

MCH EMPLOYEE HANDBOOK

August 2020

Welcome

Welcome to Macon Citizens Habilities, Inc. (MCH)! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further MCH's goals.

You are joining an organization that has a reputation for providing outstanding residential and community-based services to persons with intellectual and/or developmental disabilities. We strive to maintain the highest integrity of service delivery knowing our jobs are funded by the very persons we support. Our employees are expected to provide services in a respectful, honest and person-centered manner. With your active involvement, creativity, and support, MCH will continue to achieve its goals. We sincerely hope you will take pride in being an important part of MCH's success.

This handbook is to provide you with a snapshot of key MCH policies and procedures that effect your job daily. This handbook does not replace the need for you to read, understand and reference the MCH Policies, Procedures and Operations Manual (P & P). We expect you to stay familiar with everything in the P & P and encourage you to ask your manager, QP, HR or a director anytime you have questions.

Table of Contents

Employment at Will

Equal Opportunity and Commitment to Diversity

- Equal Opportunity
- Open Door Policy
- Americans with Disabilities Act (ADA) and Reasonable Accommodation
- Commitment to Diversity
- Harassment and Complaint Procedure

Conflicts of Interest and Confidentiality

- Conflicts of Interest
- Confidential Information

Functions of Employment

- Employment Classification
- Work Week and Hours of Work
- Pay Period/Paychecks
- Timesheets
- Overtime
- Payroll Deductions/Earnings
- Improper Unlawful Deductions from Pay
- Access to Personnel Files
- Employment of Relatives and Domestic Partners
- Separation from Employment
- Job Postings
- Advancement/Promotion/Position Change

Workplace Safety

- Drug-Free Workplace
- Drug Testing
- Use of Tobacco Products
- Workplace Violence Prevention
- Adverse Weather

Employee Conduct

- Workplace Expectations
- Unacceptable Workplace Conduct
- Employee Attitude
- Dress Code/Appearance & Personal Hygiene
- Scent-Free Environment
- Attendance & Punctuality
- HIPAA
- Confidentiality of Information Regarding Persons Served
- Telephones & Their Use
- Email and Internet Access
- Media Relations
- Social Media
- Individualized Supervision Plan
- Employee Performance Evaluations
- Supervision & Progressive Discipline

Time Off and Leaves of Absence

- Paid Time Off (PTO)
- Holidays
- Personal Leave
- Civil Leave
- Parental Leave
- Unpaid Leave
- Religious Observances
- Family and Medical Leave
- Military Leave Under USERRA

Employee Benefits

- Ancillary Insurance
- Life Insurance
- 401(K) Retirement
- Retirement Insurance Benefit
- Pre-Medicare Eligibility Retirement Benefit
- Post-Medicare Eligibility Retirement Benefit

Employee Handbook Acknowledgment and Receipt

Employment at Will

MCH is an **AT- WILL** employer. This means that either the employee or the company may terminate the employment relationship at any time, for any reason, with or without notice.

The contents of this handbook are presented as information only. The policies and procedures described herein are not a contract of employment. MCH reserves the right to modify, revoke, suspend, terminate, or change any or all policies and procedures in whole or in part at any time with or without notice. You are employed at will and nothing in this handbook or in any verbal statement should be construed to constitute a contract between MCH and any one of its employees.

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

If you have questions about the nature of your employment or the meaning of our at-will policy, please contact the executive director.

Open Door Policy

Employees are encouraged to share their concerns, seek information, provide input and resolve problems/issues through their immediate supervisors and, as appropriate, any member of management. Managers and supervisors are expected to be available to employees, listen to ideas and/or concerns and assist employees in resolving any problems or passing along input.

Equal Opportunity and Commitment to Diversity

Equal Opportunity

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

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

Americans with Disabilities Act (ADA) and Reasonable Accommodation

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

Employees who may require a reasonable accommodation should contact the HR Manager or Director for guidance.

Commitment to Diversity

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

Harassment and Complaint Procedure

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited. It is MCH's policy to provide a work environment free of sexual and other harassment. To that end, harassment of MCH's employees by management, supervisors, coworkers, or nonemployees who are in the

workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. MCH will take all steps necessary to prevent and eliminate unlawful harassment.

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

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

Definition of Sexual Harassment. “Sexual harassment” is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

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

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

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

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

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

Complaint Procedure. Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may, but are not required to, complain first to the person you feel is discriminating against or harassing you. You may complain directly to your immediate supervisor, the HR manager or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

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

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

Conflicts of Interest and Confidentiality

Conflicts of Interest

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

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

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

1. Simultaneous employment by another agency that is a competitor or referral source of MCH.
2. Carrying on MCH business with an agency in which the employee, or a close relative of the employee, has a substantial interest.
3. Holding a substantial interest in, or participating in the management of an agency with which MCH does business.
4. Borrowing money or doing business with persons served or their families.
5. Accepting substantial gifts or excessive entertainment from an outside organization or agency or family of persons served.
6. Speculating or dealing in materials, equipment, supplies, services, or property purchased by MCH.
7. Participating in civic or professional organization activities in a manner that divulges confidential information of MCH or the persons served by MCH.
8. Misusing privileged information or revealing confidential data to outsiders.
9. Using one's position in MCH or knowledge of its affairs for personal gains.
10. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of MCH business.

