



HENDERSON HEALTH CARE SERVICES, INC.

EMPLOYEE HANDBOOK



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INTRODUCTION

FOREWORD

Progressive and well-defined personnel policies and practices are essential in furthering the basic objective of the health care institution -- the delivery of high quality health care in an effective, efficient, and economical manner.

The personnel policies and practices of the health care institution are guided by principles that are fair and equitable. These principles will contribute positively to the welfare of both the employing institution and the employee. The principles include the provision of:

- Opportunities for self-growth
- Potential for growth in knowledge and skills
- Employment opportunity with regard to hiring, promotion, discipline, and termination
- An awareness that it is people, at all levels of the organization, who make it work
- Compensation programs covering wages, salaries and benefits guided by and commensurate with regional standards

Through the integration of individual and organizational needs, the health care institution will promote the objectives of delivering high quality health care to its residents/patients. Institutional policies based on these principles shall include a clear statement of administration's commitment to develop, implement, uniformly apply, and review such policies on a continuing basis to ensure that they conform to the above principles and continue to meet the needs of both employees and employer.

The personnel policies, practices and guidelines in the Henderson Health Care Services, Inc. (HHCS) Employee Handbook will remain in effect until revisions are necessitated by internal change, contract negotiations, economic factors, or federal or state legislation. Should such changes be warranted, the handbook will be revised in Policy Tech and made available for all staff to access.

HANDBOOK INTRODUCTION

Employment is at will - these policies are for the effective management of the facility and should not be construed in any way to be a contract between the employee and employer. Nebraska is an "employment at will state". Termination of employment is not dependent on just cause. Instead, employment may be terminated by either the employee or employer at any time, for any reason, with or without notice.

These policies cannot possibly describe every circumstance that might arise, and therefore, should be considered only summaries for your convenient reference. They are not a contract, and HHCS reserves the right to exercise its discretion when interpreting and applying these policies, and to modify the policies at any time.

Finally, because these policies are summaries only, there will be other documents

containing more complete rules and requirements to which you will need to refer from time to time. This especially applies in the case of certain benefits which are governed by insurance policies or other written benefit plans. Do not rely exclusively on the personnel policies with respect to any specific benefit, especially benefits that are provided through outside insurance. All benefit descriptions in these policies are subject to the terms of the benefit plan itself, and to the employee meeting whatever eligibility requirements, qualifications, and conditions that are set forth in the insurance policy or benefit plan. The employee should be sure that he/she understands those provisions. Refer to *Policy Tech* for all facility policies in their entirety, these will provide clarification to summaries in the handbook below.

ABOUT HENDERSON HEALTH CARE

MISSION STATEMENT

Henderson Health Care Services, Inc. is a non-profit, community-based health care campus that encourages wellness, provides medical care, and offers long-term living alternatives for area residents. Our mission is to provide professional, competent, ethical, and compassionate health care, in the name of Christ, to individuals, families and the community.

We believe in the sacredness of human life and the dignity and basic rights of the total person. This belief compels those associated with Henderson Health Care Services, Inc. to serve as Christ served with patience, compassion and love.

ORGANIZATION

Henderson Health Care Services, Inc. is governed by a nine member Board of Directors who are the final authority in the facility. The HHCS organization consists of the critical access hospital, long-term care nursing facility, and two medical clinics. The Board defines objectives and approves the plans necessary to meet these objectives.

The Board of Directors assigns responsibilities to the CEO of the facility and he/she, in turn, directs the Leadership Team Members, supervisors, and the other members of the facility. The continual cooperation of each member of the facility team is essential, for it cannot operate effectively and efficiently unless all employees work well together.

ADMINISTRATIVE RIGHTS AND RESPONSIBILITIES

With HHCS' best interest in mind, the CEO has the right to exercise customary functions of management, including but not limited to, the right to manage and control the premises and equipment; the right to select, hire, promote, suspend, dismiss, determine salary, assign, supervise and discipline employees; to determine and change starting times, quitting times and shifts; to transfer employees within departments or into other departments and other classifications; to determine and change the size of, composition of, and qualifications of the work force; to establish, change and abolish policies, practices, procedures, rules and regulations; to adapt new policies, practices, procedures, rules and regulations; to determine

and change methods and means by which operations are to be carried on; to assign duties to employees in accordance with the needs and requirements determined by the CEO; and to carry out all ordinary functions of management.

In the absence of the CEO, the Officers are next in the chain of command or a designee appointed by the CEO. See the Organizational Chart for more details regarding chain of command. The current Organizational Chart will be maintained in *Policy Tech* for all staff to reference.

CODE OF ETHICS & CONDUCT

CODE OF ETHICS

Employees are expected to follow a code of ethics. Ethics are standards or rules of conduct established as a moral guide for human behavior. They are the principles recognized in respect to a particular group and are needed, in our case, for smooth coordination of all services. Because an institution may be judged by the action of any of its employees, each employee has certain obligations (or ethics) by which to abide.

Responsibility to Henderson Health Care Services, Inc.:

- To serve the organization with loyalty
- To cooperate fully with co-workers in all departments
- To treat as confidential all proprietary and sensitive information about Henderson Health Care Services, Inc.
- To be economical of the facility's time, supplies, equipment, energy, etc.
- To be dependable and punctual
- To be accurate; you are responsible for human lives
- To remain in emotional control
- To accept constructive criticism

Responsibility to Residents/Patients/Customer:

- To make their welfare, happiness and comfort the first consideration
- To honor and protect patient/resident/customer confidentiality
- To anticipate and respond quickly to patient/resident/customer needs
- To place patient/resident/customer care before personal needs
- Never contradict the professional opinion of a fellow employee in the presence of a patient/resident/customer

Responsibility to Fellow Workers:

- To communicate
- To treat others like you want to be treated; show kindness always
- To create an atmosphere of trust and honesty; approachable
- To avoid gossip
- To demonstrate passion and enthusiasm towards your work
- To demonstrate a positive attitude; be willing to accept additional responsibilities when needed

CODE OF CONDUCT

Introduction

The HHCS Board of Directors has adopted a Corporate Compliance Program. This program is a voluntary undertaking as part of a continuing effort to ensure compliance with all statutory and regulatory requirements that relate to the operations of the organization. This program's goals include the detection and prevention of violations of civil and criminal statutes and regulations, in order to minimize the legal risks connected with our operations.

The purpose of this Code of Conduct is to assure that employees and agents are aware of the compliance policies and are accountable to follow these standards of conduct.

Scope of Code of Conduct

This Code of Conduct applies to the conduct of all employees and agents of HHCS. Those persons considered "agents" for the purpose of this policy include: directors, physicians, volunteers, students and contractors having administrative or management responsibilities.

Code of Conduct

Each employee and agent of the organization is expected and required to comply with each of the following duties and to assure that his or her behavior and activity is consistent with the requirements of this Code of Conduct.

1. Become and remain educated and informed regarding legal aspects of responsibilities.

Each employee and agent is expected to be sufficiently knowledgeable about the legal aspects of his or her responsibilities and activities to be able to avoid inadvertent violation of statutes and regulations. At minimum, this expectation requires the individual to attend orientation, training and educational opportunities offered by the organization. It is expected that each employee and agent will pursue a reasonable amount of self-education through reading or attendance at seminars and conferences outside the organization.

Finally, each employee and agent is expected to notify his or her supervisor whenever he or she has a question or has identified a need for additional information or education in regards to compliance matters.

2. Comply with law and avoid engaging in illegal or potentially illegal conduct.

Each employee and agent is expected to comply with applicable laws related to their job responsibilities and refrain from knowingly participating in illegal activities or failing to meet affirmative legal duties. An important step in meeting this duty is being sufficiently informed about the law affecting the individual's responsibilities to be able to identify potential legal issues and seek guidance as required.

3. Adhere to the compliance plans.

Each employee and agent is expected to read and be familiar with the content of any Compliance Plans applicable to the responsibilities of such individual. These will be distributed to appropriate individuals. It is further the responsibility of each employee and agent to seek consultation and assistance whenever the requirements of a Compliance Plan are unclear to the individual.

4. Carry out duties in an ethical manner.

Each employee and agent is expected to carry out his or her duties in furtherance of the commitment of the organization to conduct itself, through the actions of its employees and agents, in an ethical manner reflecting its mission and purpose and not merely to avoid violations of law.

5. Report conduct suspected to be illegal.

Each employee and agent is expected to report conduct that is known or suspected to be illegal or in violation of organizational policy. Persons making reports are encouraged to reveal their identity for the purpose of follow-up, but anonymous reports are acceptable. The identity of reporting individuals and the content of reports shall be treated as confidential information and shall be disclosed only to persons within the organization charged with investigative and enforcement responsibilities, to others with a legitimate need to know, or to governmental agents during investigations upon a showing of proper authority. Reporting under this policy is for potential violation of laws, regulations, or Compliance Policies and Plans and is not for personal grievances regarding compensation, benefits, or working conditions. Personnel grievances should be submitted through existing employee grievance procedures. For more detailed information regarding proper reporting, please consult CEO, Human Resource Director, or Corporate Compliance Officer.

Any employee who in good faith makes a report of suspected violations of the Code of Conduct, suspected illegal activity, or assists in investigation, will not be subjected to any form of retribution or retaliation. Any person who makes or participates in such retribution or retaliation, directly or indirectly, will be subject to severe disciplinary measures up to and including discharge from employment.

