

(NAME OF CLINIC)

Address
Phone Number

EMPLOYEE HANDBOOK

Effective (Date)

Version 1.0

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SECTION 1 INTRODUCTION

Welcome and History

Welcome to (Name of Clinic) (also referred to as (Clinic)). This handbook is provided as a reference guide for staff of (Name of Clinic), a non-profit community organization dedicated to high quality, comprehensive health care. (Name of Clinic) is the first federally qualified clinic in Central Oregon serving the uninsured and under-insured population. A strong sense of community and cooperation has made this possible. Your contribution and participation are a valuable asset to the clinic and the community.

General Purpose

The primary purposes of these personnel policies are:

- 1) To promote an atmosphere of harmony, cooperation, and understanding among all parties concerned;
- 2) To establish the duties, responsibilities, rights, and obligations of each person in order to minimize misunderstandings between employer, administrators, and employees; and
- 3) To establish a framework of recognizable expectation which leads to success on the job.

An endeavor has been made to cover matters important to effective personnel management, and, thereby, to promote understanding and cohesive working relationships on the part of all persons concerned.

In accordance with state law, the employee understands that any employment at this nonprofit is at-will and of indefinite duration, and that either the employee or the nonprofit may terminate employment at any time, with or without notice and for any reason. No agreement to the contrary will be recognized unless such an agreement is in writing and signed by the Executive Director.

While we hope your employment with us will be long and enjoyable, this handbook is **not an employment contract or a guarantee of employment for a specific length of time.** (Name of Clinic) and you have an “at-will” work relationship. That means that either (Name of Clinic) or you can end the employment relationship at any time, with or without notice, with or without reason.

It is not possible to anticipate every workplace situation or to provide information for every possible question. You are encouraged to consult with your supervisor if you have questions about the terms of your employment. (Name of Clinic) reserves the right to modify, rescind, supplement, interpret or revise any policy included herein and will make reasonable efforts to provide you with advance notice of any modification or revision.

Philosophy and Mission Statement

The mission of (Name of Clinic) is to improve the lives and health of low-income, uninsured and under-insured individuals and families in Crook County and Southern Wheeler County. By providing quality medical care, dental care, and mental health care in a healing, compassionate and culturally sensitive environment, we can make a difference in our community.

The organization appreciates the contribution of each employee and seeks to make employment professionally and personally rewarding. Employees receive support, recognition, and appreciation for services performed well on behalf of those whom it is the organization's mission to serve. We are committed to a work environment in which relationships are characterized by dignity, courtesy, and respect. We trust that you will find your employment with the organization to be a truly worthy and deserving endeavor, and thank you, in advance, for lending your education, talents, and skills to those whom we serve.

Please read this Handbook carefully, If you have any questions, please ask your supervisor.

Responsibility

In the formulation of personnel practices, the Board of Directors and the Executive Director have both unique and shared responsibilities derived from their respective functions and competence.

1) The Board of Directors adopts personnel policies, sees that legal requirements of employer are met, acts on special situations not covered by the personnel policies, hires the Executive Director, and delegates personnel administration to the Executive Director.

2) The Executive Director has responsibility for personnel administration within the policies adopted by the Board, is authorized by the Board to employ, assign, supervise and release all other employed staff, and is responsible for the development and implementation of procedures consistent with established policies. The Executive Director is the only staff person vested with the authority to discharge employees.

Right to Amend

These policies change from time to time at the discretion of the Board of Directors. This handbook does not constitute a guarantee of operating procedures or terms of employment. No organization official has authority to enter into any oral or other written agreement or other statements that will modify the at-will status of the employee.

SECTION 2 EQUAL EMPLOYMENT OPPORTUNITY

(Name of Clinic) provides job opportunities, salaries and benefits, promotions, and other conditions of employment without regard to a person's race, color, gender, age, religion, race, color, national origin, mental or physical disability or veterans status in compliance with federal and state laws and regulations. Non-Discrimination/Non-Harassment

(Name of Clinic) is committed to providing all employees with a work environment free of discrimination or harassment of any kind, including harassment from or to customers. The purpose of this policy statement is to reaffirm our commitment to equal employment opportunity and to provide a harassment-free work environment for all employees.

Harassment or discriminatory conduct of any kind, whether physical or verbal, committed by supervisors or non-supervisory personnel, is prohibited. Prevention of discriminatory activities must be practiced at all times, especially by supervisors. In those cases where discrimination can be established, disciplinary action up to and including dismissal may be taken.

Taking reprisal action against any employee because he or she has filed a discrimination or harassment complaint, furnished information or participated in any manner in an investigation, compliance review or hearing, is prohibited. In those cases where reprisal action can be established, disciplinary action up to and including dismissal may be taken.

Harassment Defined

Disparate and unfair treatment of any employee or individual because of his or her race, color, sex, religion, national origin, age, disability or protected group status as defined by federal and state laws is prohibited. This includes harassment and intimidation. Harassment is behavior perceived by the receiver as unwelcome and includes, but is not limited to, the use of verbal or practical jokes, unwelcome touching, offensive remarks or put-downs, displays of objects and materials which create an offensive environment. Actions such as these are prohibited and if repeated they are also unlawful.

What To Do If You Have a Complaint

This procedure is meant to provide the most comfortable means of reporting unlawful discrimination or harassment.

If you feel you are the victim of discrimination or harassment in any form, you are encouraged to first discuss the matter with your supervisor or with other management employees with whom you feel comfortable discussing the matter.

Perhaps the problem is due to a simple misunderstanding and can be resolved within the department. However, you may file an internal complaint with any member of management. The

following steps have been established for filing and handling complaints of any employee based on alleged acts of discrimination:

1. Any employee may file a complaint by communicating directly with their supervisor or any member of management. The multiple options noted here for presenting a complaint are made available with the intent of giving the employee the opportunity to select a person with whom they feel comfortable. Any employee may file a complaint orally by meeting with management or by submitting a complaint in writing. All complaints will be acknowledged within three days of receipt.
2. The company will proceed with an investigation of the complaint. Confidentiality will be maintained as far as is practicable. If it is necessary to make the employee filing the complaint known to others, the employee shall be advised in advance and shall be told why it is necessary that they be identified.
3. On the basis of the facts developed, management will render a decision in writing as soon as possible after completion of the investigation. If corrective or remedial action is warranted, appropriate disciplinary action will be taken.
4. Employees who file complaints or who testify, assist or participate in any manner in an investigation or hearing, will be safeguarded against intimidation, coercion, retaliation or discrimination of any kind. All such acts against complainants or other participants should be reported immediately to management.
5. All employees are required to fully cooperate in carrying out this policy and to avoid acts of discrimination or harassment or intimidation on the basis of race, color, gender, religion, national origin, disability, age, marital status or sexual preference.

What is Sexual Harassment?

Sexual harassment is considered sex discrimination not only because of the sexual nature of the conduct to which the victim is subjected, but also because the harasser treats a member or members of one sex differently from members of the opposite sex.

Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individuals; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an offensive work environment.

This is by no means an exhaustive list of conduct which is considered inappropriate and which will not be tolerated in the workplace. If you are aware of such illegal conduct, it is your responsibility to take affirmative actions to stop it immediately either by telling the employee to stop the offensive conduct or reporting it to management.

