

**PRISONER VISITATION AND SUPPORT  
EMPLOYEE HANDBOOK  
2019**

**Adopted by the PVS Board of Directors March 15, 2019.**

*With special thanks to Marc Levin and Carl Pope, PVS Personnel Committee.*

## INTRODUCTION

Prisoner Visitation and Support (PVS) welcomes you as an employee. This Handbook spells out our Mission Statement, Goal, Values, Governance, Organizational Structure, History, and the policies and procedures of the organization. You, as a valued employee, should read this Handbook carefully and become familiar with all of its contents. This Handbook replaces any previously issued Handbook, memo, letter or understanding you may have of PVS's policies and procedures.

Failure to comply with the stated policies and procedures in this Handbook will result in *disciplinary action* up to and including termination of employment.

Where there is a conflict between this Handbook and applicable State or Federal law, the applicable law will prevail. Employees who have questions regarding such conflicts should address their concerns to the Executive Director. However, under no circumstances should you as a PVS employee assume responsibility for interpreting legal mandates or attempt to construe the intent of a law or regulation. This is the responsibility of the Executive Director and Chair of the Board (Chair), in conjunction with the Board of Directors (Board).

In the event that you have a need or request that is in direct opposition to a policy or procedure, it is incumbent upon you to discuss and request the exception to the specific policy or procedure with the Executive Director. The Executive Director in consultation with the Chair will advise you as to the response to your request. The request may or may not be approved. The response to a request should not be construed as setting precedent and is not intended to establish a change in policy.

This Handbook may be updated at any time. Also, in the interim of a full issuance of a new Handbook, the Executive Director, with the guidance of the Chair, may issue a notice of change to a specific policy or procedure via memo or email. Any such memos or emails should be kept with this Handbook as such notice will amend the previously stated policy or procedure or institute a new policy or procedure. If such a notice occurs, you are required to familiarize yourself with the change and begin adherence to the new policy or procedure immediately or on the date specified.

Finally, it is vitally important that you as a member of the PVS team adhere to and support our Mission Statement and Goal.

Thank you,

PVS Executive Director and Chair of the Board of Directors

## **MISSION STATEMENT**

Prisoner Visitation and Support (PVS) is a non-profit organization comprised of dedicated volunteers, called PVS Visitors, whose sole purpose is to bring visits to prisoners in federal and military prisons throughout the United States.

PVS Visitors provide prisoners with regular face-to-face contact with the world outside of prison to help them cope with prison life and prepare for a successful re-entry into society. In facilitating these visits, PVS does not discriminate against or give preference to any prisoner based on the prisoner's age, race, disability, religion, ethnic origin, gender or sexual orientation.

## **OUR GOAL**

The goal of PVS is to bring visits to prisoners in federal and military prisons. Many of these prisoners are too far from their homes to get visits from family and friends. Ninety-eight percent of these prisoners will eventually be released back into society, and the quality of their contact with the outside world will often determine whether they will commit crimes again and return to prison. Our purpose is to provide prisoners who request visits with regular face-to-face contact from the world outside of prison to help them cope with prison life and prepare for successful re-entry into society and thereby reduce the rate of recidivism.

A PVS Visitor's role is simply to listen and be a friend to the prisoner. PVS Visitors are objective and do not proselytize or bring moral judgment to the inmate. With few other opportunities for human contact, prisoners look to PVS visitors for a chance to have their voices heard, encouragement, and support in their struggle to survive their incarceration, maintain their self-esteem, and to live constructive lives.

PVS's priority is to bring visits to those prisoners:

- who do not ordinarily receive visits from family and friends,
- want a visit,
- are in solitary confinement,
- are on death row,
- or are serving long sentences.

## **PVS VALUES**

PVS values the dignity of all individuals (especially, given our mission, the incarcerated) and expects all those associated with PVS to demonstrate integrity, reliability, compassion, commitment, respect, non-judgementalism, and professionalism. PVS does not tolerate discrimination. All employees are to treat co-workers, volunteers, and guests, as well as guests to the Friends Center, with dignity and respect.

## **GOVERNANCE, FUNDING AND ORGANIZATIONAL STRUCTURE**

PVS is governed by a Board of Directors. The Executive Director oversees the day-to-day management of the organization.

