



Jane Pauley
Community Health Center

Jane Pauley Community Health Center

Employee Handbook

Welcome

On behalf of the Board of Directors and staff of the Jane Pauley Community Health Center, let me extend a warm and sincere welcome to our team.

For employees who have been with us and are just receiving this employee handbook, I want to thank you for your past and continued service to our organization.

We understand that it is our employees who provide the services that our patients rely on. We all have a chance to make a difference in someone's life today and every day. The following employee handbook will be a guide for you in being able to provide the best service to those we serve in our communities.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact the Human Resources Department.

Marc Hackett, CEO

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Employee at Will

Employment at Jane Pauley Community Health Center, Inc. is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the CEO of the company.

This means that either the employee or the company may terminate the employment relationship at any time, for any reason, with or without a specified amount of notice.

Nothing in this employee handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no company representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended to and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Jane Pauley CHC employees have the right to engage in or refrain from such activities.

The Company will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, The Jane Pauley Community Health Center will endeavor to utilize progressive discipline but reserves the right, in its sole discretion, to terminate an employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

Equal Opportunity and Commitment to Diversity

Equal Opportunity

Jane Pauley CHC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Jane Pauley CHC expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR Manager. The Company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of the Compliance department at [www. https://medtrainer.com/](https://medtrainer.com/).

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- (1) shunning and/or avoiding an individual who reports harassment, discrimination or retaliation;
- (2) express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; or
- (3) denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation, or participated in the reporting and investigation process.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, Jane Pauley CHC will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result.

Employees who may require a reasonable accommodation should contact the Human Resources Department.

Commitment to Diversity

Jane Pauley CHC is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the organization and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at Jane Pauley CHC.

Harassment and Compliant Procedure

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is Jane Pauley CHC's policy to provide a work environment free of sexual and other harassment. To that end, harassment of Jane Pauley CHC's employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. Jane Pauley CHC will take all steps necessary to prevent and eliminate unlawful harassment.

Definition of Unlawful Harassment. "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristics protected by state or federal law.

Definition of Sexual Harassment. While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; *or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; *and*
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at Jane Pauley CHC.

Complaint Procedure. Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may complain directly to your immediate supervisor, the HR Manager, or the Compliance reporting system MedTrainer. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, Jane Pauley CHC will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

Conflicts of Interest and Confidentiality

Conflicts of Interest

Jane Pauley CHC expects all employees to conduct themselves and company business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. Jane Pauley CHC recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the company.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Carrying on company business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.
2. Holding a substantial interest in, or participating in the management of, a firm to which the company makes sales or from which it makes purchases.
3. Borrowing money from patients, customers or firms, other than recognized loan institutions, from which our company buys services, materials, equipment, or supplies.
4. Accepting gifts or entertainment from an outside organization or agency.
5. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the company.
6. Participating in civic or professional organization activities in a manner that divulges confidential company information.
7. Misusing privileged information or revealing confidential data to outsiders.
8. Using one's position in the company or knowledge of its affairs for personal gains.
9. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of company business.

Confidential Information

The protection of confidential business information and trade secrets is vital to the interests and success of Jane Pauley CHC. Confidential information is any and all information disclosed to or known by you because of employment with the company that is not generally known to people outside the company about its business.

An employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

All inquiries from the media must be referred to the CEO.

This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

Employment Relationship

Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Jane Pauley CHC classifies its employees as shown below. Jane Pauley CHC may review or change employee classifications at any time. Employees will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

Exempt. Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

Nonexempt. Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

Regular, Full-Time. Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, Part-Time. Employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly, who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by the company and are subject to the terms, conditions, and limitations of each benefits program.

Contract Employees. Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Contract Employees generally are not eligible for Company benefits.

Employment Records

In order to obtain their position, employees provided The Jane Pauley Community Health Center with personal information, such as address and telephone number. This information is contained in the employee's personnel file.

The employee should keep his or her personnel file up to date by utilizing the self-service process within the HR system. The employee also submits any necessary specialized training or skills he or she may acquire in the future, as well as any changes to any required visas to Human Resources. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach the employee in a crisis could cause a severe health or safety risk or other significant problem.

