



*Corvallis*  
**CARING PLACE**  
*Compassion is at the Heart of Our Care*



Employee  
Handbook  
2018

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## ❧ INTRODUCTION ❧

### ❧ WELCOME ❧

Welcome to Corvallis Caring Place! You have chosen to work in an organization that strives to provide outstanding care for elders. This handbook includes information about our mission, policies, benefits, and expectations of our employees. We reserve the right to change policies, benefits, and expectations from time to time as needed. Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor, Administrator or the Human Resources designee.

### ❧ OUR MISSION ❧

*“Provide compassionate care  
while preserving dignity  
in a life-enriching environment”*

We believe that every human being is worthy of respect, that human life is precious, and that throughout the various stages of life every person has the right to be treated with dignity and supported by a stimulating, learning, healing, and sustaining environment.

The resident has a right to dignity, self-determination, and communication with access to persons and services inside and outside Corvallis Caring Place. Any violations should be reported to the Health Services Manager and/or the Administrator. Corvallis Caring Place will protect and promote the rights of each resident.

### ❧ PHILOSOPHY UNDERLYING CARE PRACTICES ❧

The values supporting the philosophy of care for Corvallis Caring Place are the promotion of independence, individuality, choice, dignity, privacy, and home. It is the goal of Corvallis Caring Place to recognize and encourage each of these values when caring for our residents.

## ☞ EMPLOYMENT POLICY OVERVIEW ☞

### ☞ PURPOSE ☞

These personnel policies establish a basis for effective, consistent personnel administration and will provide you with a ready reference to established policies. **This handbook is not a contract, nor is it intended in any way to be a contract between you and CCP.** It is intended to be a guideline. Corvallis Caring Place reserves the right to change the policies contained in the Employee Handbook at its discretion, and to interpret and apply the policies as it deems appropriate. Employment with Corvallis Caring Place is at-will. This means either Corvallis Caring Place or the employee can terminate the employment relationship at any time, for any legal reason.

This handbook supersedes and replaces all previous handbooks and policies.

### ☞ SUGGESTIONS ☞

CCP values employee input and ideas. We want to promote a sense of achievement, belonging and contribution among our employees. If you have an idea that you believe would be beneficial, please share it with your supervisor or the Administrator. You may also place written ideas in the suggestion box.

### ☞ NON-DISCRIMINATION ☞

The Company is an Equal Opportunity Employer. We believe every employee has the right to work in an environment free from all forms of unlawful discrimination. It is the policy of the Company that employment decisions for all applicants and employees will be made without regard to race, color, religion, sex, sexual orientation, gender identity, genetic information, age, national origin, marital status, veteran status, disability or other characteristics protected under local, state or federal law. No employee will be retaliated against for raising concerns under this policy. We seek each employee's cooperation and assistance in helping us maintain equal employment opportunity.

### ☞ DISABILITY ☞

Corvallis Caring Place is committed to the fair and equal employment of individuals with disabilities under the Americans with Disabilities Act (ADA). It is Corvallis Caring Place's policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the organization. Corvallis Caring Place prohibits any harassment of, or discriminatory treatment of, employees on the basis of a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA as amended, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. This policy applies to all applicants for employment and all employees.

**Disability.** Disability refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. A qualified person with a disability means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the job.

**Reasonable Accommodation.** Corvallis Caring Place will seek to provide reasonable accommodation for a known disability or at the request of an individual with a disability. Many individuals with disabilities can apply for jobs and perform the essential functions of their jobs without any reasonable accommodations. However, there are situations in which a workplace barrier may interfere. A reasonable accommodation is any change or adjustment to the job application process, work environment, or work processes that would make it possible for the individual with a disability to perform the essential functions of the job.

There are three types of reasonable accommodations that may be considered:

- Changes to the job application process so that a qualified applicant with a disability will receive equal consideration for the job opportunity;
- Modifications to the work environment so that the qualified individual with a disability can perform the essential functions of the job; or
- Adjustments that will allow a qualified individual with a disability to enjoy the same benefits and privileges of employment as other similarly situated employees without disabilities.

**Essential Job Functions.** For each position, the job description typically will identify essential job functions. The Human Resources department generally will review job descriptions on a periodic basis to evaluate job functions designated as essential. An employee's questions about a job's requirements should be directed to the employee's supervisor or manager, or the manager of the Human Resources department.

**Requesting a Reasonable Accommodation.** An employee with a disability is responsible for requesting an accommodation from the Administrator, his or her supervisor, or the Human Resources department, and engaging in an informal process to clarify what the employee needs and to identify possible accommodations. If requested, the employee is responsible for providing medical documentation regarding the disability.

The employee should describe the problem created by a workplace barrier so that an appropriate accommodation may be considered. Typically, the Human Resources department will work with the employee to identify possible reasonable accommodations and to assess the effectiveness of each in allowing the employee to perform the essential functions of the job. . Based on this interactive process, a reasonable accommodation will be selected that is appropriate for both Corvallis Caring Place and the individual employee. While an individual's preference will be considered, Corvallis Caring Place is free to choose between equally effective accommodations with consideration toward expense and impact on the rest of the organization.

A request for reasonable accommodation may be denied if it would create an undue hardship for Corvallis Caring Place. Factors to be considered when determining whether an undue hardship exists include the cost of the accommodation, the organization's overall financial resources, the total number of employees of the facility, and the type of operation.

**Safety.** All employees are expected to comply with all safety procedures. Corvallis Caring Place will not place qualified individuals with disabilities in positions in which they will pose a direct threat to the health or safety of others or themselves. A direct threat means a significant risk to

the health or safety of one's self or others that cannot be eliminated by reasonable accommodation. The determination that an individual with a disability poses a direct threat typically will be made by the Human Resources department and will be based on factual, objective evidence. A written copy of the determination will be given to the employee so that he or she may submit additional information and/or challenge the determination that he or she poses a direct threat.

**Confidentiality.** All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

**Complaint Procedure.** It is the policy of Corvallis Caring Place to prohibit any harassment of, or discriminatory treatment of, employees on the basis of a disability or because an employee has requested a reasonable accommodation. If an employee feels he or she has been subject to such treatment or has witnessed such treatment, the situation should be reported using the harassment complaint procedure. Corvallis Caring Place's policy prohibits retaliation against an employee for exercising his or her rights under the ADA or applicable state civil rights laws. Any employee found to have engaged in retaliation against an employee for exercising his or her rights or for making a request for reasonable accommodation under this policy will be subject to immediate disciplinary action up to and including discharge. If an employee feels he or she has been retaliated against, the situation should be reported using the harassment complaint procedure.