PVS is a 501(c)(3) non-profit organization that relies on fundraising, contributions from individuals, sponsors, public donations, and grants. PVS prides itself on being a small, efficient organization. PVS does not receive funding from the Federal Bureau of Prisons (BOP) or the Department of Defense (DOD). The organization maintains a budget for payment of salaries, maintaining office space and supplies, and other necessary expenses. PVS Visitors are not paid for their time at the prisons. Members of the Board, including the Chair, are also not paid. Questions about governance, funding and expenditures should be referred to the Executive Director. *See Appendix for Organizational Structure.*

## **FOUNDING AND HISTORY**

PVS was founded in 1968, carrying forward a Quaker tradition of caring for prisoners. Its primary mission was to provide visits and support to incarcerated conscientious objectors to the Vietnam War. However, it soon became apparent that other prisoners could benefit from this service.

In 1972, permission was granted by the Federal Bureau of Prisons for PVS to visit all federal prisons in the United States. And in 1975, the Department of Defense granted PVS similar access to all Military prisons. Today PVS remains the only volunteer visitation program in the United States authorized by both of these organizations to visit the respective prisons.

## **OFFICE LOCATION AND HOURS**

### **LOCATION**

The PVS headquarters is located in Friends Center, 1501 Cherry Street, Philadelphia, PA 19102. The mailing address is Prisoner Visitation and Support, PO Box 58068, Philadelphia, PA 19102.

### **CONTACT INFORMATION**

The main office phone number is 215-241-7117. The fax number is 215-241-7227. The email address is [PVS@prisonervisitation.org](mailto:PVS@prisonervisitation.org). All inquiries, requests or comments should be directed to the above stated address, phone, fax or email address, and to the attention of the Executive Director.

### **OFFICE HOURS**

PVS office hours are Monday-Friday from 9:00AM to 5:00PM. During regular office hours all inquiries, requests or comments are to be directed to the above-stated address, phone or fax number, or email address. After office hours all emergency inquiries should be directed to the Executive Director.

## **EQUAL EMPLOYMENT OPPORTUNITY**

PVS is committed to equal employment opportunities for all individuals regardless of a person's race, color, religion, national origin, gender, sexual orientation, age, disability, veteran's status, and any other designation specified by law. In addition, PVS does not discriminate against applicants who have been formerly incarcerated or convicted of a criminal offense. This applies in all areas of employment including hiring, promotions, evaluations, reviews, disciplinary actions, and compensation. PVS will not tolerate discrimination of any kind. All employees, volunteers and Visitors are expected to follow this policy. This is not just a matter of PVS following the legal requirements, this is a PVS value.

### **1. VOLUNTARY "AT WILL" EMPLOYMENT**

All employment with PVS is considered to be "at will." This means that an employee may be terminated with or without cause; and that an employee may resign with or without cause at any time. Any exceptions to this policy, such as a contractual agreement, will only be recognized if there is written approval from the Executive Director. Neither this Handbook nor any of its provisions create a contract of employment for any length of time.

### **2. EMPLOYEES WITH DISABILITIES**

PVS adheres to all requirements specified by the Americans with Disabilities Act (ADA). PVS does not discriminate against employees with disabilities or perceived disabilities. PVS is committed to making all practical and reasonable accommodations as prescribed by law that allow an employee to perform the functions of the job. Employees who believe that an accommodation is required should discuss this with the Executive Director. If granted, an accommodation shall be specifically for the employee requesting it and does not constitute an overall change in PVS office arrangements.

No employee will discriminate or harass an employee who is disabled or who may need an accommodation. If an employee feels he/she is encountering discrimination or harassment from co-workers he/she should report all incidents directly to the Executive Director. There shall be no retaliation against the employee for reporting the harassment.

### **3. SEXUAL HARASSMENT**

PVS is committed to providing a work environment that is free of sexual discrimination and harassment of employees. This includes harassment or derogatory behavior towards a fellow employee because of gender, gender identity or sexual orientation. Sexual harassment can include, but is not limited to: slurs, remarks, unwanted physical contact, social media bullying or shaming (within or outside the PVS offices), creating a hostile workplace, the offering or receipt of sexual favors, threats, jokes, and innuendo with a sexual content or based upon gender. These are unacceptable behaviors and will not be tolerated. The displaying of sexually explicit material is also prohibited.