SECTION 3 SELECTION PROCESS FOR EMPLOYMENT

(Name of Clinic) provides job opportunities, salaries and benefits, promotions, facilities and other conditions of employment without discrimination based on race, color sex, age, religion or national origin in compliance with all Federal, State and local regulations.

Job Posting and Advertising

The following types of methods may be used to post a vacancy notice approved by the Executive Director: local newspapers, clinic staff meeting announcements, clinic bulletin board, agencies/organizations that the clinic networks with regularly, technical school career placement offices and national newsletter or community clinics.

The ad may be posted in-house for 5 days prior to being placed publicly, if it is reasonable to believe qualified applicants are employed at the clinic. If time is of the essence, a position may be posted internally and externally simultaneously. All qualified applicants will be forwarded to the department supervisor for review.

Screening

The screening of applicants will be done on the basis of qualifications and experience related to the requirements of the job. The clinic will offer advancement and opportunities for transfer or promotions to those employees whose qualifications and merits demonstrate satisfactory performance when such positions are available.

At least three candidates are necessary to complete the employment application process and at least two of those applicants who appear to possess the minimum entry qualifications will be interviewed.

A background investigation is done on each applicant prior to being hired. The investigation includes a confirmation of previous work history, that licenses and credentials are as indicated on the application and, where appropriate, are current; and references support the information provided on the application form. Where appropriate, background investigations may also include criminal and financial background checks. At the time a new employee joins the (Name of

Clinic), proof of U.S. citizenship must be provided or evidence that an individual can work lawfully in the United States.

Selection and Notification

The Executive Director is responsible for selection of all personnel, with recommendations by the Medical Director and Department managers as appropriate. It is the policy of this organization to fill vacancies with the best-suited qualified candidate. The selected applicant will be notified for the job by phone and by letter containing the following information: job description, effective date of hire, term responsibilities, wage/salary, working hours, and the length of probationary period. A copy will be kept in the employee's personnel file.

Unsuccessful candidates may be notified by mail within two weeks of employee selection.

Pre-Employment Drug Testing

A job offer is extended conditioned upon passing a pre-employment drug test. An applicant who refuses to be drug tested or an applicant who tests positive for drugs will not be considered for employment and will be ineligible to re-apply for employment for one year. An applicant who tests positive for drugs (exclusive of alcohol) will not be hired and will be ineligible to apply for employment for one year or until the applicant is no longer illegally using drugs and can provide documentation demonstrating successful completion of a certified rehabilitation program. An applicant whose drug test fails the integrity test will be re-tested if they can be contacted and report for the retest within 24 hours. If the applicant cannot be re-tested within 24 hours or if the second test is also a failed integrity, it will result in the same consequences as a positive test.

The pre-employment drug screen will be provided by the clinic at no cost to the applicant. Applicants who are out of the area may arrange for pre-employment testing through a certified laboratory and have the results forwarded to (Name of Clinic). Out of the area applicants must pay for the testing and forward the receipt to the clinic for reasonable reimbursement.

Documentation

The employee is to provide all necessary documents for hiring, i.e. social security card, valid driver's license or identification card, W-4 form (federal and state) for payroll and exemption information, Immigration I-9 form and other forms as requested by Human Resources.

Should licensure, registration or certification be a prerequisite of employment with the clinic, evidence of the appropriate documentation must be provided prior to being hired. After hire date the evidence must be recorded in the employee's personnel file. Employees are to notify the Director of Human Resources when such documents are obtained, renewed or validated.

All medical providers are required to complete a Credentialing form and privileging application upon hire. A copy of these forms must be retained in the employee personnel record. The provider is to notify Human Resources upon any changes made in Credentialing between re-Credentialing periods.

SECTION 4 EMPLOYMENT STATUS AND CLASSIFICATION

Employment status is a designation of a person's employment relationship with the clinic. The various kinds of employment status include "full time," "part-time," "consultant," "temporary", and "volunteers/students". Employment classifications are subject to change if during employment a change of scheduled hours of work or status is made. An employee who changes employment status from full time to part time will continue to keep the same date of hire as previously held.

Exempt & Nonexempt Employees

Employee classifications are determined by the Fair Labor Standards Act (FLSA). They are "exempt" and "nonexempt."

Exempt employees include those who are not subject to the overtime provisions defined by the FLSA. Exempt employees are generally administrative or executive staff, supervisors, or professional staff.

Nonexempt employees must comply with the overtime pay provisions of the FLSA, regardless of individual titles or duties. Any staff member who does not meet the qualifications for exemption is included in the term "nonexempt".

Full-Time

Full time employees are those hired to work on a regularly scheduled basis for at least 40 hours per week, subject to the requirements of the department and the clinic. Full-time employees receive full employment benefits.

Part-Time

Part time employees are those hired to regularly work less than 40 hours per week. Those part-time employees who work twenty (20) or more hours per usual and customary week receive employment benefits on a pro-rated basis, except as may be mandated by federal and state statute or organization policy. Employees who work less than 20 hours per week will not receive benefits.

Temporary

Temporary employees have been hired for a limited period of time, either to supplement existing staff members for special projects or to provide replacements for employees who are on leave of absence. Temporary employees will be hired on an hourly basis and will receive the following benefits: Social Security, Worker's Compensation and Unemployment compensation.

Volunteers and Students

Volunteers and students do not receive salaries or employment benefits, but are subject to the policies regarding conduct of employment of the organization. Appropriate sections of these personnel policies apply when they act as representatives of the organization.

SECTION 5 TERMS OF EMPLOYMENT

Employee Orientation

New employees will have an intensive orientation. Content of an individual's orientation will vary according to job classification. Orientation may include the following areas: organizational structure and chain of command; personnel policies; individual responsibilities according to job description; confidentiality; and safety. A written record of orientation will be completed and signed by the individual employee and placed in his or her personnel file.

Trial Period

New employees are hired as trial employees for a period of ninety (90) calendar days. During this period, orientation and evaluation take place, to establish whether or not the employee is meeting the expectations of the job as outlined in the job description and individual work plan. Appointment to a regular position at the completion of the trial period is subject, at a minimum, to a satisfactory written evaluation completed by the employee's supervisor and review by the Executive Director at the completion of the trial period. An employee may be terminated at any time during and after the trial period if his or her performance continually fails to meet minimum performance standards. Termination during the trial period is not subject to review or appeal. The employee may be placed in a second trial employee status at the discretion of the Executive Director.

New or reinstated employees are subject to the following limitations during the trial period:

- a) Paid Time Off (PTO) (See Section 8) accrues pursuant to the established policy, but may not be utilized for scheduled time off until the successful completion of the trial period(s). Unscheduled time off for illness may be used after thirty (30) days of continuous employment;

- b) Employees not offered continued employment following a trial period(s), or who leave employment prior to the completion of the trial period(s), are not entitled to payment for accrued PTO.

Nothing in this policy amends or waives the employment-at-will that exists between the (Clinic) and its employees.