## **☞ EMPLOYMENT CONDITIONS ☞**

This section only identifies specific minimal requirements of employment and does not cover the full range of expectations, many of which are identified elsewhere in this handbook or CCP's Policy and Procedure Manuals.

### **☞ TUBERCULOSIS TESTING ☞**

Upon hire employees will complete a TB screening form which may indicate the need for a TB test. CCP will provide any necessary screening skin tests at no charge. If your physician orders a chest x-ray, CCP will pay the fee. In those cases where INH treatment is required, the medication can be received from the Health Department and CCP will arrange to pay for one laboratory test if it is ordered by your physician.

### **☞ CPR/FIRST AID ☞**

First Aid is available to all staff at no cost. Health Services' staff must maintain current certification in First Aid and the Abdominal Thrust procedure. CPR will also occasionally be made available to all staff at no cost but is not a requirement of employment for any staff. Contact the Health Services Manager for more information.

### **☞ HEPATITIS B VACCINE ☞**

The Hepatitis B Vaccine is recommended for all staff of CCP and can be obtained at a physician office or the County Health Department.

### **☞ LICENSES AND CERTIFICATES ☞**

All licensed and certified employees must provide a copy of their current license or certification for their personnel file. After renewing, they need to provide a copy of their new license. CCP will pay license or certification renewal fees if you contact your supervisor prior to your renewal date. If you do not keep a current license or certificate on file, CCP will not permit you to work within the scope of your license or certificate.

### **☞ FIREARMS POLICY ☞**

It is CCP's intent to properly safeguard residents, employees and the public from all weapons, firearms and ammunition on our property. It is also our intent to prohibit residents, employees and visitors from possessing or storing any weapons, firearms or ammunition at the facility or at any surrounding facility property. It is CCP's policy to ban possession or storage of all firearms, weapons and ammunition on any facility premises or in company vehicles.



## **⌘ ALCOHOL AND DRUG ABUSE ⌘**

Employees with a substance abuse problem are encouraged to seek treatment. Use of illegal drugs is prohibited and will be cause for disciplinary action. Reporting to work under the influence of drugs or alcohol is also prohibited and will be cause for disciplinary action. Possession of illegal drugs or alcohol on CCP property is prohibited. This policy also applies to marijuana. While its use may be authorized under state laws, marijuana is illegal under federal law and therefore is considered an illegal and/or unauthorized controlled substance for purposes of this policy. Accordingly, having any detectable level of marijuana in your system while working is prohibited and will result in a violation of this policy, even if lawfully used outside of work.

CCP requires pre-employment drug tests. Current employees may be subject to random and/or blanket drug testing. If employees are involved in a work related accident or injury involving heavy equipment or a motor vehicle they will also need to have a drug and alcohol test. As an employee, you will also be subject to drug and alcohol testing if your behavior causes reasonable suspicion that you are impaired by drugs or alcohol. Failure to comply with this policy, or failure to report for drug testing when selected, will be cause for disciplinary action, up to and including termination.

## **⌘ HARASSMENT ⌘**

As employees, we all have the right to be treated with dignity and respect. That means we must all take responsibility for treating our co-workers with respect. We need to speak up if we hear inappropriate comments because CCP strives to create an environment where harassment is not tolerated. We should never harass or make fun of our co-workers because of their race, color, religion, gender, national origin, age, sexual orientation, disability or other protected characteristic. It is also unacceptable to make any type of threats against your co-workers.

Employees have the responsibility to bring any form of harassment to management's attention. Complaints concerning harassment will be investigated promptly by Corvallis Caring Place in a confidential manner. Investigation results generally will be reviewed with the persons involved.

Disciplinary action, up to and including termination, will be taken against any employee engaging in any form of harassment. Remember that it is everyone's job to keep our workplace free from harassment.

## **⌘ WORKPLACE BULLYING POLICY ⌘**

Corvallis Caring Place considers workplace bullying unacceptable and will not tolerate it under any circumstances. Workplace bullying may cause the loss of trained and talented employees, reduce productivity and may create legal risk for the Company.

Workplace bullying is a behavior that harms, intimidates, offends, degrades or humiliates an employee, possibly in front of others employees, clients or customer. Bullying may be intentional or unintentional, direct or indirect, verbal or non-verbal (e.g., intimidating body language), physical or isolating, and may include:

- Slandering, ridiculing or maligning a person or his/her family; spreading rumors and gossip about individuals; persistent name calling which is hurtful, insulting or humiliating;

using a person as the butt of jokes; abusive and offensive remarks; shouting or yelling at the person in a public or private setting.

- Pushing; shoving; kicking; poking; tripping; assaulting or threatening physical assault; damaging a person's work area or personal property.
- Non-verbal gestures, posture or glances that can convey threatening messages; socially or physically excluding or disregarding a person in work-related activities.

We will not tolerate bullying behavior by anyone, and employees found in violation of this policy will be disciplined, up to and including termination.

## ☞ STATUS, EVALUATION, TERMINATION ☞

### ☞ FILE UPDATE ☞

It is your responsibility to keep your supervisor informed of any changes in personal status that may affect the information in your personnel file. Examples include changes in name, address, phone number, or emergency contact information.

### ☞ EMPLOYMENT STATUS DEFINITIONS ☞

The following terms will be used to describe the classification of employees and their employment status:

**Full-time** – Employees normally scheduled to work 30 hours or more per week. They are eligible for most Company benefits.

**Part-time** – Employees normally scheduled to work fewer than 30 hours per week. Part-time employees are eligible for some, but not all, Company benefits.

**Exempt Employees** – Employees who are exempt from the overtime compensation provisions of state and federal wage and hour laws.

**Nonexempt Employees** – Employees who are subject to overtime compensation, as provided by state and federal wage and hour laws.

**Regular Employees** – Full-time and part-time employees who have successfully completed their trial service period.

**Temporary Employees** – Employees who are hired for a pre-established period, usually during peak workloads or for vacation relief. They may work a full-time or part-time schedule. Temporary employees are ineligible for Company benefits.

### ☞ NON-EMPLOYEE STATUS DEFINITIONS ☞

**Contractors** -- Persons working as independent contractors are not considered employees of CCP and have individualized agreements based on their assignments.

**Interns** -- All interns working at CCP more than 80 hours per year will be required to successfully pass the same drug test and criminal history check that is required of all employees.

### ☞ PROMOTIONS AND TRANSFERS ☞

Whenever possible, you, as an employee, will receive first consideration for job openings for which you qualify and apply. You are encouraged to communicate your interest for change to your supervisor or the Administrator. If you are promoted or transferred to a new position, you are required to complete a 120-day trial service period for the new position.