An employee who feels he/she is being sexually harassed should immediately report this to the Executive Director. The incident will be fully investigated in a timely manner. A report will be provided to the Chair, and the Chair, along with the Executive Director will take all necessary steps to resolve the situation. If an employee feels he/she is being harassed by the Executive Director, the employee should

report the incident directly to the Chair. There shall be no retaliation against an employee for reporting perceived discrimination or harassment.

#### 4. HIRING

PVS is an equal opportunity employer. PVS does not discriminate against applicants based on age, race, color, religion, national origin, gender, age, disability, veteran's status, sexual orientation, gender identification, or any other group designated by law. In addition, PVS does not discriminate against applicants who have been formerly incarcerated or convicted of a criminal offense. PVS seeks qualified applicants via the web, newspaper advertisements, word of mouth or through references. In some instances, an employment agency may be used to assist in the search for certain positions.

An offer of employment is contingent upon all pertinent information being received by PVS, including a background check, drug test, checking of references, and the confirmation of prior employment history. Falsification on a job application is grounds for not being considered for employment. If a job offer is extended and it is later determined that the applicant falsified information on the application or resume, the offer will be withdrawn. If an individual is an employee and it is determined that he/she failed to disclose relevant information required to perform the duties of the position or falsified information on the application or resume he/she will be dismissed for cause.

#### 5. JOB OFFER

All job offers will be communicated to the applicant in writing. Verbal agreements are not acceptable forms of communicating employment by PVS. Within the job offer letter, PVS shall specify the compensation, employee benefits, vacation and time off, as well as all advantages of being employed by PVS.

#### 6. PROMOTIONS

Whenever possible, PVS will promote from within. All promotions will be based on the requirements of the position as well as the employee's past performance and reviews. In seeking a promotion, an employee must meet the minimum requirements of the position. For example, if the position requires a degree or experience, the employee should have that degree or experience. An employee seeking a promotion should consult with the Executive Director.

## 7. TRAINING

PVS will provide maximum support to employees by providing on the job training and guidance. In some instances, PVS may refer an employee for external training. If required to get training or education outside of PVS and there is a cost involved, PVS will subsidize all or a portion of the expense.

## 8. CONFIDENTIALITY

All employees are required to sign a confidentiality agreement. The disclosure, distribution, electronic transmission or copying of PVS confidential information or internal documents is strictly prohibited. This includes and is not limited to: internal documents; documents from the Federal Bureau of Prisons or Department of Defense; information about prisons or inmates; donor and supporter information; and financial information. If an employee has questions about the confidentiality of a document or process, he/she should address the concern with the Executive Director. If an employee is found to have violated the confidentiality agreement, the employee will be subject to disciplinary action, including the possibility of termination of employment.

## 9. PERFORMANCE REVIEWS

Each employee shall receive a performance review annually. The review will be conducted by the person to whom the employee reports or by the Executive Director. The employee will be given the opportunity to read the review, respond and address concerns. The employee must sign the review. A copy will be given to the employee, as well as placed in the employee's personnel file.

## **DISCIPLINARY ACTIONS**

### PROBATION

All new hires have a 90-day probation period. During the 90-day period an employee's performance, skills and knowledge of position will be assessed. If it is determined that the employee is not a fit for the organization, the employee will be dismissed.

In addition, an employee receiving a poor performance review can be placed on probation at the determination of the Executive Director. The Executive Director will set the time limit of the probation period, but the period shall not exceed 90 days.

### VERBAL WARNING

A verbal warning is a meeting between an employee's immediate supervisor or Executive Director. This is a conversation that is meant to address such problems as punctuality, attendance, work performance, etc. The discussion is an attempt to address the issue prior to a written warning.

## WRITTEN WARNING

A written warning is provided to the employee by the immediate supervisor after consultation with the Executive Director. During the meeting the supervisor and employee will determine a performance improvement plan, and both parties must sign it. The warning and performance improvement plan will be placed in the employee's personnel file. This warning may be part of the annual performance review.

If the employee fails to meet the goals established in the performance improvement plan, the employee shall be either given additional time to comply or may be dismissed.