Work Week and Hours of Work

The Jane Pauley Community Health Center is normally open for business from 8:00 am to 5:00 pm, Monday through Friday. The employee will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of our business, at some point we may need to change individual work schedules on either a short-term or long-term basis.

Meal Periods

Non-exempt employees who work eight or more hours in a day are required to take an unpaid meal break of at least 30 minutes. Meal breaks are not counted toward hours worked.

Employees are to be completely relieved from duty during their meal break. If a nonexempt employee is required to perform any work duties while on his or her meal break period, the employee must be compensated for the time spent performing work duties. The time spent working during the meal break will be counted toward the total hours worked.

Managers are responsible for the scheduling of meal and rest periods. Employees who fail to return on time from breaks or lunch will be subject to disciplinary action.

Time Records

All nonexempt employees are required to complete and approve accurate time reports showing all time actually worked. These records are required by governmental regulations and are used to calculate regular, and overtime pay. At the end of each pay period, the employee and his or her supervisor must approve the timecard attesting to its correctness before payroll processing.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report one half day from work for reasons such as leaves of absence and/or PTA.

At the end of each pay period, the employee and his/her supervisor must approve the timecard attesting to its accuracy before payroll processing.

Non-exempt employees may not start work until their scheduled starting time.

Overtime

When required due to the needs of the business, you may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a single workweek. Nonexempt employees will be paid overtime compensation at the rate of one and one half their regular rate of pay for all hours over 40 that are actually worked in a single workweek. Paid leave, such as holiday, PTO, bereavement time, and jury duty does not apply toward work time. All overtime work must be approved in advance by a supervisor or manager.

Travel/Mileage

Employees will be compensated for miles traveling from one job site to another job site during a workday also to assigned training and conferences. The trip home, however, is non-compensable when an employee goes directly home from his/her final job site. Mileage would be provided at the Government regulatory rate.

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by the employee's Supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and/or car mileage for personal vehicles. All expenses incurred should be submitted to the employee's Supervisor along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their Supervisor in advance if they have any questions about whether an expense will be reimbursed. An expense reimbursement form, approved by your supervisor, must be turned in to A/P for a check to be issued.

Deductions from Pay/Safe Harbor Exempt Employees

The Company does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

Permitted deductions. The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for one or more full days for personal reasons other than sickness or disability
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees, or for military pay; or
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

During the week an exempt employee begins work for the company or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

Improper deductions. If an employee classified as exempt believes that an improper deduction has been taken from his or her pay, the employee should immediately report the deduction to the Human Resources Department. The report will be promptly investigated and if it is found that an improper deduction has been made, the company will reimburse the employee for the improper deduction.

Paychecks

Jane Pauley CHC's pay period for all employees is biweekly on Friday. If pay day falls on a federal holiday, employees will receive their paycheck on the preceding workday. Jane Pauley CHC strongly encourages employees to use direct deposit. If direct deposit is used, paychecks are directly deposited into your checking and/or savings accounts. Any employee who elects to receive a paper paycheck is not permitted to cash or deposit the paycheck until payday. Employees who elect to receive a paper paycheck are also responsible to update their mailing address. Because Jane Pauley CHC relies on the U.S. mail to deliver paper paychecks, delivery of paychecks to employees cannot be guaranteed on the designated paydays.

Access to Personnel Files

Employee files are maintained by the Human Resources department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Personnel file access by current employees and former employees upon request will generally be permitted within 3 days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resources department. Employee files may not be taken outside the department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Employment of Relatives and Domestic Partners

Relatives and domestic partners may be hired by the company if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, “relatives” are defined as spouses, children, siblings, parents, or grandparents. A “domestic partnership” is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the company provided they do not work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the company will attempt to reassign one of the employees to another position for which he or she is qualified, if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from the company.