## ☞ PERFORMANCE EVALUATIONS ☞

Your supervisor will usually complete a formal performance evaluation after 120 days of employment and annually, thereafter. Performance evaluations will be used when considering promotions, position changes and wage levels. After the performance evaluation is reviewed with you, it will be placed in your personnel file. While our goal is to conduct employee evaluations during each 12-month period, circumstances may result in a longer period between evaluations.

### ***Performance Improvement Plans***

If your job performance or conduct needs improvement, your supervisor or the Administrator may give you a Performance Improvement Plan. These plans address particular job-related areas that need improvement and are effective for various periods of time.

## ☞ LAYOFFS AND STAFFING CHANGES ☞

We reserve the right to make layoffs, reductions in hours, or changes in hours and schedules, depending on the needs of CCP and upon budget considerations.

## ☞ TERMINATION OF EMPLOYMENT ☞

### ***Notice***

If you desire to voluntarily terminate employment, you are requested to give notice at least fourteen (14) days in advance of your final day of work. In the case of an emergency, a shorter period may be agreed upon between you and your supervisor. If you are on-call and have not worked for a two-month period, your employment will be considered terminated unless special arrangements are made. Remember that CCP is an at-will employer, so you have the right to terminate your employment at any time and CCP has the same right.

### ***Final Paycheck***

Upon termination, either voluntarily or involuntarily, you will be paid for the hours you worked, plus any earned vacation hours. If CCP terminates your employment, all wages earned by you are due no later than the end of the business day after your date of termination. If you terminate with forty-eight (48) hours or more notice, your wages are due on your last working day (unless it is a weekend or holiday). If you terminate without giving notice, your wages are due in five days, or on the next regular payday, whichever is sooner.

### ***Unauthorized Absence (No call – No show)***

If you are absent from work on three scheduled days in a 12-month period without notifying your supervisor within the time frame required by your supervisor, you will be considered to have voluntarily terminated your employment.

### ***Reduction in Staff***

If your employment is terminated due to lack of work, we will attempt to give you prior notice when possible, but we reserve the right to terminate your employment without notice, if necessary. We will pay the wages due you up to the time of termination.

***Exit Interview***

Upon termination, you may be asked to participate in an exit interview. At this time, you are encouraged to provide information related to your termination and to make recommendations for improving working conditions at CCP. At this exit interview you will also need to provide a forwarding address for mailing purposes.

## ∞ SCHEDULES AND COMPENSATION ∞

### ∞ HOURS, SCHEDULES, AND OVERTIME ∞

CCP must have a 24-hour-a-day, seven-day-a-week schedule in order to provide proper care for our residents.

#### ***Normal Workweek***

The normal workweek for most employees is the fixed and recurring period of 168 hours or 7 consecutive 24-hour periods beginning at 12:01 a.m. Sunday to midnight, Saturday. A workday consists of the hours you are scheduled to work in a 24-hour period.

#### ***Shifts***

Shift work is required due to the nature of the care we provide. If you would like to express a preference for a different shift, notify your supervisor. As openings become available, supervisors may make shift assignments based on business needs, work skills and your tenure with CCP.

#### ***Overtime***

Because of the round-the-clock nature of our work, overtime may be necessary. Overtime is intended to meet emergency needs and must be authorized by your supervisor or the Administrator.

"Hours worked" are the hours you actually spend performing assigned tasks. Most employees who are paid by the hour receive time-and-a-half pay for hours worked beyond 40 hours in any one workweek.

#### ***Salaried Employees***

Monthly salaried employees are generally management, administrative, or professional employees and are exempt from applicable overtime pay laws. Their responsibilities cannot be restricted to a specific number of hours in a day or week. Such employees will not receive additional pay for hours in excess of 40 hours per week. It is expected that these employees may have partial-day absences for personal reasons in order to balance excessive hours worked at a previous time. Salaried employees are expected to follow the established vacation pay system for absences of a day or more.

Salaried employees are not subject to partial-day pay deductions or other deductions that are prohibited by Federal and State law.

#### ***Attendance Guidelines***

Excessive absenteeism is a serious matter and impairs our ability to provide service to our residents. Unplanned absences should occur only in cases of illness or emergencies. A staff member who exhibits a pattern of absenteeism may be subject to disciplinary action. The supervisor may require a doctor's note for unplanned absences if an absentee pattern exists; if absent for 3 or more days; or to verify the employee is fit to safely return to work. The first 40 hours of leave (paid or unpaid) used for sickness is protected under Oregon's statewide sick leave law. Sick time over 40 hours in a calendar year, which is not protected under any other leave law, may be subject to disciplinary action.

### **Definitions**

**Planned** absence: an absence arranged in advance with the supervisor or scheduler, such as a vacation day. **Unplanned** absence: an absence that has not been arranged in advance and is called in to the appropriate person.

### **Who to Notify When You Are Unable to Work**

It is the employee's responsibility to notify the appropriate staff if he/she is unable to work his/her scheduled shift. Notification must be made at least four (4) hours before shift reporting time, unless instructed otherwise by your supervisor or if emergency conditions prevent proper notification.

Your immediate supervisor or designee must be informed of your absence, the reason for your absence, and the probable time of your return to work. Failure to do so may result in disciplinary action.

### **Tardiness**

Staff members are expected to arrive promptly for each scheduled shift. You will be considered tardy if you are not ready to work at the time you are scheduled to work. Being tardy more than twice a month, for more than one month, is considered a pattern of tardiness. A staff member who exhibits a pattern of tardiness may be subject to disciplinary action.

### **Holidays**

CCP recognizes the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Hourly staff who work any of the above holidays will be paid two (2) times their regular hourly wage for the actual number of hours worked. Non-exempt staff who are scheduled to work either the day before or the day after a recognized holiday, or both, must work the scheduled day(s) in order to receive holiday pay for the holiday worked.

Non-exempt staff not scheduled to work on a recognized holiday do not receive holiday pay.

### **Breaks**

For your own well-being, it is important to take your authorized breaks. CCP will provide rest breaks consistent with Oregon law (see chart below). Rest breaks are to be no more than 15 minutes in length. You must inform your supervisor when you are taking a break or lunch period and inform your supervisor which employee is covering for you. The Bureau of Labor and Industries does not allow employees to combine rest breaks and the meal break.