## EMPLOYEE RESPONSIBILITY DURING OFFICE HOURS

### 1. OFFICE HOURS

The PVS office is open Monday – Friday from 9:00AM to 5:00PM. During office hours staff are to be present to answer phones and take inquiries. It is the responsibility of all staff to ensure that the office is always open during normal business hours and the means of communication monitored. Lunch time should be coordinated so that the phones and the office are provided maximum coverage.

### 2. FORWARDING OF OFFICE PHONES

Employees should not have office phone calls redirected to their cell or home phones without prior approval of Executive Director.

### 3. USE OF ALTERNATIVE EMAIL ADDRESSES

Employees should only use PVS email; personal email should not be used when conducting PVS business.

### 4. RESPONSE TO INQUIRES OR MESSAGES

A response should be returned to the person or inquiring organization no later than the end of the next business day. In the event there is an inquiry late on Friday or over the weekend, the response should be returned no later than the end of the following Monday. In those instances where a definitive answer cannot be given within the stated time frame, an acknowledgement should be provided specifying that the inquiry has been received.

All responses and acknowledgments must be professional and consistent with PVS values. Each employee should remember that he/she may be the first contact an individual or organization has with PVS. This initial contact should be friendly, professional and meaningful.

### 5. COMMUTING AND PARKING

Employees are encouraged to take mass transit whenever possible. For employees who must commute by car, parking garages are located in the immediate vicinity of the office. An employee should check with the Executive Director to determine if there are lots or garages in the vicinity that may offer



discounts or parking passes. If necessary, an employee may inquire at the front desk of the Friends Center for permission to use the loading dock for the sole purpose of loading or unloading packages. The loading dock is not to be used for parking or without prior approval from the Friends Center front desk.

## 6. WORKING FROM HOME

PVS recognizes that it is important to provide flexibility to its workforce. Therefore, under certain circumstances, PVS will permit employees to work from home. However, PVS must take into account that an employee working from home may impact its efficiency as an organization and its responsiveness to its mission and goal. Employees working from home create a greater liability, plus require additional technical support that PVS may not have the resources to provide. Generally, employees are not permitted to work from home because their presence in the office is required to ensure that PVS operations run smoothly, professionally and efficiently. The approval of a work from home period is temporary and evaluated based on the needs of the organization.

## 7. CONFERENCING

PVS will use all electronic means of conferencing, i.e. video conferencing and conference calls. The method of the communications will be the responsibility of the Executive Director or Chair, or in certain instances a Committee Chair. Employees are to use the video or conference calling feature on the office phone or computer system unless otherwise approved by the Executive Director.

## **PERSONAL CONDUCT**

As tenants, PVS has agreed to abide by the Community Standards of Conduct of Friends Center.

The following are the standards to which PVS expects all employees to observe:

### 1. PERSONAL BEHAVIOR

- Proper attire should be worn at all times.
- Employees are required to treat one another, guests and all persons in the Friends Center with the utmost respect regardless of age, disability, race, ethnic origin, gender, religion or sexual orientation. Employees should never be rude, hostile or engage in threatening behavior.
- Sexual harassment, intimidation or bullying of any kind, be it physical, verbal, via email or social media, is unacceptable.
- Firearms or weapons of any kind are not permitted in the offices or onsite.
- Smoking and vaping are not permitted in the offices or onsite. As tenants of Friends Center, PVS respects the prohibitions of our hosts. Therefore, smoke and vaping are not permitted on the premises or within 20 feet of Friends Center's windows or doors.

- Alcohol and illegal drugs are not permitted in the offices or onsite, nor is it acceptable for an employee to be at work under the influence of alcohol or illegal drugs.

## 2. PROPERTY

- Items belonging to PVS may not be removed from the offices without prior approval of the Executive Director. Damage to or theft of PVS property is grounds for immediate termination.
- Theft, damaging, or using another's property without permission is unacceptable behavior, be it property of co-workers, guests, or other tenants and guests of the Friends Center.

## 3. WORK SPACE

- Work spaces should be kept neat and presentable. PVS wants all employees to be organized and efficient.
- An employee should respect a co-worker's work space.
- Employees who bring food and beverages onsite are required to dispose of all waste in the appropriate containers, including recyclables. All work space should be kept neat and tidy and free of food waste and trash.