Confidential Information

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

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

All inquiries from the media must be referred to the executive director. This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

Functions of Employment

Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, MCH classifies its employees as shown below. MCH may review or change employee classifications at any time.

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

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

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

Regular, Part-Time. Employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly, but at least 20 hours weekly, and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by the company and are subject to the terms, conditions, and limitations of each benefits program.

Temporary Employees. While not anticipated, it may be necessary for MCH to hire a temporary worker to meet staffing needs. In any event, a temporary worker will not be employed for more than 6 months (180 calendar days). Temporary workers are not eligible for any benefits other than mandated by law.

Part-Time, No Benefit Employees (PRN). MCH employs non-exempt, part-time employees at a higher rate of pay and with no benefits who are cross-trained to work in several facilities and fill in for vacations, sick leave, personal time off, or other times when there is insufficient regular staffing. These employees essentially serve as our in-house relief to regular employees. These employees work less than 1000 hours per calendar year and may determine when they are available for work. They have no regular schedule. No benefits means they will not be provided with paid time off, health or dental insurance, extra holiday pay, or retirement benefits. Overtime is earned for hours worked in excess of 40 per work week. If a PRN employee is contacted and does not work at least 8 hours within a 90-day period, he or she will be removed from the PRN list. PRN employees must complete essential training.

Work Week and Hours of Work

The standard workweek is from Sunday 12:00 a.m. until Saturday 11:59 p.m. Administrative Office hours are 8:30 a.m. to 4:30 p.m. Individual work schedules may vary depending on the needs of the persons served and/or MCH facility.

Pay Period/Pay Checks

MCH pays on a bi-weekly basis. Should a payroll allocation fall on a holiday, MCH will process the payroll on the next business day.

Only the employee or someone authorized by the employee in writing may pick up a paper paycheck/stub. Written authorization should be presented by the employee prior to the payday; authorization will be maintained in the personnel file. A check will not be released without written authorization.

Time Sheets

Hourly employees who work in a MCH facility are responsible for recording their time worked accurately and in a timely manner on a time sheet. This should be submitted to the supervisor for final approval. Time sheets must be completed on a daily basis as hours are worked.

Overtime

All hourly employees are eligible for overtime pay. Overtime must be authorized by a supervisor. Overtime rate is paid according to federal law and offered at a 1 ½ times the employee's regular hourly salary. All hours worked in excess of 40 per work week will be paid as overtime.

Payroll Deductions/Earnings

Earnings and payroll deductions are recorded on a voucher with the paycheck. Any questions about a paycheck should be directed to the assistant director. Deductions required or requested are as follows:

Required by Federal & State

Federal Income Tax
State Income Tax
Social Security Tax
State Disability Insurance
Garnishments/Wage Attachments

Authorized by Employee

Ancillary Insurance
401(k)

Improper or Unlawful Deductions from Pay

Every effort is made to ensure that compensation and pay checks are properly computed and calculated. Employees can report improper or unlawful deductions from their wages without fear of discrimination or reprisal. Upon receiving notification of an improper or unlawful deduction from pay, the assistant director will investigate the matter and issue a finding before the next pay period. If the investigation confirms the deduction was improper or unlawful, the employee shall be reimbursed the amount of the deduction on the next pay check. Incidents should be reported to the assistant director within 1 week of the pay date.

The salaries of employees who meet exempt status under the Fair Labor Standards Act, 29 CFR Part 541 may be reduced or be subject to deduction for the following conditions only:

- one or more full days of absence for personal reasons other than sickness or disability and the employee has no leave to cover the absence
- for sickness or disability (including work place injury) if the employee has not qualified for PTO, has not earned sufficient PTO to cover the absence, or has exhausted all PTO and has no earned leave remaining to cover the absence. If the employee has exhausted all PTO to cover an FMLA absence, the employee's salary may be reduced in hourly increments while on FMLA leave
- deductions for penalties imposed for violations of safety rules of major significance, including those relating to the prevention of *serious* danger in our workplace or to other employees
- deductions resulting from suspensions without pay for serious violations of our workplace misconduct rules
- in the initial or final work week of employment, deductions may be made for the days of the workweek not worked. For example, in the first or last week of employment, if the employee only works 2 of the 5 days, the employee will receive 2/5 (two fifths) of the weekly salary. In the final workweek the employee may use applicable accrued leave to cover the portion of the week not worked but only as provided elsewhere in these policies

Deductions from salaries of employees who meet exempt status under the Fair Labor Standards Act, 29 CFR Part 541, are NOT permitted by the regulation for the following conditions:

- on an hourly basis except for unpaid FMLA leave and as provided in the special rules above.
- when the office or facility is officially closed for all employees by the executive director due to inclement weather such as snow or ice
- for penalties or rules violations such as performance issues, attendance issues, minor safety rules, cash shortages, losses, rules of evidence violations or damages to equipment or property, including insurance deductibles when damage has occurred

Access to Personnel Files

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

Employment of Relatives and Domestic Partners

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

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

Separation from Employment

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least two weeks in advance of the last day of work. Holidays and paid time off (PTO) will not be counted toward the two week notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

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

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

Job Postings

Available positions are posted on a bulletin board in the administrative office and on the MCH website at www.maconcitizens.org. A list of available positions is provided to each residential facility and the day program. If qualified for the position, current employees may apply for any job posted by completing page 1 of the MCH application.