<b>Length of work period</b>	<b>Number of rest breaks required</b>	<b>Number of meal periods required</b>
2 hrs. or less	0	0
2 hrs. 1 min - 5 hrs. 59 min	1	0
6 hrs.	1	1
6 hrs. 1 min - 10 hrs.	2	1
10 hrs. 1 min - 13 hrs. 59 min	3	1
14 hrs.	3	2
14 hrs. 1 min - 18 hrs.	4	2
18 hrs. 1 min - 21 hrs. 59 min	5	2
22 hrs.	5	3
22 hrs. 1 min - 24 hrs.	6	3

### ***Meal Breaks***

Employees are entitled to one meal break if they work six hours or longer. Staff members working fourteen hours or more are entitled to a second meal break. It is expected that employees will take their full-meal break.

## **☺ COMPENSATION ☺**

### ***Philosophy***

CCP's compensation philosophy is based on our belief in internal equity, market competitiveness, and good stewardship of our residents' health, property and happiness.

To ensure internal equity, our goal is to internally rank our jobs and place jobs with like rankings together in pay grades. Selected jobs may be compared to available market data to ensure that we can compete successfully for the best employees.

## **☺ PAYROLL INFORMATION ☺**

### ***Pay Rates***

Your rate of pay is based on the responsibility, skill, and training necessary to do your job, and is set and adjusted based on CCP's compensation philosophy. It is our goal to comply fully with the law and to pay wages and provide additional benefits comparable to similar positions in the community.

### ***Time Keeping Requirements***

Accurately recording time worked is the responsibility of every hourly employee. Federal and state laws require CCP to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing job-related duties.

Hourly employees should accurately record the time they begin and end their work. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Staff time sheets with missing or incorrect information will be returned to the staff member(s) for correction.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to sign his or her time record to certify the accuracy of all time recorded. Time records are to be completed & signed by 8:30 a.m. on the Monday following the end of the pay period.

### ***Daylight Savings Time***

Night-shift personnel working during daylight savings time conversion in the spring and in the fall will be paid for actual time worked.

### ***Paychecks***

Pay periods occur every two weeks. Paychecks are distributed on Friday, six days after the end of the pay period. Report any errors in pay immediately.



***Direct Deposit***

You can save yourself a trip to the bank by having your paycheck directly deposited to your bank account on payday. If you would like to have direct deposit, please complete a Direct Deposit form.

***Deductions***

The following deductions shall be made from your paycheck: Federal and State income tax, FICA, insurance premiums, Workers Compensation, and other deductions as mutually authorized or required by law or regulation.

***Earned Income Tax Credit***

Employees may be eligible for the **Earned Income Tax Credit** (EITC or EIC), a benefit for working people with low to moderate income, particularly those with children. EITC reduces the amount of tax owed and may provide a refund.

## EMPLOYEE BENEFITS

### EARNED LEAVE

Earned Leave (EL) is a consolidation of and is in lieu of vacations, holidays, sickness, funeral, jury, and emergency leave. You begin accruing EL from your date of hire, but you may not use it until after the successful completion of 90 days of employment, unless your supervisor allows an exception to this rule.

#### **Earned Leave Accrual Rate:**

- 1st year of employment: 0.03846 hours earned for each hour worked (up to 10 days FT equivalent)
- 2<sup>nd</sup> and 3<sup>rd</sup> year of employment: 0.05769 hours earned for each hour worked (up to 15 days FT equivalent)
- 4th year and later: 0.076923 hours earned for each hour worked (up to 20 days FT equivalent)

Earned leave is subject to the following guidelines:

- You are encouraged to take at least one-half of your earned leave each calendar year;
- Requests for earned leave (unless you are ill) should be put in writing and submitted to your supervisor as far in advance as possible to ensure continued service to the residents. In the event of conflicts, your supervisor will decide who has preference;
- No more than 480 earned leave hours may be accumulated. Accrual will stop at 480 hours; no additional hours will be accrued or paid to the employee;
- All paid time off will be charged against your accrued earned leave time; and,
- Earned leave used during a pay period will not be used in computing overtime.

#### ***Payment at Termination or Change of Status***

When an employee leaves employment, the employee will be paid for the balance of their PTO bank, provided they have successfully completed their first 120 days of employment.

On termination for any reason, employees are entitled to only those benefits which are offered at the time the separation takes place.

#### ***Payment When Used***

When you take earned leave, it will be paid at your regular straight time hourly rate. If you are regularly scheduled to work in jobs with different rates, earned leave that is taken will be paid at the primary job rate. If you quit, however, your earned leave balance will be paid at the rate used most often. For example, if you normally work 30 hours per week at \$8 per hour and 10 hours per week at \$9.50 per hour, you will receive a 40-hour earned leave vacation at \$8 for 30 hours and \$9.50 per hour for 10 hours. If you quit, your earned leave balance will be paid at \$8 per hour.

#### ***Cash Out***

After the successful completion of your first 120 days of employment, employees may cash out earned leave only in the following two circumstances:

#### **Circumstance 1 – Earned Leave Refused When at 480 Hours**

- You have 480 hours of leave; and

- You have requested earned leave time in writing from your supervisor and your request has been denied; and
- Your supervisor cannot offer an alternate time when you can take earned leave.

In this case, you may cash out the amount of earned leave you had requested to take, up to 40 hours. You must submit written documentation of the three conditions above to Payroll. The cash-out request will be paid on the next scheduled payday.

Circumstance 2 – Cash-Out Request for the Last Pay Period of the Month

Three (3) times a year, you may cash out up to 40 hours of earned leave, under the following conditions:

- After cash-out, your balance must be at least 40 hours; and
- You have made your request in writing to Payroll.

**PERSONAL LEAVE ☺**

A leave of absence may be approved by the Administrator for any situation that warrants extended leave without pay. You will not accrue benefits during a period of unpaid leave of absence; however, past accrued benefits will remain unchanged. While on unpaid leave of absence, if you have CCP insurance, you must maintain your own health insurance premiums.

An approved leave of absence, with the exception of OFLA (Family Medical Leave Act), does not guarantee that you will resume work in the same or a similar position when you are again available to work. You may, however, be given priority for vacancies for which you are qualified.

**☺ VETERAN'S DAY LEAVE ☺**

The Company allows eligible veterans to request Veterans Day off in compliance with statutory requirements. Check with HR to determine whether you are an eligible veteran. You may be required to provide documentation of your eligibility for this type of leave.

Eligible employees wanting to take the day off must make a request to their supervisor at least 21 days before Veterans Day each year. The Company will notify you no later than 14 days before Veterans Day if the time off is approved. While we strive to approve employee requests for this leave, we may need to deny the leave if the absence would cause significant economic or operational disruption or undue hardship. If your request is denied, we allow you to take a different day off during the year prior to the following Veterans Day.