## 4. FINANCIAL

- An employee shall not falsify timesheets or expense reports.
- Employment or affiliation with PVS may not be leveraged in order to receive personal, monetary or in-kind gifts.

## 5. INTERNET USAGE

It is up to all PVS employees to use common sense when using the internet and to always do so in accordance with PVS values. PVS expects all employees to use the internet responsibly. Employees should:

- Limit the amount of time spent on personal emails. All personal emails must emanate from an individual's personal account.
- Limit time on social media.
- Not use PVS internet access to display and discuss political views.
- Not visit or subscribe to sites that are sexually explicit in nature, display racist or derogatory themes or harass groups based a group's identity, i.e., LGBTQ, religion or ethnicity.
- Not download documents or photos that are not pertinent to PVS.

- Not upload documents or photos unless these specifically are required by PVS.
- Never open email or links that are from sources that are not recognizable as these may contain viruses.

## 6. USE OF PERSONAL DEVICES TO ACCESS INTERNET

PVS recognizes that employees have personal devices with which to access the internet while at work. Excessive use of these devices is discouraged, and common sense should be used during office hours so as not to interfere with job responsibilities, interfere with co-worker's ability to do their jobs, or present situations that are uncomfortable and inappropriate in the office.

## 7. REPORTING RESPONSIBILITIES

- Employees are required to report any egregious behavior by fellow employees who are not conducting themselves in accordance with PVS values. If determined that an employee knowingly overlooked or failed to report egregious behavior, this could result in disciplinary action up to and including termination of employment.
- Employees reporting offenses cannot be harassed, bullied or discriminated against in any way. Any form of retaliation is unacceptable and does not reflect PVS values.
- Failure to adhere to the tenets of personal conduct as specified in this manual or in any future directives from the Executive Director, Chair or Board will result in disciplinary action, up to and including termination of employment.

## VACATION POLICY

### VACATION AND TIME OFF

Salaried (full-time) employees will receive up to four weeks vacation or personal leave in a calendar year. An employee is required to complete six months of service prior to taking any vacation or personal leave. Time off may be taken with the approval of the Executive Director. The Executive Director grants vacation at his/her discretion based on office coverage and organizational needs. Vacation time earned in one year may not be taken in a subsequent year. Exceptions may be granted by the Executive Director. Part-time employees accrue vacation, if any, on a prorated basis, as determined by the Executive Director. *(See Appendix for clarification of employee status.)*

PVS currently is not required to extend time-off based on the federal Family Medical Leave Act (FMLA). However, if an employee requires time-off for Family or Medical Leave, the employee should make a request to the Executive Director. The request must be in writing and accompanied by supporting documentation, i.e. doctor's notes, or a summary detailing the need (family medical, personal or parental leave). The granting of leave to an employee is done on a case-by-case basis and does not set precedent or change policy.

## **HOLIDAY SCHEDULE**

PVS observes the same holiday schedule as Friends Center as shown below:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and Day after
- Christmas Eve and Christmas Day

Holidays falling on Saturday are observed on the preceding Friday, and those falling on a Sunday are observed on the following Monday.

## **COMPENSATION**

All employee compensation is consistent with an employee's job description, education, and skills. Compensation is also dependent on the budgeting and funding of the organization.

### **1. SALARY AND PAY INCREASES**

An employee is not entitled to a regular salary increase or cost of living adjustment (COLA). All salary increases or adjustments are to be approved by the Board on the advice of the Executive Director and Chair.

### **2. SALARIED EMPLOYEES/OUTSIDE EMPLOYMENT**

All salaried employees of PVS are exempt under the Fair Labor Standards Act. Full-time employees are expected to work a minimum of 40 hours per week.

PVS is presumed to be the primary employment of all exempt employees. A salaried employee wishing to engage in any outside business or employment, including self-employment, must gain the written approval of his/her supervisor – or, in the instance of the Executive Director, the Board Chair – prior to engaging in any outside business, employment, partnership, temporary work or consulting engagement. Approval of outside work will depend on the time involved, potential conflict of interest, and ability to fulfill the requirements of the PVS primary job. Under no circumstances may a PVS exempt employee work for a competitor or vendor of PVS.

### 3. OVERTIME PAY

A non-exempt employee is entitled to overtime pay once the employee has worked 40 hours in a week. The employee is paid 1 ½ times the regular rate for all hours over 40. Overtime pay does not apply to work done on Saturday or Sunday unless the 40 hour threshold is exceeded. To receive overtime pay, an employee must be non-exempt. All overtime must be pre-approved by the Executive Director.

### 4. HOLIDAY PAY

If an employee is required to work on a holiday, the employee will not receive double compensation for that day but will be given a comp day to be used in the future, prior to the end of that calendar year.

### 5. SPECIAL PAY FOR WORKING FROM HOME OR AFTER HOURS

Extra pay or overtime pay for working at home or at night will only be given if said work has been previously approved by the Executive Director. Such approval does not establish a contract or a regular compensation arrangement. Each incident must be pre-approved.

### 6. TIME SHEETS

Employees who are required to submit time sheets must do so in the manner and time frame established by the Executive Director and/or Payroll Administrator.

### 7. REIMBURSEMENT OF EXPENSES

All expenses incurred by employees must be pre-approved by the Executive Director. All expenses incurred by the Executive Director must be approved by the Board Chair.

## **GRIEVANCE AND CONFLICT RESOLUTION**

PVS recognizes that from time to time conflicts may arise between co-workers. Also, an employee may believe that a policy or procedure has not been administered correctly or fairly. When such situations occur, employees are encouraged to address these issues in a timely manner.

### 1. CONFLICTS BETWEEN CO-WORKERS

PVS encourages employees to attempt to resolve their differences in a polite, respectful and professional manner.

- In the event these issues cannot be resolved, employees should bring the problem to the Executive Director. The Director is tasked with bringing all parties together and coming up with a viable solution.
- If the issue involves discrimination, sexual harassment or retaliation, the grievance must be submitted in writing. This documentation must be submitted to the Executive Director within 14 days of the incident occurring. If more than 14 days transpire since the incident, the

documentation will have to provide a cogent reason as to the delay. Documentation should specify the issue and cite the policy or procedure that has been violated, date of the incident, location where the incident occurred (this can be in the PVS office or outside of the office), the aggrieved party, the perpetrator, any witnesses to the incident, and a summary of what transpired. If either party has attempted to address the incident, a summary of the discussion or the attempted resolution should be included in the documentation. Once the documentation is received by the Executive Director, an immediate investigation will ensue by the Director that will involve interviewing all parties, plus anyone who witnessed the incident. The Executive Director will notify the Chair of all complaints.

## 2. CONFLICTS BETWEEN AN EMPLOYEE AND EXECUTIVE DIRECTOR

If the grievance or conflict involves the Executive Director, the employee should direct the complaint to the Chair. If the incident involves retaliation, discrimination or sexual harassment, the Chair will immediately initiate an investigation and inform the Board of the incident.

## 3. CONFLICTS CONCERNING INCIDENTS INVOLVING VIOLENCE, SEXUAL ASSAULT OR CRIMINAL ACTS

If an employee is physically or sexually assaulted at work or at a PVS-sponsored event, the employee should report the incident immediately to the Executive Director. When necessary and appropriate, the situation should be reported to local law enforcement. The Executive Director will immediately inform the Chair and the full Board of the incident. Under no circumstances should an employee attempt to retaliate or involve other employees in an attempt to seek resolution of the issue as this too may have repercussions. If the situation or event involves the Executive Director, the employee must report the incident directly to the Chair, who in turn will report to the Board.

## CLOSING

Thank you for taking the time to read this Handbook. If there is anything you do not understand please discuss the policy or procedure with the Executive Director. As an employee you are required to sign the **EMPLOYEE RECEIPT AND HANDBOOK AGREEMENT**. Please do so and return the original to the Executive Director.

Thank you and welcome to PVS.

**PRISONER VISITATION AND SUPPORT  
EMPLOYEE RECEIPT AND HANDBOOK AGREEMENT**

I, \_\_\_\_\_, acknowledge that I have received the Prisoner Visitation and Support (PVS) Employee Handbook. I understand and agree that it is my responsibility to always abide by the Handbook, and any additions or changes that may be issued. I further agree that the receipt of the Employee Handbook does not constitute an employment agreement or contract. Any such agreement or contract can only be written and must be executed before becoming effective.