Advancement/Promotion/Position Change

MCH employees may apply for other positions within MCH when openings occur. If qualified for the position, current employees interested in applying need to complete page 1 of the MCH application. Every effort will be made to promote or transfer current staff in good standing when a desired position opens. The HR Manager, facility manager(s), qualified professionals and/or executive director will make final decisions based the best interests of the persons served who may be impacted by the change.

Workplace Safety

Drug-Free Workplace

MCH is committed to protecting the safety, health and well-being of its employees, the people we serve and all people who come into contact with our workplaces and services. MCH's policy is intended to comply with all state and federal laws governing drug testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosages and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to determine whether the medication may interfere with safe performance of his/her job. If the use of the medication does compromise the safety of the employee, fellow employees, persons served or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., notify supervisor, call in sick, use leave) to avoid unsafe workplace practices.

MCH explicitly prohibits the following:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on MCH premises or while performing any job-related responsibilities off site.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the MCH premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts MCH's reputation at risk.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from MCH, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk MCH's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on MCH premises, or while on MCH business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

MCH will not tolerate any use of illegal, non-prescribed drugs or alcohol during work hours. If an employee comes to work under the influence of drugs or alcohol or uses drugs or alcohol during work time, the employee will be terminated. The sale, use, purchase, transfer or possession of an illegal drug or drug paraphernalia is a violation of the law. MCH will report information concerning possession, distribution, or use of any illegal drugs to law enforcement officials and will turn over to the custody of law enforcement officials any such substances found during a search of an individual or property. Searches will only be conducted of individuals based on reasonable suspicion and only of their vehicles, lockers, desks, or closets. MCH will cooperate fully in the prosecution and/or conviction of any violation of the law.

Drug Testing

MCH uses a forensic laboratory that meets standards set by DHHS or the College of American Pathologists to perform procedures on a sample to detect, identify or measure controlled substances. Controlled substances are any substances listed in Schedules I-V of Section 202 of the Controlled Substance Act (21 U.S.C. S 812), as amended.

MCH will conduct drug testing under any of the following circumstances:

- Pre-employment screening
- Following any accident during work time on MCH premises or in MCH vehicles if immediate known facts of the accident indicate that impairment may have played a role
- Reasonable suspicion or cause
- On a random, “no-notice” basis and may occur per pay period or more often if deemed necessary

Reasonable suspicion testing occurs when a manager or supervisor has a reasonable suspicion that an employee may be under the influence of a substance. In this case, a drug test may be conducted immediately. Employees suspected of being unfit for duty will be escorted by the supervisor or a designated MCH representative to the authorized testing location. Refusal to cooperate in the collection procedure or to take the test will result in termination.

If MCH has reason to believe an employee or applicant sample has been adulterated (diluted or contaminated), MCH may refuse that sample for testing and require the examinee be retested using a similar or different sample source. MCH will pay the cost of any drug tests required or requested by the agency. Any additional tests that are requested by the employee will be at the employee’s expense. **Refusing to go for testing will be treated as a positive test.**

MCH will make every effort to keep the results of drug and alcohol tests confidential. Only persons with a need to know the results will have access to them. The employee will be asked for consent before test results are released to anyone else. Be advised, however, that test results may be used in arbitration, administrative hearings and court cases arising as a result of the drug test. Results will be sent to federal agencies as required by federal law.

Use of Tobacco Products

Each MCH facility is a tobacco-free environment. The use of all tobacco products is restricted to designated areas and only during breaks and lunch. Waste from tobacco product use should be disposed appropriately, such as fire-proof containers provided for cigarette butts. Waste from these products should not to be thrown on MCH or community property but rather disposed of appropriately such as in fire-proof receptacles.

The use of tobacco products is prohibited in all MCH vehicles. **Smoke breaks are not given.** They should only be taken when other staff are available to covering services. No smoking is permitted on third shift in any facility.

Workplace Violence Prevention

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

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

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

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

MCH reserves the right to inspect all belongings of employees on its premises, including briefcases, purses and handbags, gym bags, and personal vehicles on company property.

Adverse Weather

Some MCH services must continue to be provided during periods of bad weather. All licensed and unlicensed residential sites are considered locations of mandatory operation (24 hours/day, 7 days/week). Employees at these locations are expected to make every effort to report to work. If the employee does not report for work when scheduled during an inclement weather emergency, unless arrangements are made with the supervisor, the employee will be considered absent.