Hiring/Recruitment/Employee Transfers/Rehires

Our policy is to fill open positions with qualified staff on a timely basis in accordance with Jane Pauley CHC’s Equal Employment Opportunity policy and our own standards. Since Jane Pauley CHC believes in promoting the growth and development of its employees, we recognize the benefits of utilizing their skills and abilities to the fullest.

Hiring. Our jobs are posted on the company website. Candidate applications are accepted via the Jane Pauley Community Health Center website or the Internal employment application link.

The hiring manager for a position will request to open up a requisition through HR. The hiring manager will review candidate(s) information on their application and start the selection process. Once a hiring manager offers employment, an offer letter will be provided to the selected candidate.

Transfer. If a current staff member wishes to transfer to another position or location, he or she must submit a request to Human Resources, which will be reviewed by Human Resources and management for eligibility. Completing a job transfer request is not a guarantee of transfer. Job transfers will follow the same eligibility criteria as all other external processes. Current employees should be in good standing with JPCHC and be employed for at least 6 months.

Rehires. Former employees who leave on good standing with no suspensions, probations or placed on final warning and provide a sufficient notice (at least two weeks for some staff), may be eligible for rehire. It is at the discretion of the leadership at JPCHC to allow a former employee to return.

Workplace Safety

Drug-Free and Alcohol-Free Workplace

It is the policy of Jane Pauley CHC to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the company.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on company or client premises or while performing services for the company is strictly prohibited. Jane Pauley CHC also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, the Jane Pauley CHC does not condone off-premises abuse of alcohol and controlled substances, as well as the possession, use, or sale of illegal drugs. If these types of activities adversely affect job performance, job safety, or the Company's reputation in the community, this could lead to further disciplinary action and include termination.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

Pre-employment: As required by the company for all prospective employees who receive a conditional offer of employment

Current employment: As required by the company for all current employees every two years.

Random: As authorized or required by federal or state law.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination or will not start employment. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

Smoke-Free Workplace

Smoking is not allowed in company buildings or work areas at any time. "Smoking" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

Smoking is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly.

Workplace Violence Prevention

Jane Pauley CHC is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

All Jane Pauley CHC employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, the Human Resources Department or Compliance. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the company, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

Jane Pauley CHC prohibits the possession of weapons on its property at all times, including our parking lots or company vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

The company, in conjunction with law enforcement, reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on company property. In addition, Jane Pauley CHC may inspect the contents of storage areas, file cabinets, desks, and work stations at any time and may remove all Company property and other items that are in violation of Company rules and policies.

Commitment to Safety

Protecting the safety of our employees and patients is the most important aspect of running our business.

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to use the buddy system when entering and exiting JPCHC locations. When exiting any JPCHC location, employees are encouraged to communicate with staff still in the building to ensure an employee is not left alone in the building if they are not comfortable. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to activate the medical emergency services.

Emergency Closings

Jane Pauley CHC will always make every attempt to be open for business. In situations in which some employees are concerned about their safety, management may advise supervisors to notify their departments that the office is not officially closed, but anyone may choose to leave the office if he or she feels uncomfortable.

The Jane Pauley Community Health Center Chief Executive Officer or their designee has the authority to delay the opening, or close the Center early, due to winter weather. The Chief Executive Officer or their designee will base their decision on the Indiana Department of Transportation Emergency Road Status Maps. In an instance of delay or early closing, all patients will be notified via phone call of the situation and arrangements made for rescheduling of the appointment.

The calling service will be initiated so that patients in need of medical advice and consultation will be able to speak to the provider on call.

In full winter weather advisory situations, or a countywide snow emergency, which prohibits travel, staff may take PTO to compensate for lost work time.

Workplace Guidelines

Attendance

All employees are expected to arrive on time, ready to work, every day they are scheduled to work. If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the supervisor as soon as possible or at least within 2 days prior to the scheduled time off. Voicemail and e-mail messages are not acceptable except in certain emergency circumstances. Employees should notify their managers via call or text message and ensure they receive confirmation that the manager has received their message. Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled shift twice within a six (6) month period will result in termination. See the Attendance Policy for more information.