GENERAL RULES OF CONDUCT

All employees are expected to conduct themselves in a professional manner, use common sense, and comply with HHCS policy at all times. Following are some specific examples of conduct, which will not be permitted. Naturally, this list cannot be all-inclusive.

1. Physical or verbal abuse of any coworker, patient, or other person.
2. Theft, destruction or unauthorized removal of any property of HHCS, a fellow employee, a patient or any other party.
3. Dishonesty of any kind, or falsification of any HHCS record.
4. Fighting or attempting bodily injury or using profane, abusive or threatening language.
5. Reckless, disorderly or immoral conduct, including malicious or idle gossip.
6. Breach of confidentiality.
7. Disobedience, insubordination, failure or refusal to carry out any reasonable and lawful

- assignment.
8. Repeated absence or tardiness, or failure to call in prior to an absence or tardiness.
 9. Deliberate loafing of any kind, disturbing other employees during working hours, or sleeping on the job.
 10. Possession of weapons during working time or on HHCS premises.
 11. Any tobacco use on the HHCS campus or in the facility vehicle.
 12. Violation of HHCS' substance abuse/drug free workplace policy.
 13. Violation of any safety rules.
 14. Accepting gratuities from patients or their relatives, or vendors.
 15. Failure to comply with any other HHCS policy, rule, or procedure.

ONBOARDING

EQUAL EMPLOYMENT OPPORTUNITY

HHCS complies with relevant federal, state, and local laws related to equal employment opportunity. HHCS makes all employment decisions (including hiring, firing, promotion, pay or any other term or condition of employment) without regard to race, color, sex, sexual orientation, gender identity, religion, age, national origin, disability, genetic information, or any other basis protected by law. Any employee who is aware of discriminatory conduct or who has any concern about a possible violation of this policy should immediately report the concern to a Leadership Team Member or to the CEO.

HIRING

Following an offer of employment, candidates for particular positions will be required to undergo a post-offer medical examination. These tests will be done at the expense of the facility. Satisfactory results are necessary for employment. Forms to be reviewed/signed upon satisfactory completion of the post-offer employment screenings include the following: Employee Classification Form – position/shift/weekly hours scheduled; Starting date – first day scheduled to work in department; Wage Scale Form; and Job Description.

ORIENTATION

All new employees of HHCS will participate in new employee orientation and departmental orientation to allow them to effectively perform the functions of their jobs. Employees will be compensated for hours spent in this orientation at their scheduled rate of pay, excluding shift differential during general orientation.

New employees will be required to complete all required orientation.

INTRODUCTORY PERIOD - ELIGIBILITY FOR BENEFITS

The introductory period for eligible employees shall be the first of the month following the employee's date of hire or date of eligible classification change; refer to *Introductory Period Policy*. At this time, eligible employees may enroll in the health, dental, vision, voluntary life insurance, short term and long term disability, and retirement benefits. See the Plan Document

for further details.

INTRODUCTORY PERIOD - PERFORMANCE AND BEHAVIOR

The Behavior/Performance Introductory Period for an employee is three (3) months from the employee's Date of Hire or Anniversary Date or three (3) months from an already active employee's transfer into a new position within the facility. The probationary period may be extended or reinstated at the discretion of the Leadership Team Member and/or CEO.

While employment is always "at will" for all employees, during the introductory period, it is not necessary the Manager/Supervisor follow the sequence of warnings provided in the discipline procedure when an employee is found to be unsuited for the job for which he/she was hired. When employees transfer to a new position, they retain any prior benefits for which they are eligible, but are subject to a new introductory period. See *Introductory Period Policy* for full details.

BENEFITS

EMPLOYEE ASSISTANCE PROGRAM (EAP)

HHCS offers to the employees the opportunity to utilize local counseling services for assistance in managing various life issues that may or may not impact work performance. Referrals for counseling sessions are employee-initiated only and are kept confidential. HHCS will pay for up to four sessions utilized (per employee/per contract year). Sessions will be limited to employees only, not family members. Any additional appointments the employee wishes to schedule following the first four EAP utilized sessions will be paid for by the employee and/or submitted to the employee's insurance.

If an employee has a no call/no show for a scheduled appointment, there will be a cancellation of the benefit for the remainder of the contract year. Matters deemed to be emergency in nature will be considered exceptions to this policy.

Employee Assistance Program referral information will be made available in an area accessible to employees in the service corridor or upon request from Human Resources.

EMPLOYEE BONUS

HHCS offers to eligible employees the following bonuses:

Referral Bonus: Employees are encouraged to refer eligible candidates for employment with HHCS. HHCS will pay a Referral Bonus of \$5,000 (subject to payroll deductions) to any employee who refers a candidate that is subsequently employed by HHCS on a part-time or full-time basis as result of that referral, provided terms are met. The bonus will be paid in the following increments:

- \$1,000 after 6 months of candidate's employment
- \$2,000 after 12 months of candidate's employment
- \$2,000 after 18 months of candidate's employment

The candidate must remain clear of any probationary status throughout the duration of the bonus payments. If the referred candidate is determined to be ineligible of their respective bonus then no referral bonus will be awarded. Furthermore, should the referred employee subsequently lose eligibility for continued employment, the referring employee will forfeit any unpaid referral bonus. The candidate must document the employee's name on the employment application in order for the employee to be eligible for this Referral Bonus. See *Employee Referral Bonus Policy* for further details.

Hire On Bonus: HHCS will pay a Hire On Bonus (subject to payroll deductions) to any candidate that is hired as full-time or part-time employee or changes their classification from part-time to full-time within the first 60 days of the benefit introductory period (*See Introductory Period Policy*). The bonus will be paid in the following increments:

Full-Time Employee (classified 36-40 hours per week)

- \$1,500 after 6 months from date of hire
- \$3,000 after 12 months from date of hire
- \$3,000 after 18 months from date of hire

Full-Time Employee (classified 30-35 hours per week)

- \$1,000 after 6 months from date of hire
- \$2,000 after 12 months from date of hire
- \$2,000 after 18 months from date of hire

Part-Time Employee (classified 24-29 hours per week)

- \$500 after 6 months from date of hire
- \$1,000 after 12 months from date of hire
- \$1,000 after 18 months from date of hire

The candidate must remain clear of any probationary status throughout the duration of the bonus payments. If an employee reduces their classification, they are no longer eligible for the remaining Hire-On Bonus payments.

Payments are calculated from the date of hire (*see Hiring Policy and Process*). Hire On Bonus payments are gross amounts subject to all legally required payroll deductions. Payments will be paid in the next regular payroll after the increment above has been met. If for any reason the candidate's employment terms (or is in active resignation) prior to any of the above increments, then subsequently those following bonus payments will not be paid.

A Hire On Bonus may not be paid to any one employee more often than once every three years; therefore, an employee must have a great than three year gap of employment from HHCS (measured from the date of termination) to be eligible for the Hire On Bonus if rehired.

Merit Distribution: The purpose of the Merit Distribution is to reward employees for their contribution towards the financial success and overall mission of HHCS. Merit Distribution is not guaranteed and it is solely at the discretion of the HHCS Board of Directors to approve the payment of an annual Merit Distribution to eligible employees and determine how the

distribution will be calculated. The Merit Distribution is subject to change at the Board of Directors' discretion. See *Merit Distribution Policy* for further details.

EMPLOYEE PURCHASING PROGRAM

HHCS provides an employee purchasing program as an avenue to provide discounts to employees for purchases of select dietary items and general supplies. Full-time and part-time employees are eligible upon hire to purchase items at a discount for their own personal use or for that of their immediate family members. An immediate family member is defined as a spouse or dependent. A limited list of items from dietary and general supply will be offered to employees to purchase, and the list of items may change from time to time without notice. Employees are only allowed to make online orders through the HHCS intranet during open store hours. Secure, online payments are due upon placing individual orders. No refunds or returns will be offered on orders placed, and orders must be picked up by the employee on the same day as delivery. HHCS reserves the right to discontinue the program or make any policy changes at any time without notice. See *Employee Purchasing Program Policy* for further details.

FOOD COURT

HHCS offers breakfast, lunch, and/or dinner options for staff. Daily menu selections are determined at the discretion of the Director of Nutrition Services.

Ordering Deadlines:

- **Breakfast:** Orders must be placed or cancelled by 7:30 a.m.
- **Lunch:** Orders must be placed or cancelled by 9:00 a.m.
- **Dinner:** Orders must be placed or cancelled by 3:00 p.m.

All processed orders will be available for pickup in the main breakroom located in the service hallway. To place an order, you must access onsite by going to the "HHC Shortcuts" and then "HHC Food Court". Accounts may be funded by contacting the Business Office Clerk, Controller, or the Director of Nutrition Services. See *Food Court Policy* for further details. See *Food Court Policy* for further details.

FULL-TIME DIFFERENTIAL

The Full-Time Differential is a benefit offered to employees classified as working 36 to 40 hours per week, as indicated on the employee's current Wage Scale and Classification Form. Eligible employees will receive a 4% differential calculated based on their base hourly wage for hours worked each week. The 4% differential applies only to hours worked and does not apply to PTO, sick or personal leave, overtime, on-call hours, or callback hours. For complete details, please refer to the *Full-Time Differential Policy*.

GIFT POLICY

HHCS embraces the culture of distributing gifts. It is at the discretion of the HHCS Board of Directors or CEO to approve the budget and distribute such gifts. All gifts will be reviewed and considered for taxability. Christmas gifts are eligible to all part-time, full-time, and PRN employees who are actively working their scheduled hours each pay period, as outlined on their

Wage Scale and Classification Form, are eligible to receive an approved facility Christmas gift. See *Gift Policy* for full details.