Attendance Policy

Effective operation of (Clinic) requires employees be on the job ready to begin work at the start of the scheduled shift. Employees must report any absence to your direct supervisor before the start of the normal work time. Acceptance of employment with (Clinic) is viewed as an agreement on the employee's part to be responsible for being at work during the scheduled workday.

Personnel File

A personnel file is maintained for each employee. It contains confidential information about the employee's application process, compensation, evaluations, disciplinary notices, letters of commendation and other work-related documents. No one but the employee, or a supervisor having a legitimate need to review the personnel file, will have access to personnel files. An employee may review his/her file in the presence of a member of administration at a time mutually convenient for both parties and makes copies of anything in the file or add relevant documentation. In accordance with applicable regulations, an employee will not have access to the references gathered from previous employers. The personnel file will remain on file with the organization for seven years after separation from employment.

Job Description

All paid and volunteer staff persons will have a written job description that will be explained to them at the time of hiring or job assignment. Job descriptions for staff other than the Executive Director will be developed by the Executive Director with input from staff, and reviewed yearly and updated as needed. Job descriptions for the Executive Director will be developed by the Board of Directors and will be reviewed yearly or will be updated as needed. Job descriptions do not constitute contractual obligations or rights.

Staff Development

All employees are expected to maintain and increase their skills through participation in selected educational programs, staff meetings, and team conferences. Within the financial ability of the organization, paid educational leave and conference expenses for outside educational programs that benefit the employee's job position may be approved by the Executive Director.

Performance Evaluation

All employees will receive a written performance evaluation, with from their immediate supervisor prior to the completion of their ninety (90) day trial period. Thereafter, an employee will receive an annual evaluation on his/her anniversary hire date or as closely as possible. An annual written evaluation will be completed, if possible, within fifteen (15) days of the employee's initial date of employment, or more often if performance warrants.

Outside Employment

Employees who are considering or who hold positions with organizations providing the same or similar services as (Clinic) must receive approval from the Executive Director for outside employment.

In addition, employees are responsible for ensuring that any outside employment does not interfere with their performance at (Clinic).

Outside Activities While on (Clinic) Time

If an employee is participating as a presenter at a conference or providing other services for pay outside of the organization, and the work is being done during the employee's regular working time, any fee for such activities must be submitted to (Clinic). In addition, the employee must first receive permission from the Executive Director before participating in the activity. Employees are not to represent themselves as spokespersons for (Clinic) without prior approval of the Executive Director.

Employment of Relatives

Except as relates to marital status under ORS 659.030, persons shall be barred from employment by reason of kinship to any employee, if the person so hired were to act in a supervisory capacity to the related person. Persons shall not be barred from employment by reason of kinship to an employee who, if the person so hired were to maintain a peer working relationship with the related person, or to work in a separate program or division as that of the related person.

Confidentiality of Information

Except as allowed or required by law, personal information about any staff member, contractor, or board member will normally be regarded as confidential. Information about patients and related medical records, telephone conversations, family histories, disease or illness, must never be communicated to anyone other than the professional and paraprofessional personnel who require

such information to treat the patient. Information regarding types of cases must not be discussed with family members, personnel of other organizations, the news media, or the general public, except by those individuals who are directed to communicate such information at the appropriate times. Any communications about a patient must have the patient's prior written consent. Breach of confidentiality is reason for immediate dismissal.

Employee Privacy

Employees who use company-provided lockers or storage space in which to place their personal property during work hours are not protected by any expectation of privacy, whether or not the employee provides his/her own lock. The organization expressly reserves the right to check the contents of company-provided lockers or storage space or any equipment or areas within the organization at any time when there is a reasonable suspicion that the lockers contain company property or items of contraband, including, but not limited to, alcohol, drugs, firearms, explosives or other material defined by the organization as prohibited.

Computer and E-Mail Usage

Computers, computer files and the E-mail system and software furnished to employees of (Clinic) are the property of (Clinic) and intended for business use only. Employees will should not use a password, access a file, or retrieve any stored communication without authorization from their supervisor.

(Clinic) prohibits the use of computers or the E-mail system in any way that is disruptive or offensive to others. For example, the display or transmission of sexually explicit images, messages or cartoons or language that is racist or discriminatory is prohibited. The E-mail system may not be used to solicit others for any commercial ventures, religious or political causes, outside organizations or any other non-business matter.

(Clinic) purchases and licenses the use of various computer software programs for business purposes and does not own the copyright. (Clinic) may not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area network or on multiple machines according to the software license agreements. (Clinic) prohibits the illegal duplication of software and any related documentation.

Personal Conduct

Employees of the organization are, at all times and in all places, ambassadors of the organization, and, as such, shall conduct themselves accordingly. Only the Executive Director has authorization to speak on behalf of the organization, and no staff member should ever give the impression that he or she has such authorization. While these personnel policies do not act to constrain individual employees during their off-duty hours, it is to be noted that the codes and canons of professional

ethics governing medical personnel and their staffs require public and professional behavior which is moderate and free from gross acts of immorality which no prudent person would commit.

Dress Code

Employees of (Name of Clinic) are required to dress in a professional manner appropriate to their work situation. Name tags are required for all employees. Certain positions in the clinic may require the employee to wear special medical attire. It is your responsibility to dress in the attire appropriate for your particular job. It is expected that you will dress in a neat and business-like manner and that clothing will not be too casual. Employees are expected to use good taste when selecting their work attire so as to project a positive image. Good grooming and personal cleanliness is essential. It is the responsibility of your supervisor to assure the conformity to the dress code is observed. The final determination as to appropriateness of dress is with the Executive Director, who may take action as necessary (e.g. sending an employee home to change or other disciplinary action). The employee asked to make necessary changes will not be paid for time off the job to make those changes.

Although not exhaustive, the following list is designed to avoid extremes in dress and personal appearance and should serve as a guide for (Clinic) employees.

1. Jewelry: Earrings, bracelets and necklace should be in keeping with business dress. Employees working near office machines or other devices should ensure that jewelry will not pose a risk to their safety or the safety of co-workers.
2. Nails: Nails should be neatly trimmed, and only fingernail polish that is in keeping with business dress should be worn.
3. Hair: Hair must be neatly groomed and worn in a style that is in keeping with a dress policy of moderation.
4. Facial Hair: Beards and mustaches must be neatly trimmed and groomed.
5. Makeup: Moderate makeup is permitted.
6. Shoes: Shoes must be neat and clean. Open-toed sandals may be worn if they do not pose a risk to the employee's safety.
7. Visible Tattoos and Pierced Body Parts: Other than earrings, placed in the ears, no jewelry may be worn in any other body piercing. Tattoos should be covered at the workplace.
8. Fragrance: Mild or light fragrances may be worn by employees. Employees will be asked to refrain from the use of fragrance if it is irritating to coworkers.

9. Women's Clothing: In general, women's clothing should be neat, clean and professional in appearance. Skirt and dress lengths should not be more than three inches above the knee. "Walking" shorts or skorts lengths should not be more than three inches above the knee. Tailored slacks or suits are permitted.
10. Men's Clothing: In general, men's clothing should be neat, clean and professional in appearance. Dress shirts or pullover shirts with a collar may be worn. "Walking" shorts lengths should not be more than three inches above the knee. Tailored slacks or suits are permitted.

