



EMPLOYEE HANDBOOK

FEBRUARY 14, 2019

Adoray Home Health & Hospice

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Adoray
HOME HEALTH & HOSPICE
Compassion • Respect • Expertise

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Dear Adoray Home Health and Hospice Employee:

Welcome to Adoray Home Health and Hospice and thank you for choosing to be a part of the team. Adoray Home Health & Hospice is a program of St. Croix Valley Shared Services, Inc., your local not-for-profit healthcare partner. Bringing comfort home to Western Wisconsin communities since 1995.

Adoray's goal has been to improve our patients' quality of life while recovering from injury or when facing serious or life-limiting illness. We work to make each day a comfortable one – one that brings dignity, relief from pain, and choice in your treatment. As a member of the staff, you will help make that happen. Your ideas and suggestions matter. Please share them with colleagues and managers.

This handbook was developed to help you understand what you can expect from Adoray Home Health and Hospice as an employer, and what the organization expects of you as an employee. Please familiarize yourself with the contents of the employee handbook.

Sincerely,

Kelsey Delander
CEO/Executive Director

Employee Handbook Statement

This employee handbook sets forth employment guidelines, and is a summary of some of the organizational policies which govern employee behavior and expectations, which employees are expected to follow and lets employees know what can be expected from Adoray Home Health and Hospice. None of the statements or policies outlined in this handbook are meant to imply that Adoray Home Health and Hospice is guaranteeing employment for anyone. This handbook is not, nor is it intended to be, a contract of employment. All employees are employed “at-will.” This means that an employee’s employment relationship is for an indefinite period of time, and can be terminated by either the employee or Adoray Home Health and Hospice at any time. No supervisory or managerial personnel have the authority to change an employee’s status as an at-will employee. The employment-at-will relationship between an employee and Adoray Home Health and Hospice may not be modified other than by a written employment contract signed by the employee, CEO and Human Resources. Any statement or promise made by any other member of management or other employee will not change this policy or create an agreement. Final interpretation and implementation of any of the policies or rules are vested solely with management.

Adoray Home Health and Hospice reserves the right to add to, delete from or change any portion of this handbook at any time and are reviewed and revised periodically. If you have any questions about the information in this handbook or about any aspect of your job, you are encouraged to discuss with your manager and/or consult the details of the policies associated with handbook. Policies referenced in this handbook will be found in the facility policy and procedure manuals available from your supervisor or human resources.

Each employee will receive a copy of the Employee Handbook. After you have read this handbook, you must sign an acknowledgement that you have read and understand its contents and return the acknowledgement to Human Resources.

Our Mission & Values

Mission: Why we exist

“Partnering to improve the quality of life throughout serious illness wherever you call home.”

Vision: Where we are going

“To redefine health care through innovation, education and access wherever you call home”

Values/Standards of Conduct:

Adoray Home Health and Hospice, as an organization, is committed to the following three basic standards of conduct which will direct the decisions and activities of the organization:

- Compassion
- Community
- Commitment

Employment

Equal Opportunity

Adoray Home Health and Hospice is committed to a policy of equal opportunity for all employees. It is our policy to seek and employ the best qualified personnel in all positions, to provide equal opportunity for advancement to all employees, including job transfers, promotions and training, and to administer these activities in a manner which will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, handicap, ancestry, sexual orientation, marital status, arrest or conviction record, or any other discriminatory basis prohibited by state or federal law. (Policy: Equal Opportunity)

Pre-employment Health Screening

As a condition of employment applicants who are offered employment at Adoray Home Health and Hospice will be required to successfully complete a health screening conducted by a local health care provider.

(Policy: Pre-employment health screening)

Wisconsin Caregiver Law

Wisconsin Act 27 includes provisions requiring background and criminal history checks of certain personnel who have regular direct contact with the clients served by the entity. As a condition of employment, caregiver background checks must be performed on all caregivers every four years. Falsification of information disclosure could result in termination of employment. The law requires that individuals who have knowledge of fraud, abuse, neglect, theft and misappropriation must report such incidents to the Bureau of Quality Assurance. (Policy: Background Checks)

Immigration Law Compliance

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. (Policy: Immigration Law)

Licensure, Registration or Certification

In positions where a license, registration or certificate is required, prospective employees must provide the applicable current documentation to Human Resources prior to start date. Present employees must verify their current licensure, registration and certificate at renewal time and provide copies to Human Resources.

Disability Accommodations

Adoray Home Health and Hospice is committed to complying fully with the Americans with Disability Act (ADA) and ensures equal opportunity for qualified person with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. (Policy: Disability Accommodations)

Labor Relations

Adoray Home Health and Hospice is committed to improving the health and lives of the patients and families we serve. We recognize that our employees are the keys to our success and therefore we are committed to providing a positive work environment that promotes personal development and achievement for each individual.

Adoray desires a mutually rewarding and direct relationship with employees without the intervention of a labor organization, whose tactics may include disruption of patient care and work stoppages. We believe that direct and open communication is necessary for our success as an organization, and we are committed to providing employees with opportunities for sharing ideas and participating in decisions that affect their work environment and patient care. We do not believe that union representation is necessary or beneficial for our employees, patients, or our organization.

Harassment/Workplace Violence

Adoray Home Health and Hospice is committed to providing a work environment that is free of discrimination and unlawful harassment. Adoray strictly forbids all forms of harassment of our employees by any employee, vendor or customer.

Harassment can take many forms and is not necessarily sexual in nature. Gestures, words, pictures, jokes or comments based on an individual's race, religion, sex, national origin, age, disability or any other legally protected status will not be tolerated. In general, conduct that another employee finds offensive may not be repeated once it is made known, or if it is obvious, that such conduct is offensive. Harassment of any sort – verbal, physical, visual – will not be tolerated.

Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favors or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing the duties of his or her position. This conduct is also unlawful when it creates an intimidating, hostile or offensive working environment or when such conduct is made a condition of employment or compensation, either implicitly or explicitly.

All employees have a responsibility for keeping our work environment free of harassment. Any employees who become aware that harassment might exist are obligated to take prompt and appropriate action.

Employees who become aware of an incident of harassment, whether by virtue of a report made by an employee, suspicion or witnessing the conduct in question, must report it to the CEO. In the event the problem exists with a member of the Human Resources department, a report must be made to the CEO. Appropriate investigation and

disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved.

Any employee found to have harassed a fellow employee, customer, vendor or subordinate will be subject to disciplinary action and/or possible discharge. No adverse employment action will be taken against any employee for making a good faith report of suspected harassment. (Policy: Unlawful Harassment)

Reference Check

Human Resources and/or payroll will be the only party to respond to written or verbal reference checks. In responding to these requests, only dates of employment and position title will be released. Salary history is released only when consent is received from the employee.

Employment Status

1. FULL TIME: Employees with an assigned FTE of .8 and above who are not Limited Term. Generally, they are eligible for Adoray benefit package, subject to the terms, conditions, and limitations of each benefit program.
2. PART TIME: Employees with an assigned FTE of .5 to .79 who are not Limited Term. Regular part-time employees are eligible for some benefits sponsored by Adoray's subject to the terms, conditions, and limitations of each benefit program.
3. CASUAL: Employees with an assigned FTE of .2 to .49 receive all legally mandated benefits (such as workers' compensation insurance and Social Security) but are ineligible for all of Adoray's other health and welfare benefit programs.
4. CALL: Employees who have no guaranteed shifts or regular scheduled work hours, however, they may be required to work a minimum number of shifts to retain skill competency. Call employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security) but are ineligible for all of Adoray's other health and welfare benefit programs.
5. LIMITED TERM: Employees who are hired for a limited, specific period. Limited term employees are not eligible for benefits provided by Adoray.

Probationary Period

All new employees will have a 90-day orientation period to have orientation to the organization. This allows the employee to determine if they like the job and for Adoray to evaluate the employee's future potential. During this time the employment relationship may be separated without cause by either the employee or the employer. All other employee benefits are available on the first of the month following the date of hire. (Policy: Performance Review and Pay Adjustment)

Paid Time Off

All eligible employees will receive paid time off (PTO) based on hours paid as well as longevity with the organization. PTO will be used for holidays, sick time, and vacation time. A new employee will begin accruing PTO immediately and be available for use.

PTO Policy

PTO requests over five days should be requested at least three months in advance. This should be done through the PTO request form and approved in advance by the manager. Any other request should be requested at least two weeks in advance and will be reviewed by manager based on business needs and staffing requirements.

- Planned PTO requests (other than holidays) will be submitted to the appropriate supervisor on the “Employee PTO request form” located in the Adoray B Drive.
- Requests for more than 2 consecutive weeks of PTO must be approved by Manager and Human Resources or CEO.
- Requests are to be approved or denied by the manager within one week of the request.
- When an hourly employee falls below their required FTE during a pay period PTO will automatically be added to meet their assigned FTE.
- If an employee is terminating employment, they must give a minimum notice of two weeks for staff and four weeks for supervisors and managers in order to be paid out earned PTO. All final payments will be subject to applicable state and federal deductions, benefit and any other legally required deductions for garnishments, child support, etc.
- PTO will not be allowed to extend a termination date unless there are extreme circumstances.

Bereavement Leave

Adoray Home Health and Hospice provides three days of bereavement leave for full time employees and two days for part time for death of an immediate family member. Adoray defines “immediate family” as the employee’s spouse, significant other, parent, child, sibling, grandparents, grandchildren, aunt, uncle, grandparent-in-law, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law brother-in-law, and step family. (Policy: Bereavement Leave)

Jury Duty

All eligible employees will receive time off and encourages full-time or part-time employees (.5 – 1.0) to fulfill their civic responsibilities by serving jury duty when required. ADORAY will pay the employee up to two weeks of pay over any two-year period. (Policy: Jury Duty)

Business Conduct

The primary rules of how we conduct business are found within the Code of Conduct. The rules identified here along with facility policies and procedures are additional expectations of our employees.

Drug Testing

Adoray Home Health and Hospice is committed to providing a drug free environment free from the influence of alcohol and illegal drugs in order to protect the health, safety and well-being of its employees and patients. Therefore, we have established a drug and alcohol testing policy. This policy takes into account the policies of the Drug Free Workplace Act of 1988 and the drug testing guidelines published by the US Department of Health and Human Services and/or US Department of Transportation.

The testing of drugs and alcohol may be administered under the following conditions:

1. Reasonable Suspicion

2. Post-Accident

An applicant or employee has the right to refuse testing. However, a refusal of testing will be treated as a failure to comply with Adoray's policy and will generally result in termination of employment or withdrawal of offer of employment. (Policy: Drug and Alcohol-Free Workplace)

Personal Appearance/Dress Code/Identification Tag

All employees are expected to be clean, concerned with good personal hygiene and dress in a manner which is professional in business establishments. Uniforms, scrubs, professional dress attire or business casual attire is considered acceptable depending on your department. An identification badge is issued to employees upon their initial employment and must be worn and visible while at work.

Uniform Criteria:

You must wear an approved ADORAY uniform with a logo when visiting a client or patient in a facility. **A facility would include group homes, nursing homes, assisted living, hospitals, and community based residential facilities.** **Uniform Criteria:**

1. Employees must adhere to the General Dress Code Guidelines and ID Badge policies while completing patient visits. Home Health Aides must wear Adoray logo scrubs at all times when providing patient care.
2. Employees must wear an approved Adoray uniform with a logo when visiting a client or patient in a facility.
3. Employees are not required to wear logoed apparel for visits to patient homes.

Approved Logo Uniforms for Facility Visits (see list of facilities above)

Clinical Staff – Any company logo'd item in any shade of purple, white, black, or grey (purple preferred)

Lab Coat or Scrub jacket with Adoray logo

Scrubs – purple, white, or gray scrubs with Adoray logo

Home Health Aides (Mandatory) – approved scrubs with logo

Volunteers Store –loaner apron with logo

Employees can purchase logo wear at the following locations:

Business Attire: Land's End Business Outfitters: <https://business.landsend.com/store/adoray>

Scrubs: www.smartscrubs.com/adoray Password: ADORAY2018

Logo Application Drop off sites:

Stichin' Post, 107 W Main St., Roberts, WI 54023 – 715 - 749-0112

Star Embroidery, 1481 Country Rd E, New Richmond, WI 54017

Financial Provision for logo garments:

Employees required to wear logo apparel will be given a stipend to purchase items.

Employees will receive a one-time \$50.00 reimbursement for purchase of scrubs or logo wear. Home Health Aide will receive a yearly stipend of \$100 for scrubs. Employees must turn in receipt to office manager to receive reimbursement.

Computer, E-mail and Internet Usage

Computers, computer files, the e-mail system, and software furnished to employees are the property of Adoray Home Health and Hospice and are intended for business use. Employees should not use a password, access a file, or retrieve

any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

Inclement Weather

Adoray services cover a large area. Staff will be notified via Tiger text if the office is closed due to inclement weather. Field staff will be responsible for making sound judgment on whether to go out during adverse driving conditions in their area. (Policy: Office closing)

Cellphone

Cellular phones have become very common in communications both for private use as well as work use. Since it is both costly and cumbersome for staff to carry and keep straight utilization of two different cell phones, it is Adoray's position to provide a stipend to staff that are willing to utilize their personal cell phone for work. Staff are eligible to receive a stipend for utilizing their cell phone for work-related activity. This is voluntary only—those who do not wish to participate do not receive a stipend. The stipend rate will be based on hours worked. There will be three rates: full-time (.8-1.0), part-time (.5-.75) and casual call (less than .5). The rate will be reviewed periodically by the CFO and Director for consideration to update. It is up to the employee to determine which cell phone plan they wish to use.

Termination Notice

When resigning from Adoray Home Health and Hospice, staff must submit a letter in writing to to his/her manager. Letter to include: Date of request; effective date of resignation/retirement – two weeks for staff positions and 30 days for management positions; and reason for resignation are required to be paid out your PTO.

Mileage Reimbursement

Adoray Home Health and Hospice will reimburse staff for miles traveled for work.

- Adoray Home Health and Hospice does not reimburse for commute miles to work, which includes travel to the first stop/visit of the day unless that first stop is further than the main office or 30 miles. In that case, the difference in mileage is reimbursed.
- Adoray Home Health and Hospice does not reimburse for commute miles from work to home, which includes travel from the last stop/visit of the day unless the last stop of the day is further from home than it is from the main office or is more than 30 miles. In that case, the difference in mileage is reimbursed.
- When on-call, the staff person's home is considered the office and mileage will be calculated to and/or from the staff member's home.
- For casual staff making visits any time of day (includes call), the staff person's home is considered the office and mileage will be calculated to and/or from the staff member's home. Time and mileage will not be reimbursed when casual staff is coming to the office only unless #3 above applies.

Payroll and Timekeeping

Payroll

The pay period cycle for recording and paying time is Sunday through Saturday. Employees will be paid on a biweekly basis, every other Thursday, through direct deposit into a bank account of choice and will receive an itemized statement of earnings and deductions. In the event a regularly scheduled payday falls on a holiday, you will be paid on the Wednesday before the holiday. In the unlikely event that there is an error in the amount of pay, the employee is expected to bring the discrepancy to the attention of the Office Manager. (Policy: Pay Policy)

Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require Adoray Home Health and Hospice to keep an accurate record of time worked in order to calculate employee pay and benefits. Time cards are due to Leann on Mondays at 4:30 pm. If they are not turned in, you will be paid based on your FTE or if you are casual call we will assume you did not work.

Hours of Work and Attendance

Unexcused Absences

Unexcused absences from work for more than two days without calling in or notifying Adoray will be considered a voluntary resignation.

Overtime

There may be times when it will be necessary for you to work overtime. Your supervisor will notify you as early as possible regarding scheduling needs. There may be times when you would like to work overtime. However, prior authorization must be obtained from your supervisor before working overtime. Overtime is paid in accordance with current state and federal regulations. (Policy: Overtime Compensation)

Rest and Meal Periods

Each workday based upon business conditions, nonexempt employees are provided with two rest periods, 15 minutes in length. Employees who are scheduled to work eight (8) continuous hours are eligible to take a non-paid meal break of thirty (30) minutes. Employees can take one (1) paid break of 15 minutes for each four (4) continuous hours worked. Employees are not allowed to forego breaks to shorten the work day or incur unapproved overtime. On occasion, a salaried employee may be called away from meal and/or break time for work. On occasion, hourly employees may be called away from a paid break. However, when hourly employees are on an unpaid meal break, they are entitled to enjoy that break uninterrupted by work. Employees are not allowed to forego meals to lengthen the work day or to incur overtime without approval.

Requests for Time Off

Paid time off is designed to provide income protection to eligible employees needing time off from work. Paid time off should be requested in advance, as determined by department practice. It will be the discretion of the employee's immediate manager to determine if approval for time off will be granted based on business or department needs and current staffing levels. (Policy: Meals and Breaks)

Sick Calls

Employees must contact their supervisor via telephone if they will be off from work due to an illness or an unexpected event. Staff that provide patient care are responsible to reschedule patients. If you are unable to, please communicate with the office to ensure all patient visits are covered.

Leaves of Absence

Family and Medical Leave

In general, a leave of absence is an official authorization to be absent from work **without pay** for a specified period of time. Eligible employees may be entitled to job-protected family or medical leaves of absence if they are unable to come to work due to pressing family or medical concerns as described under the Family/Medical Leave policy, which shall be administered in accordance with applicable state and federal laws:

Employees who have worked at least 12 months, and at least 1250 hours in the preceding 12 months may be granted an unpaid leave under the federal Family Medical Leave Act (FMLA) for the employee's own serious health condition; the serious health condition of a spouse, parent or minor child; or the birth, adoption or foster care placement of a child. An employee's "serious health condition" assumes that the employee is unable to perform one or more of the essential functions of his/her job.

"Serious health condition" is defined generally as a disabling physical or mental illness, injury, impairment or condition involving inpatient care in a clinic, nursing home or hospice, or out-patient care that requires continuing treatment or supervision by a health care provider. If you are unsure whether a condition qualifies as a "serious health condition" you should discuss with your treatment provider, or the Human Resources department.

An employee is entitled to up to 12 weeks of leave during a 12-month period. We use a rolling 52-week period measured backward from the date an employee uses any FMLA leave.

Employees who have worked at least one year, and at least 1000 hours in the preceding 52 weeks are entitled to leave under Wisconsin Family Medical Leave law, which provides for shorter leave periods - two (2) weeks for illness, six (6) weeks for birth/adoption - and is calculated on a calendar year. For more information on this leave, please contact the Human Resources department. In the event of eligibility under both laws, a leave is counted as FMLA leave under both federal and state acts concurrently.

Guidelines for FMLA leave:

In the event of a serious illness of the employee or his/her child, spouse, or parent, creating a need for unforeseeable family or medical leave, the employee should provide us with sufficient information, as soon as practicable, of the need for time off. In the event of a foreseeable medical treatment to the employee or his/her child, spouse, or parent, employees shall be required to give thirty (30) days advance notice. **When requesting time off from work, employees must submit a completed FMLA request form, which can be obtained from the Human Resources Director.** In both foreseen and unforeseen medical leaves, the employee must furnish a written doctor's certificate indicating the expected duration and nature of the illness, particularly as it relates to the employee's ability to come to work or the need for that employee's presence at home to care for a seriously ill family member.

To assist us in arranging work assignments during your absence, we ask that you give us prior notice, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of your expected return date. During your leave, you are requested to keep the company updated regarding your condition. To facilitate your return to work, we also ask that you provide us with two weeks advance notification of your intended return date. Failure to do so may delay your return date.

Employees will be required to use accrued sick leave or PTO at the commencement of federal FMLA leave. Employees using state FMLA must notify the Human Resources manager in writing if they do **not** wish to use accrued paid time-off. No new sick leave or PTO will accrue during any unpaid FMLA leave period.

While on a leave of absence provided for under this policy, we will continue your group health insurance benefits under the same terms as provided prior to your leave, for up to a maximum of 12 weeks leave time during any one-year period. The only exception to this is if you elect not to continue coverage or fail to pay your share of premiums when they become due. If your leave extends beyond 12 weeks, you shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules. **In the event you choose not return to work following FMLA leave, you may be required to reimburse all insurance premiums paid by us during the leave.**

Medical certification may be requested, according to law. In appropriate circumstances, we may require you to be examined by a physician whom we designate, at the company's expense.

FMLA leave will run concurrently with other leaves of absence, absent extraordinary circumstances.

Leave in connection with a serious health condition may be available on an intermittent or reduced hour basis if medically necessary.

At the conclusion of the FMLA leave, we will reinstate you to your position or to a position with equivalent benefits, pay, and other conditions of employment, as required by law. Should you require an extended leave beyond the period of time described in this policy, we will seek to return you to a suitable position, but cannot guarantee that one will be available

There are certain exceptions under both state and federal law regarding your rights to family/medical leave. Please check with the Human Resources manager if you are anticipating taking such a leave.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

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

Under either the FMLA or the Military Family Leave, an employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer for failure to comply with the law.

Military Leave

Unpaid military leaves are authorized for training and service purposes in accordance with the applicable law. You are required to provide written notification of military leave as soon as you are informed of military orders. Upon satisfactory completion of the training or service, Adoray Home Health and Hospice will reinstate you to your former position or a comparable position, provided application for reinstatement is made in accordance with applicable laws. Employees wishing to use accrued PTO or sick time in order to be paid while on military leave may, but are not required to do so. Please notify Human Resources if you wish to use your paid leave prior to the beginning of the leave. For more information about military leave and your rights under the law, please see the poster or contact the Human Resources Department.

(Policy: FMLA)

MOTOR VEHICLE SAFETY

Although our business is one not typically thought of as a transportation company, our day to day driving during work hours does create a great deal of responsibility to ensure employee and public safety. We have developed a motor vehicle safety program that addresses driver selection, penalties for accidents, vehicle safety and maintenance standards/guidelines.

All employees are expected to abide by established guidelines and cooperate in ensuring that our

employees and the general public are protected against the needless waste associated with automotive accidents and injuries. All clinical employees will be given a copy of Motor Vehicle Safety Guidelines upon hiring. These guidelines will be reviewed with the employee. The employee will sign that they read and understand these guidelines after the review and all questions are answered and the form will be placed in their personnel file.

The following items represent key elements in an effective motor vehicle safety program.

- Radius of Occupation
- Driving Record
- Vehicle Standards
- Education

Driving Record - Motor Vehicle Record Check

The following criteria constitute an acceptable driving record. Individuals generally do not change their driving habits from home to work or vehicle to vehicle. Thus, the motor vehicle record is an important tool in driver selection.

Minimum Criteria

- A. Grounds for Declination, Termination, or Reassignment to a Non-Driving Position:
 1. Capital violations, such as: homicide, assault with a motor vehicle, etc.
 2. One or more convictions of driving while intoxicated, reckless driving, hit and run, illegal drug use, within the most recent three-year period.
 3. Three or more serious moving violations (including speeding), and/or "at fault" accidents within the most recent three-year period.
 4. Driver's license suspended or revoked.
 5. History of moving violations or accidents not disclosed on "Driver's Application Form".

- B. Grounds for Probation (6 Months):
 1. Two serious moving violations (including speeding and/or "at fault" accidents) within the most recent three-year period.
 - a. Drivers falling into a probation status will have their Motor Vehicle record pulled semi-annually until they return to a position of good standing. Motor Vehicle records (MVR) may be requested for violation and accident record from appropriate state agency at the discretion of the agency administration.

- C. Proof of Insurance:
 1. Insurance is required for all drivers. Certificates of insurance and/or proof that the driver has insurance coverage will be required.

Vehicle Inspections, Maintenance and Vehicle Standards

The actual inspection and maintenance of the vehicle is highly recommended and will be the responsibility of the employee. The vehicle to be inspected is the one that will be principally used by the employee for transportation during on duty hours.

Inspection Rationale

- A. Steering:
Inspection or service is needed when the steering wheel is hard to turn or has too much free play. Strange sounds or any changes in the steering action should also result in inspection and if necessary, repair.
- B. Suspension System:
Wheel alignment may be necessary if abnormal tire wear, or if vehicle pulls to the right or left on a straight and level roadway. Shocks should be checked for leakage and excessive bounce.
- C. Tires:
Vibrations experienced through the seat or steering column at highway speeds may indicate the need for wheel balancing. Check tires for tread depth (2/32), fabric breaks, cord damage, bumps, bulges, and/or cuts.
- D. Brakes:
Repeated pulling to one side, strange sounds, squeaking, brake warning light, or increased brake pedal travel indicate brake problems. Have the system inspected at once and repaired if necessary.
- E. Inspection Frequency:
A suggested frequency of semi-annual (Spring and Fall) inspections should take place.

It is suggested the employee should supply basics of car safety, i.e. flares, first aid kits, winter survival gear, "Heat" for gas tanks on cold days, "Ice" for slippery driveways, windshield visors to prevent burns from steering wheels and hot seats on summer days.

Education

Education on safe driving techniques will be provided periodically to employees.

Employee Motor Vehicle Safety Guidelines

All clinical employees shall be given a copy of the attached guidelines, review them and sign them. A copy will be placed in their personnel file.

MOTOR VEHICLE SAFETY GUIDELINES

As an employee of Adoray Home Health and Hospice, I understand the following guidelines are expected by Adoray when using my vehicle for work related activity:

- Do not pick up hitchhikers.
- Safety belt usage is mandatory for all occupants of the vehicles.
- Do not transport a patient, his family or an injured person in the vehicle while working.
- Check all car fluids, i.e. oil, window washer fluids, regularly.
- Adhere to the manufacturer's recommended routine maintenance schedule.
- Maintain appropriate tire pressures as listed by the manufacturer.

- The vehicle is not to be operated while the driver is under the influence of alcohol or a controlled substance.
- You must have a valid driver license always.
- You must observe all traffic regulations.
- You must provide proof of current motor vehicle insurance on a yearly basis to the agency.
- The vehicle is to be locked when unattended. If you are carrying an Adoray laptop computer, see Computer Rules policy.
- Notify management of all accidents immediately.
- If involved in an accident, make no comment as to who is or is not at fault. Save all explanations for the attending police officer.
- In the event of an accident, obtain the name of the driver(s) and insurance company(s) and names(s) of any witness(s).
- Vehicle windows are to be kept clean always. This especially applies to snow and ice on all windows.
- Interiors are to be kept clean of all trash type items, i.e. paper, cans, etc. These items may roll around and interfere with acceleration or braking.

Talking on a cell phone means that a driver's full attention is not on the road. Staff members should **never** talk on cell phones while driving unless they have a hands-free device, and then they should make the call as brief as possible.

Any and all moving violations/tickets or citations dealing with defective vehicle conditions are to be reported to management within 48 hours.

Vehicle repairs, especially those dealing with brakes, lights, wiper blades, etc. are to be corrected immediately.

Employees are expected to pay attention to and observe any parking restrictions when they are on Adoray business. Any parking tickets received are the responsibility of the employee.

CONFIDENTIALITY

I understand that Adoray Home Health & Hospice has a legal and ethical responsibility to safeguard the confidentiality of its human resources, payroll, fiscal, research, computer systems, management information, and Treasures of the Heart Stores contributor and client information (collectively “Confidential Information”).

In the course of my employment/assignment at Adoray, I understand that I may come into the possession of Confidential Information. I further understand that I must sign and comply with this agreement in order to get authorization for access to any of ADORAY’s Confidential Information.

Check to indicate I read and understood each statement.

- I will not disclose or discuss any Confidential Information with others, including friends or family, who do not have a need to know. In addition, I understand my personal access code, user ID(s), and password(s) used to access computer systems are also an integral aspect of this Confidential information.
- I will not access or view any Confidential Information, or utilize equipment, other than what is required to do my job.
- I will not discuss Confidential Information where others can overhear the conversation (for example, in hallways, on elevators, in the dining room, at restaurants, and at social events). It is not acceptable to discuss Confidential Information in public areas even if a patient’s name is not used. Such a discussion may raise doubts among patients and visitors about our respect for their privacy.
- I will not make inquiries about Confidential Information for other personnel who do not have proper authorization to access such Confidential Information.
- I will not willingly inform another person of my computer password or knowingly use another person’s computer password instead of my own for any reason.
- I will not make any unauthorized transmissions, inquiries, modifications, or purgings of Confidential Information in ADORAY’s computer system(s). Such unauthorized transmissions include, but are not limited to, removing and/or transferring Confidential Information from ADORAY’s computer system(s) to unauthorized locations (for instance, home).
- I will log off any computer prior to leaving it unattended.
- I will comply with any security or privacy policy declared by Adoray to protect the security and privacy of Confidential Information.
- I will immediately report to my supervisor any activity, by any person, including myself, that is a violation of this Agreement or of any Adoray information security privacy policy.
- Upon termination of my employment, I will immediately return any documents or other media containing Confidential Information to Adoray.
- I agree that my obligations under this Agreement will continue after the termination of my employment.

- I understand that violation of this Agreement may result in disciplinary action, up to and including termination of employment and/or suspension and loss of privileges, in accordance with Adoray Corrective Action and Progressive Discipline Policy, as well as legal liability.
- I further understand that all computer access activity is subject to audit.

Employee Handbook Acknowledgement Statement

The employee handbook describes general information about Adoray Home Health and Hospice, and I understand that I should consult with my manager or Human Resources regarding the detailed policies and procedures or any questions not answered in the handbook. Detailed policies and procedures are found in the corresponding sections of the facility policy and procedure manuals, found in each department.

I have entered into my employment relationship with Adoray Home Health and Hospice voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Adoray Home Health and Hospice can terminate the relationship at will, with or without cause, at any time, based upon the doctrine of employment at will.

The handbook provided by Adoray Home Health and Hospice is not, nor is it intended to be, a contract of employment. Furthermore, Adoray Home Health and Hospice reserves the right to add to, delete from or change any portion of this handbook at any time. Final interpretation of the handbook and of the policies related to this handbook will be the responsibility of management.

I acknowledge that I have received the handbook, and I understand that it is my responsibility to read and comply with the policies referenced and contained in this handbook and any revisions made to it. The handbook dated October 10, 2018 supersedes any previous handbook or unwritten policies.

Employee Signature

Date

Employee Name