



Employee Handbook

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EMPLOYEE HANDBOOK

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HANDBOOK INTERPRETATION

The information in this Handbook should help familiarize employees with The Facility¹ and its policies. However, this handbook cannot anticipate every situation or answer every question about employment. **NEITHER THIS HANDBOOK NOR ANY PROVISIONS IN THIS HANDBOOK NOR ANY OTHER WRITTEN OR ORAL STATEMENT BY ANY EMPLOYEE OR AGENT OF THE FACILITY CONSTITUTES A CONTRACT OF EMPLOYMENT OR ANY OTHER TYPE CONTRACT.** No employee or officer of The Facility is authorized to enter into oral or written contracts with employees. Employees are employed for an indefinite period, and either the employee or The Facility may terminate such employment with or without cause at any time for any reason with or without notice. The Facility will demonstrate flexibility in the administration of policies and procedures and reserves the right to amend this Handbook without notice.

Each employee is given a copy of this Handbook and is expected to read and become familiar with it. If an employee has questions about anything in this Handbook, those questions should be directed to his/her supervisor and/or Human Resources for answers. Each employee will be asked to sign an acknowledgment that he/she has read the Handbook and understands it. The acknowledgment form can be found at the end of this handbook.

ADMISSION POLICY

Residents are admitted to The Facility and are rendered services without regard to race, color, religion, sex, national origin, age, veteran status or physical or mental disability. The Facility complies fully with: *Title VII of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973 as amended; The Americans with Disabilities Act as amended; The Age Discrimination in Employment Act, as amended; as well as all other state and federal laws.*

EQUAL OPPORTUNITY EMPLOYMENT

It is the policy of Generations to provide equal opportunity for all employees and applicants for employment regardless of race, color, national origin, religion, sex, age, physical or mental disability, genetic information, sexual orientation, or any other characteristic protected by state and federal laws; to promote full realization of equal opportunity and to maintain a workplace free of discriminatory practices and policies. This policy applies to all personnel/employment programs, and management practices and decisions including, but not limited to, recruitment/hiring, merit promotion, transfers, reassignments, training and career development, benefits, and separation.

Generations is committed to the principles of equal employment opportunity. All employees and managers must do their part to preserve these principles in our organization. Working together, will cultivate an environment that allows all employees to achieve their highest potential. Simply reducing or preventing discrimination is not enough. The Facility will aggressively

¹ "The Facility" encompasses all operations of Generations Management Company, LLC, Generations of Red Bay, LLC, Generations of Vernon, LLC and Generations Professional Services LLC.

promote equal employment opportunity for all persons in the workplace. It is the responsibility of every employee to practice the principles of equal employment.

The Americans With Disabilities Act (ADA)

The ADA requires, among other things, that an employer provide reasonable accommodation to qualified individuals with disabilities, unless to do so would cause undue hardship for the employer. It is The Facility's intention to comply with the ADA (and applicable state laws pertaining to disabilities) in the provision of reasonable accommodations to its employees. If you believe that you require an accommodation in order to perform your job, please speak with The Facility Administrator or Human Resources so that we may begin the interactive process.

PRE-EMPLOYMENT PROCEDURES

All prospective employees must successfully complete our pre-employment screening process. All applicants must:

1. Provide at least two (2) positive references.
2. Successfully pass a drug screen after a conditional offer of employment has been made.
3. Complete a Health Care Questionnaire after a conditional offer of employment has been made.
4. Complete a two-step PPD test after a conditional offer of employment has been made.
5. Submit to a criminal background report.
6. Produce a current professional license or certification, if applicable.

CLASSIFICATION OF EMPLOYEES

The first six (6) months of each employee's employment is called the initial employment period. Employees are classified as either regular employees, regular part-time employees, or casual/as needed employees. Regular employees are hired for no definite term and are generally scheduled on a regular basis to work a minimum of sixty-four (64) hours in a pay-period, unless the employee is routinely scheduled to work four (4) consecutive days with two (2) days off. Regular part-time employees are generally scheduled on a regular basis to work fewer than sixty-four (64) hours in a pay-period and are hired for no definite term. Casual/as needed employees may work more or fewer than sixty-four (64) hours in a pay-period but are called in and scheduled on an irregular, as needed basis and are hired for no definite term.

NEW EMPLOYEES

All employees must complete General Orientation prior to job specific orientation. All non-licensed, non-supervisory employees must complete a minimum of three (3) days of orientation. During this time, the employee will receive basic job training and testing to determine compatibility and aptitude for the job. All licensed and supervisory personnel must complete a minimum of seven (7) days of orientation.

Nurse aides must be eligible to be evaluated and approved as competent by the state-approved evaluation program or, within four (4) months after beginning work as a nurse aide at The Facility, must complete a state-approved training program and be certified competent. More specific information on nurse aide training will be given to nurse aide candidates by their supervisor. Neither successful completion of the nurse aide program nor completion of the orientation period guarantees further employment.

EMPLOYEE ATTENDANCE POLICY

Employees are required to report promptly for duty as scheduled. Employees must arrive early enough to be at their assigned area when their shift begins. All employees are needed as scheduled, regardless of their position, for their department to function properly.

Pre-Arranged Absence

When you learn that you must be absent or off from work for a legitimate reason, you should notify your Supervisor immediately.

Unexpected Absence

When unavoidable situations arise such as personal illness, serious illness or death in the family, or other emergencies that require you to be absent, be late for work, or leave early, you must:

1. on each day of your absence, notify your Supervisor by phone, as soon as possible, that you will not be at work that day; or
2. if your Supervisor is not available, notify either the person designated by your Supervisor or the Administrator of The Facility.

Except in unusual and severe circumstances, a minimum of two (2) hours notice is required. An employee's failure to call when he or she will not be able to be at work is a "No Call-No Show." One occurrence of a No Call-No Show may result in a three (3) day suspension without pay. The second occurrence of a No Call-No Show will normally result in automatic discharge with no rehire privileges. Employees absent for two or more consecutive days without notification to The Facility will be considered to have voluntarily terminated their employment.

While unexpected absences, tardiness, or leaving work early without advance permission is sometimes unavoidable, it creates a hardship for your department and should occur only in cases of very serious need.

Excessive Absenteeism

Absenteeism is defined as being absent from work on any scheduled work day, including scheduled overtime, even when the employee has followed the reporting procedure prior to the absence. Excessive absences may lead to disciplinary action up to and including termination. Additionally, The Facility will not tolerate patterned absences, meaning those that regularly occur on the same day of the week, after and/or before a weekend or holiday, or following payday. Regular absences for the same reason also may be considered patterned absences.

Each occurrence will result in disciplinary action. An “occurrence” is an uninterrupted absence or two (2) tardys and/or two (2) leave earlys. An uninterrupted absence means being absent for a consecutive period of time due to personal or family illness or any unauthorized reason. Three (3) occurrences during a six (6) month period will normally result in a written warning. Five (5) occurrences during a six-month period will normally result in a three (3) day suspension without pay. Seven (7) occurrences during a six-month period will normally result in termination. The six-month period is measured on a rolling basis backward from the date of each occurrence. Each consecutive thirty (30) day calendar period an employee works without an occurrence will remove one (1) occurrence from the previous six (6) month record.