Unacceptable Attire:

Denim blue jeans
Nylon jogging suits
Shorts other than "walking" shorts
Beach shoes
Sweat suits or sweatshirts
T-shirts with product writing or pictures
Tank tops, halter-tops, immodest necklines, or bare midriffs
Tight stretch pants without a covering top
Strapless or spaghetti-strap sun-dresses (unless accompanied with a blouse)
Failure to wear appropriate under garments is also unacceptable.

Tardiness/Absence

Good attendance at all times is critical to the function of the clinic. Employees who are not at their assigned places of work at their scheduled starting times are considered tardy. Employees who fail to arrive at work on time without a legitimate reason are subject to disciplinary action. The clinic's Operations Manager determines whether the reason given is legitimate. Employees who cease and/or leave work before their scheduled stopping times without authorization of their supervisor are also subject to disciplinary action.

SECTION 6 WAGE ADMINISTRATION AND WORK SCHEDULE

Hours of Work

The clinic office hours are 8:00 am to 5:00 pm, Monday through Friday, Tuesday 6:00 pm to 8:00 pm, and 12:00 noon - 3 pm on Saturday. If you are a nonexempt employee, your hours of work will be scheduled by your immediate supervisor, in accordance with the operational needs of the clinic. During the work day, you will be allowed a one hour unpaid lunch break. Two fifteen minute breaks are allowed on an eight hour shift and must be scheduled through your supervisor.

It is the responsibility of the employee to notify his or her supervisor if illness or family emergency necessitates an unplanned absence from work. A minimum notice of 30 minutes prior to the beginning of their work shift is required and longer notice is preferred and appreciated. Good and sufficient reason must be provided for any tardiness or absence.

Inclement Weather & Emergency Closings

Due to the nature of our programs, (Clinic) will remain open regardless of weather conditions. Employees should always presume the clinic is open unless they receive notice of closure from their supervisor. Only the Executive Director or his or her designee has the authority to close the clinic due to inclement weather or emergency on days other than regularly scheduled holidays.

If the clinic is closed due to weather conditions, all employees who are working at the time of the closure will be paid their regular wage for the remainder of their work shift. Any employee notified of the closure prior to the beginning of their work day will not be paid. Employees may use available paid time off to meet any time lost due to such a closure.

In the case where employees have difficulty reaching work but (Clinic) has not been closed, the employee will not be paid for the time away from work and may charge such time to any available paid time off. If any employee makes a request and is permitted to leave early and the clinic has not closed for the day, the employee will only be paid for the time worked that day and again may charge such time to any available paid time off.

Pay Periods

Pay periods are biweekly, occurring every other Friday. Paychecks will be distributed to employees by 5:00 pm on the Friday following the end of the pay period. Hourly employees must punch in and out on a daily basis using the time clock. Employees who are found to be violating this policy will be subject to disciplinary action. Time sheets will be generated from the company's time clock or payroll time sheets will be generated from the company's time clock or payroll system, unless the particular circumstances of an employee necessitates that he or she manually record hours worked (e.g. the employee begins or ends his or her workday off site). All employees must complete a Paid Time Off form for any Paid Time Off taken during the applicable payroll period. PTO forms must be submitted prior to the end of the payroll period in order to be processed timely. Time sheets are considered legal documents. Any employee found falsifying a time sheet will be terminated.

Release of Paychecks

Employees are encouraged to use direct deposit for paychecks. If this is not the case, There may be occasions when an employee wants someone to pick up their paycheck. (Clinic) will not

release a paycheck without a written authorization from the employee identifying the person who will be picking up the check. If you wish to authorize the release of your check to someone, request an Authorization to Release Check Form from the Human Resources Office.

Salary Ranges and Adjustments

A base salary is set for each job classification at the clinic. This rate is based on requirements for the job such as education, training, experience, and specific skills. The base salary rate is reviewed annually according to the current rates in the marketplace. (Name of Clinic) provides for adjustments in wages and salaries reflecting: 1. Changes in the “Cost of Living”; and (Clinic) financial capability; 2. Employee performance; 3. Bonus adjustment and 4. Changes in the market associated for specific job categories.

- Adjustments associated with changes in the “Cost of Living” (COL) and (Clinic) financial capability:

(Clinic) adjusts salaries on an annual basis on review of the Cost Of Living (COL) and a review of (Clinic)’s financial capability. The reviews are completed during (Clinic)’s annual budgeting process that generally occurs during the January-February period of each year. If (Clinic) provides for a salary increase based on the COL and (Clinic)’s financial capability, the increase will occur at each employee’s anniversary date.

- Adjustment associated with employee performance:

Each year (Clinic) Directors, executive management and supervisors will have the option to nominate at least one of their employees but not more than 15% of (Clinic)’s employee’s for base rate enhancements. Nominations will include written support including at least the employee’s performance review, but also including other written support as appropriate.

The Executive Director will review the nominations. The amount of the base rate enhancements will be approved by (Clinic)’s Board of Directors on an annual basis. The amount will be based on reasonableness and on (Clinic)’s financial capability. The Executive Director may accept or reject any nomination, but any rejection will be reviewed with the nominating manager before a final determination is made.

- Bonus Adjustments:

At the end of the fiscal year, the clinic may give a bonus to all staff if the clinic has a surplus. The bonus will be an incentive for all staff to work together as a team to make the clinic more efficient and, therefore, more profitable. The personnel evaluations will be used in determining which employees are qualified to receive a bonus or partial bonus. Employees will be evaluated not only on job performance, but also on their cooperative spirit on the job with fellow employees. If an employee is not performing to standard, the bonus may be withheld.

- Adjustment Associated with Market Demand for Specific Positions:

At any point in time, (Clinic) will make adjustments to the salary level of any position based on “established” changes in the market for specific positions. The change will effect the salary level for a specific position and may also effect a specific employee’s compensation.

Established changes will be demonstrated and evidenced through specific wage and salary surveys or some other relevant method for identifying changes in the marketplace. A change based on market demand must be approved by the Executive Director.

Compensatory Time & Overtime

All non-exempt employees of (Name of Clinic) are eligible for overtime compensation according to the Fair Labor Standards Act. Employees who qualify as administrative executives or professional employees within the meaning of the state and federal wage and hour laws are exempt from overtime pay and are not subject to this policy.

All non-exempt employees will be compensated for straight time and overtime work on the basis of a forty hour week. Normal work week begins at 12:00 a.m. on Sunday and ends the following Saturday at 11:59 p.m. Employees will receive overtime compensation of one and one-half times their regular rate of pay for any hours worked in excess of forty hours per week.

All overtime worked by a non-exempt employee must be approved in advance by the employee's supervisor. Unauthorized overtime is against clinic policy. Employees who work unauthorized overtime will be paid for the overtime but are subject to disciplinary action up to and including termination. Upon approval of overtime hours by a supervisor, the supervisor must complete an overtime approval form.

Employees must work over forty hours in a week in order to be compensated for overtime. Holiday, vacation, jury duty, military leave, and sick time hours, etc. cannot be counted as hours worked in computing overtime.