Job Performance

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

In addition, performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

An evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of the executive leadership.

In addition to these formal performance evaluations, the Company encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

Orientation Period

All employees of the Company are employed through an orientation period basis until they have completed the first 90 days of their employment. These 90 days are a trial period designed to determine whether the employee is suited to the job and capable of satisfactorily performing the work assigned.

Your employment will be reviewed at the 30, 60, 90-day mark. A satisfactory evaluation upon completion of the 90-day orientation period will qualify you as successfully completing orientation. An unsatisfactory evaluation at any time during the orientation period may result in termination of your employment either immediately or at the end of your orientation period. Employment remains At-Will during and following successful completion of the orientation period. Your orientation period may be extended at the discretion of the manager.

Outside Employment

Employees are permitted to work a second job as long as it does not interfere with their job performance with Jane Pauley CHC. Employees with a second job are expected to work their assigned schedules. A second job will not be considered as an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

Dress and Grooming

Jane Pauley CHC provides a business casual/professional work environment for its employees. It is important to project a professional image to our patients, customers, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Employees who are patient facing will wear appropriate Jane Pauley CHC attire provided by the company. Clinical staff will wear scrub tops (provided by company) and scrub bottoms. Please use common sense.

Any questions or complaints regarding the appropriateness of attire should be directed to your manager. Decisions regarding attire will be made by the HR Manager and not by individual departments or managers. Please also see Dress Code Policy for more information.

Social Media Acceptable Use

Jane Pauley CHC encourages employees to share information with co-workers and with those outside the company for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provide inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, the company has established the following guidelines for employee participation in social media.

Note: As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and SnapChat, among others.

Off-duty use of social media. Employees may maintain personal websites or weblogs on their own time using their own equipment. Employees must ensure that social media activity does not interfere with their work. In general, the company considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

Respect. Demonstrate respect for the dignity of the company, its owners, its patients, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge Jane Pauley CHC confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

Competition. Employees should not use a social media to criticize the company’s competition and should not

use it to compete with the company.

Confidentiality. Do not identify or reference company clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. When in doubt, ask before publishing.

New ideas. Please remember that new ideas related to work, or the company's business belong to the company. Do not post them on a social media site without the company's permission.

Links. Employees may provide a link from a social media site to the company's website during employment (subject to discontinuance at the company's sole discretion). Employees should contact the Web design group to obtain the graphic for links to the company's site and to register the site with the company.

Discipline. Violations of this policy may result in discipline up to and including immediate termination of employment.

Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits.

Bulletin Boards

All required governmental postings are posted on the boards located in an area where available to employees. These boards may also contain general announcements. Notify your manager if you have questions about what can be posted.

Usage of Company Logo

Employees are not permitted to use JPCHC Company logos, trademarks, graphics, or advertising materials" in social media. Employees must receive prior approval before using JPCHC's logo outside for advertisement.

Solicitation

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on "working time."

"Working time" is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after his or her shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in "working areas," which includes all office areas. "Working areas" do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

Nonemployees may not trespass or solicit or distribute materials anywhere on company property at any time.

Computers, Internet, Email, and Other Resources

The company provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voice mail, fax, scanner, Internet, intranet, e-mail, text messaging, or any other company-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of company computer, phone, or other communication tools. All communications made using company-provided equipment or services including email and internet activity, are subject to inspection by the company. Employees should keep in mind that even if they delete an email, voicemail or other communication, a copy may be archived on the company's systems.

Employee use of company-provided communication systems, including personal e-mail and internet use, that are not job-related have the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through e-mail and the internet is not completely secure or may contain viruses or malware, and information you transmit and receive could damage the company's systems as well as the reputation and/or competitiveness of the company. To protect against possible problems, delete any e-mail messages prior to opening that are received from unknown senders and advertisers. It also is against company policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on company computers. Violations of this policy may result in termination for a first offense.

The company encourages employees to use e-mail only to communicate with fellow employees, suppliers, customers, or potential customers regarding company business. Internal and external e-mails are considered business records and may be subject to federal and state recordkeeping requirements as well as to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the company.