Any absence due to the following reasons will NOT be recorded as an occurrence:

1. Any company paid absence;
2. Work related injury or illness;
3. Military or FMLA leave of absence;
4. Jury duty or other court ordered appearance;
5. Funeral of an immediate family member (parents, spouse, children, brothers and sisters);
6. Pre-approved vacation days; or
7. Pre-approved personal leave days.

It is the employee's responsibility to personally talk to his or her Supervisor regarding the circumstances surrounding an absence each day he or she is away from work.

Tardiness

The Facility expects all employees to report to work all scheduled days on time. Excessive tardiness can lead to disciplinary action and possible termination. An hourly employee who clocks in eight (8) minutes or more after the start of his or her scheduled start time, either at the start of a shift or when returning from a meal or other break, is tardy.

LEAVES OF ABSENCE

Circumstances may arise that require an employee to leave the job for an extended period of time. Except for leaves covered by the Family and Medical Leave and Military Leave policies, and jury duty, which are covered in this Handbook section, leaves of absence will be granted only as approved in the discretion of The Facility Administrator.

The following provisions apply to leaves of absence other than Family and Medical Leave and Military Leave:

Leaves of absence will be granted or denied based on several criteria, including but not limited to: ability to staff for absence, leave time required, and whether The Facility can carry on the essential duties of the employee's job description without jeopardizing The Facility's effectiveness.

Employees will be allowed to return to the first available comparable position if granted a leave. When an employee is ready to return to work from an approved leave of absence, he/she should notify The Facility. Every effort will be made to reassign the employee to his/her former job or to a comparable job if one is available. If no comparable opening is available, The Facility may not be able to return the employee to work immediately.

Generally, a leave of absence will not be granted for more than ninety (90) days. Unless The Facility approves an extension of a leave of absence, the employee must return to work when the time authorized for the leave expires or the employee will be deemed to have resigned.

Family and Medical Leave Act Absences

It is the policy of The Facility to comply with the requirements of the Family and Medical Leave Act of 1993 (FMLA). Eligible employees will be granted up to 12 weeks of unpaid FMLA leave within a twelve-month period for the following reasons:

1. because of the birth or placement for adoption or foster care of a child and to care for the child, if the leave is concluded within 12 months of the birth or placement of the child;
2. to care for the employee's spouse, child or parent who has a serious health condition;
or
3. because of the employee's own serious health condition, which renders the employee unable to perform the essential functions of his or her job.

Eligibility

To be eligible for FMLA leave, an employee must have been employed by The Facility for at least twelve (12) months and must have worked at least 1,250 hours during the twelve (12) months prior to the start of the required leave.

Duration of Leave

An eligible employee is entitled up to twelve weeks of FMLA leave within a twelve-month period. For the purposes of determining how many weeks of FMLA leave an employee has taken within a twelve (12) month period, The Facility uses a “rolling” twelve (12) month period counting backward from the date an employee uses any leave.

Pay During Leave

FMLA leave is generally unpaid. However, an employee taking FMLA leave must use all accrued paid leave (vacation/personal days) to which he or she is entitled prior to taking unpaid leave. The period of leave during which the employee receives sick, vacation, personal day or disability pay will be credited against the employee's twelve (12) week FMLA entitlement.

Benefits During Leave

The Facility will maintain an employee's group health plan coverage and other benefits during FMLA leave under the same conditions as if the employee had not taken leave. An employee on FMLA leave must continue to pay any portion of insurance premiums normally paid by the employee when not on FMLA leave.

Intermittent or Reduced Schedule Leave

Where medically necessary due to the serious health condition of an employee's spouse, child or parent or due to the employee's own serious health condition, an employee may take intermittent leave or leave on a reduced leave schedule. An employee taking intermittent leave or leave on a reduced leave schedule may be temporarily transferred to a position with equivalent pay and benefits that better accommodates recurring periods of leave.

Leave Requests

An employee who wishes to take FMLA leave must give written notice to Human Resources of the need for the leave and must explain the reason for the leave to the extent necessary for The Facility to determine whether the leave potentially qualifies as FMLA leave. The employee should also inform Human Resources of the date leave is to commence and the expected duration of the leave. Where the need for leave is foreseeable, at least 30 days notice of the need for leave must be given. Failure to give at least 30 days notice of the need for a foreseeable leave may delay the commencement of leave. Where the need for leave is not foreseeable, notice of the need for leave must be given as soon as practicable, in most cases within two days of knowledge of the need for leave.

If the need for leave is foreseeable based on planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the company. An employee who needs intermittent leave or leave on a reduced leave schedule must advise Human Resources of the need for such leave and of the schedule for treatment, if applicable. Subject to the approval of the employee's health care provider, the employee and Human Resources shall attempt to work out a schedule that meets the employee's needs without unduly disrupting The Facility's operations.

Medical Certification

If FMLA leave is requested because of the employee's own serious health condition or because the employee is needed to care for a spouse, child or parent with a serious health condition, the employee must provide Human Resources with medical certification of the need for leave. A medical certification form can be obtained from Human Resources. The Facility reserves the right to require an employee to obtain a second opinion from a health care provider of its choice at its expense. If opinions of the employee's and The Facility's health care providers differ, The Facility and the employee will attempt to agree on a health care provider who will provide a third and binding opinion at The Facility's expense.

Under certain circumstances, an employee on FMLA leave may be required to provide recertification from a health care provider. Recertification will generally be required if the leave exceeds the minimum duration specified on the certification of the health care provider or every 30 days, whichever is longer. Recertification may be required at shorter intervals where an extension of leave is requested, the circumstances described by the employee's previous certification have changed significantly, or The Facility receives information that casts doubt on the continuing validity of the previous certification.

Maintaining Contact During Leave

An employee on FMLA leave must report to Human Resources every two weeks as to the employee's status and intent to return to work. Failure to maintain contact with The Facility may result in termination of employment.

Return to Work

Upon completion of FMLA leave, the employee will be returned to the same or equivalent position in terms of pay, benefits and other terms and conditions of employment as the employee would have been in had he or she not taken leave.

Prior to returning to work following FMLA leave, an employee must submit a statement from his or her health care provider to Human Resources certifying that the employee is able to return to work without restrictions. An employee who is unable to return to work following FMLA leave due to medical limitations or who is able to return to work subject to medical limitations should discuss those limitations with Human Resources.

Military Leave

Employees are eligible for military leave in accordance with State and Federal law.

Generally, employees reporting for active duty or training, whether on a voluntary or involuntary basis, in the Armed Forces, the Army National Guard, or the Air National Guard (“Uniformed Services”) are eligible for military leave.

To receive a military leave of absence and be entitled to the provisions of this policy, an employee (or an appropriate officer of the uniformed service in which the employee is to serve) should give advance written or verbal notice of the need for leave to the Department Director. The Facility requests all employees seeking military leave to complete a leave request. The only exceptions to the written or verbal notice requirement arise when (1) such notice is precluded by military necessity, as defined by applicable law, or (2) giving such notice is impossible and unreasonable.

Military leave is unpaid. Upon request, employees may be allowed to use their personal leave days accrued before the military leave of absence begins.

Upon completion of a period of service in the uniformed services, employees will be reinstated in a position of employment in accordance with applicable law.

Jury Duty

It is the employee’s right to participate in jury duty when called. Employees are responsible for notifying their supervisor of their receipt of a jury summons as soon as practicable following receipt. An employee will receive the regular rate of pay for scheduled work days during jury duty. The employee should present documentation of the jury duty to his/her supervisor and it should be placed in the personnel record. Any jury duty compensation, other than for transportation, must be endorsed over to The Facility. An employee who participates in jury duty must return to work for his/her next scheduled hour after being dismissed from jury duty.

PERSONAL LEAVE

All regular full-time, employees are allotted paid personal days in accordance with a schedule they receive upon employment. Employees may not use any personal days during the six (6) month initial employment period. Upon completion of the initial employment period, employees will receive one-half of the number of days reflected on the schedule and may begin to use them. Thereafter, personal days will be granted on each anniversary of employment. Employees may not use personal days which have not yet been granted. In other words, The Facility will not advance personal days. The maximum number of personal days that any employee may acquire is thirty (30).

Personal days may be used for personal business, bereavement or any purpose for which leave may be taken under the Family and Medical Leave Act. The Facility requests that employees call in two (2) hours prior to their scheduled shift for emergency situations, sickness or bereavement to use personal days. Employees may not use personal days on the work day immediately preceding or following a holiday. Also, any employee whose employment is terminated, voluntarily or involuntarily, will not be paid for unused personal days.

An employee may not use personal days in lieu of providing notice of separation of employment or during the notice period. The Facility reserves the right to require an employee to use personal days, if available, in lieu of unpaid leave.

HOLIDAYS

The Facility customarily observes the following holidays: New Year's Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and the employee's birthday. Because The Facility is responsible for caring for residents every day of the year, employees may be required to work on observed holidays. All full-time, hourly employees who are scheduled to work on an observed holiday and who actually work their full scheduled shift will be paid "holiday pay" in addition to their pay for the day worked, provided that they also work their full scheduled shift immediately prior and subsequent to the holiday. All other regular, full-time hourly employees who are not scheduled to work on an observed holiday (regardless of shift) will receive "holiday pay" based on their normal hourly schedule: employees who work eight (8) hours will receive eight (8) hours of pay at their normal hourly wage rate and employees who are scheduled for a twelve (12) hour shift and are paid for eleven (11) hours worked will be paid eleven (11) hours of pay at their normal hourly wage rate as "holiday pay" provided that they work their full scheduled shift immediately prior and subsequent to the holiday. Employees are not eligible for holiday pay, however, until after completion of the first thirty (30) days of employment. Only full-time employees are eligible for holiday pay.

VACATION

After completion of one year of continuous employment, a regular, full-time employee will receive vacation time in accordance with the schedule given upon employment. The amount of vacation time that employees receive each year depends upon the employee's years of service, and may be taken in four (4), eight (8) or twelve (12) hour increments. Vacation pay will be paid at the employee's ordinary rate of pay during the pay period in which the employee uses the vacation time. Employees are not entitled to and may not take vacation time during the first year of employment.

After being granted vacation time upon the first year of continuous employment, employees are encouraged to use their time. On subsequent years of service, the maximum unused vacation time an employee may carry forward to the next year is six (6) weeks.

Employees eligible for vacation pay will be paid the balance of any unused vacation time upon separation from employment.

Employees may not take vacation time that they have not yet received; The Facility will not advance employees vacation time or pay.

Except in emergency situations, all requests to use three (3) or more vacation days (or 24 or more vacation hours) must be submitted at least thirty (30) days in advance, so as not to impede the normal business operations of The Facility. Requests to take vacation time will not be approved, however, more than ninety (90) days in advance. Although The Facility will make every effort to accommodate employee requests for vacation time, it reserves the right to deny an employee's request in part or in total. Requests for vacation time will be evaluated on a case by case basis. Any

approved vacation time is subject to cancellation by The Facility at its sole discretion. The Facility also reserves the right to require an employee to use paid vacation time, if available, in lieu of unpaid leave.

SCHEDULING

Resident care is a 24-hour-a-day, seven-day-a-week responsibility. Therefore, work must be scheduled to provide around-the-clock coverage. Employees' work will be scheduled and determined by their department head. Scheduling includes days off, mealtimes during each shift, and shift breaks (time permitting). Employees may be required to work any shift without prior notice.

Overtime

Employees are authorized to work in accordance with the assignment of duties and work schedule only. No overtime shall be permitted without prior permission from an authorized supervisor. Employees who work overtime without authorization are subject to discipline up to and including termination. Salaried employees are not eligible for overtime pay. The Facility does not guarantee equal time-off for excess hours worked and does not give compensatory time off.

STAFF ASSIGNMENT POLICY

All resident-contact staff are assigned to resident care areas based on experience, training, and resident needs. Race, color, religion, sex, age, disability, veteran status or national origin of staff or residents will not be considered when making staff assignments. Employees may be assigned to work with any resident, any section or any shift without notice. The Facility will make every effort to maintain stability by limiting transfers as much as possible; however, employees will be cross-trained in as many areas as necessary to meet resident needs. The Facility does not guarantee any shift, resident, section, or department on a permanent basis to any employee.

EMERGENCY WEATHER CONDITIONS

Because long-term care requires continuous services, The Facility cannot cease operations during severe and emergency weather conditions. In cases of extreme weather conditions, such as snow, ice, flood, hurricane, and tornado, employees are responsible for being aware of the weather conditions and for making any necessary arrangements to be at The Facility and ready to begin work at the scheduled time.

In the event of approaching adverse weather, the Administrator/Designee will notify all employees that the Emergency Weather Policy is in effect. The Administrator/Designee will notify appropriate news media for community-wide notification. Additionally, the Administrator/Designee will update the facility Social Media page and the Company website with instructions for staff.

All Department Heads and other key personnel designated by The Facility Administrator and the Director of Nursing (DON) will be notified and requested to report to or remain in The Facility.

Department Heads will be responsible for insuring adequate coverage for their departments by notifying personnel assigned to their areas of the staffing needs. Department Heads will notify the Administrator of the number of personnel they have available, the employees they have contacted for relief and any other staffing needs they may have. Department Heads may not release personnel from duty until relief employees have made it safely to The Facility or without prior approval from The Facility Administrator.

Department heads are responsible for assigning available employees where needed for continuity of resident services. The Administrator, DON or nurse supervisor is responsible for assigning sleeping accommodations for employees required to remain at The Facility beyond their scheduled shift.

All employees at work when severe or inclement weather is approaching or hits the area are expected to remain at work until such time as appropriate personnel have been brought in to relieve them or they have received approval from their Department Head or The Facility Administrator to leave.

Employees are responsible for contacting their Department Head for instructions regarding reporting for work.

Accommodations

Facility accommodations, such as vacant resident rooms, offices and day rooms, will be used for personnel who cannot or choose not to leave The Facility during inclement or severe weather. If necessary and when available, Department Heads will assign rooms, shifts and schedules for the personnel to receive rest and sleep time. Personnel reporting to work should bring linen, blankets, pillows, a change of clothing, toiletries, and any necessary medications. Residents will receive priority on facility stock of these items.

Pay

The following guidelines apply only to periods of emergency weather conditions where travel may be difficult. During normal conditions, other policies regarding pay will be followed.

An employee who reports to or remains at work during inclement or severe weather will be paid for all hours worked. If any or all the hours constitute overtime, the employee will be paid accordingly.

An employee who is instructed to report to work but does not do so (refusal, no-show, etc.) will not be allowed to use benefit time for time missed. The Facility's normal disciplinary policies, including but not limited to the policies pertaining to attendance, No-Call No-Show and insubordination, will remain in effect. Employees who refuse to report to work or are a No-Call No-Show will be subject to discipline up to and including termination of employment.

If necessary and when advance notice of impending inclement weather is available, employees may be required to report to work prior to the start of their shift. When an employee is on Facility premises at the request of The Facility but is not working, he/she will receive on-call pay.

Any employee who is required to remain at The Facility longer than his/her scheduled shift shall be paid for those hours work and on-call pay for hours off duty. The employee will receive on-call pay for scheduled sleep time.

Any employee who is released from duty but remains at The Facility after such release shall be paid only through the time of release.

Any employee traveling to another Generations facility to provide relief work will be paid for travel time. If any or all the travel hours constitute overtime, the employee will be paid accordingly. Once the employee has arrived at the facility, he/she will receive pay and sleeping accommodations in accordance with this policy.

Other

The Facility will furnish meals for personnel required to work during emergency or inclement weather conditions if duration and conditions warrant.

Employees are expected to be fully aware of this weather policy and to comply with the procedures contained herein. Failure to comply with the procedures or directions set forth in this policy can result in disciplinary action up to and including termination

SALARIES AND PAY PERIODS

Time Clock Information for Hourly Employees

Hourly employees should consider their time cards to be the legal record of the time they have worked and the basis for their payment. For hourly employees, time actually worked will be time paid.

The following rules are set forth in accordance with The Facility policy as a guide for employees. They are not to be considered all-inclusive.

1. Each hourly employee is expected to clock at the beginning and end of the work shift and at the beginning and end of meal breaks.
2. An employee should not leave the general work area except for scheduled meal periods, which are thirty (30) minutes in duration. Break periods are fifteen (15) minutes long and may be taken once each shift. Employees working a twelve (12) hour shift take one (1) hour meal breaks, which at the Facility's discretion, may be divided into (2) 30 minute breaks. Employees working twelve (12) hour shifts will take and two (2) breaks which are fifteen (15) minutes in duration.
3. Mealtime is not computed as working time for pay purposes and may be taken off Facility grounds. Breaktime is computed in working hours and must be taken in designated break or meal areas. No food or drink is allowed in any work area except designated break or meal areas. The supervisor or department head will schedule meal breaks and rest breaks so that they do not interrupt resident care.

4. Each hourly employee is expected to work as scheduled with work broken only by the meal period and breaks. Other time away from the work area must be specifically approved by the supervisor or department head.
5. Each hourly employee is responsible for ensuring that his/her time record is accurate at the end of the period.
6. Duty hours for day, evening, and night shifts vary by department. These will be explained to employees by their supervisor or department head.
7. Off days are staggered to ensure that service to the residents is not interrupted. Each employee must take his/her day off when scheduled except in emergency situations.
8. A request to swap shifts with another employee must be submitted in writing to the department head. Employees may not swap scheduled times with other employees without prior written approval by their department head.
9. All overtime worked must be approved in advance by an employee's supervisor. The employee's supervisor is responsible for turning in written approval of overtime to Human Resources.

Employee Pay

1. Pay periods consist of fourteen (14) consecutive work days. Pay will be computed bi-weekly. There are twenty-six (26) pay periods per year. Any overage or shortage of compensation caused by irregular hours or mistakes on time cards will be adjusted on the next payroll.
2. Loans or salary advancements will not be made to any employees.
3. The Facility must comply with all properly executed orders of garnishment or other such court orders against an employee's wages and will hold or turn over to the court the legal amount of wages subject to garnishment or other court order.
4. [NOTE: This restriction would violate the National Labor Relations Act]
5. Paychecks will be released only to the employee or to an authorized representative supported by a written directive from the employee.
6. Terminated employees will receive their final paycheck on the first scheduled payday after their last day of employment. All outstanding indebtedness to The Facility will be deducted from the final paycheck.

We make every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention

we will promptly make any correction. Please review your pay stub to ensure that it is correct. If you believe a mistake has been made or if you have any question, please promptly see Human Resources.

PERFORMANCE EVALUATIONS

All employees receive a formal written evaluation prior to the completion of the initial employment period, then annually thereafter.

PROMOTIONS AND TRANSFERS

It is The Facility's policy to provide equal opportunity for all employees regardless of race, color, national origin, religion, sex, age, physical or mental disability, genetic information, sexual orientation, or any characteristic protected by state or federal law to progress in The Facility consistent with their skills and interests as vacancies arise. Therefore, The Facility will consider qualified and interested employees who have completed six (6) consecutive months of employment for transfer or promotion before hiring new employees to fill vacancies. Job descriptions are on file in the personnel office. Employees who wish to review any job description should contact their supervisor. All positions available within The Facility will be posted on the employee bulletin board. Positions will remain on the board for three (3) days to allow in-house applications to be made before the position is offered to outside individuals. Applications should be made in the personnel department. The head of the department with the vacant position will review applications and interview qualified applicants for the position.

Transfers will be considered based on Facility requirements and needs at the sole discretion of the Administrator.

TERMINATION OF EMPLOYMENT AND NOTICE

All employees at The Facility are employed for an indefinite term. Therefore, either the employees or The Facility may terminate employment at any time, with or without cause or notice. This status can only be altered by a written contract of employment that is designated as an employment contract, is specific as to all material terms, and is signed by both the employee and the Administrator of the Facility. No employee or agent of The Facility other than the Administrator is authorized to enter into an employment contract with any employee.

Although notice is not required, it is important for the employee's record that resignations are turned in properly. It is also important for The Facility to have adequate advance notice of the employee's desire to terminate employment. Any employee who resigns with a satisfactory employment record and with two (2) weeks notice (hourly employees) or four (4) weeks notice (salaried employees) will be entitled to consideration for rehire. All employees who are rehired will be employed as a new employee. Each employee will be asked to participate in an exit interview. Employees may not use vacation or personal leave days during the notice period.

INSERVICE EDUCATION PROGRAM

In-service education is planned for all employees. These in services are designed to help employee's improve skills and stay informed.

Mandatory Inservice Policy

The purpose of a mandatory inservice policy is to ensure that particular inservices or education programs are attended by all employees.

Mandatory inservice programs are those that are required by The Facility or regulating agencies such as the State Department of Public Health, the Occupational Safety and Health Administration (OSHA), and the Centers for Medicare and Medicaid Services (CMS). Attendance at mandatory inservice programs is required for all employees.

Hourly employees should clock in no more than five (5) minutes before and clock out no more than five (5) minutes after the scheduled inservices. If mandatory inservice attendance results in overtime, employees should have their time approved by the inservice instructor, education director, or their supervisor.

Failure of employees to obtain required continuing education units/hours could lead to loss of certification or license and result in termination of employment. Employees are encouraged to attend other programs leading to job efficiency and personal development as well.

DRUG AND ALCOHOL POLICY AND TESTING

The Facility is firmly committed to the health and safety of its employees. Substance abuse by employees is a potential threat to the residents and staff. Therefore, The Facility has adopted the following policy:

1. The distribution, sale, purchase, use, or possession of intoxicants or non-prescribed controlled substances while on The Facility property or during work hours is prohibited. Reporting to work under the influence of intoxicants or non-prescribed controlled substances is prohibited.
2. The distribution, sale, purchase, use, or possession of materials that are used, or intended for use, with non-prescribed controlled substances while on The Facility property or during work hours is prohibited.
3. Reporting to or being at work with a measurable quantity of intoxicants, non-prescribed narcotics, hallucinogenic drugs, marijuana, or other non-prescribed controlled substances in blood or urine is prohibited.
4. Consuming alcoholic beverages on the job, or reporting or returning to work under the influence of alcohol is prohibited.

5. Any employee taking a prescribed narcotic or over-the-counter drug that might affect the employee's ability to perform his/her job in a safe and productive manner must advise his/her supervisor of its use. The employee may remain on his/her job or may be required to take a leave of absence or other appropriate action as determined by management in consultation with the employee's physician.
6. Adherence to The Facility's policy on drugs and alcohol is a condition of employment for all employees. Employees will be required to sign a consent form authorizing the required medical and laboratory tests and searches.
7. Violation of the drug and alcohol policy will result in disciplinary measures, up to and including termination.
8. The drug and alcohol policy applies to all employees regardless of position without exception. The consent form for drug and alcohol testing and searches can be found at the end of this Handbook.

An employee may be required to undergo a drug screen under any of the following circumstances:

1. After the occurrence of any work-related accident on The Facility property or during work hours;
2. When there is a reason to believe, in the opinion of The Facility, that an employee has reported to work or is on The Facility property with a measurable quantity of intoxicants, drugs, or narcotics in blood or urine;
3. On a random basis; or
4. As a part of any medical examination provided or required by The Facility.

Testing Procedure

An employee may be required to undergo an initial "quick screen" type test to determine whether more sophisticated testing is necessary. A positive "quick screen" test will result in follow-up testing. Such follow-up testing will be performed by an independent laboratory or health care provider that has been certified by the National Institute on Drug Abuse as qualified to perform drug testing under federal workplace testing programs. All follow-up testing procedures will conform to the United States Department of Transportation's specifications for drug testing or will be conducted in an otherwise reliable manner. All positive test results will be subject to confirmation testing and post-accident tests may be subject to verification by a qualified medical review officer. Following a confirmed positive drug test, the employee has the right to conduct independent testing of the same sample upon request and at the employee's expense.

Searches

When there is a reason to believe, in the opinion of The Facility, that an employee is under the influence or in possession of intoxicants, drugs, or narcotics, or materials used or intended for use

with non-prescribed controlled substances, The Facility may request that the employee submit to a search by Facility representatives or law enforcement officials of his/her person and/or property brought onto Facility premises. “The Facility premises” include property of any nature owned, controlled or used by The Facility, including but not limited to parking lots, offices, desks, lockers, cabinets, closets, and vehicles.

Discipline

An employee who, upon request, refuses to submit immediately to a search of his/her person or property or to a drug screen, or who is otherwise in violation of this policy, is subject to disciplinary action up to and including termination. A positive drug test conducted and evaluated pursuant to standards adopted for drug testing by the U.S. Department of Transportation shall be a conclusive presumption of impairment resulting from the use of illegal drugs. An employee whose follow-up tests are confirmed positive for drugs or alcohol or who refuses to submit to or cooperate with a drug or alcohol screen after an accident as set forth in this policy may be terminated and may forfeit any rights to workers' compensation benefits and unemployment compensation benefits under applicable state laws.

WORKPLACE SEARCHES

All lockers, packages, handbags, backpacks, articles, or personal effects in the possession of employees on Facility premises, as well as voice mail, E-mail, or Internet communication, are subject to inspection. Any refusal of inspection may be grounds for disciplinary action up to and including termination.

ELECTRONIC MAIL (E-MAIL), VOICE MAIL, AND INTERNET USAGE

As needed, The Facility provides computers, electronic (E-mail) and voice mail, and Internet access to its employees and employees of related organizations for use in conducting business. Facility computers, computer systems, E-mail, voice mail and Internet access are the sole property of The Facility. Facility computers and computer systems, including E-mail and the Internet, are to be used for business purposes only. Using computers, E-mail, voice mail, and the Internet for transmitting, receiving or viewing harassing, vulgar, profane, or offensive messages, reviewing websites containing vulgar, profane, or offensive information, participating in chain letters or solicitation may result in disciplinary action up to and including termination.

The Facility retains the right to access, review, and disclose the contents of its information systems as it sees fit; employees should not expect any information contained in, or transmitted by The Facility's information systems to be private.

Company Email

Employees who have a Generations “genmanco” E-mail address are personally responsible for online activity conducted with the company E-mail address or any activity which can be traced back to the Genmanco domain. The genmanco.com address attached to an employee’s name implies that

the employee is acting on the facility(s) behalf. When using a company E-mail address to engage in any social media or professional networking, all actions are public and employees will be held fully accountable for any and said activities.

Failure to comply with this policy may result in disciplinary action, up to and including termination. Anyone who suspects a violation of this policy should report directly to the Administrator or the Manager on Duty.

There will be no retaliation against individuals who raise good faith concerns about actual or potential violations of this policy.

WORKER'S COMPENSATION

If an employee is injured while performing his/her duties, the employee must immediately report such an injury to his/her supervisor no matter how minor the injury. The Facility pays for employees to participate in the respective State Worker's Compensation Insurance Program. This program provides hospital and medical protection and loss-of-time benefits to an employee injured on the job under certain circumstances. This program will not give benefits for a work-related injury that is not reported. A properly completed incident report must be filed on all such injuries. It is the employee's responsibility to provide The Facility with verification of physician's visits and current work restrictions.

The fact that an employee is on a workers' compensation leave does not excuse him or her from complying with the Facility's policies regarding attendance, tardiness and absenteeism. (See "Employee Attendance Policy" for more information).

After two weeks of absences occasioned by a work-related injury, an employee may be placed on leave under the Family and Medical Leave Act (FMLA) if eligible.

RULES OF CONDUCT

The following general list of violations will result in appropriate disciplinary action. These rules may be periodically updated and modified at the sole discretion of The Facility. Moreover, it is stressed that all disciplinary situations must be evaluated in light of their individual circumstances, including the employee's overall record of performance.

Neither these rules nor other policies should be construed to be a contract or other promise of employment, and they in no way alter the fact that employment is terminable at will and can be severed by either party at any time for any reason not prohibited by law.

Warning, suspension or discharge may result from the violation of the following rules:

1. Employees must not be dishonest or make any misrepresentations in connection with any aspect of employment. This includes but is not limited to falsifying time records, personnel records, resident records, or any other Facility records or clocking or using another employee's time card.

2. Employees must not possess or use alcohol or illegally obtained drugs on The Facility property or report to work under the influence of these substances (for more information, see section “Drug and Alcohol Policy and Testing”).
3. Employees must not commit a No call-No show (see definition under “Absences”).
4. Employees must not abuse residents, either verbally or physically, or neglect residents. Employees must promptly report any allegation of resident abuse, neglect, accident, injury, or safety hazard. Any allegation of resident abuse will be immediately reported to the authorities for investigation and prosecution (for additional information, please refer to The Elder Justice Act in your General Orientation Handbook).
5. Employees must perform assigned duties and follow the instructions of their supervisor. An employee must not be insubordinate. An employee must not argue with his or her supervisor.
6. Employees must not release confidential information.
7. Employees must not leave The Facility premises during work without proper authorization.
8. Employees must not possess weapons on The Facility premises.
9. Employees must not be involved in conduct that would be widely regarded as immoral, improper, or inappropriate in a work group or The Facility.
10. Employees must not sleep on duty.
11. Employees must not steal.
12. Generations maintains a zero tolerance for harassment, unlawful discrimination, and retaliation. It is the policy of Generations to maintain a model workplace free from harassment and other forms of unlawful discrimination based on race, color, religion, sex, national origin, age, disability, genetic information sexual orientation, or other characteristic protected by state or federal law. (See “Equal Opportunity Employment” and “Harassment Policy” for more information)
13. Employees must not solicit loans or kickbacks from residents, their families, or vendors.
14. Employees must not be willfully negligent.
15. Employees must report if they become infected with a communicable disease.
16. Employees must not violate safety rules.

17. Employees must maintain current certification/licensing requirements.
18. Employees must not date, marry, or have a sexual relationship with a resident unless a relationship was established prior to the resident's admission to the facility.
19. Employees must provide proof of eligibility for employment.
20. Employees must not misuse The Facility materials, supplies, or equipment. This includes consuming Facility materials, supplies, or equipment without authorization.
21. Employees must not loiter or loaf during work hours.
22. Employees must be at their work station at starting time.
23. Employees must not post, deface, or remove notices, signs, or writings in any form on bulletin boards on The Facility property without permission of the supervisor or Administrator.
24. Employees must give proper regard to the dress code and to their appearance and personal hygiene as well.
25. Employees must not violate the no solicitation-no distribution rule.
26. Employees must not be excessively absent or tardy.
27. Employees must not be discourteous or disrespectful.
28. Employees must not participate in horseplay or interfere with the work of others on The Facility property.
29. Employees must not smoke in prohibited areas.
30. Employees must attend mandatory inservices and/or staff meetings.
31. Employees must not violate the overtime policy.
32. Employees must follow the employee safe working practice guidelines.
33. Employees must not make or receive personal telephone calls, including cellular telephone calls, other than for emergency purposes. Employees must not use cellular phones for text messaging during working time. Text messaging must not contain any resident health information or photographs of residents.
34. Employees must follow personnel policies and procedures.

Note: This list is not intended to be all-inclusive. Other violations not specifically listed here may also be considered grounds for warning, suspension, or termination. The severity and frequency of violations will be considered when issuing a warning, suspension or termination.

HARASSMENT POLICY

The Facility prohibits harassment of any employee based on sex, national origin, race, color, age, veteran status, religion, disability or other characteristic protected by state or federal law. Harassment cannot always be precisely defined, but, for example, sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal and physical contact. No management personnel, supervisors, or employees are allowed to engage in or subject other employees to any such harassment.

If an employee feels that he/she has been subjected to harassment, he/she should immediately report the matter to his/her supervisor and to Human Resources.. If the employee's problem is with the supervisor or if the employee is in any way uncomfortable reporting the matter to his/her supervisor, then the employee should report the matter to any member of management (Administrator, HR Manager,, etc.). Prompt, effective, corrective action will be taken against any individual found to have engaged in such harassment, up to and including termination.

There will be no retaliation against employees who report harassment or employees who may have witnessed harassment. Their identities and statements will be kept confidential to the extent that confidentiality is consistent with a thorough investigation. Follow-up inquiries will be made to ensure that harassment has not resumed, and retaliation has not occurred.

Employees who feel they have been subjected to harassment by non-employees at the Facility should also report the matter. Harassment by non-employees will be handled on a case-by-case basis, and the degree of corrective action will depend on the particular situation, including the extent to which The Facility can control or deter such conduct of the part on non-employees.

Harassment may violate this policy even if it does not rise to the level necessary to constitute harassment of the type made illegal under various laws.

FRATERNIZATION POLICY

Supervisors

In an effort to promote efficiency of operations, improve productivity and morale, avoid conflicts of interest, prevent favoritism and bias, and provide the best service to our residents, no person in a management or supervisory position shall have a "dating relationship" with an employee whom he or she directly supervises or whose terms or conditions of employment he or she may influence. For the purpose of this policy, a "dating relationship" means any relationship involving sexual, romantic or other intimate involvement.

Supervisors who are engaged in a dating relationship with an employee whom he or she supervises or whose terms or conditions of employment he or she may influence are required to bring this to the attention of The Facility Administrator or the Department Supervisor to whom he or she reports.

If a supervisor is believed to have engaged in a dating relationship with an employee whom he or she supervises or whose terms and conditions of employment he or she may influence, then the supervisor will be transferred or terminated.

Co-Employees

Co-employee dating relationships (those relationships involving sexual, romantic or other intimate involvement between co-employees who do not have a supervisory or management position as to one another) are not prohibited but can have a negative impact on the working environment. Employees have an obligation to act appropriately and professionally in the workplace at all times. Employees who allow a dating relationship to affect their job performance, interfere with their job duties, or otherwise disturb the work environment will be subject to disciplinary action up to and including termination of employment. Likewise, employees who violate Generations' policy prohibiting harassment in the workplace will be similarly subject to discipline.

Residents

Employee-resident dating relationships are prohibited unless a relationship was established prior to the resident's admission to the facility. If an employee is believed to have engaged in a dating relationship with a resident, the employee will be subject to disciplinary action up to and including termination.

Employees are prohibited from taking residents out of The Facility, except as medically necessary or for Facility-sponsored outings.

Employees may not take residents away from The Facility for non-Facility-sponsored events without the expressed written permission of The Facility's Administrator, Generations' corporate office and the Resident Representative. If the Facility's Administrator, Generations' corporate office and the Resident Representative approve the event, an employee may only take residents away from The Facility during the employee's working time. Under no circumstances may an employee take a resident from The Facility during the employee's personal time.

NO SOLICITATION - NO DISTRIBUTION RULES

Employees are not permitted at any time to make solicitations of any kind (including solicitations for sales, memberships, or subscriptions) in resident care areas, including resident rooms and nursing stations.

In areas of The Facility other than resident care areas, employees are not allowed to make solicitations of any kind while working or otherwise on the clock, and no solicitations will be permitted by employees on non-working time to employees who are working or otherwise on the clock. Additionally, any solicitations are not to interfere with the work of other employees not involved in the solicitation.

Employees are not permitted to distribute any written or printed materials, including advertising materials and handbills, while working or otherwise on the clock. Distribution is also prohibited in any area where work is performed in The Facility.

Solicitations and distribution of written or printed materials by non-employees on The Facility property are prohibited and should be reported to the Administrator immediately if observed. Non-employees who do not have business in The Facility or who are not visiting residents will be considered to be trespassers and will be asked to leave.

Employees who violate this policy will be subject to disciplinary action

COMPLAINT AND SUGGESTION PROCEDURE

It is important for The Facility to maintain an atmosphere in which problems and complaints may be freely discussed and resolved.

Any employee may use the following procedure for making suggestions or complaints or if an employee feels that discrimination or harassment has occurred. An employee's filing a complaint will not subject him/her to any form of adverse action, reprimand, retaliation, or other negative treatment by The Facility personnel.

1. An employee who has a complaint or suggestion concerning his/her job or any other matter that affects him/her should submit the information in writing to his/her immediate supervisor and to Human Resources.. If the employee's immediate supervisor is the source of the complaint or if the employee feels uncomfortable for any reason complaining to his/her immediate supervisor, the employee may submit the complaint or suggestion to the department head, the Assistant Administrator or the Administrator.
2. If the complaint or suggestion is not satisfactorily resolved by the employee's immediate supervisor within three (3) business days after the matter has been presented, the supervisor will arrange for him/her to talk with the department head, who will then listen to the complaint or suggestion and attempt to work out a satisfactory solution.
3. If the matter is not satisfactorily settled by the department head within five (5) days after the matter has been presented to him/her, the employee shall submit the matter in writing to the Corporate Grievance Committee no less than five (5) days after the department head's decision. The Corporate Grievance Committee may at its option consult the governing board but will not be required to do so. Within sixty (60) days of the submission of the complaint, the Corporate Grievance Committee will issue in writing a brief statement of the complaint, essential facts, and final determination. The Administrator will present the Corporate Grievance Committee decision to the employee. This final decision will be signed by the employee and the Administrator and placed in the employee's personnel file.

SECTION 504 GRIEVANCE PROCEDURE

Any employee who believes that he/she or any class of individuals has been subjected to discrimination as prohibited by Section 504 of the Rehabilitation Act of 1973 may file a complaint on his/her own behalf, on behalf of another person, or on behalf of handicapped persons as a class. All employees are encouraged to file grievances to resolve any disputes arising under Section 504. An employee's filing a complaint will not subject him/her to any form of adverse action, reprimand, retaliation or other negative treatment by The Facility personnel.

Accordingly, The Facility has adopted an internal grievance procedure to provide for prompt and equitable resolution of complaints alleging any action prohibited by the United States Department of Health and Human Services Regulations (45 CFR Part 84), (29 USC 794). Section 504 states, in part, that "no otherwise handicapped individual... shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits, or be subjected to discrimination under any program or activity receiving federal financial assistance...". The law and regulations may be examined in the office of the Administrator who has been designated to coordinate The Facility's efforts to comply with the regulations.

1. Complaint processing procedures are as follows:
 - a. All complaints involving matters prohibited by Section 504 should first be filed with The Facility's Director of Nursing or Nursing Supervisor who will render an initial determination and resolution within five (5) days of receipt of the complaint.
 - b. If the complainant is not satisfied with the decision of the Director of Nursing/Nursing Supervisor, the complainant may file an appeal with The Facility's Administrator who will render a decision within five (5) days.
 - c. If the complaint is not satisfied with the Administrator's decision, he/she may request a hearing with the Corporate Grievance Committee for a final determination. The final determination will be made within five (5) days of presentations.
2. A complaint should be in writing, contain the name and address of the person filing it, and briefly describe the action(s) alleged to be prohibited by the Section 504 regulations.
3. All complaints should be filed as directed in #1 within five (5) days after the complaining party becomes aware of the action(s) allegedly prohibited by the Section 504 regulations.
4. All complaints should also be referred to the office of the Section 504 Coordinator, who will maintain the files and records of The Facility relating to Section 504 complaints. The Section 504 Coordinator may assist persons with the preparation and filing of complaints, participate in the investigation of complaints, and advise The Facility's Administrator concerning their resolution.

5. The Administrator of The Facility or his/her designee will take steps to ensure an appropriate investigation of each complaint to determine its validity. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
6. A person's right to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 Complaint with the Office for Civil Rights of the United States Department of Health and Human Services.
7. These rules shall be liberally construed to protect the substantial rights of interested persons, to meet appropriate due process standards, and to assure The Facility's compliance with Section 504 and the regulations.

EMPLOYEE'S RESPONSIBILITIES

Resident Rights

The Facility exists and operates solely to provide the highest quality of care and services possible to our residents. Their payment for these services is The Facility's source of income and the employees' source of salaries and benefits. The Facility expects each employee to learn and support the concept of Resident Rights as an essential part of daily work. These Residents' Rights are posted in The Facility.

Confidentiality

All information of a medical or business nature regarding any resident, employee, or The Facility is confidential and should not be discussed with other employees or with individuals outside The Facility. Such confidential information includes but is not limited to: (1) medical/health information regarding any resident such as the resident's diagnosis, treatment, medication, condition, progression, or regression; and (2) Facility information such as resident and employee names, addresses, telephone numbers, finances, policies, procedures, or any specific operational problems. Any employee who violates this policy will be subject to disciplinary action up to and including termination of employment. If an employee has questions about whether certain information obtained during employment is confidential, he/she should discuss the matter with the Administrator prior to disclosing the information in question.

Accidents

Accidents involving an employee, his/her co-workers, residents, or visitors must be reported immediately to the employee's immediate supervisor or the House Supervisor and an incident report must be completed. If a supervisor is not present, the employee must report to the nurse in charge.

Employee Safe Working Guidelines

As a condition of employment, employees agree to comply with the following safe working guidelines:

1. Employees must follow established department safety procedures.
2. Employees must report any work-related accident or injury to their Immediate Supervisor or House Supervisor as soon as it occurs.
3. Employees must notify their Immediate Supervisor or the House Supervisor of the need for treatment for work-related injury and only go to an employer-directed physician(s) for necessary treatment.
4. If an employee's job duties involve handling residents, the employee should always have assistance or use mechanical lifting devices for residents who are unable or unwilling to assist in a movement.
5. Safety rules are available in each department and are intended to protect employees, residents, and visitors. Employees should know the safety rules and report any unsafe condition to their department head.

Failure on the part of employees to follow the above procedures may result in disciplinary action, including termination.