Compensatory time will not be awarded in lieu of overtime payment for non-exempt employees. Exempt employees will be awarded compensatory time as permitted by their immediate supervisor and the Executive Director.

SECTION 7 EMPLOYEE BENEFITS

Subject to marketplace conditions and availability, it is (Name of Clinic)’s intention to provide a competitive benefit program for its employees.

Medical/Dental Insurance

All full-time and part-time employees who are regularly scheduled to work at least twenty (20) hours per week are eligible to participate in the group insurance programs as long as they meet the eligibility requirements. Coverage begins the first of the month following the date of hire. (Name of Clinic) covers the cost of medical insurance for full-time employees. Part time employees working more than 20 hours, but less than 40 will receive a pro-rated benefit. Coverage begins the first of the month following the completion of the employee's trial period.

Dental insurance is not required for employees but may be available. If an employee can show they have medical insurance through a spouse, that is equal or better coverage, they can opt out of the group insurance. Benefits of this plan have to be presented to and approved by the Executive Director.

Coverage While on Leave of Absence

(Clinic) will continue to pay its portion for employee coverage while an employee is on paid leave of absence. In addition, (Clinic) will continue its portion of employee coverage while an eligible employee is on family medical leave. Employees on unpaid leave of absence (excluding family medical leave) can continue group insurance coverage through self-payment of the required premiums.

Short-Term disability/Long-Term Disability Coverage

(Clinic) intends to provide insurance coverage for partial wage replacement for eligible employees who are required to be off work due to a non-job related medically disabling condition. Eligible employees are full-time employees and part-time employees who are regularly scheduled to work at least twenty (20) hours per week.

Life Insurance

(Name of Clinic) may provide life insurance for the benefit of all full-time employees and part-time employees who are regularly scheduled at least twenty (20) hours per week.

Worker's Compensation

Employees are covered under workers compensation insurance according to state and federal requirements. Deductions for the employee's share of the workers compensation premium will be withheld as prescribed by law from the employee's paycheck.

In the case of an on-the job injury, in conjunction with the employee's medical provider, the employer will determine whether the employee can perform the essential functions of the job, with or without reasonable accommodation, and whether s/he can work without posing a direct threat. If an employee can no longer perform the essential functions of his or her original position, even with reasonable accommodation, and no other position is vacant, the employer is not required to create a new position or bump another worker to reassign the disabled employee.

Retirement Plan

(Clinic) intends to maintain a profit sharing retirement plan for employees. Any contribution by (Clinic) is determined annually by the Board of Directors and is based on the clinic's financial capabilities. Participation is based on specific plan requirements. Employees are eligible to participate six months after the first day of employment or the date you attain age 21, whichever is later. You must complete 1040 hours of service each fiscal year to be eligible to receive a contribution for that fiscal year. Eligible employees will be enrolled at the next available semi-annual enrollment.

Personal Choice Account (Flexible Spending Account)

(Clinic) may sponsor a personal choice account that allows employees to use pre-tax dollars for three specific matters:

- Dependent daycare
- Un-reimbursed medical expenses
- Payment of health insurance premiums

Employees should contact the Human Resources Manager for additional information on the personal choice account.

SECTION 8 PAID TIME OFF PROGRAM (PTO)

The Paid Time Off (PTO) program combines all vacation, holidays, personal holidays and sick leave hours into a single multi-use leave bank that can be utilized in a variety of ways.

Scheduled and Unscheduled PTO

There are two types of PTO: Scheduled Hours Off and Unscheduled Hours Off.

Scheduled hours off are hours that you request in advance for planned time away from work and holidays when the clinic is closed. Scheduled hours off must be approved by your supervisor

before the time can be taken off and indicated on your time sheet.

Unscheduled hours off are PTO hours that are used for sick time or emergencies that might occur during the year. Unscheduled hours off must be designated on your time sheet and require your supervisor's authorization and signature.

Accrual Rates

Accrual of PTO hours begins at your first day of employment and is pro-rated for part-time employees.

PTO hours cannot be used for scheduled time off until after 90 days of continuous employment and for unscheduled time off until after 30 days of continuous employment.

Non-Exempt Employees:

<u>Anniversary Date*</u>	<u>Accrual Per Pay Period</u>	<u>Maximum Yearly Accrual</u>
0-3 Years	6.46 hrs. per pay period	168 hours
4-6 Years	8.00 hrs. per pay period	208 hours
7 or more years	9.54 hrs. per pay period	248 hours

Exempt Employees:

<u>Anniversary Date*</u>	<u>Accrual Per Pay Period</u>	<u>Maximum Yearly Accrual</u>
0-3 Years	8.62 hrs. per pay period	224 hours
4-6 Years	10.77 hrs. per pay period	280 hours
7 or more years	12.31 hrs. per pay period	320 hours

* PTO accrual rates are based upon on employee's anniversary date of hire. As an example, a non-exempt employee hired on January 1, 2001 will begin their 4th year of employment on January 1, 2004, and will begin accruing PTO at the 8.00 hours per pay period rate on that 4th anniversary date of hire.

Other PTO Provisions

PTO hours will be paid at your hourly base rate of pay. PTO hours may not be used to increase your paycheck beyond the number of hours for which you are normally scheduled to work and be paid.

You will not normally be entitled to time off without pay until you have utilized all available hours in your PTO Bank. Management reserves the right to grant time off without pay when special circumstances warrant.

Maximum Amounts For PTO Bank

The highest number of hours you can accumulate in your PTO Bank will be 1.5 times your annual accrual maximum. If, for example, your annual accrual maximum is 168 hours per year, the maximum number of hours you can accumulate in your bank is 252 hours (1.5x168 = 252). Once your PTO Bank balance reaches the maximum amount, you will not accrue any additional PTO until your balance falls below the allowed maximum.

Request Time in Advance

Except in cases of illness or personal emergency, requests for Paid Time Off must be made in advance and must have management approval. Approval will be subject to your supervisor's discretion, after considering departmental staffing needs, other employee absences and/or other business factors.

Employees are encouraged to use their PTO at appropriate intervals to avoid burnout. All PTO hours taken are to be scheduled in a manner to assure work coverage. All regular full time employees are required to use a minimum of 88 hours of PTO per year; the minimum for regular part time employees will be pro-rated. If the minimum hours are not used they will be forfeited. Employees who are involved in corporation finances are required to take 40 hours off in one block of time in each 12 month period. This includes all cashiers, billing and accounting people.

Cash Out At Termination

PTO hours will not accrue after your final work day. Upon termination, all of your accrued, unused PTO hours will be cashed out at your base rate of pay. If an employee is terminated before satisfactorily completing the probationary period, 90 consecutive days, the employee will not be eligible to cash out accrued PTO.

The appropriate termination paperwork must be received in the Human Resources Department prior to your last day of work in order to facilitate the timely pay off of PTO hours.

Recognized Holidays

The clinic will be closed when these holidays fall on normal clinic operating days. You must request PTO hours (for the number of hours you ordinarily would have worked) on your time sheet in order to be paid for the holiday. Holidays recognized by the organization include:

New Year's Day (January 1)
Memorial Day (Last Monday in May)

Independence Day (July 4)
Labor Day (First Monday in September)

Thanksgiving Day (Fourth Thursday of November) Christmas Day (December 25)

In order for PTO to be used for Holiday pay, the employee must have worked their regularly scheduled work days immediately before and after the scheduled holiday, unless the employee is on Scheduled Hours Off as defined on page twenty-two.

SECTION 9 LEAVES OF ABSENCE

Educational Leave

Paid leave may be granted at the discretion of the Executive Director for staff education and training not required by the organization. All training required by the organization is considered part of normal working hours.

Jury Duty

Full-time and part-time employees who are called to jury duty shall be paid their regular straight time hourly rate for the time they were scheduled to work during the period of jury service less they amount they received for the jury service. In order to be paid for time spent on jury duty, the employee must present proof that they served on the jury and proof of the amount they received for that service.

Any employee who was scheduled to work and who is excused from jury duty before 12:00 noon must report to work or any pay from (Clinic) for that day will be forfeited.

Bereavement

After successful completion of the probationary period, regular employees shall be allowed three (3) consecutive days without loss of regular pay for absence due to the death of a member of the employee's immediate family. An employee's immediate family is defined as: spouse, child, siblings, parent, step-parent, step-child, step-siblings, mother/father-in-law, grandparents of employee, and significant other..

Military Leave

Military Leave will be granted in accordance with the law. Your position, or a position of similar classification and pay, will be restored to you if you were involuntarily inducted into the armed services and you report back to work within ninety days of release from military service and present proof of honorable discharge.

The clinic will allow time for military reserve training in accordance with applicable law. You

may elect to use accrued leave or leave without pay.

Personal Leave of Absence

A request for leave of absence for reasons other than those named above will be granted if your services can be spared or a temporary replacement can be found. A request for personal leave of absence must be submitted at a minimum two weeks prior to the time the employee wishes to take the leave. A request for a personal leave of absence must be approved by the Executive Director. The employer will guarantee your re-employment in the same job or comparable job if the leave is one month or less. Every attempt will be made to re-employ you after leave. However, when leave is greater than one month the employer cannot guarantee re-employment.

Leave without pay (LWOP) will be granted sparingly and only in cases where the value to the clinic, the public good, or the needs of the employee are sufficient to offset the administrative inconvenience and the cost of granting the leave without pay. Examples of situations where leave without pay may be considered are: educational purpose; absence due to personal circumstances, such as serious family illness or misfortune which requires the employee's presence; to recover from illnesses or disability not of a permanent nature and; military leave. LWOP begins when employee's paid time off (PTO) runs out.

Paid time off (PTO) does not accrue during inactive status. You may continue your group health insurance provided you make the premium payments by the first of each month you are gone. Premium payments will be prorated according to hours worked. Your anniversary date will be adjusted forward for the number of calendar days for which you are on leave.

SECTION 10 JOB-RELATED EXPENSES

Travel

Officers and employees are to exercise reasonable judgment in incurring travel expenses on official business. Excessive or unnecessary expenses are not to be approved or reimbursed. The number of personnel attending meetings is to be the minimum necessary with the benefit to be derived therefrom. The itinerary is to be planned to eliminate unnecessary travel; whenever possible, two or more employees are to travel in one vehicle.

Before placing an employee on travel status, a determination is to be made regarding the most economical method for reimbursement. For definition purposes, "in state" travel means travel exclusively within the state of Oregon. "Out of state" includes travel anywhere outside the state of Oregon. High cost locations are specific cities or areas that are afforded additional daily costs. All transportation by air is to be by tourist class or least expensive advance class fares. Exceptions are to be approved by the Board in advance of travel.

Direct Payment to Hotels/Motels

Supplying subsistence or lodging approval is granted for advance to lodging payment hotels/motels from the organization to confirm the reservations. Any payment must be supported by documentation that includes a list of individuals for whom lodging or subsistence is furnished and date of occupancy. Payment for expenses will not result in a cost that is in excess of what would be payable by way of reimbursement to the individuals involved.

Basis for Reimbursement

Reimbursement for lodging expenses will be the lesser of an actual expense incurred or a per diem allowance. The reimbursement for subsistence and lodging expenses incurred on business is to be on a per diem basis. Total reimbursement is not to exceed the per diem allowance, and is for all authorized travel, subject to any applicable restrictions. Reimbursement is not to be made for expenses incurred at the office or residence. Office is defined as the city, town, or other location where the employee works. Residence is defined as the location where an employee maintains a residence used by such employee or family.

All employees are to be treated alike under all travel circumstances.

Employees assigned to attend a conference or training shall qualify for meal reimbursement only if the conference or training fee includes a meal or meals as part of the agenda or if the employee qualifies for lodging allowance or is on official travel status.

Per diem is to be computed on a daily basis, using 12:00 midnight as the beginning and ending of each day. Reimbursement rates for subsistence and lodging costs are to be paid in accordance with conference/workshop rate. When lodging expenses are not incurred, reimbursement rates are paid for subsistence costs only. Per diem allowance is not to be authorized under any of the following conditions:

- When the employee does not incur expenses for lodging because it is furnished by any organization or through the payment of lodging costs included in registration or conference fees;
- or,
- When an employee does not incur expenses for meals because they are furnished.

Non-commercial travel allowance is an allowance for overnight travel when employees do not use commercial lodging. Lodging in private homes, public or private parks, camps and similar arrangements for overnight stay, is considered non-commercial lodging. Eligible employees shall receive an un-receipted allowance of thirty-five dollars (\$35.00) per day for lodging from the first full day of travel. No receipts are necessary.

Meals Per Diem Rates

Per Diem In-state: Breakfast \$ 5.50
 Lunch \$6.50
 Dinner \$13.00
 \$25.00 without a receipt or up to \$35.00 maximum with receipt.

Out of State: Breakfast \$ 7.50
 Lunch \$8.50
 Dinner \$15.00
 \$31 without a receipt or up to \$50.00 maximum with receipt.

Alcoholic beverages will not be reimbursed.

Mileage

Personal vehicle: Same as IRS reimbursement.

Reimbursable transportation expenses include all necessary official travel on railroads, airlines, ships, buses, private automobiles, rental vehicles and other usual means of conveyance. Transportation costs between home and work is a personal obligation and is not reimbursable by the organization.

Miscellaneous Travel Expenses

Miscellaneous travel expenses essential to the transaction of business are reimbursable to the employee. Reimbursable expenses include, but are not limited to:

- Taxi fares, car rentals, parking fees, ferry and bridge tolls;
- Registration fees required in connection with attendance at conventions, conferences, and official meetings;
- Rental of a room in a hotel or other place which is to be used to transact business. The room rental is reimbursable as a separate item when authorized; or,
- Charges for necessary stenographic or typing services in connection with the preparation of reports/correspondence, when authorized.

Certain travel expenses are considered as personal and not essential and therefore, are not reimbursable. Such expenses include, but are not limited to:

- Laundry and valet service, entertainment expenses, radio or video rental, tips and gratuities, and other items of a similar nature;
- Taxi fares, car rental, and other transportation costs to or from places of entertainment or

similar facilities;

- Costs of personal trip insurance and medical and hospital services; or,
- Personal telephone calls, except calls of limited duration to the home of the employee to advise the employee's family of status.