All use of company-provided communications systems, including e-mail and internet use, should conform to our company guidelines/policies, including but not limited to the Equal Opportunity, Harassment, Confidential Information, and Conflicts of Interest. For example, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Similarly, employees should not divulge confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites.

Because e-mail, telephone and voice mail, and internet communication equipment are provided for company business purposes and are critical to the company's success, your communications may be accessed without further notice by Information Technology department administrators and company management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

Office telephones are for business purposes. While the company recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the long-distance account, or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to corrective action up to and including termination.

The company reserves the right to monitor customer calls to ensure employees abide by company quality guidelines and provide appropriate levels of customer service.

Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment as protected under the National Labor Relations Act. Employees have the right to engage in or refrain from such activities.

Disciplinary Procedure

The Company expects employees to comply with the Company's standards of behavior and performance and to correct any noncompliance with these standards.

Under normal circumstances, Jane Pauley CHC endorses a policy of progressive discipline/corrective action in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees-at-will or in any way restrict the Company's right to bypass the disciplinary procedures suggested. It is not always necessary for an employee to proceed through each step sequentially. Other corrective actions, including discharge, may occur at any time in the process based on the nature and severity of an infraction as determined by JPCHC.

Separation from Employment

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least 14 working days in advance of the last day of work. The 14 days must include 10 business working days. Holidays and paid time off/away (PTO/PTA) will not be counted toward the 14-day notice. The following positions must provide at least a 30-day resignation notice: director level, manager level, executive level, any position that provides patient care but are not subject to employment agreements. Holidays and PTO/PTA will not be counted toward the 30-day notice. Employees who provide the requested amount of notice may be considered to have resigned in good standing and generally will be eligible for rehire.

In most cases, Human Resources will conduct an exit meeting on or before the last day of employment to collect all company property, and to discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the company.

Disciplinary/Termination Reason

The Jane Pauley Community Health Center endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the Company's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable.

An employee may be placed on probation or terminated by the employee's manager, HR Manager and the executive team for one or more of the following reasons. A decision to use probation or to terminate will be based on the severity, frequency, or longevity of the problem.

These are examples of offenses which may lead to steps in the corrective action process to be initiated. This listing is not intended to be complete.

*These items are grounds for immediate termination with no probation.

1. Attendance as defined by departmental standards. See Attendance Policy
2. Failure to observe designated rest or meal periods.
3. Violation of parking regulations on JPCHC property.
4. Improper use of tools or equipment
5. Gambling on JPCHC property or while on duty
6. Performing personal work on JPCHC/paid time that interferes with own duties or duties of others.
7. Any conduct which results in the inability to satisfy the conditions of employment necessary for the performance of the job duties.
8. Permitting an unauthorized person in any area of the Center
9. Interfering with the work of another employee or inciting others to do so.
10. Smoking on the JPCHC campus
11. Accepting monetary value gratuities from patients and or soliciting tips or gifts from patients.
12. Leaving the JPCHC campus or assigned duty station during paid working hours without authorization of supervisor.
13. Deliberate waste of materials or supplies
14. *Failure to successfully complete the orientation period.
15. Failure to have a current driver's license, acceptable driving record, if required by the specific job description. Failure to satisfy requirements of an acceptable criminal background check.
16. *The need or indication for a second probation for any combination of reasons in a 12- month period.
17. Violating any JPCHC policies and procedures
18. Posting or removal of notices, signs or writing in any form on bulletin boards or other Center property without proper authorization
19. No Call/No Show (if two within a six (6) month timeframe).