The MCH Administrative office, Macon Citizens Enterprises (MCE) and community-based periodic services are not considered locations of mandatory operation during adverse weather. Operation of both the administrative office and MCE during periods of adverse weather will follow the precedent set by the local school system and close with the approval of the Executive or Assistant Director. Should such decision be rendered, the director making the determination is responsible for notifying affected MCH employees.

Employee Conduct

Workplace Expectations

Every organization has certain guidelines which are developed to reflect good business practices. In establishing any rules of conduct, MCH has no intention of restricting the personal rights of any individual. Rather, we wish to define the guidelines that protect the rights of all employees and to ensure maximum understanding and cooperation. MCH expects its employees to demonstrate the following behaviors during all working hours:

- punctuality
- not be under the influence of drugs or alcohol
- be careful and conscientious in performance of duties
- remain thoughtful and considerate of other people
- ensure all interactions with the people we serve, their families and MCH co-workers are done so with respect, help and politeness
- adhere to the practices outlined in the MCH Policies & Procedures

Unacceptable Workplace Conduct

The following actions are considered unacceptable workplace conduct and will result in disciplinary action:

- unlawful harassment
- violent behavior or threats of violent behavior
- confrontational behavior
- violations of rights of persons served by MCH
- failure to show up for work
- reporting to work while impaired
- carrying weapons
- theft
- possession of stolen property
- falsifying documents including time records
- illicit affairs while at work
- insubordination
- use of profanity
- interfering with the work of other employees or otherwise creating an unpleasant work environment
- malicious gossip and/or the spreading of rumors including comments on social media
- use of personal cell phones during paid work time
- driving a company vehicle while intoxicated or under the influence of a substance
- sleeping on the job

Employee Attitude

A positive attitude in the workplace helps employees accomplish tasks faster and in a better manner. The performance of employees to a great extent depends on the good relationship they share with their coworkers. A good relationship can be established only when employees demonstrate a positive attitude towards their work and coworkers. A positive attitude has significant benefits for the persons we serve in many aspects. Conversely, employees with negative attitudes can impact the lives of the people we serve as well as coworkers.

Good relationships among employees help build effective teams where everyone is united and works for a common cause, a positive impact in the lives of the people we serve. A positive attitude helps employees to appreciate each other's competencies and work as a team for achieving common objectives instead of being overly perturbed by inadequacies of team members. MCH expects its employees to offer positive interactions with the persons we serve, managers, co-workers, families, stakeholders, vendors, or associates. Should an employee's attitude be negative to the point that that productivity or morale suffers, disciplinary action will be taken.

Dress Code/Appearance and Personal Hygiene

MCH recognizes that personal appearance is an important element of self-expression and strives not to control or dictate appropriate employee appearance, specifically with regard to jewelry or tattoos worn as a matter of personal choice. Dress, grooming and personal cleanliness standards contribute to the morale of all employees and persons served. Your appearance reflects the business image MCH presents to the community. While working, MCH employees are expected to maintain a clean, neat appearance and to dress according to the requirements of their position so they can be most effective in the performance of their workplace duties. This includes refraining from wearing clothing that might be considered provocative or offensive to the persons we serve, coworkers, families/guardians or the general public. Employees should talk with their supervisor if they have questions as to what constitutes appropriate dress. Supervisors are responsible for seeing that staff under their direct supervision present a professional appearance.

MCH permits employees to wear jewelry or to display tattoos at their place of work within the following guidelines. Factors that management will consider to determine whether jewelry or tattoos may pose a conflict with the employee's job or work environment include:

- Personal safety of self or others (jewelry must be worn close to the skin so nothing or no one can become entangled or have opportunity to pull)
- Productivity or performance expectations
- Offensiveness to co-workers, persons served, guardians/family members or companies with business associations with MCH based on racial, sexual, religious, ethnic or other characteristics or attributes of a sensitive or legally protected nature
- Corporate or societal norms

If MCH management determines an employee's jewelry or tattoos present such a conflict, the employee will be encouraged to identify appropriate options such as removal of excess or offensive jewelry, covering of tattoos, transfer to an alternative position or other reasonable means to resolve the conflict.

In addition, for health and safety protections, staff must wear close-toed shoes when working in MCH group homes or at MCE. In these settings, during times when contact with water can be anticipated, such as assisting with baths or taking part in recreational activities such as swimming, water shoes may be worn.

Scent-Free Environment

MCH is a scent-free environment. Employees may not wear fragrances or scents to work. This includes aftershaves, perfumes, or heavily scented lotions or oils.

Attendance & Punctuality

Timely and regular attendance is an expectation of performance for all MCH employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule, including attendance of mandatory staff meetings and trainings. In the event an employee is unable to meet this expectation, they must obtain approval from their supervisor in advance of any requested schedule changes. Calling and leaving a message or contacting a coworker does not constitute approval. An employee is deemed absent when he/she is unavailable for work as scheduled and such time off was not approved.