Receipts for allowable expenditures for amounts in excess of \$5.00 plus tax are required for sundry expenses and are to be attached to the expense voucher, except for the following:

- Day parking fees;
- Transit fares, ferry fares, bridge and road tolls, and taxi/limousine fares when necessary; and,
- Telephone calls where it is necessary to use a coin box telephone, or where telephone calls cannot be charged.

Exact time, including A.M. or P.M. designation, of departure and return is to be indicated on the travel request.

Other Travel Policies

Whenever it becomes necessary for an employee to travel or incur reimbursement expenses, an organization may make a travel advance. The purpose of the advance is to defray anticipated reimbursable expenses. Any unexpended portion of the advance is to be returned to the organization. If the travel advance is less than the total amount of travel expenses, a completed travel request form must be processed showing the additional amount due; if the advance amount was in excess of the total completed travel expenses, a request form must be processed and submitted with the amount due from the employee. Travel expenses must be submitted no later than 30 days after the completion of the travel.

The use of privately owned vehicle in the conduct of official business may be authorized for any one of the following reasons:

- An organization-owned vehicle is not available; or,
- It is more advantageous and economical that an employee travel by a privately owned vehicle rather than a common carrier or organization-owned vehicle.

Normally, the use of a privately owned vehicle is to be based upon the work requirements and not the personal preference or convenience of the employee. Operators are to have a valid operator's license and current auto insurance in their possession while operating a privately owned or organization-owned vehicle. Traffic accidents are to be reported within 24 hours to the Executive Director and other enforcement agencies as required by law.

Rental automobiles may be used for business under the following conditions:

- An organization-owned vehicle is not available;
- The use is advantageous to the organization, more economical than other conveyances and necessary business cannot be accomplished otherwise;
- Has been approved in advance; and,
- The rental automobile is obtained from a firm which specializes in rental vehicles.

The use of rental automobiles makes it difficult to segregate between official and personal use; the designee is to make appropriate precautions to guard against abuse. Reimbursement is made on a daily cost including appropriate taxes, gasoline and insurance, if necessary. Request is to be submitted on travel request forms, as appropriate.

Employees are responsible for getting to and from work at their own expense.

SECTION 11 HEALTH AND SAFETY

Safety Policy

(Name of Clinic) is committed to providing a safe, clean and healthy place to work. Employees are required to cooperate by wearing any required safety apparel, keeping their work areas neat and clean, and observing safe practices.

Accidents

Any on-the-job injury must be brought to the attention of your supervisor immediately. You are also required to report any work-related illnesses or injury immediately.

Even though a work related injury or illness may appear to be minor, it is important that it be reported in enough detail to make sure all the facts are known. If you are injured at work, you are required to complete and submit an accident report to your supervisor within 24 hours and cooperate with (Clinic) in its investigation. A failure to complete appropriate paperwork or cooperate could lead to disciplinary action.

Infectious Disease Policy

(Clinic) will not discriminate against staff or clients with infectious diseases, including HIV infection. We will comply with state, local and federal laws. Employees are required to comply with all health and safety regulations regarding infectious diseases.

Smoking Policy

In keeping with (Name of Clinic)'s commitment to provide a safe and healthful work

environment, smoking is prohibited in all (Clinic) facilities and vehicles, the waiting area outside the clinic and the picnic area. This policy applies equally to employees, clients, patients and visitors. Smoking is only permitted in a designated smoking area.

Tests and Immunizations

Recognizing that communicable disease control is one of the primary objectives of these facilities, it will be the policy of (Name of Clinic) for all employees to practice the following guidelines regarding vaccine preventable disease. All employees will be tested in the first two weeks that they are working.

TB Tests Annual Tuberculin tests (PPDs) are required for all staff members. Persons with a positive test or persons found to be a converter, will complete follow-up and recommendations per Oregon State Health Division guidelines. If a health care provider with a negative skin test is exposed to a person with active TB, they will receive a skin test three months following the exposure and if still negative, the skin test will be repeated at six months.

Hepatitis B Vaccine It is strongly recommended for all health care providers who have exposure to blood, blood products or other potentially infectious body fluids to receive the three Hep B vaccines.

Flu Vaccinations It is strongly recommended for all staff to receive a yearly flu shot.

MMR Employees who do not have documented proof of a vaccination or a laboratory verification of immunity will be administered 0.5 ml of MMR; MR or Measles, Mumps or Rubella single antigen vaccine subcutaneously.

Individuals who decline immunization recommendations must sign a waiver stating that they have been informed of this policy. If you are unable to document immunity you will be excluded from work during an outbreak or possible exposure.

Cost of recommended tests and immunizations will be covered by the clinic.

Employee Health Care at (Name of Clinic)

Employees and their families who choose to use (Name of Clinic) will be required to comply with all regular patient procedures. This includes scheduling an appointment, providing

all information requested including the taking of vital signs, completion of any necessary patient information forms, etc. Employees and their families who elect this option must follow the direction and guidance of their physician and/or mid-level provider. Questions about treatment must be addressed directly to the provider. If a question is unresolved, the normal patient

grievance procedure must be used.

Employee health care will not be given on an informal basis. Employees are not to use their position in (Clinic) to obtain a short-cut to health care services or to second guess the judgment of a provider. Employees and their families receiving health care services through (Name of Clinic) are asked to use extra care, follow all normal patient procedures, and respect the requirement of confidentiality in the provision of medical services.

Drug-free Workplace Policy

(Name of Clinic) considers its employees to be its most valuable asset and is concerned about their safety, health and well being. (Name of Clinic) recognizes that misuse of alcohol and other drugs is a pervasive problem in our society in general and that problems with substance abuse exist in our community. This policy on alcohol and other drug use applies to all employees. The purpose of the policy is to prevent drug or alcohol use that adversely affects job performance and/or the working environment.

(Name of Clinic) intends to establish a safe and healthy workplace for all employees by:

- Identifying job performance problems at the earliest possible time.
- Increasing employee awareness of the dangers of drug use and abuse.
- Making treatment for chemical dependency, and on-going recovery, accessible to all employees.
- Prohibiting the actual or attempted use, abuse, possession, sale and/or distribution of unauthorized drugs and alcohol on (Name of Clinic) premises or (Name of Clinic) time.

Legal Drugs

1. Medications

The use of medically prescribed drugs during working hours is approved, provided there is no medically-stated caution preventing the employee from performing his/her job safely and adequately. An employee taking drugs prescribed by his/her treating physician is encouraged to inform their supervisor of that fact prior to beginning work. The employee is subject to this requirement each day prescribed medication is consumed. The use of any legally obtained drug, to the point where such use adversely affects the employee's job performance or safety, is prohibited. Failure to comply with this portion of the policy may result in corrective action, up to and including discharge.

2. Prohibited Use of Alcohol

No employee shall be permitted to report to work or continue to perform work while under the

influence of alcohol. Any employee reporting to work so affected or engaging in the use of alcohol beverages on (Name of Clinic) premises or on official business is subject to corrective action or discipline, up to and including discharge.