HEALTH/DENTAL/VISION INSURANCE

Full-time and part-time employees will be offered the ability to purchase group health, dental, and vision insurance coverage through HHCS. Employees can qualify once past their introductory period.

See *Introductory Period Policy* and *Health, Dental, & Vision Insurance Policy* for full details.

For more details regarding enrollment eligibility, schedule of benefits, and summary plan documents, please see the Human Resources Director.

HOLIDAYS

HHCS will pay double time to those employees who are required to work on any one of the six observed holidays; New Years, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas.

Non-shift employees who are not routinely scheduled to work on holidays, but choose to work on the holiday, will receive their base rate of pay. These employees must receive prior authorization from their Leadership Team Member/Supervisor in order to work on a holiday.

See *Payroll Holiday Pay Policy* for full details.

LICENSURE/CERTIFICATION/MEMBERSHIP

The license and/or certification of licensed personnel will be verified upon employment. A current copy of the license must be maintained in the employee's personnel file.

The employee is responsible for accumulating continuing education hours as mandated by the licensure and certification requirements for their job description. Employees are responsible for maintaining their own continuing education records on a current basis. All fines incurred related to the expiration or lapse in certification or licensure shall be the responsibility of the employee.

HHCS will pay licensure, renewal, certification, and membership fees associated with part-time and full-time employees' direct job responsibilities as described in the job description. This is subject to approval by a Leadership Team member. See *Licensure/Certification/Renewal/Membership Fees Policy*.

LOAN FORGIVENESS

Henderson Health Care offers loan forgiveness to new employees who have completed the necessary training and education for Licensed Professional Nurses and Registered Nurses.

Approved programs will include an accredited healthcare or related program at a college, university, or technical school, and in some instances; correspondence and/ or on-line courses. Only courses for which credit is granted towards a diploma or degree which are directly related to the employee's current job at HHCS are covered. See *Loan Forgiveness Policy & Procedure*.

PAID TIME OFF (PTO)

HHCS believes that employees should have opportunities to enjoy time away from work to help balance their lives. HHCS recognizes that employees have diverse needs for time off from work. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, holidays (when not worked), illness or disability, appointments, emergencies, bereavement or other situations that require time off from work. PTO is accrued upon hire or transfer into a benefits-eligible position. Eligible employees for PTO accrual are those with a full-time or part-time classification. See *PTO Policy* for further details.

HHCS also offers a PTO for Cash an added benefit to further allow employees who are unable to have time off due to departmental responsibilities, workload or staffing vacancies to cash in up to 30 hours per pay period for cash. Employees must meet a certain criteria to be able to utilize this benefit.

See *PTO for Cash Policy* for further details

RETIREMENT PLAN

Tax deferred annuities are designed annuities for retirement. Employees do not pay State and Federal taxes on the amount deducted from wages for the pre-tax deferred annuities. Employees do pay Social Security tax on the tax-deferred annuities.

HHCS offers an employer-paid match to employee contributions to all eligible full and part-time employees who enroll and participate in the 403(b) tax deferred retirement plan. Employer contributions will be matched up to a maximum amount set by the Board of Directors. There are IRS rules which limit the total amount an employee may defer annually. HHCS offers pre- and post- tax elective deferrals through the 403(b) retirement plan. To be eligible, employees must have completed the benefit probationary period and be at least 18 years of age.

HHCS also offers a 457 Plan for certain classes of employees.

Please contact the Human Resources Director for further details on the enrollment process. See *403b Retirement Plan Policy* and *457b Retirement Plan Policy*.

SECTION 125 CAFETERIA PLAN

Section 125 Cafeteria Plan is a way to pay out of pocket (unreimbursed) medical expenses, dependent care expenses and qualified insurance premiums on a pre-tax basis. Section 125 Cafeteria Plan enrollments are deducted from the employee's paycheck and exempt from Federal, State and FICA withholdings. These deductions reduce taxable income. Section 125 Cafeteria Plan enrollments are offered on an annual basis prior to January 1 of each year. Full-

time and part-time employees must complete the probationary period to be eligible, or may enroll within 30 days of a qualifying event.

Premium Only accounts allow the employee to elect to withhold amounts to pay qualified insurance premiums on a pre-tax basis. Please contact the Human Resources Director for further details for the enrollment process. See *Section 125 Flex Spending Benefit Policy* for further details.

SHIFT DIFFERENTIAL

HHCS offers shift differential to eligible employees working weekend, evening, or night shifts as defined in their respective departments. Shift differential refers to the additional pay beyond the base wage that an employee receives while working these shifts.

Shift differential is paid to employees that work within the set time parameters noted below for that department. Employees are responsible to sign into the appropriate wage code if they have different departments/positions. Time worked will be the parameters if an employee will qualify for shift differential unless otherwise noted on their classification form. Non-exempt employees are eligible for shift differentials. Shift differentials will be paid as follows:

Evening and Night Shift

RN/LPN \$4.50/hr

CNA/MA/Dietary \$2.50/hr

Weekend Differential

RN/LPN/CNA/MA/Dietary \$3.00/hr

Housekeeping/Laundry \$3.00/hr

Weekend differential begins with the night shift on Friday and ends on Sunday with the completion of the evening shift, except for nutrition services department. Nutrition services department weekend differential begins with the regular shift on Saturday and goes through the evening shift of Sunday. Weekend differential will be paid in addition to the evening and night shift differential. Evening and night shift times are defined for each department. See the *Shift Differentials Policy* for further details.

SHORT SHIFTS/PREMIUM PAY

Short shifts are defined as any shift/hours that are not covered through regular scheduling, and therefore, lead to a shortage in staffing. Short shift may be paid for any amount of hours worked beyond the employees' weekly classified hours, for additional shifts. All employees, excluding temporary, exempt employees, and those PRN employees who are classified at 16 hours or more on a weekly basis, are eligible to receive short shift compensation if they are working shifts in applicable departments that are considered short staffed. These departments include the following: long-term care, hospital, and clinic (both Henderson and Sutton), admissions, housekeeping, laundry, and nutrition services. Employees who elect to cover hours under a "short shift" will be paid \$7.00 per hour premium pay for short shift time worked. If an employee has worked over 40 hours in a week, time and one-half is paid in addition to short shift premium pay. See *HHCS Short Shift Policy* for further details.

SHORT TERM/LONG TERM DISABILITY/ VOLUNTARY LIFE INSURANCE

HHCS offers both part time and full time employees the opportunity to enroll in the facility's group plan for voluntary life insurance, short term and/or long term disability coverages. Employees are responsible for the full premium costs of these benefits that are calculated from pre-determined rates. Any employee signing up for coverage will have their premium costs deducted from 24 of their bi-weekly paychecks. The probationary period for eligible employees shall be the first of the month following the date of hire. See *Short Term/Long Term Disability/Voluntary Life Insurance Policy* for further details.

Please contact the Human Resources Director for further details for the enrollment process.

SICK/PERSONAL LEAVE BANK

Under the Nebraska Healthy Families and Workplaces Act, HHCS has applied a law that went into effect starting October 1, 2025 that applies to all employees who work at least 80 hours in a calendar year. The leave accrues at a rate of 1 hour for every 30 hours worked. There is no cap to the sick/personal leave accumulation. The accrual is on regular hours worked, excluding overtime, on-call, and PTO. See the *Sick/Personal Leave Bank Policy* for full details.

TUITION REIMBURSEMENT PROGRAM

HHCS will encourage and assist employee's self-development by providing financial assistance for educational purposes to its employees through forgivable loan assistance. Eligibility will be limited to full-time or part-time employees who have completed 12 months of consecutive employment prior to the beginning of classes for which an application is submitted. Employees must maintain a work status of 20 hours per week for the duration of their courses to be eligible for tuition reimbursement on a loan basis. The applicants will be required to fill out an application and obtain signatures from their immediate supervisor and department manager prior to submitting to the CEO. All applications will be submitted to the Board of Directors for final approval. The participants may apply for up to \$3,000 reimbursement on a loan basis for tuition fees and books per semester, of which is directly paid to the employee. The participant may only apply for the exact amount of tuition, fees and books that are due for that particular semester. The employee is responsible for providing the CEO with verification of the costs of tuition, books and fees for that particular term. A new loan agreement application must be completed for each successive semester in which monies are requested. The maximum distribution will be \$18,000 per employee for any five-year period of time. See *Tuition Reimbursement Policy* for further details.

WELLNESS CENTER BENEFIT

The Wellness Center is available at no cost to all HHCS employees after completion of the 'Wellness Center Membership' packet. Dependents eligible for these benefits are defined as spouse and dependent children (which includes children 18-23, if full-time college students). Wellness Center members will be expected to abide by the Wellness Center Rules.

- Children under the age of 16 must be accompanied by an adult.
- There are no children under the age of 14 permitted in the Wellness Center.

The Wellness Center is open every day from 5:00 a.m. – 11:00 p.m. Accessibility of equipment may be limited during day hours due to Cardiac Rehab and Physical Therapy services. See *Wellness Center Policy* for further details.