20. Failure to perform job responsibilities per job description.
21. Violations of fire and safety regulations
22. Threatening or intimidating others, verbally or otherwise. Abusive or inconsiderate treatment of visitors, the public or fellow employees
23. Conflicts of interest or acts, which result in conflicts of interest.
24. Willful violation of any JPCHC policy or procedure or inducing others to do so.
25. Deliberate and willful misuse of the JPCHC email, Intranet or Internet system for personal use, or for solicitation or transmission of offensive messages, or forwarding such information/messages that have no business-related reason.
26. Failure to maintain and renew professional licensure as required by position.
27. Failure to complete annual mandatory training within the established time frame.
28. Failure to follow established process for obtaining the employee's own health information or records.
29. Accessing and/or altering of protected health information (PHI) of your own, a family member, for whom the employee is a personal healthcare representative without following established policies and procedures. This would also apply to any individual to whom you have a personal relationship.
30. Failure to report a violation of Federal or State laws or regulations, such as the False Claims Acts and HIPAA.
31. Violation of minimum necessary rule
32. Failure to cooperate in an investigation.
33. *Abusive treatment of patients, verbally, physically or emotionally. Delaying or withholding care without just cause.
34. *Deliberate destruction or damage of JPCHC property, tools, instruments, equipment or property of fellow employees, patients or visitors.
35. *Indecency on JPCHC campus (examples: exposing oneself or photocopying private body parts).
36. *Accessing confidential information or protected health information (PHI) without a need/right to know or divulging confidential information to unauthorized person(s) without a need to know.
37. *Theft of JPCHC, patient, visitor or employee property.
38. Insubordination (failure to recognize or accept the authority of a supervisor; disrespect, disobedience).
 - Deliberate noncompliance with policies, procedures, and directions from supervisors.
39. *Possession of unauthorized firearms or explosive devices on a JPCHC campus.
40. *Making substantial threat(s); exhibiting threatening behavior(s); engaging in violent act(s); assault, regardless of provocation, upon other employees, patients or visitors on Center property.
41. Deliberately giving false information on job application, patient medical records, timecards or other records; altering, falsifying, removing or destroying, without authorization Center/patient/medical records or reports.
42. Failure to report accidents, damaged equipment or other hazardous conditions.
43. *Reporting to work under the influence of alcohol, intoxicants or controlled substances or possession of such substance on JPCHC property.
44. *Licensed and non-licensed providers functioning outside of scope of practice as defined by role

summary and/or state rules and regulations governing licensure.

45. Sleeping on the job – if the employee is in a position whereby actions or inactions could have potential for harm.
46. Non-renewal of license within 30 days of expiration.
47. Acts of harassment.
48. Workplace violence.
49. Refusal to follow the NRCP.
50. Failure to report the employee's conviction of a healthcare-related crime or exclusion from any state or federal health care program.
51. Knowingly causing false claims for healthcare services to be submitted to Medicare, Medicaid, or other payers
52. Need for a third probation within a 12-month period.

Operation of Vehicles

All employees authorized to drive Company-owned or leased vehicles or personal vehicles in conducting Company business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

An employee must have a valid driver's license in his or her possession while operating a vehicle off or on Company property, it is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must always demonstrate safe driving habits.

Company-owned or leased vehicles may be used only as authorized by management.

Driving records will be conducted annually per Vehicle Policy. An agreement will be reviewed and signed by employees who are authorized to drive company vehicles.

Time Off and Leave of Absence

Holidays

The company observes and allows time off with pay for the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas

Any additional holidays will be designated by the company at start of each calendar year.

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, the company will select either the following Monday or the preceding Friday as a substitute holiday.

Holiday pay. Employees are automatically paid for the holidays listed above, providing it is the employee's regularly scheduled work day.

Religious observances. Employees who need time off to observe religious practices or holidays not already scheduled by the company should speak with their supervisor. Employees may also be able to switch a scheduled day with another employee, or take PTO/PTA, or take off unpaid days (this must be approved by the CEO). The company will seek to reasonably accommodate individuals' religious

observances.

PTO/PTA

Jane Pauley CHC recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The company provides paid time off (non-exempt employees) and paid time away (exempt level employees).

PTA is frontload and given at the beginning of the year. PTA will be prorated based on the employee's FTE. PTA can be used once it becomes available. Any remaining balance up to 40 hours will be rolled over to the following year.