MCH residential facilities must continue to operate during periods of bad weather. Employees of these facilities are expected to make every effort to report to work. If an employee does not report for work when scheduled during a bad weather emergency, unless arrangements are made with the supervisor, the employee will be considered absent. An employee is deemed to be tardy when they:

- Fails to report for work at the scheduled work time. In these instances, managers or QPs may replace the tardy employee for the full shift. In the instance, the supervisor has the discretion to replace the employee for their whole shift
- Leaves work prior to the end of scheduled work time without prior approval from their supervisor
- Takes an extended break period without approval

Employees who are absent from work for 3 consecutive days without approval from the immediate supervisor will be considered to have terminated without due benefits because of lack of notice. At that time, the HR Manager will send a letter advising the employee of the action by certified mail to the employee's last known address.

HIPAA

The Health Insurance Portability and Accountability Act or HIPAA provides nationally-recognizable regulations for the use/disclosure of an individual's health information. MCH protects health information of the persons we serve by mandating employees keep this health information on a need-to-know basis. When required, MCH releases only the amount of information needed on a person served to accomplish the intended purpose of the use, disclosure or request.

The following outlines the guidelines MCH uses to maintain the confidentiality and privacy of protected health information:

1. Access to protected health information (PHI) within MCH is granted on a need-to-know basis. Certain job responsibilities require access to more detailed information than others. It is your responsibility to maintain the confidentiality of this information and not share it with others that do not need it to carry out the duties of their job. Your specific level of access to PHI may be found in your job description or contract with MCH.
2. If PHI is requested from another health care practitioner or a health plan (or clearinghouse) on a routine or reoccurring basis, the request must be limited to only the reasonably necessary PHI identified in the record of the person served.
3. For all other requests, the privacy officer, will determine what information is reasonably necessary for disclosure on a case-by-case basis.
4. Enforcement of this policy and sanctions for not abiding it will be determined by the privacy officer.
5. MCH policy is to comply with all requirements of the Health Insurance Portability and Accountability Act Privacy Regulations (164.514 (d)).
6. This policy is reviewed and approved annually, being revised as needed.
7. Responsibility for adoption and/or implementation of the HIPAA policy remains with the Executive Director under the approval of the MCH Board of Directors.

Confidentiality of Information Regarding Persons Served

Employees of MCH have access to confidential information about the persons served by MCH. Records and documents that contain confidential information are maintained in accordance with legal requirements. It is the right of the persons we serve to have their information treated as confidential by any MCH employee or stakeholder. All employees must agree to keep confidential information secure by signing an Assurance of Confidentiality agreement at the beginning of employment. This agreement is updated at least annually along with training on confidentiality.

Telephones and Their Use

Telephones are a vital part of our organization since much of our business is conducted on the phone. Personal use of MCH's telephones should be limited to emergencies and unusual circumstances. Personal calls should be brief. Instruct family and friends not to call at work unless it is absolutely necessary. Personal long distance calls may not be made without

maintaining accurate records and reimbursing MCH for the cost of the call. Such calls should be made only in the case of an emergency. Employees who are provided a cell phone by MCH based on job requirements are expected to carry and respond to work calls in a timely manner.

Using your personal cell phones for conversations, texting, posting on social networks or use of device applications is not allowed during worktime. This activity takes away from the care you provide to the persons served by MCH. Employees should not use their personal cell phones while working and must either turn them off or leave them in their handbags, vehicles or storage areas. Employees may not use cell phones while driving MCH vehicles.

Email and Internet Access

Email and internet usage assigned to an employee's computer or telephone extensions are solely for the purpose of conducting MCH business. Some job responsibilities at MCH require access to the internet and the use of software in addition to the Microsoft Office suite of products. Only people appropriately authorized, for MCH purposes, may use the internet or access additional software.

Internet use is authorized to conduct MCH business only. Internet use brings the possibility of breaches to the security of confidential information. Internet use also creates the possibility of contamination to our system via viruses or spyware. Removing such programs from requires staff to invest time and attention that is better devoted to progress. For this reason, and to assure the use of work time appropriately for work, we ask employees to limit internet use to known and safe sites.

Additionally, under no circumstances may MCH computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related internet sites. Doing so can lead to disciplinary action up to and including termination of employment.

Email is to be used for MCH business only. Confidential information must not be shared outside MCH without authorization, at any time.

Any emails that discriminate against employees by virtue of any protected will be dealt with according to the harassment policy. These emails are prohibited. Sending or forwarding non-business emails will result in disciplinary action that may lead to employment termination.

Media Relations

No one other than one of the directors of MCH may speak to media including newspaper, television, radio on behalf of MCH without the express consent of the executive director.

Social Media

Social networking such as Facebook, Instagram, You Tube, Twitter, etc. presents two concerns for MCH: how employees spend time at work and how employees portray MCH and the persons served online when they are not at work.

MCH employees should understand that what they post online is public, and they have no privacy rights in what they put out for the world to see. Anything in cyberspace can be used as grounds to discipline an employee, whether the employee wrote it from work or outside of work. While MCH does not specifically forbid reference to being employed by MCH in social networking, employees should be made aware that if they post as an MCH employee, MCH will hold them responsible for any negative portrayals, reference to persons served, or other confidential information. No pictures associated with MCH may be posted on a social network without explicit consent and approval from a director. Any reference to persons served or posting of pictures is a violation of HIPAA. Social networking during work hours is not allowed without approval from a director.