TIME

ATTENDANCE AND PUNCTUALITY

Excessive or unnecessary absences and tardiness place additional strain on coworkers and hinder overall performance. Employees who are unable to report to work must notify their supervisor as early as possible, and no later than the start of their scheduled shift. Failure to report to work for two consecutive scheduled days without supervisory approval will be considered job abandonment and will result in immediate separation from employment. Ongoing tardiness may also lead to termination. Frequent absences will result in counseling and may lead to termination. An employee is considered tardy if they fail to report to work at their scheduled start time, leave before the end of their scheduled shift without prior supervisory approval, or take extended meal or break periods without approval. Please refer to the *Attendance and Punctuality Policy* for additional information.

DEFINITIONS OF WORKWEEK: SCHEDULE, HOURS, DAYS OFF

HHCS' workweek runs from Sunday through Saturday. Work schedules will be determined according to the staffing requirements of the department. Every employee will complete an 'Employee Classification & Work Schedule Form' for their personnel file with their scheduled hours worked per week. Employees will be informed of hours of work, days off, lunchtime, breaks, etc. See *Employee Classification Policy*.

OVERTIME

In accordance with the Fair Labor Standards Act, it is HHCS policy to pay eligible employees overtime compensation for work in excess of 40 hours in one workweek. All non-exempt employees are eligible for overtime compensation. Overtime will be considered time worked in one week that is in excess of 40 hours, the limit established by federal law. Employees, who work overtime, as described above, will be paid at one and one-half times their weighted average rate for the overtime hours.

Overtime should be preauthorized by the appropriate supervisor. Overtime compensation will be based upon actual hours worked. See *Payroll Overtime Calculation Policy* for further details.

REST BREAKS/MEAL BREAK

Employees are allowed one 15 minute, paid rest break per 8 hour shift, or two 15 minute, paid rest breaks per 12 hour shift.

All employees who work an 8 hour shift or more are permitted a noncompensable meal break of 30 minutes. Employees are required to clock out and clock in for their meal break. See *Employee Rest Break and Meal Break Policy*.

Nursing mothers will be provided reasonable break time to express breast milk for a nursing child for up to 2 years after the child's birth. See *Break Time for Nursing Mothers Policy* for further details.

TIME CLOCK POLICY

At the time of employment, employees are assigned an employee identification number. All non-exempt employees will be required to clock in and out at the beginning/end of their shift and for unpaid meal breaks (exception is any staff that cannot be relieved from duty during mealbreaks). Staff should plan to arrive a few minutes early to make sure they are able to clock in and report to designated workstations by the start of the shift.

When a non-exempt employee elects to attend a voluntary, non-job related meeting during normal working hours (i.e. elective benefits), he/she is required to clock out for the duration of the meeting. If a meeting is categorized as mandatory, the employee is then not required to clock out and the meeting time will be paid.

Employees must clock out for personal and/or family, on-site, medical appointments. Attendance at lectures, meetings, training programs and similar activities will be counted as working time only if attendance is required by HHCS. For those employees attending mandatory meetings, it is their responsibility to clock in for the meeting or to leave attendance notes in the Time Entry/Add Notes area of the time clock module in order for the Leadership Team Member/Supervisor to acknowledge and appropriately credit.

Time will be calculated to the nearest quarter hour by the Payroll Department. NO ONE is allowed to clock in/clock out for another employee. All corrections must be documented on the 'Time Entry', 'Add Notes' and approved by the department supervisor. All extended shifts and overtime must be pre-approved and initialed by the Leadership Team Member/Supervisor.

The time and attendance documents are an official document and will remain part of the Payroll records. Any intentional misrepresentation of the timesheet is illegal and is grounds for immediate termination of employment. Wage errors due to improper recording by the employee will be corrected on the next scheduled payroll. See *Time Clock Policy* for further details.

WAGE DEDUCTIONS

HHCS is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status, or number of exemptions must be reported to your manager/supervisor and Human Resources immediately, to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered attachments, may be explained whenever HHCS is ordered to make such deductions.

Exempt Employees

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; is absent 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; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, a salaried employee may not receive a full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

It is HHCS' policy to comply with the salary basis requirements of the FLSA. Therefore, HHCS prohibits all supervisors from making any improper deductions from the salaries of exempt employees. HHCS wants employees to be aware of this policy and that the organization does not allow deductions that violate the FLSA.

Any employee believing that an improper deduction has been made to their salary should immediately report this information to a direct supervisor or to Human Resources.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, employees will be promptly reimbursed for any improper deduction made.

GENERAL RULES

ANNIVERSARY DATE

The Anniversary Date or Date of Hire is defined as the first date of which the employee is compensated for hours of service on behalf of HHCS (refer to Hiring Policy & Process). If a person resigns and is rehired, a new anniversary date is started. A paid leave of absence, use of PTO, FMLA, NFMLA, or jury duty leave does not break the length of service.

BASIC WORKFORCE RESPONSIBILITIES

As a member of the workforce of HHCS who has received training under HHCS' HIPAA Compliance Plan, employees accept basic responsibility to:

1. Take patient privacy seriously.
2. Participate in and complete all required training that is offered to staff.
3. Be familiar with the policies and procedures that apply to staff and their job.
4. Ask questions of their supervisor when unsure of how HIPAA or HHCS' policies and procedures apply to a situation or the performance of their job.
5. Access, use and disclose protected health information only as permitted by HHCS' policies.
6. Promptly report any first-hand knowledge that there has been a violation of HIPAA or a breach of HHCS's HIPAA Compliance Plan or that there has been an improper use or disclosure of protected health information at HHCS.
7. Never share a password with another person; never allow another person to access information under their identity; never access information under another person's identity; and always comply with HHCS' access controls.
8. Not retaliate against a patient who files a complaint or exercises rights permitted by HIPAA or HHCS' policies.
9. Not retaliate against another member of the workforce who files a report, makes a complaint or exercises rights permitted by HIPAA or HHCS' policies.
10. Promptly notify a supervisor of any HIPAA-related complaint, in oral or written form, made by a patient or someone on behalf of a patient.
11. Cooperate in surveys, assessments and investigations by HHCS seeking information about compliance with its HIPAA Compliance Plan or HIPAA.
12. Never destroy HIPAA Records unless authorized to do so; never destroy records, reports or data involved in a complaint or investigation.
13. Tell a supervisor if they believe the application of HIPAA policies, procedures and safeguards is harming patient care.
14. Never promise patients that their information will receive special protection, and never agree to voluntary restrictions on how HHCS will use and disclose information, unless

authorized by HHCS to do so.

15. Refer patients who ask to see or copy their record, amend their record, obtain an accounting of disclosures, file a complaint, obtain voluntary restrictions on use and disclosure, or receive communications via alternate means, to the Corporate Compliance Officer.

COMMUNICATION

The official employee bulletin board is located in the service corridor. All notifications required by State and Federal law will be posted on the employee bulletin board as well as other pertinent information. Only authorized personnel are permitted to post, remove, or alter any notice on HHCS designated bulletin boards. It is the employee's responsibility to be aware of the information posted on the bulletin board. HHCS also uses a mass text communication method of distributing other pertinent information in a timely manner to all employees.

CONFIDENTIAL INFORMATION

All information of a medical, private, or business nature concerning residents/patients and/or doctors is considered strictly confidential and personal. Under no circumstances will such information be discussed with any unauthorized person(s) either inside or outside the facility. Employees are instructed on confidentiality obligations at the time of orientation and may be asked to sign a confidentiality agreement to be placed in their personnel file.

DUAL EMPLOYMENT

Employees may hold other jobs; however, the second position must not interfere with their performance or work at the facility. Accepting outside employment is permissible so long as:

- The outside work or activity does not in any way lessen the employee's efficiency; and
- The outside work or activity does not present a conflict of interest.

Any questions about whether outside employment could conflict with your employment at HHCS should be directed to a Leadership Team Member and Human Resources Director.

EMPLOYEE CLASSIFICATION

Employees of HHCS are classified according to the following status definitions and codes:

- Full-Time: An employee who is hired for a position that is authorized for a minimum of 36 hours and a maximum of 40 hours per week. This classification qualifies for Full Time Differential if other eligibility is met. See *Full Time Classification Differential Policy* for further details.
- Full -Time: An employee who is hired for a position that is authorized for a minimum of 30 hours and a maximum of 35 hours per week.
- Part -Time: An employee who is hired for a position that is authorized less than 30 hours per week, but at least 24 hours per week.
- PRN: An employee who works 0 to 23 hours per week or as needed to fulfill any staffing shortages.

Exempt/Salaried:

An employee who is employed in a position which is exempt from overtime requirements by law. Exempt employees are paid a defined salary each week, without reductions in pay for any absences of less than a full day. Exempt employees work all hours required to fully and properly perform the job, and do not receive overtime pay.

Non-Exempt/Hourly:

An employee whose pay is computed on an hourly basis, for all hours actually worked (though the employee's pay may be called a "salary"). Non-exempt employees are eligible for overtime pay at the rate of time-and-one-half (1 ½ times regular hourly rate) for all hours actually worked in excess of forty (40) hours during any work week.

Changes in employee classification must be approved by the CEO and Leadership Team Member prior to the effective date. If any employee does not fulfill the qualifications of their employee classification, they will be reclassified. See *Employee Classification Policy* for further details.

EMPLOYEE RELATIONS

In keeping HHCS' philosophy of open communication, all employees have the right and are encouraged to speak freely with the Human Resources Director about their job-related concerns. The most important relationship an employee will develop at HHCS will be between employee and supervisor. HHCS urges employees to go directly to their supervisors to discuss job-related ideas, recommendations, concerns, and other issues that are important to the employee. If, after talking with a supervisor, there is a need for additional discussion, employees are encouraged to speak with the Human Resources Director.

EMPLOYEE VISITOR POLICY

All visitors (any individual that is not an employee of HHCS) must enter through the public entrances of our facilities. While there are designated entrances for employees only, these should not be used by visitors. When a visitor arrives at the admissions desk or nursing stations, a phone call should be placed to the appropriate employee, informing the employee of the visitor's arrival. It is the employee's responsibility to personally greet the visitor and accompany the visitor in the facilities. Visitors must not be allowed in areas designated for employees only.

Under no circumstances should visitors stay and visit for long periods of time, nor should these visits become disruptive to work routines. Any abuse of the visitor policy may result in disciplinary action, up to and including, separation. See *Employee Visitor Policy* for more details.

GRIEVANCE PROCEDURE

When concerns cannot be resolved through conversation or informal discussion, HHCS provides employees with an opportunity to present complaints and to appeal decisions by administration through a formal complaint and grievance procedure. Employees should have no fear of reprisal for doing so. HHCS will try to resolve complaints with concern for employees' needs as well as

HHCS needs.

Grievance Procedure:

Step 1 -

A grievance may be oral or written and presented to a Leadership Team Member or supervisor. Grievances must be presented within five (5) days of occurrence or within five (5) days of discovering.

A Leadership Team Member will meet with the individual filing the grievance in an attempt to solve the grievance and make recommendations. If the individual is satisfied and accepts the Leadership Team Member's recommendations, the grievance is considered resolved.

Step 2 -

If the individual is not satisfied with the Leadership Team Member's recommendation, he/she may request a discussion with the CEO, Human Resource Director and/or the Corporate Compliance Officer. This request should be in writing and made within five (5) days after the meeting with the Leadership Team Member.

Step 3 -

If warranted, the CEO, Human Resource Director, or Corporate Compliance Officer will arrange a meeting to discuss the grievance, typically within five (5) days of receipt.

Step 4 -

If warranted, a written response may be provided containing recommendations and suggestions, typically within five (5) days of the meeting. Such a decision or response will be final and conclusive.

Exceptions to Procedural Steps:

HHCS recognizes that certain circumstances may arise in which it may be inappropriate for employees to pursue the resolution of a problem in the prescribed sequence. Consequently, the following exceptions reflect instances where an employee may bypass steps to seek resolution of a situation by the next higher authority.

- If the complaint or problem involves a known or suspected violation of the law.
- If the complaint or problem is clearly not within the authority of the employee's supervisor to resolve.
- If the employee and supervisor mutually agree to bypass the superior's step.
- If the nature of the complaint, problem or dispute involves or has been caused by the employee's supervisor, and/or the employee has reason to believe the supervisor may be less than impartial.

All records concerning a grievance will be maintained in the employee's personnel file and/or Corporate Compliance records, when applicable.

ILLNESS ON THE JOB

For the safety of HHCS' employees and patients, employees must report any infectious condition to their supervisor.

Any employee reporting for their assigned shift with a respiratory infection, vomiting, diarrhea or temperature over 100 will be removed from duty for the remainder of the shift and for 24 hours thereafter. Any lesion on exposed skin should be covered with a dry bandage while on duty. If the lesion is on the hand, gloves must be worn and changed frequently during resident/patient contact.

Any employee who calls in sick or is sent home due to illness will need a physician's permission to return to work if illness is longer than three (3) consecutive days.

INSERVICE TRAINING/MANDATORY EDUCATION

HHCS shall provide ongoing programs that will educate or enhance employees in the day-to-day performance of their job duties and improve competence, and, therefore, foster patient safety and the quality of care at this facility.

HHCS provides a comprehensive online education program comprised of Continuing Education (CE), Continuing Medical Education (CME), and Regulatory Training through HealthStream. The program includes a Learning Management System to easily manage registered staff, assign curriculum, generate reports, create online courses, manage classroom-based training, and more. The CE/CME may be utilized to maintain State Licensure; regulatory courses for clinical and non-clinical staff to help meet various annual training requirements from OSHA, CMS, etc. for continuous quality improvement and patient satisfaction.

All staff shall receive annual education on safety, fire safety, emergency operations, infection control, abuse, and other mandatory annual education via HealthStream online education. Mandatory education must be completed annually by the due date determined by the CEO in order to be eligible for an annual wage increase for the year. Annual employee evaluations will not be finalized until mandatory education has been completed.

Online course work needs to be completed on-site. Employees who choose to complete course work off-site will not be compensated for time spent completing the courses.

Inservice time will be paid by the facility when the employee is required to attend/complete. Assigned hours per in-service will be determined by the Leadership Team Member. Each employee is responsible for being informed of scheduled in-services and/or coursework. Educational records and attendance sheets will be maintained by the facility.

See *Employee Education Policy* for further details.

JOB DESCRIPTIONS

All employees will be furnished with a copy of their job description as well as a signed copy filed in their personnel file. All job descriptions are reviewed at each employee's annual

performance evaluation.

Each Leadership Team Member is responsible for developing and maintaining an up-to-date job descriptions for all positions within his/her reporting area. New job descriptions and any changes to existing job descriptions must be approved by the Leadership Team Member and the Human Resources Director.

MEETINGS AND SEMINARS

The employee's professional growth and the development of management skills are encouraged through the attendance of approved seminars, conventions, etc. Each employee must first complete a Meeting/Seminar Check Request Form and submit it to the Performance Improvement (PI)/Education Coordinator for approval. The PI/Education Coordinator will review with a Leadership Team member for final approval.

Following attendance at the workshop, the employee shall submit a photocopy of the Certificate of Attendance (if available) to the Leadership Team Member and receive reimbursement for approved expenses. All approved expenses must be submitted within 30 days of the incurred expense to be eligible for reimbursement.

MILEAGE

Mileage reimbursement is provided for legitimate business requiring the use of a private vehicle. The owner of the automobile is responsible for securing proper vehicle insurance and for liability damages in case of an accident. Mileage is reimbursed at the federal rate. Mileage will be paid through Accounts Payable after an expense voucher has been approved by the Leadership Team Member. HHCS uses GoogleMaps for its official mileage determination. All approved expenses must be submitted within 30 days of the incurred expense to be eligible for reimbursement.

NEPOTISM

Decisions involving employment of relatives should be closely monitored. For this reason, HHCS has adopted a policy statement relating to the employment of relatives of employees of HHCS.

Employees should neither initiate nor participate in, directly or indirectly, decisions involving a direct benefit (initial employment or appointment, retention, promotion, salary, course or work assignments, research funds, etc.) to members of their immediate family without the CEO's written approval.

Members of the same immediate family will not be allowed to work within the same department without the CEO's written approval.

For the purposes of this policy statement, immediate family includes spouse, son or daughter (including stepchildren), parent (including stepparent), brother, or sister (including stepbrother or stepsister), niece, nephew, aunt, uncle, and/or grandparent.

PARKING

All employees are required to use the designated parking lot (north of Legacy Square entrance) at all times. Any exceptions must be requested and approved through the CEO.

PAYROLL

HHCS has established a mandatory direct deposit payroll system. A pay period consists of two (2) weeks. Timesheets, approved by the supervisor, are to be turned into the Payroll Department every Monday by 10:00 A.M. Paydays are on every other Friday with wages being directly deposited into the employee's personal banking account(s), subject to bank recognized holidays. The employee will complete a 'Direct Deposit Credit Authorization' form for each bank account. Court orders requiring the facility to withhold part of an employee's wages to satisfy a debt (garnishment) must be accepted by the facility. Pay stubs will be provided to employees in electronic format for each pay period.

PERFORMANCE AND BEHAVIOR EVALUATION

A formal written evaluation of each employee's performance and behaviors may be done at the end of the job introductory period and on an annual basis thereafter (see Performance and Behavior Evaluation Policy). Employees meet privately with their supervisor to discuss the evaluation. During the evaluation, scheduled work hours and the job description may be reviewed.

Evaluation of employees' behavior and job-specific performance is important in maintaining a strong employee/employer relationship and level of engagement. Also, empowerment to improve processes, skills, etc. and a desire to carry out the overall mission of HHCS are goals of the evaluation process. The written evaluation becomes a permanent part of the personnel file. See *Performance and Behavior Evaluation Policy* for further details.

PERSONAL APPEARANCE

HHCS requires personal cleanliness, grooming, and appropriateness of dress while employees are on duty. Leadership Team Members/Supervisors will be accountable for the professional appearance of their respective departments. Due to patient care/business requirements, departmental personal appearance/dress requirements may be more restrictive than the general policy guidelines. See *Personal Appearance Policy* for further details.

REDUCTION IN FORCE

At those times when occupancy or volume is low, the facility may be required to reduce the number of staff. The CEO will determine when a reduction in force is necessary and will direct accordingly.

REFERENCE CHECKS

Reference information will be provided only by the Human Resource Department. Information released to prospective employers will be limited to the following: job title, department, dates of

employment, authorized hours, and rehirable status. In addition, salary information will be made available to banks, mortgage companies, credit card companies, etc., only when a release, signed by the employee, accompanies the request.

SOLICITATION AND DISTRIBUTION OF LITERATURE/GOODS

Any solicitation activity must not interfere with our function of providing health care to residents/patients. Disturbing residents/patients, interfering with the work of employees, and littering cannot be tolerated.

Except for activities related to approved HHCS employee programs, HHCS employees may not verbally solicit to other employees to join or contribute to any organization, fund, activity, or cause in resident/patient care areas. This includes hallways, lobbies and visitor and patient/resident areas; but does not include break areas or parking areas. Nor can employees solicit anywhere else on HHCS property while they, or the other employees involved, are on working time. Working time is defined as the time assigned for the performance of the job and does not apply to break periods and meal times.

Except for activities related to CEO-approved employee programs, employees may not distribute written materials on HHCS property if it interferes with resident/patient care, impedes access to patient/resident care areas, or results in littering or safety hazards. Persons not employed by the HHCS are prohibited from soliciting or distributing literature on HHCS' property.

TELEPHONE CALLS/CELL PHONE USAGE

Facility telephones are not for personal calls except in the case of emergency. The telephone system is the heart of communication and handles an extremely large number of calls every hour of the day. Many of these calls are emergencies or pertain to patient/resident well-being. Therefore, the telephone lines must be kept free of all unnecessary calls. All personal calls, including those made on your personal cellular phone must be made on off-duty times and should be brief. Long distance calls must be made on your personal cellular phone.

Personal cell phone usage (including text messaging, social media, and cameras) is not allowed in work areas at any time. Employees' phones must be kept on silent or vibrate, and personal calls are not answered, nor is texting allowed in front of a patient/resident or in any patient/resident care areas. To protect the private, medical information of patients, HHCS prohibits the use of cellular phones as recording devices within the facility's patient care areas. Cellular phones with camera capabilities may not be used in any manner that might identify or otherwise transmit patient identifiable information.

Administration will approve cell phone usage to designated employees whose job duties include the frequent access to their cell phones for work related reasons. Such employees are expected to carry their cell phone on their person both on and off duty and respond when called for company business matters.

See *Cell Phone Reimbursement Policy* for further details.

TELEWORK

There are times that employees may have the ability to telework remotely with prior approval from his/her Direct Supervisor for identified positions in the organization. When requesting approval, specific tasks that will be worked on need to be shared and approximately how long the tasks will take. When an employee teleworks remotely it must be in a private area free from disruption or confidentiality breach. For full details, see the *Telework Policy*.

TRANSFERS AND PROMOTIONS

Opportunity for career advancement is provided by allowing present employees the opportunity to apply for positions that are open within the facility. If an employee wishes to be considered for a transfer to another department, the employee must submit a letter of interest and/or application to the Human Resources Director. When an employee is transferred or promoted, a new job introductory period will begin, with no interruption in benefits.

WEATHER EMERGENCY

HHCS will continue to operate during periods of bad weather. It may be necessary for employees coming off a shift to remain on duty until replacements arrive. Employees are expected to make every effort to report to work. If you are unable to get to work on your own, arrangements may be made for emergency vehicles to pick employees up and take them home.

WORKERS' COMPENSATION

Workers' compensation insurance is carried to cover all employees in the event of an accident/injury or illness that is job related. All accidents, on-the-job injuries, or illnesses must be reported to the supervisor and Leadership Team Member immediately and an 'Employee Report of Injury' form completed within 24 hours. Workers' Compensation will pay for medical care they deem necessary. HHCS requires that any employee who has sustained an on-the-job injury or illness and is receiving compensation report to their supervisor at least weekly concerning the status of the injury or illness.

PTO will not accrue while off work on a work-related injury or illness, or medical leave of absence.

For an employee to return to work, he/she must submit a written release from the employee's physician stating that the employee is able to perform the essential functions of the position, with or without accommodation.

FILE RETENTION

EMPLOYEE HEALTH POLICY

HHCS will maintain an employee health record to include health information, immunizations, and required documents. Health records are not included in the employee's personnel files. The information in the employee health record will be available to the Infection Preventionist and

Human Resources Director. An employee may review the contents of their health record by contacting Human Resources. See *Employee Health Policy* for further details.

PERSONNEL FILES

Personnel records for each employee of HHCS are maintained in the Human Resources Department. Files are available for review by authorized personnel only. Employees may request to review any part of their personnel file and can make arrangement with Human Resources Department to do so in the Human Resources office.

Employees are responsible for promptly informing the Human Resources Department of any change in marital status, name, address, telephone number, number of dependents, and other changes in status.

Personnel files are confidential and anyone found violating such policy will be disciplined accordingly. Employee health and FMLA records will be filed separately from the personnel file.

SECURITY

IDENTIFICATION BADGES

It is mandatory that all employees wear identification badges while on duty. Permanent badges will be issued to all employees as part of the total security program. Badge issuance and re-issuance is handled by the Human Resources Department. Employees will be charged a replacement fee in cases of lost, stolen, or mutilated badges. As the badge is the property of the facility, an employee must surrender the badge for any of these reasons: termination of employment, commencement of an approved LOA (Leave of Absence), disciplinary suspension, or any other reason at HHCS' request.

INFORMATION SYSTEMS

HHCS email, computer, internet, wireless communication and voice mail systems are property of HHCS. Anything employees create or load on the systems becomes HHCS property. These systems are in place to facilitate the ability to efficiently and productively do the job.

HHCS reserves the right to, intercept, access, monitor, search, copy, review and download any communications or files staff receive, create or maintain on these systems, at any time, without prior notice to staff. HHCS further reserves the right to disclose any such communications or files to others in discretion. Staff have no right or expectation of privacy in such communications or files even if they are permitted to have a password to review such employee's files or communications without permission from the management.

When using the internet, do not send materials of a sensitive nature or which constitute our confidential information unless the information is appropriately encrypted to prevent interception by third parties. Treat all communications, particularly of a confidential nature, just as you would if they were in written, "memo" form. Do not access "confidential information" that you are not

authorized to see or have a business use to access.

Staff communications and use of email, computer, internet, wireless communication and voicemail systems will be held to the same standard as all other business communications, including compliance with our anti-discrimination and anti-harassment policies. Staff are expected to use good judgment in use of HHCS system. Administration should be notified of unsolicited, offensive materials received by any employee on any of these systems. Failure to abide may result in disciplinary action, up to and including immediate termination.

SECURITY/ACCESS CONTROL

HHCS desires to be a welcoming facility while at the same time ensuring the safety of our staff, patients, residents, and visitors. HHCS has installed the Brivo access control system at all entrance doors of the facility and thus will have around-the-clock protection for our facility, patients, residents, staff, and visitors.

All staff will be issued Security ID Badges (also used for identification purposes as facility required name badge). This badge will allow each employee entry access to the facility. All staff are required to swipe their badge upon entrance to the building. It is prohibited to swipe badges for others to gain access, for security reasons, all staff must swipe their own badge upon entrance. Each employee's badge will be programmed to allow access only at designated entrances. HHCS physicians, specialty physicians, surgeons, anesthesia team, long term care team, etc. will be given an access code specifically identifying them to gain access through designated entrances to be used on the doors that have a keypad device.

All entrances will be programmed for specific open/lock times to restrict or protect access. Staff will be informed upon hire of which entrances their badge will provide access to the facility. Any access changes thereafter will be communicated as needed.

Silent "panic" alarms are located in the Emergency Department, Hospital Nurses Station, and Front Receptionist at the Clinic. Once a "panic" alarm has been activated, the systems automatically dial 911 and law enforcement is dispatched to the facility. In addition, a calling tree of administrative staff is also initiated.

Security cameras are located at the Emergency Room entrance. Hospital staff can visually identify individuals prior to granting access to the building.

All employees will receive instruction on security issues as part of their general orientation program. This will include instruction on how to report security incidents and how to summon for assistance. In addition, employees in security-sensitive areas will receive additional orientation in their departments to specific mechanisms/procedures designed to minimize risk (medication and pharmacy doors locked, instruction on the location of panic alarms, emergency lockdown procedures, etc.).

Recognizing that no security management program can anticipate and address all contingencies, the facility acknowledges that certain occasions/situations may arise that will require management decisions and Administrative direction at the time the situation occurs. See *Security and Access Control Policy* for further details.

LEAVE

FAMILY AND MEDICAL LEAVE OF ABSENCE

The Family and Medical Leave Act (the "Act"), requires covered employers to provide up to 12 workweeks unpaid, job- protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job

Eligibility.

Employees are eligible if they have worked for HHCS for at least twelve (12) months in the last seven (7) years and worked at least 1,250 hours for HHCS during the twelve (12) months preceding the commencement of the leave.

Duration.

An employee's cumulative total of all leaves of absence under this policy may not exceed twelve (12) workweeks in any twelve (12)-month period. The 12-month period will be measured on a rolling 12-month period from the date an employee uses any FMLA leave.

Intermittent/Reduced Schedule.

An employee does not need to use this leave in one block. Leave may be taken on an intermittent reduced-schedule basis only when the leave is because of a serious health condition, and the intermittent leave or reduced schedule is shown to be medically necessary.

Notice of Leave.

Employees must provide at least 30 days' advance notice of the need to take FMLA leave, when the need is foreseeable, to Human Resources. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and must comply with HHCS' normal call-in procedures required for other absences. Refer to *Attendance & Punctuality Policy*.

HHCS must inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities with regard to FMLA leave. If an employee is not eligible, HHCS must provide a reason for the ineligibility. HHCS will generally notify an employee within five (5) business days whether he/she is eligible for FMLA leave.

Salary/Wages.