PTO is accrued starting on your first paycheck. PTO can be used once it becomes available. Employees whose employment terminates will be paid for any unused PTO time. Up to 320 hours can be accrued and rolled over to the following year.

PTO/PTA will be approved/denied at the manager's discretion.

Paid Time Off • Paid Time Away

| Full-time Non-Exempt | Days Per Year | Hours Per Pay Period |
|------------------------------|-----------------|---|
| 0 – 4 Years of Service | 20 | 6.15 |
| 5 – 9 Years of Service | 25 | 7.69 |
| 10+ Years of Service | 30 | 9.23 |
| Part-time Non-Exempt | <i>Prorated</i> | <i>0.0885 Per Hours Worked</i> |
| Exempt Employees | | |
| | 27 | <i>Awarded Annually based on FTE status</i> |
| Providers CME and CEU | 5 | <i>Awarded Annually based on FTE status</i> |

Family and Medical Leave

Jane Pauley CHC complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The company also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Human Resources department to discuss options for leave.

The FMLA requires private employers with 50 or more employees and all public agencies, including state, local, and federal employers, and local education agencies (schools), to provide eligible employees up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered service member with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period, measured forward from the date an employee first takes that type of leave.

Basic Leave Entitlement. The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or child birth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

Military Family Leave Entitlements. Eligible employees with a spouse, son, daughter, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging childcare and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties and for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections During FMLA Leave. During FMLA leave, the Company will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period. Employees will still be responsible for their benefit premiums while on leave.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Employee Eligibility. The FMLA defines eligible employees as employees who: (1) have worked for the Company for at least 12 months; (2) have worked for the Company for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite which has 50 or more employees or is within 75 miles of Company worksites that taken together have a total of 50 or more employees.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies also may be taken on an intermittent or reduced work schedule basis.

Substitution of Paid Leave for Unpaid Leave. Employees may choose, or employers may require the use of accrued paid leave while taking FMLA leave. Accordingly, the Company requires employees to use any PTO/PTA during an unpaid FMLA leave taken because of the employee's own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the military. In addition, the employee must use any PTO/PTA during FMLA leave taken to care for a newborn or newly placed child or for a qualifying exigency arising out of a family member's active duty or call to active-duty status in support of a contingency operation.

Employee Responsibilities. Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the Company's normal call-in procedures. The Company may delay leave to employees who do not provide proper advance notice

of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the Company to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Company if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave. The Company also may require a second, and if necessary, a third opinion (at the Company's expense) and, when the leave is a result of the employee's own serious health condition, a fitness for duty report to return to work. The Company also may delay or deny approval of leave for lack of proper medical certification.

Company Responsibilities. The Company will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If employees are not eligible, the Company will provide a reason for the ineligibility.

The Company will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's FMLA leave entitlement. If the Company determines that the leave is not FMLA-protected, the Company will notify the employee.

Other Provisions. Under an exception to the Fair Labor Standards Act (FLSA) in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employee's exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of FMLA leave.

Unlawful Acts by Employers. The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA; or (2) to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Military Leave

Jane Pauley CHC supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the Human Resources department and his or her supervisor, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

Jane Pauley CHC Personal/Medical Leave

If an employee does not qualify for FMLA, they may be eligible to qualify for Jane Pauley CHC Personal or Medical leave. Please see Human Resources for more information.

Bereavement Leave

If an employee loses an immediate family member, he or she will be allowed paid time off up to 3 workdays to assist the employee in attending to his or her obligations and commitments. For the purposes of this policy, an immediate family member includes a spouse, domestic partner (as defined by Indiana State Law), grandparent, child, parent, or sibling. Paid leave days may only be taken on regularly scheduled, consecutive workdays following the day of death.

Exceptions to this timeframe will be considered on a case-by-case basis by the HR Manager and the Chief Executive Officer. Employees must inform their supervisors prior to commencing bereavement leave. In administering this policy, the Company may require verification of death.

