

Sisters of Charity of Nazareth **Employment Policies and Procedures**

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Sisters of Charity of Nazareth

Mission Statement

*We Sisters of Charity of Nazareth
are an international Congregation
in a multicultural world.*

*Impelled by the love of Christ,
in the tradition of Vincent de Paul
and the pioneer spirit of Catherine Spalding,
we and our Associates are committed
to work for justice
in solidarity with oppressed peoples,
especially the economically poor and women,
and to care for the earth.*

*We risk our lives and resources,
both personally and corporately,
as we engage in diverse ministries
in carrying out this mission.*

SISTERS OF CHARITY OF NAZARETH CODE OF ETHICS FOR THE PROTECTION OF MINORS AND VULNERABLE ADULTS

I. BELIEFS

The motto of the Sisters of Charity of Nazareth is “Caritas Christi Urget Nos,” the charity of Christ impels us. Striving always to be mindful of the SCN community’s mission, persons who minister in SCN institutions and programs accept and agree to be governed by the following beliefs and principles. Relationships among people are the foundation of Judaeo Christian and other religions’ ministries and are central to the life of the SCN ministry. “Because we value the uniqueness of each person, there is among us a spirit of reverence and hospitality.” (*Constitutions, Sisters of Charity of Nazareth.*)

1. Personnel will demonstrate ethical standards and personal integrity.
2. Personnel will respect all persons regardless of sex, sexual orientation, national origin, race, religion, culture, disability or socio-economic status and will not physically, sexually, emotionally or economically abuse, neglect or harass another.
3. Personnel will follow the stated policies to prevent abuse and neglect among all involved in the ministry’s activities and services.
4. Personnel must immediately report any suspected inappropriate behavior or policy violations to their supervisors.
5. Personnel will obey the laws of the state and report any suspected abuse or neglect of a minor or vulnerable adult to the state authorities, as required by law. Mandatory reporting laws will be strictly followed.

II. GENERAL DEFINITIONS

- A. Personnel: all paid and volunteer personnel, including Caretakers as defined by applicable law.
- B. Minor: persons under the age of 18.
- C. Vulnerable Adult: an adult 18 years or older who is vulnerable to abuse because of medical conditions, physical fragility, physical or mental disabilities, and/or who is, due to mental or physical dysfunction, unable to manage his/her own resources, to carry out the activities of daily living or to protect him/herself from

neglect, exploitation or a hazardous or abusive situation without assistance from others.

D. Types of Abuse

1. **Physical Abuse** is non-accidental injury that is intentionally inflicted.
2. **Sexual Abuse** is any contact of a sexual nature, which occurs between vulnerable adult and another adult or a minor and an adult. This includes any activity that is meant to arouse or gratify the sexual desires of the abuser, as well as sexual exploitation or prostitution.
3. **Emotional Abuse** is mental or emotional injury to a vulnerable adult or minor that results in observable and substantial impairment.
4. **Other Abuse** is unreasonable confinement, intimidation or punishment that results in physical or mental pain or injury.
5. **Neglect** is failure to provide for a vulnerable adult's or minor's basic needs, health or welfare, or the failure to protect same from harm.
6. **Economic Exploitation** is deliberate misplacement, obtaining, use, exploitation, or wrongful temporary or permanent use of another's resources, including but not limited to belongings, money, funds, assets or property by deception, intimidation, or similar means.

III. TRAINING REQUIREMENTS

All Personnel are required to:

- (a) submit to all background and criminal records checks required by law and/or by the institution or program;
- (b) review and agree to comply with the Code of Ethics and any pertinent policies and procedures of the institution or program;
- (c) complete a basic orientation prior to beginning ministry;
- (d) complete basic abuse prevention training in accordance with the policy of the institution/program or within the first year of beginning work with vulnerable adults or minors;
- (e) complete any other training as required or directed by the organization.

IV. REPORTING OF PROBLEMS

A. Reporting of Inappropriate Behaviors with Vulnerable Adults and Minors and Others

Because the SCN community is dedicated to maintaining zero tolerance for abuse, it is imperative for every member to participate actively in the protection of vulnerable adults and minors. In the event Personnel observe or suspect suspicious or inappropriate behaviors, abuse, neglect, or exploitation of any kind by employees, volunteers, visitors, contractors and others, they are required to immediately report their observations. Inappropriate behaviors or policy violations that relate to interactions with vulnerable adults or minors must be reported to one of the following:

1. immediate supervisor or, if the supervisor is involved, the supervisor's supervisor;
2. the top administrator of each entity;
3. Human Resource Director.

B. Reporting Abuse of Vulnerable Adults and Minors

SCN will comply with all reporting requirements as set forth by state or federal law and applicable regulations.

Personnel must report any suspected abuse or neglect of a vulnerable adult or minor to the state authorities and law enforcement as required by law and also to the institutional authorities listed in Section A of this policy. Reports may be made confidentially or anonymously. A person who has reasonable cause to make a report to authorities about suspected abuse is immune from civil and criminal liability so long as the report was made in good faith and without malice.

C. Confidentiality

Personnel have a moral obligation and are required to keep confidential all information regarding such reports of misconduct, except as to statutorily required reporting.

V. Sexual Abuse/Misconduct

Any employee who has reasonable cause to believe that a child or adult has been subjected to sexual harassment, sexual misconduct, or sexual abuse by any person employed by the Sisters of Charity of Nazareth (including lay, religious, supervisor, director) or by anyone else (including outside vendors or contractors when inflicted on any employee) should immediately advise the director or supervisor or the Human Resource Director.

“Reasonable cause” relating to incidents of suspected child or adult sexual misconduct, sexual abuse, or sexual molestation means to believe that a child or impaired adult has been subjected to abuse or molestation based upon a reasonable suspicion concerning:

1. a complaint made by a child or vulnerable adult or an observation of physical condition or behavior of the child or vulnerable adult;
2. reports/observations from others associated with the child or impaired adult;
3. any external source (such as parent or guardian) who can be viewed as a reliable source of information under the circumstances. It is not necessary that the reporting individual actually observe any external physical signs of

injury. It is sufficient to suspect that abuse has occurred when the child or impaired adult complains of having been sexually molested or of pain, which she or he says has resulted from an inflicted injury. In all such cases, a report should be made. Guidelines for reporting are on page 6-7.

Employment At-Will Relationship

This Handbook is developed to provide guidance and to communicate expectations. It is not intended to and does not create a contract or obligation for employment of any nature or for any duration. The policies stated in this Handbook are subject to change by SCN in the sole direction of the organization.

The employment relationship between all employees and SCN is defined as "at-will." That is, the employment relationship has no specific term or duration. Either the employee or SCN may end the employment relationship at any time for any reason. No statement or assurances by any employee of SCN shall contractually bind SCN or constitute an employment contract unless the terms of such employment contract are reduced to writing and signed by the appropriate officer of the applicable corporation (SCN, Inc. or NLBI).

If any policies included in this handbook or otherwise developed by SCN are contrary to applicable law, the law will apply.

Equal Opportunity

The Sisters of Charity of Nazareth endeavor to employ persons who are the most capable and willing to carry out the mission and goals of the organization.

Employees will be treated fairly and equally without discrimination on the basis of religion, sex, race, color, age, marital status, disability, national origin, ethnicity, or sexual orientation with regard to employment, assignment, and promotion. Qualified individuals with disabilities will receive equal treatment in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. The Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities so that they can perform the essential functions of the job position. It is the policy of the Sisters of Charity of Nazareth to comply with all federal, state, and local laws concerning the employment of persons with disabilities. Applicants or employees who request accommodation must make their needs known to the Human Resource Director.

Any applicant or employee who feels that discrimination in any form has occurred with regard to employment, assignment, or promotion, or terms and conditions of employment, is required to report the situation to the Human Resource Director promptly after the alleged act occurs. The Human Resources Department is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues.

Job Description

The employer may develop job descriptions for positions, which include the essential functions and minimum qualifications. Employees are expected to perform their jobs to the best of their ability. Changes in tasks, procedures, job duties, or methods for performing work may be made by the director or supervisor as the needs of the organization change.

Employees may be assigned tasks not specifically covered by the job description. Employees will be expected to comply with these reasonable requests from the director or supervisor, subject to applicable laws. The Human Resource Department requests that job descriptions be reviewed by the supervisor and employee during the annual performance review.

Orientation

An orientation program has been established by the organization to help the employee make satisfactory adjustments to the new work situation. This orientation will include information regarding the history and purpose of the Sisters of Charity of Nazareth, mission, policies and benefits for employees, and a tour of the facilities.

Orientation to the new work situation in the area where the employee is assigned will be the responsibility of the immediate supervisor.

Recruitment

Recruiting qualified candidates for employment is the responsibility of the Human Resource Department.

In compliance with federal law, it is the policy of the Sisters of Charity of Nazareth to employ only individuals who are legally authorized to work in the United States; therefore, all new employees will be required to provide the U.S. Citizenship and Immigration Services Verification Form, and supporting documentation.

Family members of present employees are not eligible for employment within the same department, or where one family member may have supervisory authority over another. "Family members" includes 'immediate family' and 'other relatives' as defined on page 115 in this handbook.

PAY AND BENEFITS

Amendment and Termination of Benefits

The Sisters of Charity of Nazareth assume no obligation to continue, and reserve the right to amend or terminate, without notice, any benefit, plan, policy or program described herein, or which it otherwise may maintain for the benefit of its employees from time to time with respect to employees or participants, whether active, inactive or retired, and their spouses and dependents. The Sisters of Charity of Nazareth also reserve the right to require employees or retirees and their spouses or dependents to contribute to the cost of such insurance or benefits. Any amendment or termination shall not affect the employer's obligation to pay benefits accrued before such amendment or termination.

Bereavement Benefit

Employees are granted time off with pay for bereavement immediately following a death in the family. The days allowed are:

1. Three (3) days for the death of a parent, spouse, child, sister, brother, grandparent, grandchild, corresponding step-relatives, parent of a spouse, and other relative or close friend living in the employee's home.
2. One (1) day to attend the funeral services that occur on a scheduled work day for a niece, nephew, brother-in-law, sister-in-law, daughter-in-law, aunt, uncle or great grandparent.

Proof of the reason for bereavement (a published obituary or a note from the funeral director or clergy) may be required for the employee's record and to receive the leave pay. This benefit will be granted provided it is taken at the time death occurs and/or the time of the memorial/funeral services. Under no circumstances can it be postponed and taken at a later time.

If an employee is already off work on a scheduled vacation, the Death in the Family benefit may be taken in lieu of vacation time or the vacation time may be extended – as approved by the director or supervisor.

Paid time off for bereavement is pro-rated based on the number of hours worked regularly each pay period. The exact amount of time available will be calculated by the Human Resource Office at the time of employment. If additional time is needed, other available benefits may be used. Part-time or temporary employees may request time off without pay for bereavement.

Credit Union

All SCN employees (full-time and part-time) are eligible immediately upon employment to join the Appalachian Community Federal Credit Union. Credit Union information is provided at the time of employment, and can be obtained from the Human Resource Office upon request.

Dental Insurance

A dental insurance plan is available to full-time and regular part-time employees immediately upon employment. The employer pays a portion of the premium for each full-time and regular part-time employee who participates in the dental insurance plan. This insurance coverage may be extended to the entire family with payment of family rate premiums. Guidelines for continuation of health insurance also apply to dental insurance (see page 22).

Dental group insurance benefits end on the last day of the month following termination of employment and are subject to an elective continuation through COBRA in accordance with all applicable laws and regulations.

Disability Insurance (Long-term)

The employer provides at no cost to employees a long-term Disability Income Plan which provides income to employees for long-term disabilities. Employees are eligible after one year of employment. Coverage begins after ninety (90) days of disability. More details of the plan are contained in the plan description provided to employees.

Employee Assistance Program (EAP)

An employee assistance program (EAP) is provided to all employees at no cost to the employee. An EAP is a work-based intervention program designed to assist employees in resolving personal problems that may be affecting their health and well-being, or the health and well-being of a family member. Issues that may be addressed through the EAP include: marital, financial, legal, or emotional problems; family issues; or issues related to substance or alcohol abuse. The EAP is strictly confidential and is designed to safeguard an employee's privacy and rights. All EAP counselors are guided by a professional code of ethics. Personal information concerning employee participation in the EAP is maintained in a confidential manner and is not shared with the employer. Information regarding how to access the Employee Assistance Plan is provided to all employees upon hire, annually during the open enrollment process and is available in the Human Resource Department.

Employee Classification

Categories of employment have been established to determine the employee's eligibility to receive benefits. Under no circumstances is the assignment of the employment status or classification intended to be a permanent right of an employee. The Sisters of Charity reserve the right to change

an employee status at any time when it is determined that such a change (including termination) is in the best interest of the organization. It should be understood that neither status nor any other policy guarantees hours per pay period or duration of employment. The categories are as follows:

1. Full-Time Employees

Full-time employees work on a regular schedule of at least 30 hours per week throughout the year and qualify for all full-time benefits as listed in this policy handbook.

2. Part-Time Employee

a. Regular Part-Time Employee

Regular part-time employees work on a regular schedule of no less than twenty (20) hours each week and no more than ~~34~~ 29 hours per week throughout the year. Regular part time employees qualify for benefits as listed in this policy handbook.

b. Part-Time Employee

Part-time employees work on a regular schedule of less than twenty (20) hours each week. Part-time employees do not qualify for any paid benefits.

c. Temporary Employee

Temporary employees work on a full-time or part-time schedule for a limited specified period of time – not to exceed three (3) months except in cases of special circumstances which shall be considered at the time of employment. Temporary employees do not qualify for any paid benefits.

d. PRN/Occasional Part-time: An employee who is scheduled occasionally, but not to exceed 29 hours/week.

3. Non-Exempt Employee

An employee who, because of position and/or pay, is subject to the minimum wage and overtime requirements of the Fair Labor Standards Act.

4. Exempt Employee

An employee who, because of position, pay, and level of responsibility, is exempt from the minimum wage and overtime requirements of the Fair Labor Standards Act, and who is paid a predetermined salary that is not subject to change because of variation of number of hours worked in a week.

Family and Medical Leave (FMLA)

The Sisters of Charity of Nazareth comply with the Family and Medical Leave Act as revised effective January 16, 2009. Information regarding FMLA is posted on employee bulletin boards in all buildings where employees are regularly working and on the Intranet Human Resource site. Upon hire, all employees are provided with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Act in Kentucky.

The function of this policy is to provide employees with a general description of FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

A. General Provisions

Under this policy, the Sisters of Charity of Nazareth grant up to 12 weeks unpaid leave (or up to 26 weeks of unpaid military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. An employee may be required to use or may choose to use certain paid time off benefits during leave, depending on the circumstances of the leave and as specified in this policy. An employee who takes such leave will be returned to the same or a substantially similar job position, assuming the employee returns to work before his/her 12-week leave has been exhausted.

This policy covers illnesses of a serious and long-term nature, resulting in recurring/intermittent or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity - with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity - would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year to qualify as intermittent leave.

B. Eligibility

Full-time and regular part-time employees who have completed ninety (90) calendar days of employment are eligible for a medical leave of absence due to the employee's own serious health condition.

Full-time and regular part-time employees who have completed twelve (12) months of employment are eligible for a medical leave of absence due to the serious health condition of the employee's spouse, parent, or child, as defined in this policy.

When applying for a medical leave related to employee's spouse, parent, or child, the employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to begin.

For purposes of determining eligibility for FMLA for members of the military, time spent in active military service will be counted the same as if the employee had been actively at work.

C. Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) *The birth of a child and in order to care for that child.*
- 2) *The placement of a child for adoption or foster care and to care for the newly placed child.*
- 3) *To care for a spouse, son, daughter or parent (or corollary step relationships, as defined by law, with a serious health condition.*
- 4) *The serious health condition of the employee.*

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider. Employees with questions about what illnesses are covered under this FMLA policy or under the company's sick leave policy are encouraged to consult with the Human Resource Department.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, all or some portion of related leave taken as leave under this policy may be designated as FMLA leave - to the extent that the earlier leave meets the necessary qualifications.

- 5) *Qualifying exigency leave for families of members of the National Guard and Reserves when the covered military member is on active duty or called to active duty in support of a contingency operation.*

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:

- a) short-notice deployment
- b) military events and activities
- c) child care and school activities
- d) financial and legal arrangements
- e) counseling
- f) rest and recuperation
- g) post-deployment activities

- h) additional activities that arise out of active duty, provided that the employer and employee agree,
- i) including agreement on timing and duration of the leave.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave.) This leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

_6) Military caregiver leave (also known as covered service member leave) to care for an ill or injured service member.

This leave may extend to up to 26 weeks in a single 12-month period for an employee to care for a spouse, son, daughter, parent or next of kin covered service member with a serious illness or injury incurred in the line of duty on active duty. Next of kin is defined as the closest blood relative of the injured or recovering service member.

D. Amount of Leave

An eligible employee can take up to 12 weeks unpaid leave for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. The calendar for the leave period will be a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the employer will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks unpaid leave for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the calendar for the leave will be a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the organization and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the employer and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

E. Employee Status and Benefits During Leave

While an employee is on leave, the employee's health benefits during the leave period will be continued at the same level and under the same conditions as if the employee had continued to work.

Under current policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Human Resource Office by the last day of each month of coverage. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums.

F. Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions.

G. Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must exhaust all paid sick leave concurrently with the FMLA leave. Thereafter, the employee may – but is not required to – use other accumulated paid benefits to continue compensation while on FMLA leave.

An employee who is using military FMLA leave for a qualifying exigency may use paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid sick leave (if applicable) and may use vacation, or personal leave prior to being eligible for unpaid leave.

H. Intermittent Leave or a Reduced Work Schedule

Under certain circumstances, the employee may use FMLA leave intermittently in quarter-hour (15 minute) increments (take time off periodically when needed over the year) or may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

The employer may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a

serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the employer and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the employer before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

I. Certification for the Employee's Serious Health Condition

Certification is required for and FMLA for the employee's serious health condition. The employee must respond to such a request for certification within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition (forms available in the HR Office or on the Intranet HR Site).

The employer may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, an HR professional, or other designated employee. The company will not use the employee's direct supervisor for this contact. Before this direct contact is made with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the Human Resource Office will obtain the employee's permission for clarification of individually identifiable health information.

The employer has the right to ask for a second opinion if it has reason to doubt the certification, and will pay for the employee to get a certification from a second doctor, which the employer will select. The employer may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the employer will require the opinion of a third doctor. The employer and the employee will mutually select the third doctor, and the employer will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

J. Certification for the Family Member's Serious Health Condition

Certification must be provided for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification

of Health Care Provider for Family Member's Serious Health Condition (form available in the Human Resource Office).

The employer may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional, an HR professional, or other designated employee. The employer will not use the employee's direct supervisor for this contact. Before the employer makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the employer will obtain the employee's family member's permission for clarification of individually identifiable health information.

The employer has the right to ask for a second opinion if it has reason to doubt the certification. The employer will pay for the employee's family member to get a certification from a second doctor, which will be selected by the employee. The employer may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the employer will require the opinion of a third doctor. The employer and the employee will mutually select the third doctor, and the employer will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

K. Certification of Qualifying Exigency for Military Family Leave

The employer will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave (forms available in the Human Resource Office).

L. Certification for Serious Injury or Illness of Covered Service member for Military Family Leave

Certification must be provided for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service member (forms available in the Human Resource Office).

M. Recertification

The employer may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the employer receives information casting

doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the employer may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The employer may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

N. Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the Human Resource Department. Within five business days after the employee has provided this notice, the Human Resource Department employee will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the usual and customary notice requirements for requesting absence, unless circumstances make reporting impossible.

O. Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the Human Resource Department will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

P. Intent to Return to Work from FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, the employer may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Holidays

Full-time and regular part-time employees are granted time off with pay in recognition of certain holidays. Holiday pay is pro-rated based on the number of hours worked regularly in each pay period. The number of hours granted for holiday pay will be determined by the Human Resource Office at the time of employment.

1. The recognized holidays are:

New Year's Day

Good Friday (4 hours)

Memorial Day	Independence Day
Labor Day	Thanksgiving Day
Christmas Day	Christmas Eve (4 hours)
Martin Luther King Day	Employee's Birthday*

*After the first ninety days of employment, employees may use the birthday holiday as a "floating" holiday as approved in advance by the director or supervisor.

Full-time employees with fifteen (15) years of continuous service will be granted a personal holiday off with pay. An additional personal day will be granted each year for each five-year period worked beyond 15 years according to the following schedule:

15-19 years = 1 day	30-34 years = 4 days
20-24 years = 2 days	35-39 years = 5 days
25-29 years = 3 days	40 + years = 6 days

These personal holidays must be used within the calendar years in which they are earned.

2. It is necessary for some employees to work on a holiday. While not required by law, employees who must work on a holiday will receive pay at one and one-half (1.5) times the base rate for all hours worked on the following holidays, and will receive another day off with pay as near the holiday as possible and as approved in advance by the supervisor:

New Year's Day	Independence Day	Christmas Day
Martin Luther King Day	Labor Day	
Memorial Day	Thanksgiving Day	

3. In the event a holiday falls on a Saturday, the holiday will be observed on the preceding Friday. If a holiday falls on a Sunday, the holiday will be observed on the following Monday.
4. In the event a holiday coincides with an employee's day off or vacation day, an additional day off will be granted with prior approval of the supervisor.
5. Employees who are absent from duty when scheduled to work on a holiday, the day before or the day after the holiday, will not receive pay for the holiday except under the following circumstances:
 - i. the absence is due to illness which is substantiated by a doctor's statement;
 - ii. jury duty;
 - iii. death in the family as defined on page 11;

iv. previously approved and scheduled vacation;

v. Inclement weather (per policy)

Holiday pay will not be granted in lieu of time off and holiday benefits will not be permitted to accumulate. Holiday pay will include shift differential for employees who normally receive shift differential.

Regular part-time employees will receive holiday pay on a pro-rated based on the number of hours worked each pay period.

Hospitalization and Medical Insurance

A group health insurance plan is available to each full-time and regular part-time employee at the time of employment. Employees who do not join the health insurance plan at the time of employment may do so if they lose their existing health insurance coverage due to reasons beyond their control, or may join at the next annual group enrollment period.

The employer pays a portion of the premium for each full-time and regular part-time employee who wishes to participate in the health insurance plan. The health insurance coverage may be extended to other family members by paying the applicable premium.

Continuation Coverage

All medical, vision, and dental group insurance benefits end as of the last day of the month following the termination and are subject to an elective continuation through COBRA in accordance with all applicable laws and regulations.

Any eligible employee whose insurance coverage would normally end due to the termination of employment (for reasons other than gross misconduct) or a reduction in hours may elect to continue group insurance coverage at group rates for a period of eighteen (18) months following the qualifying event. Eligible dependents of employees who lose their coverage may continue insurance coverage for up to thirty-six (36) months. The Human Resource Department will notify all eligible employees and their dependents of their rights concerning continuation coverage at the time the loss of coverage takes place.

Jury Duty

The Sisters of Charity of Nazareth encourage employees to serve for whatever period of jury duty is required. A copy of the notice to report for jury duty must accompany a request for time off in order to serve.

Full-time and regular part-time employees will be paid their normal salary while on jury duty. A statement from the court must be submitted to the Human Resource Department in order to receive paid jury duty benefits. Any employee excused by the court before half of the employee's shift is

over on any day of jury duty is expected to report to work for the remainder of the day, or use an available time off benefit.

Leave of Absence (Personal)

Full-time and regular part-time employees may request a personal unpaid leave of absence for situations that temporarily prevent the employee from working. The period of leave is usually from one to ninety days. Employees must be employed for 12 months before applying for any such leave. Forms for requesting a personal unpaid leave can be obtained from the Human Resource Office.

Requests for a personal leave of absence without pay must be submitted in writing as far in advance as possible and will be reviewed on a case-by-case basis by the employee's supervisor/manager and the Human Resource Department. The decision to approve or disapprove a leave is based on the circumstances, the length of time requested, the employee's job performance, attendance and punctuality record, the reasons for the leave, the effect the employee's absence will have on the department, and the expectation that the employee will return to work when the leave expires.

Guidelines:

A personal unpaid leave of absence will be considered only after all vacation, PTO, and personal days have been exhausted.

Accrual of sick leave, vacation, and holiday benefits will be suspended throughout the duration of the leave. Participation in other benefit plans such as Life & Accidental Death and Dismemberment, Long Term Disability, Defined Benefit Retirement Plan, and Tax Deferred Annuity will also be suspended during the personal unpaid leave.

While on a personal unpaid leave of absence, the employee's medical, dental, and vision coverage will end on the 1st day of the month following the start of such leave. Employees will have the option of continuing their benefits for the duration of the leave by paying the full cost of the monthly premiums.

Any planned salary increase for an employee returning from a personal unpaid leave of absence will be deferred by the length of the leave.

The normal performance appraisal date of an employee on a personal unpaid leave will be extended by the length of the leave.

The Sisters of Charity of Nazareth cannot guarantee that the employee's position will remain available throughout the leave, or that a comparable position will exist when the employee is ready to return. When an employee is ready to return from a personal unpaid leave, the Sisters of Charity of Nazareth will attempt to reinstate the employee to his/her former position or to a similar position.

If an employee fails to return to work at the end of the personal unpaid leave, he/she will be considered as having resigned. The termination will become effective on the day following the end of the authorized leave.

Military Leave

A full-time or regular part-time employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted an unpaid leave of absence for military service, training or related obligations in accordance with applicable law. Employees on military leave may substitute their accrued vacation, PTO, personal days for unpaid leave. At the conclusion of the leave, upon the satisfaction of certain conditions, an employee has a right to return to the same position he or she held prior to the leave or to a position with like seniority, status and pay that the employee is qualified to perform.

For full policy requirements, please contact the Human Resources Office.

Paid Time Off

The Paid Time Off (PTO) benefit may be used as time off for personal illness of the employee or family member, family or other emergencies, or as personal time away from work. PTO is available **after 90 days of employment** and may be used in increments of quarter hours.

- A. Employees hired before June 1 will be allowed two (2) Paid Time Off (PTO) days for use during the current calendar year.
- B. Employees hired on or after June 1 will be allowed one (1) PTO day for use during the remainder of the current calendar year.

At the beginning of the following year and annually thereafter, employees will receive two (2) PTO days for use during the calendar year.

Paid Time Off (PTO) is pro-rated based on the number of hours worked regularly each pay period. The exact amount of time available will be communicated by the Human Resource Office at the time of employment.

PTO days will not be permitted to accumulate from one calendar year to another. If the entire two (2) days of PTO have not been used at the end of the calendar year, the employee may choose to:

- A. transfer any remaining PTO time to his/her accrued sick time (if the sick leave bank contains less than 480 hours) for use during an extended illness; or,
- B. receive pay for the unused PTO.

Employees who have accumulated 480 hours of unused sick time will automatically receive pay for any unused PTO days at the end of the calendar year.

Paid time off (PTO) days may be paid to the employee provided that the proper notification is given to the director or supervisor on the day of absence.

Retirement Pension Plan

The defined benefit retirement pension plan of the Sisters of Charity of Nazareth is provided at no cost to all employees meeting the requirements for eligibility after six months of employment. Employees must work at least 20 hours per week for four years and nine months in order to receive benefits at retirement. The pension plan provides retirement income to supplement social security and is based upon the total years of service and annual earnings. This plan is more specifically outlined in the personal pension booklet given to each employee at the time of employment.

Severance Policy

The Sisters of Charity of Nazareth may, in its discretion, pay salary continuation to full-time and regular part-time employees who are involuntarily separated from employment due to lack of work, reorganization, business necessity, natural or other disaster, or economic conditions. Employees who voluntarily terminate employment or who are terminated for reasons other than set forth in this policy will not be paid salary continuation. The salary continuation is the equivalent of two weeks salary in lieu of notice, plus one week salary for each year of service up to a combined maximum of thirteen weeks. In addition, all unused vacation, PTO, and personal days will be paid.

All medical, vision, and dental group insurance benefits end as of the last day of the month following the termination and are subject to an elective continuation through COBRA in accordance with all applicable laws and regulations.

Sick Time

The Sisters of Charity of Nazareth acknowledge that pay for absences due to illnesses or injuries is an important benefit for employees. This benefit provides income if employees are not able to work due to illness or injury. After thirty (30) calendar days of full-time or regular part-time employment, employees are eligible to receive sick pay benefits for absent time due to illness/injury. Employees are accountable and responsible for managing their sick time benefits to allow for adequate reserves to cover illnesses, disability, medical appointments, family illnesses and other medical needs that require time away from work.

- Unused sick time is not paid out to any employee at separation for any reason.
- Abuse of the sick time benefit will result in disciplinary action up to and including possible termination of employment.

Full-time Employees

Full-time employees working at least 40 hours per workweek may accrue up to three (3) hours of paid sick time per pay period, which amounts to ten (10) days per year. Those who work fewer than 40 hours per week accrue sick time benefits at a pro-rated amount based on the number of hours worked regularly each pay period. Employees may accumulate up to 60 paid unused sick days (or the pro-rated equivalent) of sick time benefits. Once the maximum accrual is reached, employees will receive pay at the employee's regular pay rate for fifty percent (50%) of unused sick hours accrued in excess of the maximum each year.

Regular Part-Time Employees

Regular part-time employees may accrue up to ten (10) days of sick time per year at a pro-rated amount based on the number of hours worked in a pay period. The exact rate of accrual is communicated by the Human Resource Department at the time of employment or upon entry into regular part-time status. The maximum accumulation of sick time benefits for regular part-time employees is pro-rated based on the number of hours worked regularly each pay period. All other guidelines concerning sick time benefits for full-time employees will also apply to regular part-time employees.

Guidelines for Sick Time Benefits

Payment for sick time begins on the first day of absence due to illness/injury provided:

1. the employee has enough sick time accrued to cover the absent time;
2. proper notification of the absence is given to the director or supervisor as defined in this handbook;
3. the employee furnishes a doctor's statement to the Human Resource Office for absences of three days or more.

Absences due to illness/injury, which last more than three days, may be classified as Family and Medical Leave Act (FMLA) and require the completion of FMLA forms.

If the employee is absent due to injury/illness but has no accrued time to cover the absence, the employee may request an unpaid excused absence day (limited to three in a rolling 12-month period), or may use Paid Time Off (PTO), emergency vacation (limited to three days in the 12-month calendar year), or other available paid time off benefit such as the birthday holiday, personal day given for years of service, or unpaid FMLA leave.

Illness/Injury of a Family Member

Employees may request sick time benefits for absent time due to the illness/injury of a spouse, son, daughter or parent. The same conditions listed above for the employee's personal illness/injury apply to the illness/injury of a family member.

Tax Deferred Annuity

The Sisters of Charity of Nazareth offer a tax deferred annuity for employees who want to defer a portion of their income into a long-term retirement savings plan. A tax deferred annuity allows employees to save money for retirement through payroll deductions, defers current federal and state income taxes, and allows a compounded interest rate on savings. The employer may contribute an established amount for employees who participate in the TDA plan. Details of the plan are outlined in the plan prospectus available upon request to the Human Resource Department.

Employees are eligible to participate in the tax deferred annuity after one month of service or on the start of any month in the calendar year.

Term Life and AD&D Insurance

A term life and accidental death and dismemberment insurance policy is provided for each full-time and regular part-time employee at no cost to the employee. The amount of the benefit equals one times the annual salary to the nearest thousand or a minimum of \$10,000.00. Refer to the plan booklet for a complete description of the plan.

Termination Benefits

Employees have the right to convert the group life insurance policy to an individual policy upon termination of employment or the date they cease to be a member of the class of employees eligible for coverage under the policy. Employees must make written application to the insurance carrier for the individual conversion policy and pay the applicable premium within 31 days from the date employment terminates or the date they cease to be a member of the eligible class of employees. If employees fail to apply for the individual policy and pay the premium within this time period, they will lose their right to convert to an individual policy.

Tuition Reimbursement

It is the policy of the Sisters of Charity of Nazareth to assist employees in self-improvement through training and education.

Tuition reimbursement for academic course-work, online courses, and vocational education is available for full-time and regular part-time employees who have completed one year of service.

Courses approved for tuition reimbursement must be related to the employee's present position (as approved by the director or supervisor); or, a degree which would allow the employee to become qualified for a position within another department or office (as approved by the director or supervisor of that position).

Employees must request tuition reimbursement in writing before enrolling in the course. Approval for tuition reimbursement must be granted by the director or supervisor prior to enrollment in the course.

Tuition reimbursement will be made according to the following guidelines:

1. courses must be taken at a fully accredited institution (university, college, junior college, business or trade school). Online courses must be taken from an accredited university or an approved correspondence school;
2. full-time employees will be sponsored for no more than two college courses per semester or quarter;
3. regular full-time employees will be sponsored for no more than two college courses per semester or quarter;
4. reimbursement will be for all normal course expenses including tuition, textbooks, and laboratory fees at 90% of the amount charged, not to exceed a total of \$1500.00 for the year;
5. No reimbursement will be made for a grade lower than a "C."

In consideration for tuition reimbursement, the employee will agree to remain employed for one month for each semester hour of tuition reimbursed, as long as a position is available, and subject to satisfactory work performance and operational needs, or repay the tuition upon separation from employment. Employees who are laid off for business/operational reasons or whose positions are eliminated without alternative placement will not be required to reimburse the organization. This policy does not alter an employee's at-will status.

Any disciplinary action in the previous 3 months will disqualify an employee for tuition reimbursement.

Unemployment Compensation

The Sisters of Charity of Nazareth operate as a Church organization and are not required by law to participate in federal and state unemployment compensation programs; therefore, employees of the Sisters of Charity of Nazareth are not entitled to unemployment benefits.

Vacation Policy

After completion of six consecutive months of employment, all full time and regular part-time hourly employees will receive paid vacation time each year. The amount of vacation time accrued is pro-rated based on the number of hours worked regularly each pay period. The exact accrual rate will be communicated by the Human Resource Office at the time of employment.

Full-time employees accrue vacation time according to the following schedule:

Length of Service	Hrs. Worked per pay period	Accrual Rate	Accrual Amount	Carryover Amount
0 – 5 years	30 – 40	2.3 – 3.07	2 weeks	2 weeks
6 – 9 years	30 – 40	3.45 – 4.61	3 weeks	2 weeks
10 + years	30 – 40	4.61 – 6.15	4 weeks	2 weeks

Regular Part-time Employees

Regular part-time employees are eligible to use unpaid vacation time according to the number of hours worked regularly in the pay period. The accrual rate will be communicated by the Human Resource Office and communicated to the employee at the time of employment according to the following schedule:

Length of Service	Hrs. Worked per pay period	Accrual Rate	Accrual Amount	Carryover Amount
0 – 5 years	20 – 29.75	1.53 – 2.28	2 weeks	2 weeks
6 – 9 years	20 – 29.75	2.3 – 3.43	3 weeks	2 weeks
10 + years	20 – 29.75	3.07 – 4.57	4 weeks	2 weeks

After completion of six full months of regular part-time service, regular part-time employees are eligible to receive any paid vacation benefits that have accumulated up to that point.

Administrative/Executive Employees

Full-time Administrator/Executive employees (those who are hiring agents directly responsible for a program and are hired by Nazareth Literary and Benevolent Institution/SCN, Inc.) may accrue up to four weeks of paid vacation annually. Vacation may be used

after 90 days of employment. After five years of service, an additional week will be granted.

Directors

Full-time Directors (those who are head of a department and are generally hired by a person in an Administrative/Executive level position) may accrue up to three weeks of paid vacation annually. After five years of service, the employee may accrue a total of four weeks of paid vacation annually. Directors must be employed for six months before using paid vacation benefits, and may carryover up to two weeks of vacation at the end of the calendar year.

Requesting Vacation Time:

The following procedures are to be followed by full-time and regular part-time hourly employees when requesting vacation time:

1. The employee must submit a request for vacation time in writing (and/or through the timekeeping system) for approval by the director or supervisor.
 - a. Vacation time may be taken in partial (minimum one quarter (1/4) hour) increments or full day. Requests for up to sixteen (16) hours of paid vacation must be submitted and approved at least twenty-four (24) hours in advance.
 - b. In cases of extreme emergency, an employee may request up to eight (8) hours of vacation without giving 24 hours notice; however, this use of vacation time may not exceed three days during a twelve-month period.
 - c. Requests for vacation time in excess of sixteen (16) hours must be submitted and approved according to the guidelines established by the department/office in which the employee works.
2. Vacation time will be scheduled as requested depending upon the staffing requirements of the department.
3. In the event there is a conflict in vacation dates requested by employees, the conflict will be resolved in the discretion of the department/office in which the employees work.
4. If an employee becomes sick during a paid vacation, sick time will not be substituted for vacation time unless the employee qualifies for FMLA.
5. Upon separation of employment, unused vacation time is paid to the employee and will be included in the final paycheck. Directors, full-time, and regular part-time hourly employees must be employed for six complete months in order to receive pay for unused vacation time at termination.

Wellness Program

The Sisters of Charity of Nazareth provide an Employee Wellness Program for the benefit of all employees. The Employee Wellness Program is designed to improve employee health through education, intervention, and encouragement of healthy lifestyles. Employees have the opportunity to participate in a wide range of wellness opportunities from educational seminars and wellness challenges, lunch 'n learns, and preventative screening opportunities. Some wellness activities are only available to members of the health insurance plan; however, in this case, the Wellness Committee will strive to offer suitable alternatives for those activities for employees who do not participate in the health insurance plan. Participation in the Wellness Program is strictly voluntary.

Worker's Compensation

The purpose of the Kentucky Workers' Compensation Law is to afford financial protection to the employee and his/her dependents in the event of injury, illness, or death arising out of and in the course of his/her employment. The objective of the act is to compensate for an employee's lost earning power, not to give the injured damages for his/her injuries. The act does not require that compensation be made for the first seven to fourteen days.

Employees will be paid their regular wage rate during the first seven (7) days of a lost time incident if they have accumulated sick leave. Once Worker's Compensation payments begin, the employee may receive the difference between the Worker's Compensation payments and his/her regular wage rate from the employee's accumulated sick leave if the employee desires. Any such payments to supplement Worker's Compensation will be discontinued when the employee's accumulated sick leave has been exhausted. FMLA leave may run concurrently with time off for a work-related illness or injury.

Employees absent from duty for 90 days or longer may qualify for long-term disability benefits.

It is the responsibility of the employee to immediately report accidents to the director or supervisor and the Human Resource Department. Failure to report job-related accidents/injuries may result in disciplinary action and/or denial of claims for Worker's Compensation.

Employees returning to work from a lost time incident may be required to furnish a physician's statement releasing him/her to return to work, with or without restrictions.

WAGE ADMINISTRATION

Anniversary Date

All employees establish an anniversary date on the date of employment (or re-employment). The anniversary date will determine the employee's eligibility for benefits. A service date is established when an employee transfers to another position, or classification or returns from an unpaid personal leave of absence.

Call Pay

In certain departments it is necessary for an employee to be on call. During this time, an employee may go about his/her personal business off-site without restriction, but is required to carry a company-provided cell phone in the event his/her services are needed.

When an employee is on call:

1. A stipend will be paid for each hour of required on-call time;
2. The stipend plus the regular pay rate (minimum two hours) will be paid for any time that the employee is called in to the premises.
3. Non-exempt employees will receive overtime pay for time actually worked in excess of 40 hours in a workweek as a result of being required to report for work while on call.

An employee who is on call must meet the following criteria to receive stipend pay:

1. Generally must respond to a phone call within 10 minutes;
2. Generally must arrive, if requested, on the work premises within 30 minutes;
3. Must arrive in fit condition and ready to perform work safely.

Exempt Employees

Under the Fair Labor Standards Act (FLSA), Exempt employees are those who, because of their job duties and responsibilities (as defined by the FLSA), are "exempt" from the overtime provisions of the FLSA. Exempt employees are paid on a salary basis.

Provisions Covered by the Salary Basis Rules

1. Exempt employees normally will receive their full salary for any week in which _____ they perform any work, without regard to the number of days or hours worked.
_____ However, exempt employees will not be paid for any workweek in which they
_____ perform NO work at all.

2. Deductions from pay to exempt employees cannot be made as a result of absences _____ of less than one full workweek due to these circumstances listed below. Such _____ improper pay deductions are therefore specifically prohibited by the Sisters of _____ Charity of Nazareth, regardless of the circumstances.

- a. Jury duty.
- b. Attendance as a witness.
- c. Temporary military leave.
- d. Absences caused by the employer.
- e. Absences caused by the operating requirements of the organization.
- f. Partial day amounts other than those mentioned below.

3. Some exceptions to the requirement to pay exempt employees on a salary basis are listed below:

- a) Absences of one or more full days for personal reasons other than sickness or disability (partial days must be paid). In the case of Exempt employees who have accrued vacation, PTO, or other personal leave days, the absent time of one or more full days will be deducted from the paid time off benefit.
- b) Absences of one or more full days due to sickness or disability (partial days must be paid). In the case of Exempt employees who have accrued sick leave benefits, the absent time of one or more full days will be deducted from the accrued benefit.
- c) Penalties imposed by infractions of safety rules of major significance.
- d) Unpaid disciplinary suspensions of one or more full days for violation of Sisters of Charity of Nazareth disciplinary policies and procedures.
- e) Deductions for the first and last week of employment, when only part of the week is worked by the employee.
- f) Deductions for unpaid leave taken in accordance with a legitimate absence under the Family and Medical Leave Act.

4. Partial day absences

For purposes of the Exempt status pay policy, a partial day absence is defined as any day on which the employee is absent for up to three hours. In this case, no pay or benefit will be deducted. For absences of greater than 3 hours on a scheduled work day, the Exempt employee will substitute paid time off benefits for the absence. If there are no paid benefits to cover the absence, no pay will be deducted; however, the Exempt employee may be subject to disciplinary action under attendance, performance, or other policies.

5. Exempt Work Schedules and Attendance

The work of employees in Exempt positions is not measured solely by the hours worked; however, those in Exempt positions are expected to work the hours necessary to complete assignments on a schedule that satisfies the requirements of the job. A full-time commitment typically requires a minimum of 40 hours per week. Alternative work arrangements for fewer hours per week must be approved in advance by the supervisor. Exempt employees do not track, earn or receive overtime compensation or additional pay for extra hours worked; nor do they track, earn, or receive additional paid time off for extra hours worked. Supervisors may, however, approve flexible working hours during the pay period when exempt employees work an excessive number of hours during peak periods of work. There should never be an expectation of an “hour-for-hour” exchange of flex-time for hours worked or for “banking” of extra hours worked for use at a later time. The Sisters of Charity of Nazareth do not recognize “compensatory” time off for Exempt employees.

Exempt employees are expected to use their best efforts in performing their work, including attendance. Failure to do so may result in disciplinary action up to and including termination.

6. Timekeeping Procedures

Exempt employees are paid automatically in the approved timekeeping system based on schedule. Exempt employees will use the approved timekeeping system as directed by the Sisters of Charity of Nazareth to ensure accurate oversight of employee absences, use of paid time off benefits, work efficiency and other business reasons.

Improper Deductions

Exempt employees who feel their pay has been improperly reduced should report this to the SCN Human Resource Office as soon as possible according to the following guidelines:

1. Employees who believe their pay has been improperly reduced should contact the SCN Human Resource Office immediately or as soon as possible following the pay period in which the suspected deduction occurred.
2. The employee will be asked to specify in writing, using the guidance above, the circumstances of the pay deduction and whether it has occurred on other occasions.
3. The Human Resource Director will review pay records and interview the supervisor or administrator to determine if there was an improper deduction.

4. If the deduction is found to be improper, the Sisters of Charity of Nazareth will promptly correct the error - but in no case longer than two pay periods from the identification of the problem.
5. The actions of the person(s) responsible for the error will be investigated further to determine if this was an isolated incident or a pattern of conduct that requires further action on the part of the Sisters of Charity of Nazareth.
6. The resolution of the situation will be fully documented (including confirmation on the part of the employee that the situation has been resolved) and placed with the employee's pay records.
7. The Human Resource Office will continue to monitor the situation to ensure that no additional issues arise

Funeral Pay

As a requirement of the job, some employees are required to be on the premises to assist with funerals of those who are buried in the Nazareth cemetery. When possible, funerals will be conducted during regular work hours. Occasionally it will be necessary for employees to be called in to assist with a funeral during a regularly scheduled off day or holiday. In this case, the non-exempt employees will be paid at regular wages unless the overtime requirements outlined in this handbook are applicable.

Non-exempt employees who wish to attend the funeral of a Sister for personal reasons, must clock in and out and use a time off benefit in order to receive pay. There will be some instances where employees will be required to assist with funerals because it is a part of their job responsibility and those employees will remain clocked in.

Hours of Work

The standard working day is eight hours. The standard work week is a 40-hour week from Sunday to Saturday. Because of operating requirements, the established work schedule of a department may be altered by a director or supervisor. The Human Resource Department must be informed of any such permanent change for recordkeeping purposes.

Non-exempt employees must not clock in or report to the work area more than five minutes before the scheduled time to begin and must leave the work area and clock out within five minutes after the completion of the shift. Any variations in an employee's work schedule must receive prior approval of the director or supervisor. Failure to observe these requirements will result in disciplinary action.

If it becomes necessary for a non-exempt employee to leave the department or premises during the working hours for personal reasons, permission is to be obtained from the director or supervisor. This absent time will not be considered as hours worked.

In accordance with applicable state law, full-time employees receive a reasonable unpaid meal period, generally 30 minutes. Non-exempt employees, who leave the campus during their regular lunch period, must clock out when leaving and clock in when returning. When clocking out for meal periods, the employee should not clock in until the full thirty-minute meal period has ended. For non-exempt employees who do not leave campus for lunch, clocking in/out is not required; the thirty-minute lunch period is automatically deducted by the timekeeping system. If an employee does not take a meal break for any reason, he/she must immediately notify HR so that payroll correction can be made; however, this should occur only in cases of unforeseen circumstances.

Employees will be expected to participate actively in all meetings where attendance is required. Off-duty hourly (non-exempt) employees who return to the premises to participate in meetings and events will be paid for the actual time of the meeting and must clock in/out accordingly.

Overtime

Non-exempt employees will receive overtime pay equaling one and one-half (1.5) times the base rate for all hours worked in excess of forty (40) regular hours worked in the seven day work-week (Sunday-Saturday). Shift differential, when applicable, will be included in the overtime calculation. Non-working time such as vacation, holiday, PTO, or sick leave, will not be counted when computing overtime pay

Overtime will be paid for overtime worked in excess of five minutes in increments of complete quarter hours.

Overtime must be approved in advance by the director or supervisor.

Payday and Pay Periods

Standard pay periods are for eighty (80) hours and end every other Saturday at midnight. Payroll checks are issued by Direct Deposit on the following Wednesday. Copies of the paycheck stub are available by 11:30 on the same day. When a payday falls on an observed holiday, checks may be issued on the next business day following the regular payday. If an error is noted in the paycheck, the employee should notify the Human Resources Office immediately.

Payroll Deduction

Regular federal income tax, state income tax, social security taxes, and local occupational taxes are deducted from the employee's check as required by law. The amount of withholding tax is determined by the wage rate minus certain credits for authorized dependents. No deductions other than those required by law will be made without the employee's authorization. The copy of the paycheck is the employee's guide to the amount of salary paid and the amount withheld and deducted.

Performance Review

Performance reviews are done by the director or supervisor and generally reviewed with the employee after completion of three (3) months, six (6) months, twelve (12) months of employment, and annually thereafter.

These performance reviews, which include an employee self-review, provide a means to foster growth and development of the employee and may be considered in determining promotions, salary increases, salary decreases, the advisability of transfers, demotions, or dismissals. During the review, the employee is asked to sign the review to verify that the information has been discussed with him/her and is given an opportunity to write comments concerning the review.

Shift Differential

Shift differentials are paid in accordance with the following guidelines:

If the starting time of the work shift is 2:00 p.m. or after, but before 4:00 a.m., and four (4) or more consecutive hours are worked, a shift differential will be paid for each hour worked;

Shift differential will also apply to pay for benefits such as holidays, vacations, PTO, sick, death in the family, or jury duty, if employees are currently working on shifts eligible for the differential.

Social Security

All employees are covered under the federal Social Security Act. Payment for this coverage is by payroll deduction and the amount is established by federal law. The Sisters of Charity of Nazareth contribute a set amount determined by law and the total employee-employer amount is credited to the employee's Social Security.

Sunday Bonus

Non-exempt employees who are required to work on Sundays will receive a bonus of 10 percent (10%) of the base rate for all hours worked on that day.

Timekeeping

Employees will use the electronic timekeeping system designated by the Sisters of Charity of Nazareth for the purposes of keeping accurate time and pay records as required by Wage and Hour Laws, and to assure accurate use and payment of paid time off benefits. Employees must clock in within five (5) minutes prior to their scheduled work shift. Time for parking, change of uniforms and eating meals must be accomplished outside of paid time unless required by the employer for coverage purposes.

If it becomes necessary to leave the premises for personal reasons during working hours, the director or supervisor must be informed as soon as possible and the employee must clock out and in upon return. In the event an employee forgets to clock in or out, he/she must notify the supervisor immediately to prevent loss of pay.

Employees are prohibited from clocking in or out for another employee. Violations of this policy will result in immediate dismissal of the employees involved.

Wage Attachments

Employees are expected to accept responsibility for personal debts and not to involve the Sisters of Charity of Nazareth in payment of personal debts; however, upon receipt of a wage attachment, the employer will comply with the law.

In accordance with state and federal guidelines concerning child support payments, information on newly-hired employees is reported to the state within seven days of employment.

Employee ID Badges

Employees will be issued an employee identification badge upon hire from the Human Resources Department. For those employees who work in Carrico Hall, the Motherhouse and O'Connell Hall, you will be required to use your badge to enter the building. It will include the employee's first name and department. If an employee loses the badge, a \$5.00 charge for the replacement will be issued. There will be no charge for damaged/torn badges. Please see Human Resources if you need a new badge.

ATTENDANCE

Attendance

The Sisters of Charity of Nazareth is a mission-based, non-profit religious organization that relies on the services provided by our employees to help us accomplish our mission. We believe in the importance of balancing work life with home/family responsibilities and therefore, provide employees with sufficient vacation, holiday, sick time, and other personal time off to assist employees in achieving this balance. We also recognize that it is imperative that employees be present when scheduled to work in order to provide needed services.

The provisions and requirements of the attendance policy are designed to implement an objective, non-discriminating policy which addresses excessive unscheduled absences, tardy arrivals, early departures, or other shift interruptions. Every effort will be made to assist and counsel employees toward acceptable attendance; however, employees with excessive unscheduled absences, tardy arrivals, early departures or other shift interruptions will be counseled by the director or supervisor and subject to disciplinary action up to and including termination.

- **An unscheduled absence** is an absence in which an employee misses more than three hours of work within a normal workday when the absence has not been scheduled and approved in advance.

- **Excessive absenteeism** is defined as a pattern of absences, (such as having six or more occurrences in a rolling six month period, or routine unscheduled absences on Mondays, Fridays, or when scheduled to work weekends), or excessive or repeated occurrences of failing to report for work or of reporting to work late or leaving early.

- **A tardy arrival or early departure** is defined as arriving more than five minutes late, or departing more than five minutes early for scheduled work time.

- **Shift interruption** is any unscheduled absence of more than five minutes during the scheduled work time.

Violations of this attendance policy will result in disciplinary action up to and including termination.

Reporting Guidelines:

If an employee is unable to report to work as assigned:

1. he/she must notify the director or supervisor as far in advance as possible – but no later than the designated start of the work shift;
2. if the notice of inability to report to work is not received by the director or supervisor by the time specified, the absence will be classified as an unexcused absence and will result in forfeiture of any benefits which would have been paid for that day, forfeiture of benefits (vacation, sick leave) which would have been

accrued during the pay period of occurrence, and counseling by the director or supervisor.

If an employee is absent more than one day at a time:

1. daily communication must be maintained with the director or supervisor unless excused from doing so by the director or supervisor;
2. failure to maintain communication as required will result in forfeiture of any paid benefits for the specified period of time;
3. failure to notify the director or supervisor of absence from work for two (2) consecutive scheduled days will result in termination of employment effective on the second day without a written warning (subject to the guidelines of the American with Disabilities Act and Family and Medical Leave Act.).

Should an employee need to leave the premises for any unauthorized absence during the scheduled shift (except during the regular scheduled lunch period):

1. the employee is required to notify the director or supervisor as soon as possible;
2. failure to notify the director or supervisor when leaving the premises for any unauthorized reason during the regular shift will be classified as an unexcused absence and will result in the same penalties as specified for failure to report to work without notice.

If upon request for a paid absence the director or supervisor denies the request for absence and the employee fails to report for duty, an unexcused absence will be charged to the employee and any accrued sick and vacation benefits for the pay period of occurrence will be forfeited.

Appropriately documented absences due to illness or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record.

Excused Unpaid Absence

Employees who must be absent from work for personal reasons may request Excused Unpaid Absence time – if there are no other benefits available to cover the absence and provided that such time does not exceed 24 hours (3 days) in a rolling 12-month period.

Requests for Excused Unpaid time must be received by the director or supervisor at least 24 hours in advance of the planned time off. If the request for Excused Unpaid Absence is due to the employee's illness/injury or illness/injury of a spouse, son, daughter or parent and there are no other benefits to cover the absence, the 24-hour notice will be waived.

Inclement Weather

In case of inclement weather, employees will be paid only for the actual time worked. In case of late arrival, early departure, or absence due to inclement weather, the director or supervisor may approve the use of flex-time, other paid benefits, or unpaid time to cover the absent time.

When severe inclement weather requires that business operations be dismissed early, the remaining hours scheduled for that day will be paid in full for those who are on the premises at the time services are suspended.

Reporting Late or Leaving Early

Employees must check with the director and/or supervisor when reporting late for work or leaving early. Employees are expected to explain tardiness to the director and/or supervisor. Excessive lateness or early departure may subject the employee to disciplinary action up to and including termination.

The director and/or supervisor is responsible for controlling tardiness. Employees who report to work late or leave early will make up (flex) the absent time during the forty hour work week with approval of the director or supervisor, or use a benefit to cover the absence.;

Unexcused Absence

An unexcused absence is one which is defined as:

1. an absence which does not meet the notification requirements outlined in this policy handbook;
2. an absence which is not covered by any other type of paid or unpaid benefit as outlined in this handbook.

An unexcused absence as defined in No. 1 will result in the loss of any paid benefits which would have been available to cover the day of absence, in addition to loss of accrual of vacation and sick leave benefits for the pay period of occurrence.

An unexcused absence as defined in No. 2 will result in the loss of vacation and sick leave accruals for the pay period of occurrence.

A written warning will be issued on the first unexcused absence. Termination of employment will result on the second unexcused absence.

In case of an unexcused absence for failure to call in to notify the director or supervisor of an unscheduled absence for two consecutive days, termination of employment will become effective on the second day without a written warning (subject to the guidelines of the American with Disabilities Act and Family and Medical Leave Act).

Work-Related Absences

Paid absences may be authorized by the director or supervisor on an individual basis for employees participating in workshops or other meetings related to their work.

Employees who are subpoenaed to appear in court on behalf of the Sisters of Charity of Nazareth will be paid regular wages for any time required by the court.

HEALTH AND SAFETY

Introduction

The Sisters of Charity of Nazareth are concerned with the safety and protection of all who work and reside on the employer's property. In order to achieve a safe and hazard-free environment, specific safety rules have been developed within each department which must be observed by all employees.

All employees are responsible for helping prevent and eliminate conditions which may cause accidents to themselves, other employees, residents, and guests.

Employees have a personal responsibility to report and must report all unsafe conditions or acts immediately to their supervisors; to the proper department where the condition can be corrected; or to the Safety Committee.

Failure to comply with these established safety rules and the willful disregard for personal safety and safety of others will result in disciplinary action.

Accidents

All accidents involving employees and volunteers must be reported immediately to the director or supervisor of the area in which the accident occurs in order that the injured may receive immediate medical attention if necessary and the accident be properly recorded.

It is extremely important that all accidents /injuries be reported immediately so that the proper insurance forms can be completed.

Employees who witness or are involved in any accident are required to:

1. render whatever assistance possible to obtain prompt medical attention;
2. report the accident immediately to the director or supervisor and the Human Resource Department;
3. obtain the names of any other witnesses to the accident;
4. report to the Human Resource Department immediately to complete the necessary reports after medical attention has been rendered.

Each employee is responsible for reporting any unsafe conditions or practices to his/her director or supervisor.

Alcohol and Drug-Free Work Place

The Sisters of Charity of Nazareth recognize alcohol and drug dependency as illnesses which contribute to major health and behavior problems. The objective of the Sisters of Charity alcohol

and drug policy is to provide a safe and healthy work place for all employees, to comply with Federal and State health and safety regulations, and to prevent accidents.

1. While on SCN premises and/or while conducting SCN business, employees and visitors are strictly prohibited from the use, manufacture, distribution, dispensing, or possession or being under the influence of a controlled substance or medication, whether legal or illegal, even if prescribed to the employee, and whether over-the-counter or not. This includes all forms of alcohol, narcotics, depressants, stimulants, hallucinogens, and marijuana. Violations of this policy will result in disciplinary action up to and including termination, as well as possible criminal prosecution.
2. When there is reasonable cause, employees suspected of violating this policy may be required to undergo appropriate testing on work time and at the expense of the employer. If an employee refuses to be tested, he/she will be removed from the work place and will be subject to disciplinary action up to and including termination of employment.
3. Employees who are found to be under the influence of any of the above-listed behavioral-affecting substances may be required to attend an alcohol/drug rehabilitation program as deemed appropriate by the Sisters of Charity of Nazareth. Refusal to attend such a program may result in termination.
4. After completion of treatment or a rehabilitation program, an employee may be required to maintain involvement in an approved support program and to furnish proof of such involvement as required. Failure to maintain involvement and to furnish the necessary proof will result in termination of employment. SCN may immediately terminate or impose other discipline at any time depending on the circumstances of the violation.
5. Since physician-directed use of drugs can affect behavior and performance, employees are encouraged to advise Human Resources whenever they are taking mood-altering drugs for medical reasons. When such use of drugs adversely affects job performance, it is in the best interest of the employee, co-workers, and the Sisters of Charity of Nazareth that sick leave, PTO, or unpaid absence be used.

The Sisters of Charity of Nazareth recognize the confidentiality and privacy due applicants, current employees, and former employees. The disclosure of information will be made in accordance with established policies and procedures.

Bloodborne Pathogens

A Bloodborne Pathogens Exposure Control Plan has been developed to minimize employees' exposure to infectious diseases and to ensure compliance with federal and state safety and health regulations. Employees are expected to know where to find the plan and to comply with the provisions of the plan.

Confined Space Program

A Confined Space Program has been developed to protect employees, residents, and outside contractors from the hazards of entry into permit-required and non permit-required confined spaces and to comply with OSHA Standard 1910.146. Employees are expected to participate in appropriate training programs and to comply with the requirements of this program as it pertains to their specific jobs. Employees whose work does not directly involve confined spaces are expected to observe and comply with all signs identifying confined spaces.

Driver/Vehicle Safety

The purpose of this policy is to ensure the safety of those who drive SCN-owned vehicles, or personally-owned vehicles for work-related purposes, and to provide guidance on the proper use of SCN vehicles. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the Sisters of Charity of Nazareth endorse all applicable state motor vehicle regulations relating to driver responsibility, and expects each driver to drive in a safe and courteous manner according to all applicable laws, safety rules, and the SCN Driver/Vehicle Safety and Usage Policy, which is provided to all employees who are required to drive as part of their regular job responsibilities.

A list of employees and approved volunteers who have been approved for driving for their specific department will be maintained in the department and in the Human Resource Office. It is the responsibility of the Human Resource Director or other HR designee to verify the validity of State-issued drivers' licenses as well as personal automobile liability insurance when required (minimum limits of liability to be determined by the SCN Central Office of Finance Administration) at the time of employment and annually while employed. Volunteers' drivers' licenses will be verified at the start of the volunteer service and annually

Violations of the Driver/Vehicle and Safety and Usage Policy will result in disciplinary action up to and including termination of employment.

Environment

As an important part of the mission of the Sisters of Charity of Nazareth "... to care for the earth," employees are expected to foster an atmosphere of environmental protection while upholding all environmental laws and encouraging the same in others.

Federal Clean Air Act

In conjunction with the Federal Clean Air Act and in keeping with the Sisters of Charity of Nazareth mission statement, we are committed to the strict adherence of the policies, procedures, and practices as set forth by the Clean Air Act.

Recycling

An extensive recycling program is in place on the SCN campus. Employees are encouraged to participate in the recycling program as applicable by placing paper products, plastic, glass, aluminum, tin, and metal in the appropriate recycling containers that are located in central locations throughout the SCN buildings. More information about the recycling program or the location of the recycling containers is available through the Campus Service Office.

Fire and Disaster Plan

Employees are expected to become fully acquainted with the Fire and Disaster Plan and participate in regular drills.

The director or supervisor will assign specific duties to be performed in the event of a drill or actual emergency situation.

Hazard Communications Program

An extensive Hazard Communications Program has been developed in order to inform employees of the presence of hazardous products in the work place. As a part of this program, Safety Data Sheet (SDS) handbooks, which contain important information relating to hazardous products in the work place, have been placed in applicable departments. Employees are expected to become familiar with all hazardous products which are used in their department and to follow instructions for use accordingly.

Health Program

An employment physical examination will be administered prior to the beginning of employment. The examination will be provided without expense to the employee and will include a TB screening test and drug screen.

Maintenance of Buildings and Equipment

Employees are expected to take an active interest in preserving and protecting equipment and physical facilities. Employees are asked to report promptly to their supervisor safety hazards or any need for maintenance services anywhere on the premises.

Personal Protective Equipment

In accordance with the OSHA Standard 1910.132 and in the interest of employee health and safety, a Personal Protective Equipment (PPE) policy has been developed to ensure the protection of all

employees from workplace hazards through the use of engineering controls and PPE. PPE will be used to perform all tasks involving hazards which cannot be removed or eliminated by engineering controls. Employees are expected to comply with all provisions of the Personal Protective Equipment Plan.

Security Program

Employees must report any suspicious person or circumstances to their director or supervisor, the Night Attendant, or the Campus Service Director.

Any package brought into or taken from the property by employees are subject to inspection. Any equipment, furniture, locker, etc. used by employees may be subject also to inspection at any time.

SCN is not responsible for loss of or damage to the personal property or valuables of employees or others using the property.

Smoking

Smoking is permitted only during regularly scheduled break and meal times and only in the designated outdoor areas. Employees will be informed of the designated areas for smoking by their supervisor or director.

Smoking at any other time or in any other location is prohibited and will result in disciplinary action.

Violence in the Workplace

The Sisters of Charity of Nazareth strive to provide a safe workplace for all employees. In keeping with the Mission of the Sisters of Charity of Nazareth, and to provide a workplace that is free from violence, the Workplace Violence policy has been created.

Prohibited Conduct

The Sisters of Charity of Nazareth do not tolerate any type of workplace violence committed by or against employees. Employees and visitors are prohibited from making threats or engaging in violent activities, including but not limited to:

- Causing physical injury to another person;
- Threatening, hostile, intimidating, or abusive remarks, gestures, physical conduct, or electronic communications;
- Aggressive or hostile behavior;
- Damaging employer property or property of another person;
- Committing acts motivated by, or related to, sexual harassment or domestic or other violence.

Reporting Procedures

Any potentially dangerous situations must be reported immediately to the Human Resource Department and/or the supervisor. Reports may be made anonymously, but can limit the ability to investigate fully. To the extent possible in keeping with a thorough investigation, reports or incidents will be handled confidentially and information will be disclosed to others on a need-to-know basis.

Enforcement

Violations of this policy will not be tolerated and will result in disciplinary action, up to and including termination and possible criminal prosecution.

Weapons/Prohibition Against Firearms and Other Deadly Weapons

The safety and well-being of SCN residents, employees, and visitors is paramount. Therefore, no employee, visitor, vendor, client, customer, or other person doing business with the organization shall bring or possess a firearm or other deadly weapon, including concealed deadly weapons, in SCN's facilities or buildings, in SCN-owned vehicles, or in vehicles used for SCN business. Except as provided by law, possession of a firearm or weapon on SCN campus or property is strictly prohibited.

The organization reserves the right to conduct a search or inspection in order to ensure compliance with this policy, including the search and inspection of an individual's person, clothing, pockets, desk, office, purse, briefcase or other bag, or other place in which a firearm or deadly weapon may be transported or kept.

Individuals who violate this policy may be denied access to or removed from the premises. Employees who violate this policy may also be subject to disciplinary action, up to and including termination of employment.

WORKPLACE POLICIES

Announcements and Notices

Official announcements and notices are posted on the employee timekeeping system and bulletin boards which are located in various areas. Employees must receive prior authorization by the department designee before posting anything on bulletin boards.

Business Work Ethics

The Sisters of Charity of Nazareth comply with all applicable laws and regulations and expects its directors, officers, volunteers, and employees to conduct business in accordance with the letter and spirit of relevant laws, and refrain from dishonest or unethical conduct. Employees shall act in a manner which will inspire trust in their integrity, impartiality, and devotion to the best interests of the organization, its members and those whom they serve.

To ensure ethical and impartial business, it is prohibited for Sisters of Charity of Nazareth employees to:

- Offer, accept or solicit money, property, services or other things of value by way of gift, favor, inducement or loan with the intent that the offer would influence, or the recipient would be influenced by such conduct in the discharge of his/her duties whether the duties are of a public or private entity.

- Use their official position to secure special advantage in business, personal gain, or other benefit derived from such relationship.

- Use any SCN-owned facility, building, equipment, materials, or vehicle for their personal use or benefit, or for the personal use or benefit of any other individual. No employee shall have unauthorized possession of SCN property.

Invest or hold a financial interest, directly or indirectly, in any business entity, transaction or business endeavor that would create a conflict between the employee's duty/responsibilities to the Sisters of Charity of Nazareth.

Accept honorariums (money or other thing of value) offered by business partners. If the employee is being paid by the Sisters of Charity of Nazareth for the time for which the honorarium will be received, the honorarium must be declined or donated to the Sisters of Charity of Nazareth. The employee must report the offer immediately to his/her director or supervisor.

In general, the use of good judgment, based on high ethical principles, will be the guide with respect to lines of acceptable conduct. Employees who know or suspect a violation of this policy or know or suspect other illegal, fraudulent, dishonest, or unethical conduct must immediately report it to the director/supervisor or to Human Resources. **An employee who makes a good faith report will not be disciplined or retaliated against as a result of the report.**

Violations of this policy will be subject to disciplinary action up to and including termination of employment.

Cell Phone/ Electronic Device Use Policy

The purpose of this policy is to promote a safe, focused, and productive work environment and increase safety as well as respectful behaviors during the workday. In addition to the guidelines concerning the use of landline telephones while on break and meal periods, these general guidelines have been established for the use/presence of personal cell phones by all employees during the regular work day.

1. Cell phones that are brought into the work place will be left in a locker, personal vehicle, or desk. If the phone is kept in a desk or purse, it shall be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow.
2. Employees are free to use personal cell phones on breaks and during meal periods when use of devices does not disturb others.
3. If an employee is operating a personal or SCN-owned vehicle and receives a call on a cell phone, the employee may answer, but will follow guidelines provided in the Driver/Vehicle policy and put the phone down, and pull into a parking lot or other safe location to respond to the call if necessary. Failure to follow this policy may result in disciplinary action up to and including termination.
4. Employees who have cell phones/devices with cameras or other audio/video recording capabilities must not – under any circumstances – take pictures or record conversations without consent of those involved. The use of such recording devices not only presents issues related to invasion of privacy of employees and residents, but also may represent possible breaches of confidentiality with regard to confidential and proprietary employer information. Other guidelines are available in the Computer/Technology Use of Electronic Resources policy.

5. Employees should not use their cell phone during fire drills or emergencies so that they remain alert to what is going on and attending to the emergency protocol.

In case of emergencies that occur while the employee is at work, employees should ask family members and others to contact them through the Human Resource Office (Monday-Friday, 7:30 a.m. – 6:00 p.m.) or through the supervisor or other emergency contact number during the evening and/or weekends.

Failure to follow the provisions of this policy will result in disciplinary action up to and including termination of employment.

Computers/Technology and Use of Electronic Resources

The Sisters of Charity of Nazareth will provide the use of a computer and related equipment to employees to perform job-related duties that will benefit the employee and employer. The employer reserves the right to determine which employees will benefit from using such resources. Some employees may have access to more electronic resources than do other employees.

1. "Resources" is defined as all employer-owned and licensed hardware, software, e-mail, and data in electronic form along with related or printed materials regardless of the physical location or the type of storage, or electronic communications technology provided by SCN for job- and employer-related activities. No rights whatsoever, including but not limited to ownership and personal privacy with regard to these Resources, are assigned to employees of the Sisters of Charity of Nazareth.
2. Employees have no expectation of privacy related to communications or their use of employer-owned, used or licensed equipment, hardware, software, e-mail or other communications. SCN reserves the right to review, access, download or otherwise examine any and all employee communications or employee use of SCN Resources.
3. All Resources are either the property of the SCN/NLBI or licensed to the SCN/NLBI and are available only for business purposes of the SCN/NLBI. No employee is permitted to copy, distribute, and/or transmit Resources unless directed to do so by the proper authority. Software purchased by employees or downloaded from the Internet may not be installed on SCN computers unless authorized by the proper departmental authority in consultation with the Information Technology Director. Under no circumstances can unlicensed, illegal, or pirated software be installed on SCN computers. The presence of such software on SCN computers can subject the perpetrator to fines of up to \$25,000 per incident as well as legal prosecution.
4. These Resources are not to be disclosed to others unless directed to do so by the supervisor or director.
5. Resources are accessed through individually assigned user IDs and/or passwords, or device passcodes. Each employee must keep his/her credentials confidential and secure from other employees as well as non-employees unless otherwise directed by the director/supervisor

or IT personnel.

6. All IDs/passwords not issued by the Information Technology Department must be communicated to the director or supervisor. This includes all IDs/passwords received directly from vendors/providers/suppliers, as well as passwords attached to word processing, spreadsheet, or other files to maintain confidentiality. Attaching a PC password to a file does not grant rights of ownership or personal privacy to employees.
7. All electronic messages are considered to be business documents and are owned by the SCN/NLBI. Accordingly, they may be used in administrative, judicial, or other proceedings. Employees should be aware that when a message is deleted from their mailbox, it might not have been deleted from the e-mail system. The message may be residing in the recipient's mailbox or forwarded to other recipients. Furthermore, the message may be stored on a computer's backup system.
8. Resources may be used only in accordance with established departmental procedures. No employee shall access Resources beyond their assigned authority unless directed to do so by the proper authority. Under no circumstances can any computer-related hardware devices (including, but not limited to laptops, tablets, USB drives, memory cards, digital cameras, media players, DVD/CD, wireless devices, etc.) be connected to existing SCN equipment, including devices that access the SCN business wireless network, without direct authorization from the department director in consultation with the Director of IT.
9. Internet access is provided as a resource to employees who are approved to use this resource. Time spent connected to on-line information services should be equal to the business value received by the employer.

Anti-virus and content-filtering software is on all network computers, and on the SCN firewall. This software updates automatically to protect the user and the network. Users must not uninstall, disable, or otherwise circumvent the function of these precautions. Any errors or failures of this software to operate or update should be brought to the attention of the IT department immediately. All e-mail attachments and files downloaded from the Internet must be scanned for viruses and malware before opening. Failure to comply with this procedure can jeopardize network security, and may result in disciplinary action.

—Employees are expected to adhere to established guidelines and procedures for publishing materials on the Internet and for general use of the Internet and e-mail.

Electronic Messaging

1. Electronic communications (e-mail, voice mail, etc.) may serve as a replacement for some more formal written or paper communications. As with other written or verbal communications, all electronic communications should represent the Sisters of Charity of Nazareth in an appropriate, professional and respectful way. Inappropriate or offensive messages containing racial, ethnic, sexual, religious, or any other threatening, intimidating,

or otherwise harassing language are strictly prohibited.

2. All electronic messages are subject to review by the employer. An employee's use of electronic messaging grants consent to the review of any of the messages to or from the employee in the system, in printed form, or in any other medium.
3. Employees who are aware that these guidelines are being violated must immediately report the alleged violation to the immediate supervisor, director, Human Resource Director, or IT Director. Reports of violations will be investigated to determine the facts. Violations of the Technology and Electronic Resources policy and guidelines may result in disciplinary action up to and including termination of employment.

Additional guidelines are outlined in the Social Media policy on page #63.

Change of Employee Information

Employees are required to report any change in address, phone number, or other personal data to the director or supervisor and the Human Resource Department as soon as possible. If an employee does not have a telephone, he/she must give the name, address, and telephone number of an individual who will accept messages for him/her. Any changes in marital status or the number of dependents must also be reported to the Human Resource Department to update records for benefit programs and tax withholding information.

Confidentiality

Employees responsible for administering employer, employee, and residents' records, including but not limited to medical and financial records, or those who have access to such records, have a moral as well as legal obligation to keep confidential all information regarding such records. Violations of this policy will result in immediate disciplinary action up to and including termination.

Conflict Resolution

SCN encourages employees to share information and concerns on an ongoing basis with their director, supervisor, or Human Resources. This "open door" policy is to assist employees and to address their concerns. SCN has also established a more formal process known as the Conflict Resolution process. The process is available to active employees only and is not available to terminated employees to address termination.

The chief objectives of the Conflict Resolution process are:

1. to settle disputes or conflicts at the earliest possible stage to prevent the development of a dispute which may interfere with efficient operations;

2. improve employee-employer relationships;
3. to strengthen employee morale;
4. to provide for fair and just consideration of employee issues.

The forms and instructions for use are available in the Human Resource Office.

The Conflict Resolution procedure is available to any employee and may be used without fear of reprisal for appropriately using the procedure. It is expected that any concerns/issues will be raised in good faith and based on truthful information. The procedure is divided into steps as follows:

Step 1

An employee having a concern regarding any aspect of his/her job will, within five working days of the incident, present the concern in writing to the immediate supervisor. The employee's supervisor will review the situation and give a written explanation to the employee as soon as possible but within fifteen (15) working days after the presentation of the appropriate form.

Step 2

If the concern is not resolved or addressed to the employee's satisfaction in Step 1, it may be presented in writing (form available in the Human Resource Office) to the employee's director (where applicable) within fifteen working days after the supervisor's response is received. The director, after giving all involved parties an opportunity to appear in person, will take into consideration all facts presented and will give a written response to the employee within fifteen (15) working days.

Step 3

If the concern is not resolved or addressed to the employee's satisfaction in Step 2, the employee may present the concern in writing within fifteen (15) working days to the Human Resource Director for consideration. The Human Resource Director will review and will give a written response to the employee within fifteen (15) working days.

Step 4

If the concern is not resolved or addressed to the employee's satisfaction in Step 3, the employee may within fifteen (15) working days request that the concern and responses be reviewed by the Conflict Resolution Committee (form available in the Human Resource Office). After reviewing the concern and the responses given to the employee, the Committee will give a written response to the employee and other involved parties within thirty (30) working days. The decision of the Conflict Resolution Committee is final.

An employee having a concern with the Human Resource Director may within five working days of the incident present the complaint in writing to Human Resource Director's immediate

supervisor. The supervisor will review the situation and give a written explanation to the employee as soon as possible but within fifteen (15) working days after the presentation of the grievance.

All time lengths specified in the procedure will be maximums for each step and shall be deemed to be exclusive of Saturdays, Sundays, and holidays. However, such timeframes may be reasonably extended if needed due to business or operational reasons. The employee will be advised of any extensions.

Any concern from which no appeal is made within the time limits specified will be deemed as resolved and any right of the employee to proceed further will be waived. Failure on the part of the employee's supervisor, director, or the Human Resource Director to answer a concern in any step will entitle the employee to proceed to the next step.

Composition of the Conflict Resolution Committee

The Conflict Resolution Committee shall be composed of three members of the Personnel Policy Committee who do not have a conflict of interest with the concerned employee.

Days Off

Because some departments operate on a seven-day basis, most employees must expect some weekend and holiday duty. All members of the regular staff, both full-time and part-time employees, will receive two (2) days off each week whenever possible and normally will receive no less than four (4) days off in each two-week pay period. In some instances, split days off may be required to schedule duty assignments effectively.

Departmental Rules

All departments are authorized to establish rules and procedures for their areas of responsibility which are consistent with overall policy. All employees are expected to know and observe the rules and procedures developed for the department in which they work. If applicable, a written copy of these rules and procedures is readily available in each department. Suggestions for departmental rules and regulations are always welcome and should be discussed with the director or supervisor.

Disciplinary Policy

The Sisters of Charity of Nazareth believe that providing quality services requires adherence to established policies, procedures, regulations and practices, and high standards of job performance. Supervisors should ensure that each employee has an understanding of job requirements and to make every effort to help the employee define and modify behavior not meeting those requirements.

When requirements are not met, appropriate disciplinary action is necessary. Progressive disciplinary action is a positive approach that allows employees the opportunity to correct inappropriate behavior, but provides for increased severity for repeated or related inappropriate behavior. In general, progressive discipline consists of an oral warning, written warning, and termination. Some violations, however, are of such a serious nature that suspension or termination is appropriate. Disciplinary action may be implemented at any stage or step, or no step, depending on the nature and circumstances of the conduct or infraction.

The objectives of the SCN disciplinary policy are as follows:

1. consistency in disciplinary decisions;
2. guidelines for supervisory personnel when making disciplinary decisions.

Nothing in this policy is intended to affect the employment-at-will status of all employees.

An employee who disagrees with a disciplinary/corrective action may address concerns in accordance with the Conflict Resolution Policy.

Employee Advisory Committees

Employee Advisory Committees are considered an important tool for employees to be involved in activities/events. Committees may be formed to plan special events, assist the organization in completing special tasks, or to improve ongoing processes such as Employee Safety. Membership on committees can improve workplace morale and contribute to a more positive work experience for many.

Terms of membership on committees are established by each committee and may vary. Employees who want to volunteer on a committee should notify their supervisors prior to making a commitment to serve on a committee. Supervisors are encouraged to facilitate employee participation on committees in a way that will not create a hardship for the department. Employees should give supervisors adequate notice of scheduled committee meetings, dates and times.

Employees may participate in the following committees:

Grounds Advisory Committee –helps to plan for improvements and preservation of the campus outdoor setting.

Information Technology Advisory Committee – helps to identify the information technology needs of the user-community and to prioritize new technology initiatives

Mission Committee – provides mission education and opportunities for SCN employees.

Safety Inspection Committee – performs annual inspections of all areas of the campus to address safety hazards

Social Committee – is responsible for planning campus-wide activities throughout the year.

Wellness Committee – plans programs and activities that are designed to improve employee health through education, intervention, and encouragement of healthy lifestyles.

Exit Interview

All employees are given an opportunity to participate in an exit interview upon resignation or retirement. The SCN Congregation is interested in obtaining information that could lead to the improvement of working conditions or better services.

Layoff and Recall

If for economic, operational, or other reasons it becomes necessary to implement a reduction in employees, the following factors will be considered in determining which employees will be affected:

1. job classification;
2. length of active continuous service;
3. attrition; and
4. ability and fitness to perform the essential functions of the position satisfactorily, with or without a reasonable accommodation.

Meal and Rest Periods

Each employee is allowed a thirty (30) minute unpaid period for meals during a work shift that extends beyond five (5) hours. The meal period is not considered a part of the normal eight (8)-hour day. For example, if an employee reports for duty at 7:00 a.m. and takes a thirty (30)-minute lunch break, he/she must clock out at 3:30 p.m. to complete an eight (8)-hour day.

Food may be purchased in the dining room. Employees leaving the premises for meal periods must clock out when leaving and should not clock back in until the entire thirty-minute meal period has ended.

Breaks

Employees will be granted a ten (10)-minute paid rest period for each four (4) hour shift worked. An additional five (5) minutes is allowed for transit time, if needed, with the entire period not extending past fifteen minutes. Break time is paid time and will not result in extra time off if the time is not taken. Break periods may not be combined.

Parking

Free parking is provided in designated areas throughout the work premises. The Sisters of Charity of Nazareth are not responsible for damage or other loss occurring to cars parked on the property.

Personal Appearance

Employees are expected to maintain the highest standards of professionalism, cleanliness and neatness in personal appearance and to practice good hygiene at all times. Employees who work in a department which has specific dress regulations are expected to adhere to them.

Personal Conduct

The Sisters of Charity of Nazareth have established standards of conduct to help employees understand what is expected of them in terms of performance and behavior. Each supervisor should support the policies of the organization by following a system of positive, progressive discipline when appropriate and taking the necessary appropriate action when policies are involved.

The following acts of misconduct are prohibited and are cause for disciplinary action up to and including termination. This listing is not intended to be all-inclusive, but contains examples of types of conduct which could lead to disciplinary action, up to and including termination. The employer reserves the right to determine the appropriate level of disciplinary action:

1. misrepresentation, including but not limited to falsifying information in obtaining employment, falsifying reports or records, or falsely claiming injury;
2. violation of the Alcohol and Drug-Free Workplace policy and/or being under the influence of such substances while working;
3. unauthorized possession of property of a co-worker, resident, guest, or employer;
4. violation of the Workplace Violence policy;
5. violation of Business Ethics Policy; unethical conduct or conflict of interest violations;

6. insubordination;
7. negligence resulting in injury to self or others;
8. violation of the non-solicitation policy;
- ~~10-9.~~ violation of the weapons policy;
- ~~11-10.~~ violation of the Equal Employment Opportunity policy or the Harassment policy;
- ~~12-11.~~ violation of environmental policies;
- ~~13-12.~~ violation of the Code of Ethics for the Protection of Minors and Vulnerable Adults

Personal Telephone Calls

Employees are asked to instruct relatives and friends not to contact them by telephone (whether by personal cell or SCN phone) while on duty except in an emergency.

Incoming calls for employees may be referred to the Human Resource Department. Employees will be notified of emergency calls.

If it becomes necessary for an employee to make a call while on duty, the call may be placed from a non-residential phone. Phones located in the hallways of residential buildings that are reserved for the use of the residents should not be used by employees except in emergency situations.

(Please see Cell Phone and Electronic Device on page #52.)

Promotion and Transfers

The Sisters of Charity of Nazareth shall endeavor to promote from within, providing that the employee has demonstrated a good performance record during employment and possesses the education, experience, knowledge, skill and ability required to fulfill the responsibilities and duties of the job for which the employee is under consideration for promotion or transfer.

All position vacancies are posted on bulletin boards in work areas indicating job title, hours, etc. Employees wishing to apply for any vacancy must express this desire first to his/her supervisor before applying in person at the Human Resource Department. **Positions will remain posted internally for 5 days. (weekends included)** Employees who are promoted, transferred, or demoted will receive a performance review after three months and after six months.

Full-time and part-time employees in their first six months of employment are not eligible for transfer to another department.

Retirement

There is no required period for retirement for employees. An employee's continued employment relationship with the Sisters of Charity of Nazareth will be determined in accordance with the annual performance evaluation.

At least thirty (30) days before an employee's intended retirement date, the employee should contact the Human Resource Department for retirement counseling at which time pension status will be reviewed. Every effort will be made to assist employees in making the transition from working years to retirement years.

Sexual Harassment, Bullying and Other Harassment

As part of the Sisters of Charity of Nazareth's continuing commitment to equal employment opportunity, and to providing a work environment which respects the dignity of people, the Sisters of Charity of Nazareth adhere to the following policy which prohibits sexual harassment, sexual misconduct, sexual abuse of any kind, bullying, or harassment of any kind. This policy applies to actions between and among directors/supervisors, employees and co-workers, residents, guests, children, outside contractors or vendors, both on and off the premises whenever conducting SCN business.

Sexual Harassment

It is illegal and against the policies of the Sisters of Charity of Nazareth for any employee, male or female, lay or religious, to sexually harass another employee by:

1. making unwelcome sexual advances or requests for sexual favors and other verbal or physical contact of a sexual nature a condition of an employee's continued employment; or
2. making submission to or rejections of such conduct the basis for employment decisions affecting the employee;
3. creating an intimidating, hostile or offensive working environment by such conduct.

Other Harassment

In addition to sexual harassment and sexual misconduct, the Sisters of Charity of Nazareth prohibit any other form of harassment, including that which is based on race, gender, age, color, disability, national origin or ethnicity, religion, or sexual orientation. Any form of verbal, physical, written, electronic, or visual harassment is strictly prohibited and will result in disciplinary action up to and including termination of employment.

Bullying

The purpose of this policy is to communicate to all employees, including supervisors and managers, that the Sisters of Charity of Nazareth will not tolerate bullying behavior. Violation of this policy will result in discipline, up to and including termination.

Definition

The Sisters of Charity of Nazareth define bullying as inappropriate behavior, either direct or indirect, whether verbal, physical, written, electronic, visual or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Such behavior violates the SCN Code of Ethics, which clearly states that all employees will be treated with dignity and respect.

Bullying may be intentional or unintentional; however, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration with regard to applying appropriate discipline. For purposes of this policy, the Sisters of Charity of Nazareth consider the following types of behavior examples of bullying:

- **Verbal/Written bullying:** Slandering, ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- **Gesture bullying:** Nonverbal threatening gestures that can be interpreted as threatening by the "reasonable person" standard.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

Guidelines for Reporting

- Suspected violation of this policy must be made immediately to the director, supervisor, or Human Resource Director. The Human Resource Director should be notified of any such reports going to the director or supervisor.
- All good faith reports will be investigated and will be confidential to the extent consistent with a thorough investigation.
- Any employee who has been found to have violated this policy will be subject to disciplinary action, up to and including termination of employment. Criminal prosecution may also result.
- If the sexual misconduct or harassment complaint involves a member of the SCN congregation or another congregation, the appropriate Provincial and/or President of the SCN congregation will be notified.

- Any retaliatory action of any kind taken by any person because of an individual's good faith report of harassment/misconduct is prohibited and will be regarded as a separate and distinct cause for complaint.

Social Media Policy

The Sisters of Charity of Nazareth respect the right of its employees to participate in Social Media; however, the mission, ministry, and business needs of the Sisters of Charity of Nazareth must be served in a manner consistent with SCN's Mission, Values, policies and applicable laws. The purpose of this Social Media Policy ("Policy") is to assist Employees in understanding how SCN's policies apply to Social Media technologies and their responsibilities when communicating through these methods. The Policy also outlines the responsibilities and requirements for participation in Social Media, including those hosted by SCN, as well as clarify what is appropriate for Employees to post or state, print, or portray on Social Media. This Policy is not intended to interfere with rights under federal or state law nor restrict Employees' rights under the National Labor Relations Act ("NLRA"). SCN will investigate alleged violations of this policy and impose corrective action on employees who fail to comply with state or federal laws or with organizational policies, standards, guidelines or procedures related to the use of Social Media.

This Policy applies to all Employees when using Social Media while at work or elsewhere, when the Employee's affiliation with the Sisters of Charity of Nazareth is identified, known or presumed.

Definitions

Social Media is primarily Internet-based methods of networking using web-based tools to communicate widely, quickly and easily for the purpose of sharing information (public or private), searching for information, and communicating with others. Examples of Social Media include, but are not limited to Facebook, MySpace, Twitter, YouTube, LinkedIn, podcasts, blogs, message boards, wikis, text messaging, virtual worlds, chat rooms, and other online group discussion forums or social networks. This includes anything published on the Internet or SCN's Intranet.

Use of/Using Social Media at Work means creating, contributing or otherwise engaging in Social Media for SCN whether such activity is performed on work time, personal time during the work day, before, during or after scheduled work, approved breaks or lunch while on SCN's systems/applications, and/or Information Technology network infrastructure ("IT Assets").

Employees using Social Media:

- Shall not disclose any confidential, proprietary or non-public information of any form or nature related to the Sisters of Charity of Nazareth, residents, or the workplace;
- Shall not make illegal, harassing, threatening, discriminatory, defamatory, false, obscene, explicit, or profane statements based on race, color, religion, gender, sexual

orientation, disability, military status, genetic information, pregnancy, age, or national origin or ethnicity concerning the Sisters of Charity of Nazareth or SCN Ministries or Mission, other Employees, or individual members of the SCN Congregation.

- Shall not engage in illegal activity, activity inconsistent with the SCN Standards of Personal Conduct or adverse to SCN Mission.
- When using Social Media, Employees must not expressly or implicitly represent that his/her views are the views of the Sisters of Charity of Nazareth unless he/she is expressly authorized to make such representation by a supervisor, or the individual is an Employee whose official job function includes serving as SCN's authorized spokesperson who may represent SCN's official positions and views.
- When an Employee's use of Social Media is not aligned with the position of the SCN, the Employee may be asked to remove any reference to his/her employment or affiliation with the Sisters of Charity of Nazareth.
- Employee's use of Social Media at Work shall also be in accordance with Computer and Technology Use Guidelines and:
 - o Shall not:
 - interfere with the Employee's work performance;
 - interfere with any other Employee's work performance; or
 - violate any laws, this Policy, or any other SCN policy, guideline, standard or directive of the Sisters of Charity of Nazareth; and
 - o Shall not:
 - violate any other limitations that SCN policies may impose. Limitations that may be imposed by SCN can include limiting such activity to personal time only, before or after scheduled work hours, during lunch periods, or during approved breaks, or as otherwise authorized by SCN.
- Only authorized employees with written permission may photograph any individuals in the workplace (including, but not limited to residents, other employees, or unidentified individuals in the background) to be posted on any Social Media site.

Employees may share SCN Family social media posts in a manner consistent with this policy.

- SCN email accounts shall be used in accordance with SCN's Computer Use and Technology Guidelines policy. Specifically, such email accounts shall not be used for non-work related Social Media activities or notifications.

Using Social Media for Work-Related Purposes

In addition to the general procedures outlined above for use of Social Media, employees using Social Media for appropriate work-related purposes must also comply with the following:

- Employees requested by the Sisters of Charity of Nazareth to engage in Social Media activities for work-related purposes or asked by supervisors or leadership to participate in Social Media activities may do so in support of SCN's organizational objectives. These approved activities are conducted on paid time.
- Hiring managers and supervisors shall not access Social Media sites during the recruitment process or after employment nor use inappropriate information inadvertently obtained about a specific individual applicant in the hiring decision process or for disciplining a current employee. Only Human Resources staff may lawfully and appropriately access and evaluate information as part of the recruitment or disciplinary process.
- All requests for Employee references, including those for use on Social Media sites (i.e., LinkedIn), should be referred to the SCN Human Resources Department.
- Employees must seek approval from the SCN Communications Department before establishing an SCN-hosted Social Media site. The site must relate to the legitimate business needs of the Sisters of Charity of Nazareth, and the site shall adhere to all laws, SCN's mission, guidelines, applicable policies, corporate identity and graphic standards.
- By posting any content on any SCN Entity's Social Media site, Employees grant SCN and/or any SCN Entity or Agent the irrevocable right to monitor such sites and to reproduce, distribute, publish, display or remove content as well as to create derivative works from such content, edit or modify it and use such content for any purpose.

Compliance

Employees shall receive notice of this policy and may receive periodic education and training on its application and use on an on-going basis.

In accordance with federal and state laws, regulations, and SCN related policies, SCN reserves the right to monitor Employee's Social Media activities and maintain detailed reports of Social Media usage. Any such monitoring may be conducted by the SCN IT department or the Employee's immediate supervisor or director.

Violations of this Policy may subject Employee to corrective disciplinary action up to and including termination for violation of the applicable Policy, or result in criminal prosecution or additional liability associated with other legal actions available. Employees must report any suspected violation immediately to the direct supervisor, Human Resources, Communications, and other entities/staff as appropriate. If Private Health Information or Electronic Private Health Information is involved, the HIPAA Privacy Officer must also be notified.

Solicitation/Borrowing

Distribution of written materials or solicitation of employees by non-employees on the premises is prohibited. Distribution of written materials or solicitation by employees is prohibited in working areas or during working time. Borrowing or soliciting monetary gifts from residents by employees is prohibited.

Telecommuting

The Sisters of Charity of Nazareth consider telecommuting to be a viable alternative work arrangement in limited cases where the employee, job, and supervisor are all suited to such an arrangement and it is deemed beneficial to the organization. Telecommuting allows an employee to work at home, on the road, or in a satellite office for a portion of their regular workweek. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement or a benefit that is available to all employees in the organization. Employees and supervisors who are interested in a telecommuting arrangement must contact the Human Resource Office to obtain a copy of the guidelines.

Termination

Employment with the Sisters of Charity of Nazareth is at-will and may be terminated for any reason or no reason; either the employee or the employer is free to end the employment relationship at any time.

It is important that termination be initiated properly. It is also important that the director or supervisor receive adequate notice of an employee's intention to terminate.

1. Resignation
 - a. Employees who separate from employment are asked to give at least two (2) weeks written notice to the director or supervisor. This allows the director or supervisor an opportunity to ensure that job duties are fulfilled as needed.
 - b. Directors and supervisors are asked to give at least one (1) month written notice of resignation.

2. Resignation Without Notice

Employees who resign without giving notice are not eligible for re-employment.

Transitional Work

The Transitional Duty policy is designed to provide a return to work opportunity for any employee whose physician is indicating the presence of work restrictions. These work restrictions may have

been caused by an illness, accident, or injury related to non-occupational or occupational (Worker's Compensation) reasons.

The policy contributes to the prompt and safe return of employees to active employment status. This has a direct impact on employee morale, recovery time, staffing, and the costs associated with worker's compensation, sick pay, and long term disability benefits.

Participation Guidelines

1. Employees who are off work because of illness, injury, or accident may be provided transitional work on a temporary basis.
2. Employees must receive approval from the employee's physician and/or the Occupational Health physician in order to participate in transitional work. Once these approvals are obtained, participation in the Transitional Work program is mandatory.
3. The failure or refusal of the employee to participate in the Transitional Work program may impact the employee's sick leave benefits, worker's compensation benefits, or long term disability benefits.
4. Employees are expected to accept any appropriate transitional duty assignment regardless of department.

Occupational Injuries/Illnesses

1. It is the responsibility of the Human Resource Director to evaluate whether employees not working because of occupational injuries or illnesses are candidates for the Transitional Duty program.
2. The Human Resource Department will obtain from the employee a release authorizing the employer to obtain from the employee's physician information concerning work restrictions.

Non-Occupational Injuries/Illnesses

1. It is the responsibility of the director or supervisor to notify the Human Resource Department of employees not working because of non-occupational injuries or illnesses who may be eligible for the Transitional Duty program.
2. The Human Resource Department is to be notified immediately if an employee is to be off work for more than three calendar days.

Transitional Duty Job Assignments

1. Job placement will be coordinated by the Human Resource Director in collaboration with the director or supervisor. The skills, education, experience, and the work restrictions will be matched with the department need.
2. The primary goal of the Transitional Duty program is to place the employee in his/her same department; however, the employee may be placed in any department.
3. If no position is available for the employee, the employee will resume income replacement from worker's compensation, sick leave, or long term disability benefits as applicable.
4. Job assignments under the Transitional Duty Program are temporary job placements.

Compensation, Benefits, and Personnel Policies

1. All benefits for employees in the Transitional Duty program will continue to accrue according to the number of hours worked in each pay period.
2. The Transitional Duty rate of pay will be the employee's regular rate of pay and will be charged to the department in which the employee is regularly employed.
3. The employee will observe the work schedule of the assigned department, and will follow the same policies and procedures as apply to all other employees.

Length and Termination of Transitional Duty

1. Transitional Duty job assignments are temporary assignments. The length of time an employee will be allowed to remain on transitional duty will be determined by the directors/supervisors involved with input from the Human Resource Director, the treating physician and, for occupational injuries or illnesses, the Worker's Compensation Medical Case Manager.
2. The length of time in the Transitional Duty program will receive close supervision to enable the employee to achieve maximum medical improvement (MMI). Twelve calendar weeks will be the maximum length of time permitted in the Transitional Duty program. Exceptions must be approved by the appropriate director or supervisor.
3. If it is determined that the employee is physically unable to return to the original position, the Human Resource Director will consult with directors/supervisors involved to determine if permanent job modifications or reassignment can be made. The determination will be made based on the employee's physical and vocational abilities along with current vacancies.
4. If a position is not available for the employee, the employee will be placed on a medical leave of absence for a maximum period of one year following the end of the transitional duty period.

5. Eligibility for income replacement through worker's compensation, sick leave benefits, and/or long term disability benefits (as applicable) may continue once transitional duty ends.
6. Employees who do not return to work (once released by the physician) during or at the end of the medical leave of absence will be terminated from employment, in accordance with law and applicable policies.

An employee's participation in the Transitional Duty program is considered beneficial for the employer, employee, and the employee's co-workers. Any form of retaliatory behavior, generated by a director, supervisor, or other employee and directed at an employee who is participating in a Transitional Duty program is prohibited.

Travel for Work-Related Purposes

Some non-exempt positions may require travel in the United States and abroad. The purpose of this policy is to state the pay rules that apply to non-exempt employees when traveling on SCN business.

Employees in positions classified as non-exempt under the Fair Labor Standards Act are eligible for compensation for the time they spend traveling. The compensation an employee receives depends on the kind of travel and whether the travel time takes place within normal work hours.

"Normal work hours," for the purposes of this policy, are defined as the non-exempt employees typical work day. This definition applies to normal workdays (Monday through Friday) and to weekends (Saturday and Sunday).

"Travel time" is defined as including the time the employee arrives at the airport to the time the employee reaches his or her destination. If an employee is traveling *to* a location, then the destination is either the hotel or the worksite (if the employee travels directly from the airport to work). If the employee is returning home *from* a location, the destination is the airport of final arrival.

If an employee is traveling by air and no flights are available from or to the airport nearest the employee's residence, then travel between the employee's residence and the airport is considered travel time and is eligible for compensation in accordance with the policy guidelines below.

Travel between home and work or between the hotel and worksite is considered normal commuting time and is not eligible for compensation.

Travel Time within Normal Work Hours

Any portion of authorized travel time that takes place within the employee's normal work hours on any day of the week, including Saturday and Sunday, is treated as work hours. Travel time within normal work hours will be paid at the employee's regular hourly rate and will be factored into overtime calculations.

When an employee travels between two or more time zones, the time zone associated with the point of departure should be used to determine whether the travel falls within normal work hours.

Travel Time Outside of Normal Work Hours

When a non-exempt employee is required to travel as a passenger in an automobile, plane or any other mode of transportation *outside* of normal work hours, he or she will be compensated at his/her regular hourly rate for that portion of travel time that takes place outside of normal work hours. Unlike work hours, outside travel hours are not factored into overtime calculations.

When an employee travels between two or more time zones, the time zone associated with the point of departure should be used to determine whether the travel falls outside of normal work hours.

Travel Time as the Driver of an Automobile

All authorized travel time spent driving an automobile (as the driver) is treated as work hours, regardless of whether the travel takes place within normal work hours or outside normal work hours. An employee will receive his or her regular hourly rate for all travel time spent as the driver of an automobile, and this time will be factored into overtime calculations.

Travel as a *passenger* in an automobile is not automatically treated as work hours. Travel as a passenger in an automobile is treated the same as all other forms of travel, and compensation depends on whether the travel time takes place within normal work hours and may not qualify for overtime.

Calculating and Reporting Travel Time

Employees are responsible for accurately tracking, calculating and reporting travel time on their timesheets in accordance with this policy. Meal periods should be deducted from all travel times.

Whistleblower

A whistleblower as defined by this policy is an employee of the Sisters of Charity of Nazareth who reports an activity observed in the workplace that he/she considers illegal or dishonest/unethical. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures. The appropriate designated employees of the organization are responsible for investigation of the alleged illegal/unethical activity.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting or possible unethical practices.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the Human Resources Director. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. The confidentiality of the whistleblower will be maintained as much as possible; however, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense. The Sisters of Charity of Nazareth, their agents or assigns, will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments, and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Human Resources Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Director of Human Resources who is responsible for investigating and coordinating corrective action.

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ADDENDUM A
Effective March 1, 2017

Bereavement Benefit

Employees are granted time off with pay for bereavement immediately following a death in the family. The days allowed are:

- Three (3) days for the death of a parent, spouse, child, sister, brother, grandparent, grandchild, corresponding step-relatives, parent of a spouse, and other relative or close friend living in the employee's home.
- One (1) day to attend funeral services that occur on a scheduled work day for a niece, nephew, brother-in-law, sister-in-law, daughter-in-law, son-in-law, aunt, uncle or great grandparent

Paid Time Off

The Paid Time-Off (PTO) benefit may be used as time off for personal illness of the employee or family member, family or other emergencies, or as personal time away from work. PTO is available after 90 days of employment and may be used in increments of quarter hours.

Funeral Pay

If a non-exempt employee wishes to attend the funeral of a Sister for personal reasons, they must clock in and out and use a paid time off benefit in order to receive pay. There will be some instances where employees will be required to assist with funerals because it is a part of their job responsibility and they will remain clocked in.

Promotion and Transfers

Positions will remain posted internally for 5 days. (Weekends included) Employees who are promoted, transferred, or demoted will receive a performance review after three months and after six months.

Full-time and part time employees in their first six months of employment are not eligible for transfer to another department.

Employee ID Badges

Employees will be issued an employee identification badge upon hire from the Human Resources Department. For those employees who work in Carrico Hall, the Motherhouse and O'Connell Hall, you will be required to use your badge to enter the building. It will include the employee's first name and department. If an employee loses the badge, a \$5.00 charge for the replacement will be issued. There will be no charge for damaged/torn badges. Please see Human Resources if you need a new badge.

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