FMLA leave is unpaid, except as follows:

- a. If the employee has earned but unused paid time off for which the employee is eligible, that time off must be applied concurrently until it is exhausted.
- b. If the absence is due to a job-related injury, the employee may be covered by worker's compensation. If worker's compensation benefits apply, the employee will not be required to apply any earned but unused paid time off, but may elect to do so to the extent that the worker's compensation is less than the employee's regular salary.

Benefits.

During any period of FMLA leave, HHCS must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work, provided the employee makes timely payment of the employee's share of the premiums.

Upon return to work, most employees must be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms, unless the employment would have ended even if the employee had not been on leave (for example, if the job has been eliminated due to a staff reduction or reorganization). Use of FMLA leave cannot result in the loss of any employment benefits that accrued prior to the start of an employee's leave.

During any paid portion of the leave the employee's premiums will continue to be deducted from payroll; otherwise, payments must be delivered to HHCS. Failure to make premium payments may cause the employee (and covered dependents) to be uninsured during a portion of the leave. No seniority, paid time off programs, incentives or other benefits will accrue during the FMLA leave.

Return to Work.

Upon return to work, the employee will be restored to his or her prior job, or an equivalent position with equivalent pay, benefits and other terms and conditions, unless the employment would have ended even if the employee had not been on leave (for example, if the job has been eliminated due to staff reduction or reorganization).

The FMLA makes it unlawful for any employer to:

- a. Interfere with, restrain, or deny the exercise of any right provided under the FMLA;
- b. 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.

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

See *Family and Medical Leave Policy* for further details.

FAMILY MILITARY LEAVE UNDER THE FMLA/NFMLA

It is the policy of HHCS to grant family military leave under the Family and Medical Leave Act ("FMLA") or, for those individuals employed in Nebraska, under the Nebraska Family Military Leave Act ("NFMLA"), which entitles an eligible employee to take a leave of absence when (1) certain family members in the National Guard or Reserves are on (or have been called to active duty), or active duty service members who are on duty in a foreign country (or called to active duty) and there is a qualifying exigency, (2) when certain family members in the armed forces, National Guard, or Reserves, suffer a serious injury or illness in the line of duty and the employee wants to care for them, or (3) in Nebraska, when the employee's spouse or child has been called to military service scheduled to last 179 days or longer. Such leave is referred to for purposes of this policy as *Family Military Leave*.

All leave under this policy runs concurrently with any other leave provided for under federal, state or local law. Employees using Family Military Leave must concurrently use available HHCS paid time off.

Eligibility.

To be eligible for Family Military Leave under this policy, an employee must have been employed by HHCS for at least twelve (12) months in the last seven (7) years, and must have worked at least 1,250 hours for HHCS during the twelve (12) months preceding the commencement of the leave and worked at a location where at least 50 employees are employed in a 75 mile radius (except NFMLA).

Leave Entitlement.

Family Military Leave under the FMLA provides an unpaid leave of absence for the following reasons:

1. Because of any "qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of an eligible employee is on active duty (or has been notified of an impending call or order to active duty) in the National Guard or Reserves in support of a "contingency operation" (as defined by federal law) or is an active duty member of the armed forces in a foreign country (or has been notified of an impending call or order to duty in a foreign country); and
2. An eligible employee is the spouse, son, daughter, parent, or next of kin of a "covered servicemember" who has suffered a "serious injury or illness" and wants to care for the servicemember.
3. Under the NFMLA, when an eligible employee's spouse or child has been called to military service scheduled to last 179 days or longer.

Qualifying Exigency Leave.

Employees who have a spouse, son, daughter, or parent called to active duty with the National Guard or Reserves or is an active duty member of the armed forces in a foreign country (or has been notified of an impending call or order to duty in a foreign country) may be entitled to up to twenty-six (26) workweeks of leave for a "qualifying exigency." An employee with a spouse, son, daughter, or parent in the armed forces may not take qualifying exigency leave.

The 12-month period will be measured on a rolling 12-month period from the date an employee uses any FMLA leave.

There are non-medical, non-routine activities that can qualify for exigency leave. Refer to *Family Military Leave Policy* for more details.

JURY DUTY

In recognition of the responsibilities of employees as citizens, HHCS will pay the difference between an employee's regular salary and the money paid for jury duty during regularly scheduled work hours. If time permits, employees are expected to return to work when excused by the court. Employees are responsible to make notes with the time tracking software for supervisor review.

LEAVE OF ABSENCE

A leave of absence may be granted to employees who do not qualify for, or are not eligible under, FMLA. Approval of such leave is at the discretion of the CEO. Benefits will continue for employees who would otherwise meet FMLA qualifying reasons but are unable to satisfy the required time-of-service obligation. Employees are responsible for ensuring timely payment of their insurance premiums. The maximum duration of this leave is 12 weeks. Refer to the *Leave of Absence Policy* for additional details.

MILITARY LEAVE

Applies to employees that are active members of the Nebraska National Guard or any other branch of the U.S. Armed Forces Reserve in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees must provide advance written notice of military as soon as practicable to Human Resources. During approved leave, HHCS must maintain the employee's health coverage on the same terms prior to leave provided the employee makes timely payments. See *Military Leave* for full details.

SUBSTANCE FREE

DRUG OR ALCOHOL TESTING POLICY

HHCS is a drug-free workplace and does not permit drug or alcohol abuse by its employees. Violation of any of the rules and regulations, procedures, or requirements of this policy will result in corrective action. Testing will be conducted as part of the pre-employment screening process and throughout employment if there is suspicion of abuse. Depending on the circumstances, appropriate corrective action may include termination from employment, suspension, warning, probation, or any lesser sanction; reassignment, supervision, or limitation of responsibilities; or other action deemed to be commensurate with the problem. Employees refusing to submit to the drug and alcohol test when requested by employer will be terminated effective immediately. See *Drug and Alcohol Testing Policy* for further details.

SMOKING/TOBACCO POLICY

HHCS is a tobacco-free campus. As a health care provider, HHCS is committed to promoting a safe and healthy environment for its employees, patients, residents, volunteers, contract employees, students and visitors. Tobacco products include, but are not limited to: cigarettes, electronic cigarettes, cigars, chewing tobacco, and pipe smoking. All facility owned vehicles will be considered smoke-free and smoking/tobacco use is prohibited.

Employees who are clocked in are not allowed to leave the workplace. Staff who leave the campus during work time to use tobacco will be considered “not to be engaged in the course of employment (not working)” and will be subject to disciplinary action. Paid break time is considered to be clocked in.

Hourly employees, who leave property for non-work related matters, must clock out upon leaving and clock in upon returning. Unauthorized breaks may be subject to disciplinary action. Employees are encouraged to make a confidential, “good faith” report to their Supervisor, Leadership Team Member, or the Human Resources Director when they observe another employee violating this policy.

All employees are responsible for ensuring compliance by fellow employees. Employees observing a co- worker violating the policy are requested to courteously remind the employee of the policy and ask the tobacco product be disposed of or extinguished.

As outlined in the Personal Appearance/Dress Policy (see Policy Tech), employees are asked to pay special attention to their personal hygiene. This includes not having a strong odor of smoke when working.

Employees who violate the *Tobacco Free Policy* will be subject to disciplinary action.

RIGHTS/ LAWS

ACCOMMODATION

The Americans with Disabilities Act, as amended (“ADAAA”), prohibits discrimination in any term or condition of employment for qualified individuals with a disability. The Pregnant Workers Fairness Act prohibits discrimination in any term or condition of employment for qualified individuals with known limitations related to pregnancy, childbirth, or related medical conditions. HHCS will not discriminate against any qualified employee or applicant, who can perform the essential functions of the job, with regard to any terms or conditions of employment because of such individual’s disability, perceived disability, or known limitation related to pregnancy, childbirth, or related medical conditions. To comply with the relevant provisions of the ADAAA and PWFA, HHCS will:

- Identify the essential functions of a job;
- Evaluate whether a person with a disability or known limitation, with or without accommodation, is qualified to perform the duties; and

- Determine whether a reasonable accommodation can be made for a qualified individual.

Employees who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Director. HHCS encourages individuals to come forward and request accommodations. HHCS is also opposed to anyone discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. HHCS will follow any state or local law that provides individuals with disabilities greater protection than the ADAAA or the PWFA.

This policy is neither exhaustive nor exclusive. HHCS is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities or pregnancy in accordance with the ADAAA, PWFA, and all other applicable federal, state, and local laws.

EQUAL EMPLOYMENT OPPORTUNITY

HHCS will provide equal opportunity to all individuals without regard to race, color, social status, sex, sexual orientation, gender identity, pregnancy, national origin, prohibited age, disability, political or religious beliefs, genetic information, veteran status or other factors protected by law.

This applies to prospective as well as current employees and covers all terms and conditions of employment including, but not limited to, recruitment, hiring, training, promotion, discipline, working conditions, compensation and termination.

An employee needing an accommodation for religious beliefs or disability, or an employee who believes that he or she is being discriminated against on such basis, should contact the Human Resources Director.

The CEO is responsible for the general administration of the EEO policy; however, each supervisor and Leadership Team Member is responsible to assure their prospective and current employees are treated in a fair and consistent manner without regard to one's membership in a protected class.