Jury Duty/Court Appearance

The company supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Employees who are summoned to appear in court for jury duty or as a government witness, not on their own behalf, will be granted authorized absence with pay ("J" time in time keeping system) limited to an amount equal to their regular pay, inclusive of shift premium, once per year. Pay will be granted for authorized absences only on scheduled workdays, for a maximum of up to five days. Any payment received by the state or federal government for serving on the jury will be kept by the employee. Employees will be asked for proof of being called for court or jury duty.

Employee Benefits

Jane Pauley CHC recognizes the value of benefits to employees and their families. The company supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to the company Summary Plan Descriptions (SPD), which are found on the company intranet, or contact the Human Resources department. To the extent that the information provided here conflicts with the SPD or full plan document, the full plan document will control/be considered to contain the most up to date and accurate information.

Medical, Dental, and Vision Insurance

Full-time employees working 30 hours or more per week are eligible for insurance on the first of the month following the employee's start date. To keep coverage in force, every insured employee must work a minimum of 30 hours per week.

Jane Pauley CHC offers a comprehensive competitive benefit package. For medical, members will receive a portion of the deductible uploaded on the Nonstop VISA card. Members will be responsible for any remaining out of pocket expenses that exceed the uploaded amount.

Group Life Insurance

Jane Pauley CHC provides employer paid life insurance for full-time employees who work a minimum of 30 hours per week. Employees are eligible for this benefit on the first of the month following the employee's start date. The life benefit is 1x's the employee's annual salary. The cost of this coverage is paid for in full by the company.

Short-Term Disability

Jane Pauley CHC provides employer paid short term disability for full-time employees working a minimum of 30 hours per week. Employees are eligible for this benefit on the first of the month following employee's start date. If an employee becomes disabled and cannot work for a short period of time, this coverage pays 60 percent of the employee's salary, up to the policy limits. In addition, employees will not be paid PTO/PTA for approved absences covered by the company's program, except to supplement the short-term disability benefits.

Short-term disability benefits may run concurrently with FMLA leave and/or any other leave where permitted by state and federal law.

Long-Term Disability

Long-term disability provides employer paid benefits that are offered to full-time employees working a minimum of 30 hours per week. If an employee becomes totally disabled and cannot work for an extended period of time, this coverage pays 60 percent of the employee's salary, up to the policy limits. Long-term disability benefits will run concurrently with FMLA leave and/or any other leave where permitted by state and federal law.

401(k) Plan

Jane Pauley CHC recognizes the importance of saving for retirement and offers eligible employees a 401(k) plan.

Eligibility, vesting, and all other matters relating to these plans are explained in the SPD that can be obtained from Human Resources. Once an employee meets the eligibility requirements, the plan will pay 100% of the first 6% of your compensation. This benefit will automatically be deducted unless the employee opts out of the plan.

Employee Paid Short-Term Disability

All premiums are 100% paid by the employee through convenient payroll deduction.

Whole Life Insurance

All premiums are 100% paid by the employee through convenient payroll deduction.

Critical Illness

This benefit can pay money directly to the employee when diagnosed with certain serious illnesses. All premiums are 100% paid by the employee through convenient payroll deduction.

Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

Jane Pauley CHC pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The company abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important to notify the supervisor and Human Resources immediately. The supervisor will complete an injury report with input from the employee and return the form to the Human Resources department. Human Resources will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. In addition, employees will not be paid PTO/PTA by the company's workers' compensation program, except to supplement the workers' compensation benefits such as when the plan only covers a portion of the employee's salary as allowed by state law.

Employee Assistance Program

The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. Jane Pauley CHC wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

This free, comprehensive counseling service offers employees three visits per issue each year, and a 24-hour hotline answered by professional, degreed counselors.

The company encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the company, nor is the company given any information on who chooses to use the services. For questions or additional information about this program, employees may contact the Human Resources department.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of The Jane Pauley Community Health Center. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, company practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind the company to employ me now or hereafter and that my employment may be terminated by me or the company without reason at any time. I understand that no representative of the company has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the CEO of the company may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the Chief Executive Officer of the company.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

Receipt of Harassment Policy

I have read, and I understand the Company's Harassment Policy.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE