members and staff to conduct themselves in a manner that complies with all applicable laws and regulations. At any time an employee has a concern regarding the propriety or legality of any action contemplated to be taken or that has been taken by the organization or any other CCT person, or believes that an action needs to be taken for CCT to be in compliance with law or appropriate ethical standards, the employee should promptly advise their supervisor, the Artistic Director or the Business Manager.

If management is unresponsive, if the complainant believes management will be unresponsive, or if management is itself the subject of the concern, the employee should contact the President of the Board or Directors to report his or her concerns. Every effort will be made to investigate a report by an employee as discreetly as possible. Because of the need to investigate the report, correct a problem, or prevent future problems, the organization cannot, however, promise complete confidentiality.

No employee will be discharged, threatened, discriminated against, or retaliated against in any manner for reporting in good faith what he or she perceives to be wrongdoing, violations of law, or unethical conduct.
OFFICE PRACTICES

G-01 Work Schedules

CCT’s regular work week is from 12:00 AM Monday to 11:59 PM the following Sunday. General administrative office hours are 9:00 AM to 5:00 PM, Monday through Friday. Alternate hours may be arranged only with permission of a supervisor or the Artistic Director as outlined below.

Irregular Hours: When hired, employees are made aware that some early morning, evening, and weekend work may be a part of their job. Such instances will be scheduled by the employee’s supervisor or the Artistic Director at least one week prior to the event.

Flex Time: Flexibility is essential in a theatrical setting, such as CCT. “Flex Time” is defined as work time outside of CCT’s regular business hours that is substituted for work time during regular business hours. Flex Time may be established with the approval of the Artistic Director, but will be contingent upon workload and other conditions. Flex Time starting and ending times may vary, either on an ad-hoc or scheduled basis, as jointly agreed by the employee and the Artistic Director.

Summer Hours: During the months of June, July, and August, the CCT office will close at 2:00 PM on Friday afternoons, provided that this early closure does not adversely affect an employee’s ability to complete work on deadline. All other days will maintain regular hours. CCT reserves the right to discontinue ‘Summer Hours’ completely or on a temporary basis at the discretion of the Artistic Director.

G-02 Rest & Meal Periods

Regular full time employees are provided with one meal period of 60 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements.

Regular part-time and seasonal full-time employees will be provided with an unpaid meal break (no less than 30 minutes in length for each 8-hour workday). If employees work between 4-7 hours in a workday, they will receive a 20-minute break.

Each workday, employees are provided with two (2) rest periods of 10 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations or work areas beyond the allotted rest period time. The 10-minute period includes the time required to go from and return to one’s work area.

G-03 Employee Conduct & Work Rules

To ensure orderly operations and provide the best possible work environment, CCT expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.
The reputation of CCT can be greatly enhanced or compromised by the standards of work maintained in all aspects of its operation. This includes the cohesiveness and professionalism of all work turned out, the appearance of the office and the attitude in which the business is handled. Orderliness and cleanliness should be valued, particularly in consideration of visitors to the CCT office.

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

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping or other records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned, audience-owned, theatre building, or shop property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or absences without proper notice
- Unauthorized use of telephones, mail system, computers, or other employer-owned equipment
- Unauthorized disclosure of business “secrets” or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

Employment with CCT is at the mutual consent of CCT and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

G-04 Attendance

Faithful attendance of all employees is an important element in the office operations of CCT. This is particularly true because of the size of the office and the burden on co-workers which absences may create. When it is necessary that an employee be absent or tardy, the employee must notify their supervisor as soon as possible so that workload arrangements can be revised as needed. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.
G-05  Personal Appearance

Although the environment in the CCT office is casual, certain basic guidelines of dress and hygiene shall be followed with the understanding that Board Members, Sponsors, Donors, etc. may visit unexpectedly. In the cases of CCT productions or events where staff works with the general public (Box Office, Front of House, etc.) the mode of dress shall be neat, clean, and pressed.

At CCT, employees are provided discretion as to their attire. All employees are expected to dress in a manner appropriate for their job responsibilities. Employees are also asked to wear clothing that minimizes safety risks. Particular attention must be paid to appropriate shoes and adequate skin coverage to avoid injuries in the workplace. The department supervisor will have the discretion to establish and enforce a department dress code. This includes, but is not limited to, counseling employees whose appearance is inappropriate. CCT will attempt to make reasonable accommodations for employee’s religious beliefs and disabilities whenever possible, consistent with the business necessity to present a professional appearance to the public. Employees who appear for work inappropriately will be sent home and directed to return to work in proper attire.

G-06  Event Attendance

Efforts will be made to invite all staff to openings and other special events. Tickets to opening night performances will be distributed to staff if available.

Staff attendance may be required at some special events outside of regular work hours as discussed in Section G-01, Irregular Hours. In these cases, staff members are considered “on duty” and will be working at the event, and will not necessarily be able to participate in guest activities, including but not limited to watching performances or sitting down for meals. Guidelines for each event will vary, and will be established and communicated to staff in advance. Parking at and mileage to and from such special events when staff is working may be reimbursed according to the guidelines in Section G-13, Expense & Mileage Reimbursements.

G-07  Staff Meetings

Staff meetings will be scheduled at the discretion of management. All regular full-time employees are required to attend each staff meeting unless excused for a legitimate reason by the Artistic Director. Regular part-time, Seasonal full-time employees or Temporary employees may be required to attend at their supervisors’ discretion.

G-08  Parking

There are a limited number of parking spaces available in the lot behind the CCT office. However, parking in the 1464 Milwaukee lot is not guaranteed. CCT staff members that opt to drive to work may sometimes need to find alternate street parking. CCT cannot be held accountable for any parking tickets, towing expenses, meter fees, or any other costs associated with parking at the office. Further, CCT does not guarantee the security of the lot, and may not be held responsible for any loss, theft, or vandalism that may occur. Employees park in the lot at their own risk. Free parking at the theatre or rehearsal venues is also not guaranteed.
G-09 Smoking

In keeping with CCT’s intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace, except as needed on stage for artistic performances. This policy applies equally to all employees, audience members, and visitors.

G-10 Solicitation

It is our policy not to allow any non-employees to come upon our premises for the purpose of any form of solicitation or distribution of literature. Solicitation of contributions, memberships, subscriptions, orders and other similar activities by employees is prohibited during working time. Working time does not include your break periods and meal periods, at which time you are free to communicate with other employees who are also not working. Distribution of literature or other materials by employees is prohibited during working time and in work areas. Work areas do not include areas such as the break room. The purpose of this policy is to make sure that there is no unnecessary interference with work schedules, which we believe is to the benefit of all of us.

G-11 Workplace Monitoring

Workplace monitoring may be conducted by CCT to ensure quality control, employee safety, security, and customer satisfaction.

Employees who regularly communicate with customers, such as telemarketers, may have their telephone conversations monitored or recorded. Telephone monitoring is used to identify and correct performance problems through targeted training. Improved job performance enhances our customers’ image of CCT as well as their satisfaction with our service.

Computers furnished to employees are the property of CCT. As such, computer usage and files may be monitored or accessed.

Because CCT is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

G-12 Use of Funds

Original receipts should be submitted within 2 (two) months of a purchase using the appropriate form and reimbursement will be made as soon as possible at the discretion of the business office. Whenever possible, all purchases made for business use should be made using the state tax exemption form or ID number. CCT reserves the right to refuse reimbursement for sales tax.

CCT employees are prohibited from using CCT funds for personal expenses. If funds for which an employee is responsible are stolen or lost as a result of employee’s failure to properly secure them, employee may be held personally responsible for replacing those funds and may also be subject to disciplinary actions.
CCT does not encourage the use of employee’s personal funds for business expenses. If it is necessary for an employee to use personal funds in excess of $200.00 for purchases on CCT’s behalf, you must first gain approval from your supervisor.

Petty cash funds are generally distributed prior to an expense. Anyone using petty cash must complete the petty cash log in full. This includes listing the amount of funds borrowed prior to the expense, the purpose of the expense, the expense amount, and the change returned after the expense. Upon completing the petty cash log, all original receipts must be submitted to the Business Manager. An employee’s failure to follow this procedure may result in disciplinary action including the employee being held responsible for replacing the funds.

G-13 Expense & Mileage Reimbursements

For certain positions on the CCT staff, it is necessary that employees periodically incur expenses which CCT will reimburse. These typically involve local and national travel, meals, lodging, and meeting attendance expense. Although it is sometimes not feasible to obtain advance approval for each specific expense, employees shall obtain the advance approval of their supervisor for major trips or meetings at which expenses might be incurred. Original receipts are required for reimbursements to be given.

As a 501(c)(3) organization, CCT is not required to pay sales tax on purchases. Prior to incurring expenses, employees should obtain a copy of the CCT Sales Tax Exempt letter from the Business Manager. Employees must show this letter at time of purchase to avoid paying sales tax. CCT will NOT reimburse sales tax expenses incurred by employees.

CCT is a charitable organization, and it is central to CCT’s philosophy that administrative expenses be held to a realistic minimum consistent with getting the job done. Employees are expected to spend what is reasonably necessary to accomplish the assigned task, while keeping costs as modest as possible. Travel shall be at the lowest available rates, lodging and meal expense are to be modest, and similar guidelines are to be followed in other areas.

Appropriate expense money advances (not to exceed $35/day) may be obtained, with the prior approval of the Artistic Director. Within one week of the employee’s return to the office, an expense report and original receipts must be turned in to the business office for the advance. If receipts are not turned in, the advance will be considered a per diem and the employee will receive a 1099 at the end of the calendar year or the funds will be added to their income.

Within one week after a trip, meeting, etc., the employee shall report all expenses incurred (with supporting receipts for all expenses) on CCT Expense Forms for approval by the Business Manager or Artistic Director.

If an employee uses his/her personal car in connection with CCT travel, all tolls, parking and mileage at the applicable IRS rate will be reimbursed upon the submission of the necessary documentation. Such mileage should not include travel between the employee’s home and CCT.
G-14 Business Travel Expenses

CCT will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by a supervisor.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by CCT. Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

- Airfare or train fare for travel in coach or economy class or the lowest available fare.
- Car rental fees, only for compact or mid-sized cars.
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- Taxi fares, when necessary.
- Mileage costs at the prevailing IRS allowance and parking costs for use of personal cars.
- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings.
- Cost of meals, no more lavish than would be eaten at the employee’s own expense.
- Tips not exceeding 20% of the total cost of a meal or 10% of a taxi fare.
- Charges for internet access, telephone calls, fax, and similar services required for business purposes.
- Charges for laundry and valet services, only on trips of five or more days. (Personal entertainment and personal care items are not reimbursed.)

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by CCT may not be used for personal use without prior approval.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 14 days. Reports should be accompanied by original receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.
Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

G-15 Work for Hire

Unless otherwise agreed in writing, all work created by CCT employees within the scope of their employment at CCT for the use of the organization shall be defined as “work for hire” under the Copyright Act of 1976 and as such are the property of CCT, with CCT retaining all ownership, copyrights and/or future licensing rights. CCT shall have the irrevocable and perpetual rights to use work for hire with no additional compensation to employee. This includes but is not limited to curriculum created for educational programming, plays created or adapted for the CCT main stage or educational programs, montages or medleys whether video, audio or live created for CCT special events such as galas or benefit dinners, etc. The location of all files and work product needs to be communicated to an employee’s supervisor prior to their last work day. No files or work product may be duplicated or removed without the express written consent of the Artistic Director. Exceptions to this policy may be made in advance of the start of a project with the mutual written approval of CCT executive management and the employee(s) affected.

This includes, but is not limited to, electronic mail messages, voice mail messages, computer files, passwords, computer data, and information obtained from on-line services and the Internet. CCT reserves the right to access, monitor, intercept and/or disclose any of the foregoing information for any purpose at any time.

G-16 Non-Disclosure

Employees are expected to protect confidential information obtained at CCT. The protection of this information is essential to the security of the employees, patrons, and the work of CCT. Employees who have access to such material may be required to sign a trade secret and non-disclosure agreement as a condition of employment.

Such confidential information includes, but is not limited to, the following examples:

- compensation data
- audience lists
- donor lists and amounts
- marketing information and strategies
- financial information
- programming information
- corporate plans and strategies
- pending projects and proposals

Employees who improperly use or disclose CCT confidential information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information. The employee’s obligation to protect the confidential information of CCT continues even after termination of employment.
G-17 News Media

It is prohibited for CCT employees to respond to or initiate communication with the media/press regarding confidential information unless designated to do so by an authorized director. It is the duty and responsibility of the marketing director and/or those whose services have been specifically retained for media relations to receive all requests for information from the press and coordinate and distribute all relevant information to both electronic and print media.
EQUIPMENT AND TECHNOLOGY

H-01 Use of Information Technology & Software

Computers, telephone, digital computer data, digital computer files, the e-mail system, and software furnished to employees are the property of CCT, and are intended for business use. In no event shall an employee use the information systems owned by CCT in a way that may be illegal, disruptive or offensive to others, or in violation of CCT policy. Employees should not use a password, access a file, or retrieve any stored communication without authorization. All information contained in or arising directly or indirectly from the use of CCT information systems and systems equipment constitutes CCT business records and is the property of CCT. No CCT employee may knowingly use CCT systems to download or distribute pirated software or data, distribute or print copyrighted materials in violation of copyright laws, or create or process unlicensed copies of copyrighted software. No employee may use any systems to propagate any virus, “worm” or other destructive software.

CCT strives to maintain a workplace free of harassment and sensitive to diversity of its employees. Therefore, CCT prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmissions of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. Additionally, e-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Employees are expressly prohibited from installing software, whether from media or via internet downloads without permission of their supervisor or the network administrator. This includes, but is not limited to, upgrading current software, screen savers, games, instant messenger systems, etc. Employees should never delete software programs, in whole or in part, without the express permission of the network administrator. Any CCT employee learning of misuse of software or related documentation within the organization should notify an executive director.

Those who use CCT technology services are expected to do so responsibly, that is, to comply with state and federal laws, with this and other policies and procedures of CCT, and with normal standards of professional and personal courtesy and conduct. Access to CCT technology services, when provided, is a privilege that may be wholly or partially restricted by CCT without prior notice and without the consent of the user when required by and consistent with law. These instances include when there is substantiated reason to believe that violations of policy or law have taken place, or, in exceptional cases, when required to meet time-dependent, critical operational needs. Such restriction is subject to CCT procedures or, in the absence of such procedures, to the approval of the Artistic Director.

Employees should notify their immediate supervisor, the Network Administrator or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action up to termination of employment.
H-02 Internet Usage

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

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

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create the material, does not own the right to it, or has not received authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Abuse of the Internet access provided by CCT in violation of law or CCT policies will result in disciplinary action, including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and may result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization’s time and resources for personal gain
- Stealing, using, or disclosing someone else’s code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization.
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
• Sending or posting messages or material that could damage the organization’s image or reputation
• Sending or posting messages that defame or slander other individuals
• Attempting to break into the computer system of another organization or person
• Refusing to cooperate with a security investigation
• Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
• Using the Internet for political causes or activities, religious activities, or any sort of gambling
• Jeopardizing the security of the organization’s electronic communications systems
• Sending or posting messages that disparage another organization’s products or services
• Passing off personal views as representing those of the organization
• Sending anonymous E-mail messages
• Engaging in any other illegal activities

No employee should have any expectation of privacy with respect to Internet access or usage. CCT may monitor Internet and e-mail usage to assure quality service for our customers. The equipment, services and technology provided to access the Internet remain at all times the property of CCT. As such, CCT reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent or received through CCT’s on-line connections and/or stored in CCT’s computer system.

H-03 Social Networking Policy

Given the ubiquitous and very public nature of social networking, CCT has developed the following policy for all CCT employees to use when engaging in social media and social networking activities in order to protect the reputation of CCT.

This policy applies to web applications that facilitate information sharing and collaboration, including but not limited to web-based communities, social-networking sites, video sharing sites, blogs and micro-blogs, etc. (the absence of or lack of explicit reference to a specific site does not make it exempt). This policy applies without regard to whether the conduct occurs during working or non-working hours, and regardless of whether CCT equipment is used. Information becomes public the moment it is published on the internet. CCT personnel should be mindful of the public nature of the internet when engaging in conduct online.

Social media is in a state of constant change, and CCT recognizes that there will likely be events or issues that are not addressed in this policy. Therefore, the responsibility falls to each individual to use professional judgment. When in doubt or where no guidelines may exist, employees should seek clarification or authorization from a department head before engaging in any questionable conducts online.

• Personal blogs should have clear disclaimers, when referencing CCT, that the views expressed by the author in the blog is the author’s alone and do not
represent the views of CCT. Make your writing clear that you are speaking for yourself and not on behalf of CCT.

- Information published online should comply with CCT’s confidentiality and non-disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums, and social networking sites.
- Be respectful to CCT productions, other employees, patrons, partners and visiting artists.
- Video, photographs, pictures and recordings of any part of a CCT production may not be posted on any social networking site without prior authorization from CCT.
- Social media activities should not interfere with work commitments or take place during regular business hours. Refer to the Internet Usage Policy section above.
- An employee’s online presence reflects CCT. Be aware that actions captured via images, posts, or comments can reflect that of CCT.
- Never reference CCT’s employees, patrons, donors, partners, or visiting artists without their written consent.
- All CCT images have restricted use. CCT logos, production shots, signature images and logos, press and/or marketing images cannot be used for personal social networking purposes without the prior written approval of the Artistic Director.
- If you have questions about any of the above information, please contact the Director of Marketing.

H-04 Personal Use of Equipment

Personal use of telephones for outgoing calls, including local calls, and computers for e-mail is discouraged. However, CCT recognizes there will be times when personal calls or e-mails must be made or received during business hours. Such calls and e-mails should be held to a minimum and must not interfere with your work.

Employees should have no expectation of personal privacy in respect to any material stored, created, received, or sent using any CCT information technology tools. Accordingly, employees should be aware that information such as electronic mail messages, voice mail messages and computer files are not personal, private, or confidential and may be accessed, monitored, intercepted and/or disclosed by CCT at its sole discretion. All passwords must be disclosed to the Network Administrator.

The use of CCT-paid postage for personal correspondence is not permitted. The use of photocopying for personal use is not permitted.

H-05 Maintenance of Equipment

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using CCT property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

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

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

**H-06 Liability for Use of Vehicles**

Only employees with an unrestricted and current driver’s license who have adequate insurance coverage may operate CCT vehicles or use a vehicle to conduct CCT business. CCT vehicles may only be used for authorized business. Any employee operating a CCT vehicle must do so in a safe manner. If an employee must make or take a phone call while driving, he or she must first pull over to a safe area before doing so. Texting while driving is strictly prohibited. Any employee operating a CCT vehicle under the influence of drugs or alcohol or in an unsafe or negligent manner will be immediately terminated. CCT has the right to search any of its vehicles at any time. Therefore, employees have no reasonable expectation of privacy with respect to CCT vehicles.

The improper, careless, negligent, destructive, or unsafe use or operation of vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination.

Drivers of all CCT-owned vehicles must be at least 25 years of age. All drivers need to submit a copy of their current driver’s license which shows their date of birth and driver’s license number to the Business Office prior to driving any CCT vehicle. Additionally, an employee operating a CCT vehicle or a vehicle to conduct CCT business must provide proof of adequate insurance. Any employee driving a CCT vehicle without a current driver’s license on file will be solely liable for any claims arising from that individual’s operation of a CCT vehicle.

In addition to the above, each employee is responsible for parking or moving violations received while driving any CCT vehicle. Failure to pay a ticket or fine in a timely manner may result in the garnishment of employee’s wages to recover the cost of the ticket and any resultant penalties by CCT, and can result in disciplinary action, up to and including termination of employment.

Should an employee have two (2) accidents within any twelve (12) month period, the employee’s driving privileges will be suspended for up to ninety (90) days. Should the same employee have a third accident in the three (3) months following reinstatement of driving privileges, employee’s permission to drive CCT vehicles may be permanently revoked.
DISCIPLINARY ACTION AND EMPLOYMENT TERMINATION

I-01 Open Door Policy

CCT promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss any problems with their supervisor or any member of the management staff so that appropriate action may be taken.

I-02 Progressive Discipline

It is CCT’s policy to apply progressive discipline when needed to correct employee misconduct and improve job performance. However, this policy should not be construed to alter the employment at will relationship. CCT reserves the right to initiate discipline at any level, including immediate termination.

Disciplinary warnings are generally administered on a progressive basis and may include verbal warnings, written warnings, disciplinary probation, suspension or termination. Progressive discipline actions are cumulative. Incidents of serious misconduct will result in immediate termination.

I-03 Employment Termination

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

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.

Employees who decide to resign are requested to give advance notice of four weeks.

Employees of CCT have traditionally worked together in a cooperative and supportive manner, and have all placed their primary emphasis on the purposes and goals of the organization. CCT believes strongly that these positive motivating factors are essential to the organization. Occasions may arise, however, when termination may become necessary. Termination is not limited to the following circumstances and may occur with or without these circumstances being present:

- **Misconduct**: Misconduct involves the CCT decision that the employee has violated CCT rules of conduct or policies or has engaged in actions which adversely affect the organization or its purposes. The examples below are not intended to be all inclusive and all disciplinary decisions remain at the discretion of the Artistic Director.
  - Some instances of misconduct are regarded as particularly serious (e.g., theft, on the job use of alcohol or illegal drugs, insubordination) such that CCT feels that warning and counseling would be either ineffective or
unjustified, and may result in immediate discharge without any prior disciplinary steps.

- Other cases of misconduct, while serious (e.g., excessive absenteeism; exhibiting a poor work attitude), are viewed as subject to counseling and warning and, if those steps succeed in changing the conduct promptly, need not necessarily result in discharge, but shall be documented accordingly in the employee’s personnel file.

- **Performance:** Occasionally situations may arise where an employee’s performance, is simply not up to CCT standards for the job. In such cases, CCT will attempt to provide appropriate training or counseling to provide the employee with a reasonable opportunity to meet expectations. However, in some situations, immediate termination may be appropriate.

- **Budgetary and Organizational:** Because CCT is largely dependent on donated funds, and because of the possibility that organizational goals and programs may change over time, particular job positions may be subject to alteration or elimination even though there are no misconduct or performance issues involved. Because CCT regards such cases as quite different than termination for reasons of misconduct or performance:
  - CCT will attempt to give the affected employee(s) as much advance notice as possible;
  - CCT will explore whether other available positions exist within the organization for which the employee(s) may be qualified; and
  - Depending on budgetary and other considerations, at the discretion of the Artistic Director and Board of Directors, severance payments may be made to departing personnel.

In the case of resignation or termination of employment, every employee is expected to meet with his/her supervisor and/or the Artistic Director before departure for a general exit interview. All employees must schedule an additional exit interview with the Business Manager, specifically for the purpose of finalizing insurance continuance, unused Paid Time Off payments (if applicable), and 401(K) rollover information (if applicable).

### I-04 Return of Property

Employees are responsible for items issued to them by CCT or in their possession or control, such as the following:

- audience lists
- donor research or historical data
- credit cards
- keys
- ID cards
- manuals
- protective equipment
- tools
- vehicles
- written materials and CCT documents
- equipment including cell phones and computers

Employees must return all CCT property immediately upon request or upon termination of employment. Where permitted by applicable laws, CCT may withhold from the employee’s
check or final paycheck the cost of any items that are not returned when required. CCT may also take all action deemed appropriate to recover or protect its property.

I-05  Benefits Continuation (COBRA)

Employee benefits will be affected by termination in the following manner. An employee, unless dismissed for gross misconduct, may have the option to convert to individual life insurance, and/or will be able to continue certain benefits in accordance with the Consolidated Omnibus Budget Reconciliation Act (“COBRA”) regulations.
ACKNOWLEDGMENT FORM

(To be retained in employee’s personnel file after signature)

I have read and understand the policy provisions of the Chicago Children’s Theatre’s (CCT) Employee Handbook. I understand that this handbook is the property of Chicago Children’s Theatre and is for internal use only.

I have entered into my employment relationship with CCT voluntarily and acknowledge that there is no specified length of employment. Accordingly, either CCT or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur in CCT’s sole discretion with or without prior notice, except to CCT’s policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this handbook is not intended to and should not be construed as creating an express or implied contract or altering the “at will” nature of my employment. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

_________________________________________  _______________________________________
Employee Signature                                      Date

_________________________________________  _______________________________________
Employee Print Name                                      Title