3. Sale, Purchase, or Transfer

Any employee attempting to or actually selling, purchasing or transferring legal drugs on (Name of Clinic) premises or while on (Name of Clinic) business in violation of Oregon State or federal law is subject to corrective action up to and including discharge.

4. Smoking

All clinic facilities are smoke-free. Employees may smoke on their assigned break times in designated smoking areas. A smoking cessation program is offered at no cost for any employee who would like to participate.

Illegal Drugs

Illegal drugs and substances include:

- drugs which are not legally obtainable,
- drugs which are legally obtainable, but have been obtained illegally.

The actual or attempted possession, use, sale, purchase, or transfer of illegal drugs, as defined above, by employees at the work site or while on (Name of Clinic) business is prohibited. The prohibition applies to any and all forms of controlled substances as outlined by law.

Any employee engaging in the sale or attempted sale of illegal drugs on (Name of Clinic) premises or while on (Name of Clinic) business will be discharged immediately and may be referred to law enforcement authorities.

Any employee possessing or attempting to possess, purchase, transfer or use illegal drugs on (Name of Clinic) premises or while on (Name of Clinic) business is subject to corrective action, up to and including discharge.

Drug Testing

(Name of Clinic) reserves the right to require employees to submit to a drug or alcohol test in the following instances:

1. Reasonable cause: Where (Clinic) has reasonable grounds to believe that an employee is under the influence of an alcoholic intoxicant or has controlled substances present in the body, (Clinic)

may require the employee immediately submit to a field impairment, blood, urine, or breathalyzer test. Testing will be done at an appropriate collection site and a supervisor or a designated individual will transport the employee to the testing site.

2. Post-accident testing: All employees who are involved in a personal injury or property damage accident on work time may be required to submit to a urine test for the detection of drugs. In addition, if there is reasonable cause for believing an employee involved in an accident had alcohol in his or her system at the time of the accident, (Clinic) may require the employee to submit to a blood sample for the detection of alcohol.

Any employee who refuses to cooperate in any aspect of the drug testing process described in this policy shall be subject to disciplinary measures up to and including termination.

If the blood or urine test results are positive, (Clinic) will instruct the laboratory to conduct a confirmation test and require the laboratory to retain the sample for a period of at least 10 calendar days for the purpose of allowing the employee to conduct an independent test on the same sample. Any employee who questions the positive test result should submit a written request to the laboratory within 10 days of the original sample being taken in order for the independent confirmation test to take place. The employee is responsible for scheduling and paying for the independent confirmation test.

If the original test results are negative, the employee will not be disciplined under this policy. Depending upon the circumstances, the employee may still face discipline for violating another (Clinic) policy.

Social Activities

All (Clinic) employees are required to obey federal, state and local laws regarding the possession and use of alcoholic beverages. At any organization sponsored social event where alcoholic beverages are served, employees are personally responsible for monitoring their own consumption and for using public transportation or a designated driver.

Company Position on Alcohol and Other Drug Problems

(Name of Clinic) endorses rehabilitation for employees diagnosed or self identified or drug dependent. (Name of Clinic) recognizes chemical dependency as a progressive disease having behavioral, psychological, social and medical symptoms. (Name of Clinic) also believes that in most instances, chemical dependencies can be treated successfully.

SECTION 12 STANDARDS OF CONDUCT

Employee conduct is expected to be professional and responsible. The following is a list of conduct that will result in disciplinary action up to and including termination. This list is not all-inclusive, but examples of actions that are considered unacceptable.

1. Poor job performance, as documented in memoranda and performance evaluations.
2. Violation of personnel or organization policy.
3. Neglect of duty.
4. Disorderly or immoral conduct or intoxication.
5. Theft.
6. Insubordination.
7. Unexplained or excessive absences or tardiness.
8. Blatant disregard for, or failure to carry out, instructions.
9. Dishonesty.
10. Fraudulent references.
11. Falsification of records (i.e., employment application, time records, patient charting, etc.).
12. Willful destruction of organization property.
13. Disclosure of confidential information.
14. Being rude or uncooperative in dealing with employees, supervisors, or clients.
15. Any behavior which no prudent person would commit which places at risk the liability or reputation of the organization, including repeated violation of organization standards.
16. Any violation of any policy or procedure contained in this Handbook.
17. Any other reason conduct, whether it occurs at (Clinic) or elsewhere, which, in the view of (Clinic), is sufficient to justify discipline or discharge.

Nothing stated in this policy waives or abridges the “at-will” employment relationship that exists between the employee and (Clinic). Either party can sever the employment relationship at any time, with or without notice, with or without reason.

SECTION 13 DISPUTE RESOLUTION

In any work relationship, problems will develop. If you have a concern or a complaint about your duties, your supervisor’s direction, the work environment or discipline you have received, it is your responsibility to bring that matter up for resolution.

The first step is to discuss the matter with your supervisor as soon as possible after it comes to your attention. If the matter cannot be resolved with your supervisor or if it is a complaint against your supervisor, contact the Director of the department if applicable. If the matter is not resolved at the Director level, then bring the matter to the Executive Director.

If the matter is not satisfactorily resolved working with the Executive Director, employees may

petition the Board of Directors for dispute resolution. The Board of Directors or a selected committee will consider the matter and issue a resolution. The Board of Directors' resolution is final.

SECTION 14 TERMINATION OF SEPARATION FROM EMPLOYMENT

Resignation

Resignation is initiated by the employee and is an end to the employment. Professional and supervisory employees are requested to give a minimum of one (1) month notice and preferably two months notice to allow for a replacement search. Other employees are expected to give two weeks advance notice to allow for replacement search. (Clinic) may elect to accept an employee's resignation effective immediately.

If an employee resigns without notice, the employee's final paycheck will be prepared and available no later than 48 hours from the time of resignation, not counting weekends or holidays. If an employee resigns and does give notice, the final paycheck will be available on the last working day.

Discharge

Discharge is termination initiated by (Name of Clinic). Discharged employees are entitled to all pay earned through the time of discharge including payroll and accrued PTO. The employee's final paycheck will be available no later than the end of the first business day after the discharge.

Reduction in Workforce

As a result of general business conditions, including, but not limited to, financial and operational needs, a decrease in funding, lack of work, or program reorganization, it may become necessary to reduce the number of employees or hours scheduled for each employee. Determination of staff reductions shall be based on ability to perform the remaining work and longevity. Final decision lies with the Executive Director. If an employee must be terminated, the organization will give that employee two weeks notice, or pay in lieu thereof, unless budgetary restrictions require less notice.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received a copy of the Employee Handbook of (Name of Clinic).

I understand that (Name of Clinic) reserves all rights necessary to the efficient and orderly management of its business. I also understand that my employment is at-will and that (Name of Clinic) can end my employment at any time for any reason not prohibited by law and that I can end my employment at any time. I also understand that this Handbook is intended as a guideline to the practices of (Name of Clinic) and is not a contract. I recognize that it may become necessary for (Name of Clinic) to change this Handbook and its policies from time to time as it deems necessary for the management of its business.

Employee's Printed Name

Position

Employee's Signature

Date