I understand that my employment is "at will" and that PVS may terminate my employment at any time with or without notice, or with or without cause.

I have read and will comply with all policies and procedures delineated in the Employee Handbook and any future additions, changes or addendums. I understand that upon termination of my employment, be it voluntary, or by PVS, I will return the Employee Handbook.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**CONFIDENTIALITY AGREEMENT**

I, \_\_\_\_\_, agree that any information I learn or become aware of as a PVS employee is confidential. Disclosure, distribution, electronic transmission or copying of this information is prohibited. This includes and is not limited to the following: internal documents, documents from the Federal Bureau of Prisons and Department of Defense, information about prisons or inmates, donor and supporter information, and financial information. I understand that to disclose any such information, regardless of whether I personally benefit from the disclosure, will result in disciplinary action, which may include termination of employment. I further understand that internal disclosure of information can only be done if the disclosure is necessary for the co-worker to perform the tasks of their job. Prior to such disclosure, I will confirm that necessity with my supervisor.

I understand the above policy and agree not to disclose confidential information.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX

### ORGANIZATIONAL STRUCTURE

PVS prides itself on being an organization that takes full advantage of all the skills and talents of its employees. It is guided and directed by the Board of Directors. Contact with federal or military wardens or administrations is made primarily through the Executive Director or someone he/she designates. In the absence of the Executive Director, the Chair may designate an appropriate individual. The primary role of the National Recruiter is to recruit PVS Visitors. Approval of an individual as a PVS Visitor is the responsibility of both the National Recruiter and Executive Director, and the appointment is ratified by the Board of Directors. Following are the personnel who comprise the PVS team and an abbreviated scope of the associated responsibilities.

#### BOARD OF DIRECTORS

PVS is a 501(c)(3) non-profit organization. The Board of Directors guides and provides the direction of the organization.

#### CHAIR OF THE BOARD

The Chair manages and provides leadership to the Board, calls meetings, and sets the Board's agenda. In addition, the Chair manages the performance and review of the Executive Director and works with the Director to ensure the effective and professional management and administration of PVS.

#### EXECUTIVE DIRECTOR

The Executive Director is responsible for the day-to-day management of the organization, fundraising, planning, etc. All staff report directly or indirectly to the Executive Director. The Executive Director also oversees the management of Visitors, maintains relationships with prison officials, and is responsible for addressing any problems or issues that may arise as stated in the *Visitors Resource and Orientation Manual*.

#### NATIONAL RECRUITER

The National Recruiter is responsible for recruiting, assessing and assisting with the training of Visitors.

#### VISITORS

PVS Visitors are the soul of PVS. These are people who have stepped forward to volunteer their time to visit prisoners. They are required to commit to visit once a month at their assigned facility. Information, qualifications, and requirements about Visitors and visiting can be found in the *PVS Visitor Resource and Orientation Manual*.



## SALARIED EMPLOYEES

Salaried employees are full-time employees and report directly or indirectly to the Executive Director. All salaried employees are exempt under the Fair Labor Standards Act. Full-time employees are expected to work a minimum of 40 hours per week.

The number of salaried positions is dependent upon the needs of PVS and may change from time to time. Titles, job descriptions and responsibilities are communicated to each salaried employee at time of hire.

## PART-TIME EMPLOYEES

Part-time employees are hired in accordance with organizational needs. Titles, job descriptions, responsibilities and reporting are communicated to each part-time employee at time of hire. Part-time employees may or may not be eligible for benefits and time-off.

## IN-HOUSE VOLUNTEERS

Volunteer (Administrative): These volunteers are unpaid and donate their time. They may be either a *regular volunteer* or *intern*.

A regular volunteer is an individual who donates his/her time and energy to PVS without seeking pay.

An intern is an individual who is receiving recognition for his/her volunteer work as part of either an educational program or to satisfy a community service requirement. At the end of a prescribed period the Executive Director will give the intern an evaluation.

## CONSULTANTS AND CONTRACTORS

From time to time PVS may need to hire a consultant or contractor to help with organizational needs. An individual who is either a consultant or a contractor is subject to all policies and procedures of this Handbook, as well as the provisions of any contract or agreement. No consultant or contractor will be engaged without a written contract or agreement.