**You must use your paid time off for this day; otherwise the day will be unpaid.**

**☺ OREGON FAMILY AND MEDICAL LEAVE (OFLA) ☺**

Family and medical leave is available as determined by law. This leave may be available in the following circumstances: pregnancy; to care for your newborn, newly adopted child, or newly-

placed foster child; to care for a family member with a serious health condition; to recover from or seek treatment for your own serious health condition; or to care for a child with an illness which requires in-home care but is not a serious health condition. If you have a need for this type of leave, contact the Administrator as soon as possible to learn about the leave and your responsibilities.

***Eligibility***

Oregon Family Leave is generally available to those who have worked 180 days, averaging at least 25 hours per week.

***Duration***

As determined by the doctor, eligible employees may take up to 12 weeks of leave in a “rolling” 12-month period measured backward from the date the employee uses any OFLA. Additional leave may be available by law under some circumstances. When a leave is taken for a condition that qualifies under more than one law, entitlements will be credited concurrently.

***Benefits During Leave***

If you have insurance through CCP, CCP will continue your health insurance during your approved leave; you will pay the same portion that you pay while working.

***Pay During Leave***

The leave is unpaid, but you may use your earned leave days, if you wish.

***Application for Leave***

Make your request for leave in writing 30 days before you need your leave, or as soon as possible. Earned Leave may be reduced or denied if proper notice is not given.

***Certification***

Before your leave request can be approved, you may need to supply us with a medical certification form. CCP may require certification from a second doctor, at CCP’s expense.

***Reinstatement***

Eligible employees are entitled to be restored to their former position if that position still exists. If the job no longer exists, the employer is required to restore the employee to an equivalent job with the same compensation, benefits, and other terms and conditions of employment. If an equivalent job is not available at the former jobsite, the employee may be placed at an equivalent job at an alternative location within 20 miles of the former jobsite.

***Return to Work***

You need to report to work at the end of your leave. You may be required to present certification from your doctor that states you are able to return to work. If you are not able to return to your position at the end of your protected leave, your position may be filled by another employee.

**⌘ STATUTORY BEREAVEMENT LEAVE ⌘**

Under the Oregon Family Leave Act, the Company makes available leave to deal with the death of a family member including attending the funeral or alternative, making necessary arrangements or grieving

***Eligibility***

For purposes of bereavement leave, OFLA is available to employees who have completed at least 180 days of employment, averaging at least 25 hours per week.

***Maximum Duration of Leave***

Eligible employees are allowed up to two weeks of leave within a twelve month period for each death of a covered family member. Leave must be taken within 60 days of the date the employee receives notice of the death of the family member. Leave for this reason is credited against the 12 weeks that the employee may have available under OFLA.

***Pay During Leave***

Leave is generally without pay. However, employees may use their earned leave benefit. Payment is made for hours the employee was otherwise scheduled to work on those days. These hours will not be considered hours worked for purposes of calculating overtime. After three days, leave is generally without pay, but you must utilize any other paid leave provided by the Company.

Paid time off benefits, such as vacation and sick leave, do not accrue during any period of unpaid statutory leave.

***Certification***

In general, you are expected to provide notice of the need for leave in advance of taking the time off. Regardless, you must provide verbal notice of the need for leave within 24 hours of commencing the leave. You must also provide written notice and explanation of the need for leave within three days of returning to work. You may also be required to provide a certification of the death of your family member.

***Call-In***

The Company requires employees on statutory leave to comply with the Company's call-in policy.

***Return to Work***

You are expected to return to work on the date specified at the time of your request for leave. If you fail to report to work as scheduled and fail to properly request an extension of leave, you will be considered to have voluntarily quit.

**If you are in need of this type of leave, please contact your supervisor immediately.**

**☞ MILITARY LEAVE ☞**

CCP will provide up to 14 calendar days of protected unpaid time off from work to spend time with a spouse or domestic partner who has been called to active duty or notified of an impending call or order to active duty or who is on leave from active duty during a period of military conflict. This leave is counted as leave taken under the Oregon Family Leave Act (OFLA). Should you have a need for this leave, consult your supervisor and the Administrator as soon as possible.

**If you are in need of this type of leave, please contact your supervisor immediately.**

## ⌘ DOMESTIC VIOLENCE & CRIME VICTIM'S LEAVE ⌘

The company makes available statutory domestic violence leave as prescribed by state law. Statutory leave may be available to you to obtain services or treatment relating to domestic violence, sexual assault or stalking of yourself, your minor child or one of your dependents. Purposes for this leave include obtaining medical care, counseling, advice from legal counsel, law enforcement assistance, or other steps to help better ensure your health and safety.

The company also makes available statutory leave to attend criminal proceedings if you or an immediate family member is the victim of a personal felony.

### ***Eligibility***

Leave is available to any employee, regardless of the number of hours you work or your length of employment.

### ***Maximum Duration of Leave***

The amount of leave time you are entitled to will be determined with consideration given to the level of hardship it places on the company.

### ***Pay During Leave***

Leave is generally without pay. However, during your leave, you must utilize any other paid leave provided by the company.

### ***Certification***

Before approving this type of leave, you may be required to provide documentation verifying the need for leave. Appropriate documentation includes, but is not limited to a copy of a police report or documentation from an attorney who is assisting you with the matter.

### ***Call-In***

Mennonite Village requires employees on statutory leave to comply with the Company's Call-in Policy for Employees on Leaves of Absence.

### ***Return to Work***

You are expected to return to work on the date specified at the time of your request for leave. If you fail to report to work as scheduled and fail to properly request an extension of leave, you will be considered to have voluntarily quit.

**If you are in need of this type of leave, or need an accommodation for safety reasons, please contact your supervisor immediately.**

## ⌘ JURY DUTY AND WITNESS DUTY ⌘

If you receive a jury summons, you should immediately advise your supervisor. During the

period of actual service on the jury, exempt employees will receive no deductions for absences of less than one workday. Non-exempt employees will receive only the stipend paid by the court for their service on the jury.

CCP encourages employees to appear in court for witness duty when subpoenaed. If you receive a subpoena, you should immediately advise your supervisor. Under either circumstance – jury summons or witness duty -- you will be expected to report for your regular duties when temporarily excused from attendance in court.

### **☞ HEALTH BENEFITS ☞**

Employees have the option of enrolling in a comprehensive group health plan at the first of the month following the completion of the employee's first 60 days of employment. Employees who work at least 30 hours per week are eligible to participate in the plan.

Employees who wish to enroll for insurance are required to pay \$25 per month toward the cost of the coverage as well as any co-pay requirements or deductibles under the policy. Employees are responsible for the cost of any eligible benefits for spouses and/or dependents. Contact the Director or Mennonite Services Northwest Human Resources for details.

Copies of the plan(s) and information regarding the plan(s) are available from the Administrator.

### **☞ WORKERS COMPENSATION ☞**

CCP maintains Workers Compensation insurance which may pay certain benefits to you if you are disabled and/or absent from work because of injuries sustained on the job or from a job-related illness. You must report any accident or injury received on the job at the time of injury to your supervisor or the Administrator. A Staff Occurrence Worksheet must be completed for CCP's records and for a safety analysis. See **Safety** section for more information about reporting injuries.

### **☞ MILEAGE REIMBURSEMENT ☞**

CCP will reimburse you for prior authorized use of your personal vehicle for business purposes at a set rate per mile.

## **☞ EMPLOYEE RESPONSIBILITIES ☞**

### **☞ RESIDENT RIGHTS ☞**

You should familiarize yourself with the content of the Resident Bill of Rights, and use the Bill of Rights as a guideline for establishing your relationships with the residents. The residents' quality of life must be everyone's top priority.

### **☞ REPORTING ABUSE ☞**

If you have reasonable cause to believe that a resident has suffered abuse prior to his/her admission, or during his/her stay at CCP, you, as an employee of a long term care facility, are required by law to report it. All suspected cases of abuse should be reported to your supervisor or the Administrator. Failure to report a suspected case of abuse is punishable by a fine, imprisonment, or both. It may also lead to disciplinary action, up to and including termination of employment.

### **☞ CONFIDENTIALITY ☞**

You must, at all times, respect the confidentiality of the residents' personal matters. Care must be exercised about the information that you receive, as well as the information that you are asked to reveal. Sharing inappropriate information will be considered a major infraction and you will be subject to disciplinary action. Inquiries regarding residents' conditions should be referred to the nursing supervisor or the Administrator.

### **☞ HIPAA ☞**

This policy applies only to those employees who receive, file, and transmit HIPAA-Protected Health Information (PHI), such as receiving medical claims to process or working with healthcare providers to manage care. It does not apply to those employees, such as supervisors, who only receive medical information directly from an employee for other benefits, such as reporting a workers' compensation injury, applying for sick leave, or qualifying for a reasonable accommodation. When employees in the Human Resources department or supervisors need to obtain medical information directly from a healthcare provider for sick leave, medical leave, pregnancy leave, or for a reasonable accommodation, the employee whose information is sought must sign a release authorizing the disclosure in accordance with HIPAA. Contact the Administrator or Human Resources Designee if there is any question as to which privacy policy to apply.

Only employees within the Human Resources department who are assigned to handle health, dental, and disability claims may access HIPAA-PHI. Employees who handle workers' compensation claims, medical leaves, 403 (b) plans, vacation benefits, education benefits, and other benefits, but are not assigned to health, dental, or disability claims, are not permitted to access PHI.

Employees with access to PHI will comply at all times with the HIPAA Health Information Privacy Policy and any state law with stricter standards. Examples of the lawful use of PHI include: disclosing PHI to healthcare providers who request it in connection with treatment, for



payment of bills, to determine the individual contribution for health coverage, to conduct quality assessment and improvement activities, to accredit healthcare providers, or to engage in care coordination or case management.

There are extensive, detailed requirements and restrictions for handling PHI. Employees whose job duties include receiving, filing, and transmitting PHI will receive a copy of privacy protection requirements and will be required to comply with HIPAA's requirements.

Employees should notify their supervisor or Administrator or Human Resources designee if they are aware of any activity or procedure that appears to violate the privacy policies.

Employees who violate this policy are subject to discipline, which may include termination. This policy will be applied in compliance with the HIPAA privacy standard and any stricter state law.

## ☞ UNIFORMS AND DRESS CODE ☞

### ***Name Tags***

Wear your name tag to work each day. The name tag should be visible and worn at or above belt level. Please consult your supervisor if you have questions about this issue.

### ***Clothing Standards***

Clothing should be neat, clean, modest, and present a professional appearance. Hairstyle, nail polish and make-up should also reflect a neat and professional appearance. Use of cologne is discouraged because it may be offensive to residents and/or staff. Wearing jewelry should be minimized for safety reasons.

### ***Inappropriate Clothing***

Clothing that is extremely casual, such as that normally worn for recreational activities, is inappropriate for the workplace. Some examples of inappropriate clothing are: shorts shorter than 3 inches above the knee; spandex pants; sweatshirts; tight-fitting blouses, pants, or skirts; low-cut blouses; short skirts; sweatpants and T-shirts with pictures or printing, except those with a CCP logo. Jeans, unless they are part of your department's uniform, as authorized by your supervisor, may only be worn on announced "casual dress" days.

### ***Uniforms***

You are responsible for providing and maintaining your own clothing and uniforms, if required by your department. Your supervisor can tell you what uniform/dress code is required in your department.

### ***Personal Possessions***

Employees are responsible for their own possessions. CCP is not responsible for items that are lost at work.

### ***Tattoos***

Tattoos must be appropriate for the professional environment or otherwise must not be visible. Examples of inappropriate tattoos include but are not limited to nudity, profanity, and vulgarity, or that are intimidating in nature. Inappropriate tattoos must be covered by clothing or makeup.

## ☺ SOLICITATION ☺

CCP does not allow you to solicit other employees during working time for any purpose, distribute literature during working time for any purpose, or distribute literature at any time for any purpose in working areas. "Working time" includes working time for either an employee soliciting or distributing literature or an employee being solicited or receiving literature. "Working areas" include all areas where employees perform work.

CCP does not permit the solicitation of residents by employees at any time.

## ☺ GRATUITIES ☺

All services to residents are covered in charges made. Gratuities are prohibited by Federal law and our compliance program. You may not accept any type of personal gratuity such as money, gift certificates, jewelry, or expensive gifts which might be construed as "tips" or "payment for extra service." Before accepting anything from residents, the matter should be discussed with your administrator. Tips, cash, and gifts from residents or families are not permitted, except when the gift is small and you and your administrator agree that by not accepting the gift, the resident would be hurt and/or offended.

## ☺ EMPLOYMENT BY RESIDENTS ☺

Staff may not be employed by residents unless prior approval has been granted by the Administrator. Employment is defined as receiving money or goods in exchange for services or help rendered by CCP staff during working or non-working hours.

Staff should also not purchase items on behalf of residents using resident funds or use his/her automobile to provide transportation for residents without prior authorization of the Administrator.