HARASSMENT PROHIBITED

Civility and respect for each individual's privacy and dignity are required of all employees of HHCS. Any conduct which is inconsistent with these principles is simply not acceptable and will not be tolerated. More specifically, any form of harassment on the job or related to the job including sexual harassment and also including racial, ethnic, disability, or other harassment—is absolutely prohibited and may result in severe corrective action, possibly including discharge from employment. HHCS also prohibits any form of harassment by or against other persons (including customers, vendors, and visitors) who interact with the HCCS in any capacity.

HCCS does not prohibit harassment merely as a "matter of compliance." There are far more important considerations. Harassment is simply unacceptable human behavior. It impacts

victims by creating an uncomfortable working environment, harming mental and physical health, reducing job satisfaction, and impairing job performance. And it impacts HCCS by reducing productivity, lowering morale, increasing turnover, wasting resources, and damaging our reputation.

Definition of Harassment:

For purposes of this policy, harassment is broadly defined to include any conduct which has the purpose or effect of mistreating, bullying, taunting, intimidating, ridiculing, denigrating, or embarrassing anyone on the basis of any personal trait or characteristic. It includes inappropriate conduct which tends to equate a person's worth to their personal trait or characteristic, including their gender, race, nationality, religion, age, disability, sexual orientation, or gender identity, rather than their ability to perform their jobs and contribute to HCCS' success. Without limiting the breadth of this definition, harassment specifically includes sexual harassment, which is defined by federal law as follows:

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.”

Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Examples of some of the kinds of conduct included in the definition of sexual harassment are:

- Sexual relations, sexual contact, or threats or intimation of sexual relations or sexual contact which are not welcome and freely and mutually agreeable to both parties; and
- Continual or repeated remarks with sexual implications, placing sexually suggestive objects or pictures in the work area, or propositions of a sexual nature; or
- Threats or insinuations that the person's employment, wages, promotional opportunities, job assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances, or promises or insinuations that any conditions of employment may be favorably affected by submitting to sexual advances.

Harassment on the basis of any other factor, such as race, nationality, age, religion, disability, sexual orientation, gender identity, veteran status, marital status, any other personal characteristic is also prohibited. As with sexual harassment, any conduct which could be offensive and create an intimidating, hostile, or offensive working environment on the basis of one of these factors is improper and is strictly prohibited. This could include, for example, racial epithets, religious jokes, age-related comments, and references to cultural stereotypes.

What is or is not offensive must be viewed from the perspective of the victim. The harasser's

harmless intent is irrelevant. Additionally, the fact that no objection is voiced or the other person seems to be "going along" does not mean the conduct is acceptable.

HCCS' harassment policy is intended to be broader than what is required by the law. For this reason, any harassing behavior, even if not based upon someone's membership in a protected class, is prohibited and will be dealt with in accordance with this policy.

Reporting Harassment:

Any employee who believes that he or she has been harassed by a supervisor, coworker, customer, vendor, or any other person interacting with HCCS must report the harassment as soon as possible to the individual's supervisor, Leadership Team Member, CEO or Human Resource Director.

All reports of harassment will be promptly and thoroughly investigated; if the report is found to be justified, corrective action appropriate to the circumstances will be taken. All reports and information given during an investigation will be treated as confidentially as possible, consistent with the need to conduct a full and fair investigation and to inform those individuals who will be involved in any disciplinary action.

Prohibition on Retaliation:

Under no circumstances will any employee who in good faith makes a report of harassment, or assists in its investigation, be subjected to any form of retribution or retaliation. Any person who makes or participates in such retribution or retaliation, directly or indirectly, will be subject to severe disciplinary measures up to and including discharge from employment.

A Final Thought—It's On Us:

Harassment in any workplace will not stop on its own. It is on every employee working for HCCS to be part of the fight to stop it. The worst alternative is to do nothing and allow harassment to continue.

Every employee is empowered and encouraged by HCCS to protect our culture and be part of the solution to stop and prevent harassment. It is therefore entirely appropriate for a bystander who witnesses anyone engaging in the harassment of another to politely, but firmly, tell that person that their conduct is inappropriate and should stop. It is likewise entirely appropriate for the bystander to report the harasser's conduct to a supervisor, Leadership Team Member, CEO or Human Resource Director.

The bottom line is that no one can be a complacent bystander to harassment and expect to maintain a positive workplace culture. If you see something, say something. Everyone here has a role to play.

IMMIGRATION LAW COMPLIANCE

HHCS is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or

national origin.

As a condition of employment, each new employee must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and substantiating employment eligibility. As required by law, employees will be required to provide original documents that establish this authorization within three days of their date of hire. If the documentation is not provided by the beginning of the third day of employment, HHCS has no choice under the law but to terminate the employee until the appropriate documents are provided. Former employees who are rehired must also complete the form if they have not completed an I-9 with HHCS within the past three years or if their previous I-9 is no longer retained or valid.

Any employees with questions or concerns about any type of discrimination in the workplace or immigration law issues are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Director. Employees can raise questions or concerns without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

VULNERABLE ADULT ACT/ELDER JUSTICE ACT

All patients/residents, regardless of physical or mental condition or disability, shall be treated in a courteous, caring manner consistent with the mission of the facility. Furthermore, it is the responsibility of all staff to report any knowledge of abuse to individuals and/or agencies responsible for investigating and handling such matters. Any person employed by HHCS that observes or has knowledge of/or suspects abuse, neglect, maltreatment or any crime committed against a patient/resident, is obligated to report the incident and circumstances.

Individuals should report incidents to their supervisor, Leadership Team Member, or CEO to ensure that proper individuals are contacted.

Each Supervisor, Leadership Team Member and CEO is responsible for assuring compliance with this policy as it relates to their areas of accountability.

Abuse Hotline # 1-800-652-1999
State Ombudsman # 1-800-942-7830 or 1-402-471-7780
Emergency # 911

DISCIPLINE

DISCIPLINARY ACTIONS

Regulations for the acceptable conduct of employees are essential for the orderly operation of the facility and for the benefit and protection of the rights and safety of all patients/residents, visitors, and the employee.

Certain regulations and others which may be established from time to time, including the procedure for disciplinary action, are published to promote understanding of what is considered unacceptable conduct and to encourage consistent action in the event of violations.

Employment is at will, meaning that employment is not for a definite term and there are no contractual or statutory requirements upon the right of discharge. In this way, both the employee and employer may terminate the employment relationship whenever and for whatever cause is decided upon.

When work performance or overall conduct becomes unsatisfactory in the judgment of the supervisor, Leadership Team Members, and/or CEO, employees will be subject to disciplinary action up to and including termination. This includes violations of policies included in the Employee Handbook, Code of Conduct, Compliance Plan, or any other facility policies, rules or regulations.

Upon initiation of the disciplinary action, the employee will be asked to acknowledge, with their signature, that the issue was discussed. If no further actions occur within one year, the action will typically become inactive, but remain in the employee's personnel file.

HHCS reserves the right to bypass any step in the disciplinary action process whenever it is believed that the seriousness or nature of the conduct, behavior or performance in question warrants bypassing a step(s).

The disciplinary action process may include issuing and/or progressing through any or all of the following steps:

- Written Verbal Warning

The specific offense(s) will be discussed and a written statement will be placed in the employee personnel file, documenting the verbal warning took place. The employee will receive a copy of the statement.

- Written Warning

The specific offense(s) will be discussed and a written statement will be placed in the employee personnel file. The employee will receive a copy of the statement.

- Final Warning

The specific offense(s) will be discussed and a written statement will be placed in the employee personnel file. This warning is the employee's final notice regarding the facility's concerns about his/her conduct and performance. The employee will receive a copy of the statement. At this level, the employee will usually be placed on probation for 90 days, during which time he/she will not be eligible for any annual raises, lump sum distributions, or merit bonus distributions. It is to the discretion of the managing Leadership Team Member to extend the probationary period if deemed necessary.

- Suspension Pending Investigation

The employee will be told of the specific allegation and the investigation in process. A written statement will be placed in the employee's personnel file.

- **Termination of Employment**

The employee will be told of the specific offense(s) which result in the termination of employment. The employee will receive a copy of the statement. A written statement will be placed in the employee's personnel file.

EXIT PROCESS

DISMISSAL

HHCS retains the right to discontinue the employment of any employee. HHCS will provide an orderly and efficient procedure for dismissing an employee from the service of the facility. Dismissal is defined as an involuntary separation.

All dismissals must be documented with a termination notice. If separation is necessary due to a reduction in workforce, all employees will receive at least two weeks advance notice of termination unless such notice is not possible.

A final paycheck will be issued following the dismissal in accordance with established payroll schedules. The employee's identification badge and facility keys must be returned on the last day of employment.

EXIT REVIEW

A confidential interview may be (but is not always) conducted with each terminating employee for the purpose of determining the exact reason of termination, as well as to document impressions and constructive comments that may improve the overall working conditions at the facility.

The Human Resources Director may, at their discretion, schedule an exit interview with the terminating employee. Prior to the actual interview, the employee may fill out a resignation questionnaire.

RESIGNATION

HHCS shall provide for an orderly and efficient procedure for resigning from the employment of the facility. Notice requirements are defined in the job description. The employee must submit a letter of resignation to their Leadership Team Member according to the notice requirements. Human Resources will coordinate other applicable procedures/paperwork with the resigning employee. The employee identification/access badge and facility keys must be returned on the last day of employment.

UNEMPLOYMENT INSURANCE

In compliance with the law, it is HHCS policy to participate in the Nebraska Unemployment Program. Employees who are terminated without good cause may be eligible to receive benefits under unemployment compensation. The employee must apply for benefits at the local Employment Services Offices.