Individualized Supervision Plan

Employees working directing with the persons supported by MCH will be supervised by a Qualified Professional (QP). QP's are responsible for the oversight of the delivery of services. As a part of this oversight, employees providing direct services will have individualized supervisions plans that are completed by a QP. This oversight by the QP offers the support direct care employees may need to ensure they are providing services in a way that meets the rules and policy that govern the service. This plan along with times of supervision is documented on the Employee Supervision Plan Agreement.

Employee Performance Evaluations

MCH understands the importance of providing employees with the training and tools necessary to do their jobs. To ensure employees are performing to expectations, MCH conducts annual reviews of an employee's performance, efficiency and attitude over the course of their employment. Performance evaluations benefit supervisors and employees by identifying how to bring out their respective best. Employees may receive performance appraisals any time deemed necessary to improve performance, with a more formal evaluation at the end of 1 year

Supervision and Progressive Discipline

MCH believes that employees want to and will do a good job if they know what is required to perform the job properly. Reasonable rules concerning personal conduct of employees are necessary so the services MCH provides are done so professionally and effectively. It is in the best interest of MCH to ensure that all employees are treated fairly and that disciplinary actions are prompt, uniform, and impartial.

Progressive discipline is designed to give employees opportunity to correct poor work practices to ensure the persons MCH supports receive the highest quality of service. Degrees of discipline are generally progressive and are used to ensure that the employee has the opportunity to correct his or her performance. There is no set standard of how many verbal warnings must be given prior to a written warning or how many written warnings must precede termination. Factors considered are how many different offenses are involved, the seriousness of the offense, the time interval and employee response to prior disciplinary actions, and previous work history of the employee.

Below are the four stages of supervision and how they are carried out:

1. Record of Conversation: depending on the nature of the issue, discipline will start as a conversation between the supervisor and employee. The supervisor will review the work place behavior that needs improvement, explain what is expected and why, as well as state how to improve the behavior. This conversation will be recorded and maintained by the supervisor on a Record of Conversation form.
2. Verbal warning: if the behavior continues or if the nature of the behavior is more serious, a verbal warning will be given. The supervisor along with a professional staff, HR manager and/or director will meet with the employee and explain MCH's expectations, what behavior must change and what changes the employee must make to improve their work performance. The employee will have the opportunity to respond and explain or defend their actions. Verbal warnings will be documented on the Record of Employee Supervision/Warning form by the supervisor and maintained in the HR records.
3. Written warning: the final stage of discipline, a written warning will be issued when an employee fails to change a behavior previously addressed through verbal warnings or if the nature of the violation warrants a higher level of discipline. The immediate supervisor, professional staff, HR manager and/or director will discuss the violation and determine together when a written warning will be issued prior to meeting with the employee. The same procedure will be followed as with a verbal warning. Written warnings are also documented on the Record of Employee Supervision/Warning form by the supervisor and maintained in the HR records.
4. Termination: if the employee fails to improve the behavior after progressive discipline or if the nature of the violation warrants, an employee will be terminated.

Time Off and Leaves of Absence

Paid Time Off (PTO)

MCH wants employees to take periodic breaks from work. Paid time off, or PTO, allows employees to take paid breaks from work. All full-time employees are eligible for this benefit. Employees start earning PTO once hired but must work 6 months before using PTO.

PTO is earned in hourly increments on a monthly basis and under the following conditions:

- per pay period (unless there is notice of termination)
- during approved PTO
- jury duty
- military leave

Employees do not continue to earn PTO during these events:

- unpaid leave
- for the final pay period after notice of resignation
- FMLA after PTO is exhausted

PTO is accrued according to the schedule below:

<u>Completed years of service</u>	<u>Hours Earned/Month</u>	<u>Hours Earned/Year</u>
Less than 2 years	6.75	81
2 years to 5 years	9	108
5 years to 10 years	12	144
10 years to 15 years	16	192
More than 15 years	18	216
More than 25 years	20	240

PTO may be taken in increments of 30 minutes or more. PTO hours plus worked hours *must equal* an exempt employee's normally scheduled work hours. Requests to use PTO should be made to the immediate supervisor in as much advance as possible using the Leave Request form. Employees must submit requests to their supervisors for time off in excess of 2 days at least 2 weeks in advance. Such requests may be granted to the extent that the staffing needs can be met during that period. Supervisors must equitably determine who shall be granted time off when more than 1 employee requests time off for the same date or week. Staffing ratio requirements may limit how many leave requests can be approved.

Cashing Out PTO. Any employee may cash out dollar for dollar any amount of PTO up to 80 hours. The employee must leave at least 80 hours or 2 weeks in the PTO bank to cover vacations, illnesses, etc. before cashing out. Employees who are eligible may cash out 1 time per fiscal year. Use the space provided on the Leave Request to request a cash out and present to the finance director. Anyone who cashes out PTO and then uses the remainder of their hours will not be able to take unpaid leave except for illness with MD approval or death in the family. Your cash out will be tied to the pay period. To receive a cash-out payment on the 5th, you will need the request in by the last working day of the month. To receive a cash-out payment on the 20th, you will need the request in by the 15th. PTO cannot be cashed out while one is working a notice or fails to give notice of termination. PTO cannot be cashed out if an employee is terminated for cause.

Holidays

MCH observes the following holidays:

- New Year's Day
- Martin Luther King, Jr. Holiday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (Thursday & Friday)
- Christmas Eve
- Christmas Day

The administrative office and MCE are closed for observance of the above holidays. If the holiday falls on a weekend, the director will announce the dates the administrative office and MCE will close. While administration and MCE may close on days other than the actual holiday, the paid holiday time for non-exempt employees in residential programs will apply to the actual holiday.

Holiday Pay. All MCH employees earn up to 8 hours paid holiday time. Paid holiday for part time employees is prorated up to 8 hours. Exempt employees must take the holiday and cannot elect additional pay in lieu of being off. Non-exempt employees who work on the holiday will be paid up to 8 hours double time in lieu of time off; additional hours are not to be treated as hours worked in the computation of overtime.

Personal Leave

Each MCH employee who qualifies for benefits will be advanced 32 hours to be used for personal leave. Personal leave hours are prorated for employees who work less than 30 hours. This leave must be used between July 1 and June 30 and may not be carried over to the next fiscal year. New employees qualify for personal days on the first July 1 after employment. You may use personal leave in increments which relate to the shift you work. For example, you may use 15 hours for a fifteen-hour shift. You can supplement with PTO if you do not have enough personal leave to complete a shift. The employee must request personal leave in advance on the Leave Request Form. Personal leave hours are taken as a whole shift. Employees cannot elect to work personal day hours and be paid in lieu of time off.

Civil Leave

When an employee serves on a jury, MCH will provide paid leave up to 40 hours in addition to the fees received for jury duty. This paid leave also applies to any time an employee spends attending initial court duties once they have been summoned. Employees who do not report back to work immediately after being released from jury duty forfeit this benefit.

Parental Leave

MCH offers 4 hours per year leave to any employee who is a parent, guardian or person standing in loco parentis of a school-aged child so that the employee may attend or otherwise be involved a school-related event for their child. MCH requires the employee to provide a written request to use the leave to their immediate supervisor as well as offer some form of documentation from the school to reflect the event occurred. MCH will not take any adverse action against an employee who requests or takes leave under this section.

Unpaid Leave

Part-time employees who do not earn leave or employees who have not worked at least 6 months may request unpaid leave. Unpaid leave will be granted only if there is adequate staffing.

Full-time employees may request unpaid leave if they do not have PTO; however, each request will be dealt with on a case-by-case basis. Employees who have been with MCH longer than 6 months and earn PTO are not expected to use unpaid leave other than for emergencies or extenuating circumstances. Immediate supervisors approve unpaid leave requests.

Religious Observances

Employees who need time off to observe religious practices or holidays not already scheduled by MCH should speak with their supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, or take vacation time, or take off unpaid days. MCH will seek to reasonably accommodate individuals' religious observances.

FMLA

MCH complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. MCH abides by all state and locally-regulated leave laws as well. The more generous of the two laws will apply to the employee if the employee is eligible under both federal and state laws.

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

Reasons for Taking Leave. Under federal law, unpaid leave may be requested for pregnancy and prenatal care; preplacement activities, birth, adoption, or foster placement of a child; or the serious health condition of a child, spouse, parent, domestic partner, or the employee.

Military Family Leave Entitlements. Under federal law, unpaid leave may also be requested by eligible employees who have any qualifying exigency arising out of the fact that the spouse or a son, daughter, parent, domestic partner, or next of kin of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the armed forces and may use their 12-week entitlement to address certain qualifying circumstances.

Qualifying circumstances may include deploying on short-notice, attending certain military events, arranging for alternative child care and school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, engaging in rest and recuperation, and attending post deployment reintegration briefings.

The federal FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. This leave applies if the employee is the spouse, son, daughter, parent, domestic partner, or next of kin caring for a covered military service member or veteran recovering from an injury or illness suffered while on active duty in the armed forces or that existed before the beginning of the member's active duty and was aggravated by service or that manifested itself before or after the member became a veteran.

Leave Designation. If an employee does not expressly request FMLA leave, MCH reserves the right to designate a qualifying absence as FMLA leave and will give notice of the FMLA designation to the employee. If an absence is a qualifying event under FMLA, the leave will run concurrent with short-term disability, long-term disability, PTO, workers' compensation, and/or any other leave where permitted by state and federal law.

Benefits. Under federal law, employers must continue healthcare benefits during FMLA leave as though the employees were still at work and must pay the employer's part of the premium. The employee will continue to be responsible for the employee's portion of the premium as well.

Interaction with Accrued Paid Time Off. FMLA leave, and paid vacation or sick time will run concurrently as provided under company policy except where prohibited by state law.