## ☺ EMPLOYEE HEALTH ☺

Your health is vital for the well-being of our residents. You may not be allowed to work if you have an active infectious disease, such as a skin infection or an upper respiratory infection. If you have questions about conditions of health and work readiness, please consult your supervisor. It may be necessary for you to see a physician before returning to work; if so, please obtain the necessary documentation. All employees must report their symptoms to their supervisor or the Administrator.

Your health and well-being are important. Efforts will be made to safeguard you from occupational disease, illness, or injury. You are encouraged to report any condition that you feel to be hazardous. On-the-job injuries or job-related illnesses must be reported as soon as possible to your supervisor for attention and proper reporting to the insurance carrier. (Please refer to **Safety** section for more information.) You are expected to be knowledgeable about personal health and to exercise care so as to maintain good health and minimize risk and exposure of disease to residents and other employees. Because of the close contact you have with others, good personal hygiene (clean hair, body, fingernails, clothes, and fresh breath) should be observed.

## ☞ GENERAL STANDARDS OF CONDUCT ☞

Good facilities are important, but even more critical are the skills and caring attitude you and every employee bring to each resident's care. Respect for persons shall be a guiding principle that applies equally, regardless of church membership, social status, education, or wealth. It applies to residents, their families, employees, volunteers, and the public. The importance of each task, each position and each resident and employee is recognized. Sound management and organizational principles are to be applied. Respect for organizational structure and lines of responsibility and accountability are encouraged.

Employment is based on your qualifications and ability to function effectively in a specific job. You must be willing and able to uphold the values, ethical code, and mission statement of CCP. We cherish each resident whom we serve and your dress, speech, and conduct should reflect this value.

- Speak clearly when you communicate, particularly with residents. You should not talk or laugh loudly. Loud noises can agitate and frighten residents.
- Do not discuss personal problems or work-related concerns with or in front of residents and visitors. Our goal must always be to relieve the residents' worries and not add to them.
- Use caution in addressing residents by their first name. Some people may consider this act as undue familiarity.
- You should introduce yourself to residents and visitors, and ask strangers if you may be of assistance. Be friendly to each person with whom you interact.
- Be calm and avoid any threat or show of force when dealing with any resident, visitor, or coworker. This is particularly true when someone is upset or there is an emergency.
- Do not show favoritism for one resident and/or lack of concern for another resident, visitor, or coworker while on duty.
- Avoid any fight, altercation, or physical conflict with any person associated with CCP.
- Privacy is an important right of every person and shall be respected. Always knock before entering a room.
- Respect of persons shall be a guiding principle. This applies equally to all residents, their families, employees, volunteers, and the public.

High professional standards are to be maintained. An attitude of learning, testing, and improving is encouraged, and helps us all become better caregivers.

These standards are expected to be maintained at all times along with CCP's Professional Standards of Conduct.

## ☞ SAFETY ☞

### ***Safety Regulations***

You need to obey all safety and working rules of this facility. We follow provisions as set forth by the Occupational and Safety Health Act (OSHA) of 1970 and require that all employees follow the established safety regulations of this facility and of OSHA.

### ***On-the-Job Injuries & Accidents***

If you are injured or have an accident on the job, you need to report it to your supervisor immediately and complete a Staff Occurrence Worksheet. If your injury or accident requires

that you seek medical attention, you also need to complete an 801 form and submit it to your supervisor or the Administrator. It is desired that the 801 form be filled out and submitted at the same time as the Staff Occurrence Worksheet. You may be required to take a drug and alcohol test as soon as possible after the injury or accident. If you were involved in an accident that resulted in an 801 form being submitted, but you were not injured yourself, you may still be required to take a drug and alcohol test.

### ***Return-To-Work Policy***

The objective of CCP is to return workers to employment at the earliest date following an injury. This policy applies to all workers and will be followed whenever appropriate. CCP defines “light-duty” work as temporary modified work assignments within the employee’s physical abilities, knowledge and skills. Light-duty positions are developed and assigned using the employee’s known physical condition as clarified by the person’s attending physician. Light-duty positions are developed with consideration of the employee’s physical condition, the business needs of CCP and the availability of light-duty work. Any time off work must be authorized by the employee’s doctor.

### ***Your Responsibilities***

While you are injured, you are responsible for keeping your medical appointments and cooperating with any prescribed treatment, providing your supervisor with your doctor’s notes, reporting for light-duty or regular duty as assigned, calling in promptly when you are unable to come to work, keeping your supervisor updated regarding your medical condition, and notifying your supervisor of any change in your address or phone number.

### ***Chemicals -- Safety Data Sheets***

Information about chemicals that you may use at work is provided in the SDS book. The Safety Data Sheets contain the information you need to know about how to handle chemicals, what personal protective equipment to use, and what you should do if you are exposed to a chemical. If there are SDSs relevant to your work area, copies of these will be located in the work area.

## **☞ STAFF MEMBERS’ CHILDREN IN FACILITY ☞**

### ***Policy***

While residents benefit from inter-generational involvement, CCP also has a responsibility to protect the organization from liability due to unsupervised minors. In general, staff may not bring their children to work while they are working. Any exception must be pre-approved by the Administrator.

### ***Encouraged Activities***

Staff members’ children are encouraged to be in facility in the following circumstances: to participate in facility-sponsored children’s activities; to visit residents with their parent when the parent is not working; or to participate in formal school programs.

## **☞ SMOKING ☞**

CCP is strongly committed to maintaining and improving the health and well-being of all employees and residents. Thus, smoking is not allowed in the building or on the grounds other than within the designated smoking area. Employees may smoke in this area only during their allotted breaks.

In addition, because employees and customers may have allergies or be sensitive to the smell of smoke on clothing or hair, employees may not come to work or return from a break smelling of smoke.

## ☞ SECURITY ☞

Security and safekeeping of property, for both the residents and staff members, are everyone's responsibility. Be alert to situations that seem unsafe or suspicious in nature and report them at once to your supervisor or the Administrator. You are asked to call fire, police, or other emergency personnel when appropriate and to use common sense. Follow CCP's policy regarding locking external doors at night.

## ☞ SOCIAL MEDIA ☞

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

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

**Off-duty use of social media.** Employees may maintain personal websites or web logs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the company considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas as long as they do not conflict with company policies or business.

**Respect.** Demonstrate respect for the dignity of the company, its owners, its customers, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. By this we mean, for example, do not use ethnic slurs or illegally harass anyone. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

**Speaking for the Company.** Employees must not represent in any way that they are speaking on the Company's behalf without prior written authorization to do so.

**Competition.** Employees should not use social media to criticize the company's competition and should not use it to compete with the company.

**Confidentiality.** Do not identify or reference company clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

**Trademarks and copyrights.** Do not use the company's or others' trademarks on a social media site, or reproduce the company's or others' material without first obtaining permission.

**Legal.** Employees are expected to comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.

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

**Note:** Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve the terms and conditions of employment, such as (but not limited to) wages and benefits.

## ☞ PERSONAL COMMUNICATIONS DEVICES & CELL PHONE USE ☞

Corvallis Caring Place recognizes that cell phones and personal communication devices have become valuable tools in managing our professional and personal lives. However, use of these devices in the workplace can raise a number of issues involving safety, security, and privacy. Therefore, Corvallis Caring Place has adopted the following rules regarding the use of personal communication devices in the workplace during working hours.

- Except in cases of emergency, employees should conduct personal business during lunch breaks and other rest periods. This includes the use of personal communication devices (including cell phones) for personal business (including personal phone conversations and text messages, personal e-mails, and use of the Internet for personal reasons). **Employees are not allowed to carry their personal communication devices with them while they are working.** Employees should be considerate of their co-workers and keep ring tones and alerts on vibrate or silent while at work. Phone calls made during an employee's lunch break or rest period should be made away from the employee's work area so as not to disturb co-workers. Minimal or incidental use is permitted.
- When attending a meeting with customers, clients, or co-workers, employees should turn off or silence their cell phones and personal communication devices. Except in extraordinary circumstances (e.g., family emergency), employees may not respond to personal calls during a meeting.
- Employees are prohibited from using a device's camera to take photographs in the workplace. Phones and other devices with cameras or recording capabilities are strictly prohibited in all work areas that contain proprietary information or confidential documents specific information may be included about work areas where cameras are prohibited. Camera phones and other devices with photographic or recording capabilities may not be brought into restrooms, locker rooms, or other private areas in the workplace.
- Making discriminatory or harassing comments to co-workers via any electronic means of communication is prohibited. This includes offensive messages, photos, or images that are sexual in nature or that are offensive to a person based on his or her race, color, religion, national origin, gender, sexual orientation, disability, or any other characteristic protected by federal, state, or local law. Corvallis Caring Place policies on professional conduct, discrimination, and harassment apply to all electronic communication to its employees, customers, clients, and vendors.

Violation of this policy may result in discipline, up to and including termination of employment.

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

## ⌘ DISCIPLINE ⌘

The concepts of respect and responsibility guide the administration of disciplinary action at CCP. This means that supervisors treat you with respect and you take responsibility for complying with the work rules. Your supervisor will explain the desired behavior/correction to you and explain the consequences you will face if you choose not to make the desired correction. You must then take responsibility for correcting the problem or face the consequences of your actions.

Generally, disciplinary action will be progressive in nature. Some examples of disciplinary action that may occur are: oral warning, written warning, reduction in hours worked, performance improvement plan, decision-making leave, last chance agreement for drug rehab, final written warning or termination. These disciplinary measures are only guidelines. Management has discretion to initiate discipline at any step, to skip steps in the disciplinary process, or to immediately discharge an employee. The seriousness of the problem and the employee's work record will determine what disciplinary action will be taken. If you feel that discipline was administered incorrectly or was excessively punitive, you may follow the grievance procedure described below.

The following list gives examples of actions that are contrary to CCP's expectations of positive behavior. If you choose to engage in any of these actions or other actions that are contrary to the expectations of CCP, you may be subject to disciplinary action up to, and including, termination of employment. If you have any questions, please consult your supervisor or the Administrator.

These actions are contrary to CCP expectations:

1. Violation of residents' rights;
2. Abuse of residents -- this includes physical, mental, or verbal abuse, misuse of residents' personal property, and misappropriation of residents' funds;
3. Failure to follow Standard Precautions;
4. Insubordination;
5. Dishonesty;
6. Misuse, unauthorized use, removal or destruction of CCP property or property of other employees;
7. Excessive tardiness or absences;
8. Leaving work early without prior authorization;
9. Violation of safety rules or failure to follow safety procedures;
10. Reporting for work or working while intoxicated, under the influence of intoxicants or controlled substances, or otherwise unfit for duty;
11. Refusal to submit to a drug or alcohol test;
12. Possession, sale or use of intoxicants or controlled substances on CCP premises, in CCP vehicles, or while working for CCP;
13. Using obscene, abusive language;
14. Harassment of any kind, (sexual, racial, religious, or other);

15. Falsification of records;
16. Unwillingness to perform duties of job position as assigned;
17. Inability or unwillingness to get along with other employees;
18. Abusive, threatening or intimidating language or actions;
19. Spreading rumors or malicious gossip that brings disharmony to the workplace;
20. Gambling or participating in illegal games of chance in the workplace;
21. Conducting personal business during work time or on work premises;
22. Accepting private employment, gifts or gratuities from residents or family members;
23. Sleeping on the job and/or otherwise leaving or not attending your job station;
24. Engaging in illegal or unprofessional conduct on the premises;
25. Refusing to cooperate with an investigation; and
26. Violation of any other CCP policy or practice.

Your supervisor or the Administrator will investigate disciplinary infractions. You are required to cooperate fully with any investigation. Remember that CCP is an at-will employer, so you have the right to terminate your employment at any time and CCP has the same right.

If you work in more than one department at CCP and you have a serious disciplinary infraction in one department, your employment may be terminated in all departments.

### **⌘ GRIEVANCE PROCEDURE ⌘**

If you have a problem or a concern about any condition of employment, you may present your concern to your supervisor without fear of reprisal. If you are not satisfied with your supervisor's response, you are encouraged to put the concern in writing and present it to the Administrator within five working days of your supervisor's response. If you are not satisfied with your Administrator's response, you may forward your concern to the Mennonite Village Human Resources Department. The Human Resources Department will investigate the matter and give that information to the Mennonite Village VP Operations. If you are not satisfied with the response from the VP Operations, the matter will then go to the Chair of the CCP Board of Directors. The Board of Directors' decision will be final.

### **⌘ PERSONNEL RECORDS ⌘**

Personnel records will be maintained by the CCP Administrator and will be available for inspection by properly authorized individuals. You may inspect your own personnel file in the presence of your supervisor or the Administrator. Employee records shall be considered confidential; therefore, you will not be permitted to inspect the record of another employee. Your individual file shall contain the following records as they apply to your employment:

- Application for employment
- Performance evaluations
- Miscellaneous correspondence
- Record of disciplinary actions
- Records of pay rate changes
- Payroll deduction authorizations
- Tax withholding information
- *continued*



- Record of awards
- Professional license or certification
- In-service education records