Job Protection. An employee's job, or an equivalent job, is protected while the employee is on leave. Both federal and applicable state laws require that employees be returned to their positions or to another job of like pay and status at the end of FMLA leave.

Note: If an employee is unable to return to work after the expiration of federal or state FMLA, an extension may be granted if the condition constitutes a disability under the Americans with Disabilities Act (ADA) or in certain workers' compensation cases.

Return-to-Work Policy. When such work is available, MCH will attempt to provide an employee with a temporary modified or light-duty assignment in accordance with documented medical restrictions.

[Military Leave Under USERRA](#)

Employees may also qualify for military leave under the Uniformed Services Employment and Reemployment Rights Act, USERRA, as explained elsewhere in MCH's policies. (See also the USERRA poster.) Such leave does not count as FMLA leave. The USERRA requires that qualified service members concluding their tours of duty and are re-employed by MCH receive all benefits of employment that they would have obtained if they had remained employed except benefits of short-term compensation, such as accrued paid vacation and similar benefits. Thus, in determining eligibility for FMLA leave for an employee who has returned from military service and who qualifies for the USERRA protections, the time served performing the military service counts as employment for the FMLA 12-month employment eligibility requirement. Also, in determining if the employee has worked 1250 hours in the last twelve months, an employee returning from his or her National Guard or Reserve military obligation will be credited with the hours of service that would have been performed if the employee had remained at work using the employee's pre-service work schedule.

Employee Benefits

Ancillary Insurance

All regularly scheduled employees who work at least 30 hours per week are eligible for group ancillary insurance. Benefits begin on the first day of the month following a 60-day waiting period.

MCH works with vendors to offer a variety of ancillary coverages such as short and long term disability, vision, dental and cancer, to name a few. Prior to the beginning of the fiscal year (July 1st), employees may meet with the vendors to determine what ancillary coverages they would like. These are all at a cost to the employee and are deducted from each biweekly check. Some coverages are pre-taxed, some-post taxed. Employees have the right to change stop their elections at any time.

Life Insurance

MCH offers all full-time employees a group life insurance plan at no cost to the employee. This is to offer our employees basic protection in the event of their passing. Part-time and relief employees working less than 30 hours per week are not eligible for this plan. New employees will receive this benefit on the first day of the month following their first 60 days of employment. The specific coverage is provided by the insurance carrier.

401(K) Retirement

Employees become eligible for a 401(k) retirement plan when they complete 1 year of continuous employment, are at least 21 years of age and work at least 1000 hours in a year. Employees may participate in the plan the month after meeting eligibility criteria. The HR manager will contact employees when they become eligible. A Roth 401(k) is also offered.

MCH matches dollar for dollar up to the first 6% of employee contribution. Contributions are made twice each month. Employees may make changes to their contribution percentage at any time by contacting the assistant director. Changes to investment choices must be made directly Edward Jones, either by setting up a meeting with their consultant or by completing the request online. MCH employees may not make recommendations per IRS rules.

Retirement Insurance Benefit

MCH provides two types of retirement insurance benefits. These benefits are the Pre-Medicare Eligibility Retiree Benefit and Post-Medicare Eligibility Retiree Benefit.

Pre-Medicare Eligibility Retirement Benefits

Pre-Medicare retirement insurance benefits are available to former employees who meet all of the following criteria:

- The individual must be a former employee of MCH. No individual currently employed by MCH in any capacity may qualify for this benefit.
- The individual must have accrued 20 years of service in a full time capacity (greater than 1,560 hours worked each year) with MCH.
- The individual must not be eligible for coverage through the Medicare program.

Individuals meeting all the above conditions are eligible to purchase coverage through the MCH Group Health Plan at the same cost as current employees. Costs will be established at the MCH annual open enrollment and the retiree will be responsible for the cost of coverage's they select. Retiree's may establish payment to MCH via EFT or check monthly for coverage's they select.

Post-Medicare Eligibility Retirement Benefits

Post-Medicare eligibility retirement insurance benefits are available to former employees who meet all of the following criteria:

- The individual must be a former employee of MCH. No individual currently employed by MCH in any capacity may qualify for this benefit.
- The individual must have accrued 20 years of service in a full time capacity (greater than 1,560 hours worked each year) with MCH.
- The individual must be eligible for coverage through the Medicare program.

Individuals meeting all the above conditions are eligible to receive reimbursement up to \$150 per month from MCH for the purchase of Medicare supplemental coverage's. The retiree must submit proof of payment within 60 calendar days of premium payment to MCH to request reimbursement. MCH will then reimburse the retiree for the cost of their Medicare supplemental coverage's up to \$150 per month. No payments will be made directly to any Medicare supplemental coverage providers.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of MCH. **I understand this handbook is only a portion of the full MCH Policies, Procedures and Operations Manual and only provides highlights and portions of the MCH Policies, Procedures and Operations Manual.** I understand and agree that it is my responsibility to read and comply with the policies in the handbook as well as those within the MCH Policies, Procedures and Operations Manual.

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

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

I also understand and agree that this agreement may not be modified orally and that only the HR manager or a MCH director may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the designated MCH HR manager or director.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