Changes of Address or Status

1. Federal and State regulations require that the facility maintain an individual personnel record for each employee. It is the employee's responsibility to provide the personnel director with the required data. This responsibility also entails notifying in writing, the personnel director of any change in the required data (*i.e.*, the employee is responsible for keeping the required data current).
2. Each employee must notify the personnel director, in writing, when changes occur in the employee's:
 - a. Name;
 - b. Address;
 - c. Telephone number;
 - d. Marital status;
 - e. Dependents;
 - f. Beneficiary;
 - g. Emergency information;
 - h. Other information, as necessary or appropriate.
3. Should it become necessary for any employee to furnish additional data or records, the employee will be notified in writing by the personnel director. Such data must be completed and provided to the personnel director within the time frame specified on the written notice.

Fire and Disaster Plan

The details of this plan are not included in this handbook. The fire and disaster plans are available in each area and department of The Facility. Employees are required to become familiar with their role in the overall plan. See the department head for details.

Lost and Found

Articles found on the premises are to be turned in to the Business Office. Items left by residents must be reported promptly to Social Services.

Smoking

Smoking is prohibited by employees. Employees may not smoke, use any tobacco product or any electronic smoking device on the facility property including parking lots and surrounding property.

Supplies and Equipment

The Facility equipment must be ready for use at all times of the day and night to serve the residents' needs. Employees should be careful when handling equipment to prevent any damage. Employees should report promptly to their supervisor all out-of-order equipment. Employees should be careful not to waste The Facility supplies.

Telephone

Appropriate telephone etiquette is important and should become a matter of habit. Employees should answer calls promptly and courteously, giving their name and working station. The regular phone lines of The Facility are maintained and operated for official business only.

Employees are prohibited from placing or receiving personal telephone calls at The Facility, except in emergency situations. This policy is equally applicable to cellular telephone use. Employees' cellular telephones should be turned off while in The Facility. Employees may use their cellular telephones only during non-working time.

Titles

Unless the person addressed has indicated otherwise, employees should use appropriate courtesy titles (Dr., Mr., or Ms.) and the proper names in addressing residents and all persons on The Facility's premises.

Visitors

Employees are not to receive personal visitors, including family visitors, nor visit friends in other departments while on duty.

APPEARANCES AND UNIFORMS

All employees are required to maintain good habits of personal hygiene and should be neat, clean, and appropriately attired while working. Identification badges must be worn while on The Facility premises. Employees must maintain neat and well-groomed hairstyles. In departments where uniforms are required, employees must wear the required departmental uniforms. A professional appearance should be maintained at all times.

Employees may wear engagement rings, wedding rings, and watches. Employee name pins should be worn; school pins and service award pins may also be worn. Excessive jewelry is not permitted nor is nose, lip, or tongue jewelry. Bracelets and long necklaces are not to be worn. Employees should use cosmetics and perfume moderately. For the safety of the employees, earrings should not be of the dangling or hoop style.

Personal body and dental hygiene is important. Hairstyles are to be conservative and in good taste. Long, loose hair is not appropriate. Hairnets should be worn by all food service employees.

Fingernails should be clean and not extend beyond the end of the finger for infection control and resident safety reasons. Polish should be limited to clear or very pale shades.

SOCIAL MEDIA AND PERSONAL CELL PHONES

It is the intent of our facilities to minimize the business, legal and personal risks that may arise from an individual's use of cell phones, the functions of the cell phones, social media, both during the work time and non-work time as it relates to our facilities and its residents, sponsors, visitors and other employees.

It is imperative that employees protect the privacy, safety and Protected Health Information of our residents, sponsors, visitors, and other employees.

Employees may not use or disclose any resident identifiable information of any kind including the resident images, on any cell phone, text, smartphone application or any social media platform without the expressed written authorization of the resident and The Facility Administrator. Even if the resident is not identified by name within the information at issue, if there is a reasonable basis to believe that the person could still be identified from the information, then its use or disclosure could constitute a violation of the Health Insurance Portability and Accountability Act (HIPAA), state law, and/or Generations Management policies. Any activity that may compromise a resident's personal dignity or otherwise make them question the confidentiality of the services provided by the facility is prohibited.

Cell Phone Usage

Employees shall not use a cellular phone, Personal Digital Assistant (PDA), camera or the camera option of a cellular phone or PDA to photograph, videotape or record any other staff member, resident or visitor at The Facility.

Generations prohibits the use of concealed audio, video or photographic devices of any kind, in, or on the ground of The Facility. Furthermore, videotaping, audio recording or photography is not permitted in, or on the grounds of The Facility without the expressed permission of the facility Administrator.

Employees are prohibited from using their cellular phones to text during working time and in working areas.

Staff must leave their personal cell phones, PDAs, and/or pagers in their personal vehicles and may only use them during their scheduled breaks.

Failure to comply with this policy may result in disciplinary action for staff, up to and including termination. Anyone who suspects a violation of this policy should report directly to the Administrator or the Manager on Duty.

There will be no retaliation against individuals who raise good faith concerns about actual or potential violations of this policy.

Social Media

Social media encompasses a broad sweep of online activities, all of which are trackable and traceable. These networks not only include the blogs an individual write, but also those where an individual makes comments. Examples of social media include but are not limited to FaceBook, Twitter, SnapChat, Instagram, YouTube, LinkedIn, blogs, podcasts, discussion forums and other social networks. This policy extends to any future platform where new opportunities may arise to share information in a public forum.

Employees shall not use social media in a way that discloses confidential and proprietary information or in a way that is unprofessional, derogatory, disparaging, untruthful, defamatory, pornographic, harassing, libelous, against facility policy or that creates a hostile environment to employees, residents, vendors, competitors or owners.

The Facility policies on computer usage, anti-discrimination, anti-harassment, and anti-retaliation apply equally to social media as to any other form of conduct.

Personal use of social media by employees on facility time and/or equipment including but not limited to computers, servers and other electronic systems, is strictly prohibited. This includes use of personal digital assistants as well as cell phones equipped with access to social media through the facility's servers during work hours.

Employees may not share information online regarding the facility's confidential proprietary or trade secret information, including but not limited to information about our products, services, residents, employees or vendors.

Employees may not post any photos on a social media website which were taken on the facility property.

Use of copyrighted material, logos, letterhead or trademarks may not be used on external websites without prior written permission of the Administrator. Similarly, employees may not use any facility marketing materials on social media or other internet sites without prior written permission of the Administrator of the facility.

When using social media employees are expected to be respectful and professional. Employees may not post discriminatory, defamatory, libelous or slanderous comments when discussing the facility, its officers, your supervisors or co-workers, residents, resident family members, or competitors of the facility.

The facility discourages “friending” of residents on social media websites. Staff in resident care roles should not initiate or accept friend requests of the facility’s residents.

Staff in management/supervisory roles are discouraged from initiating “friend” requests with employees they manage or employees in any subordinate position.

Unless approved by the Administrator, an employee’s social media name, handle and URL should not include the facility’s name or logo.

Disciplinary action, up to and including termination of employment, can result when employees display commentary, content, or images that are confidential proprietary, unprofessional, derogatory, disparaging, untruthful, defamatory, pornographic, harassing, libelous, against policies, or that create a hostile environment to employees, residents, vendors, competitors or owners.

It is important that employees understand they are responsible for what they post and mindful of additional penalties that may be applicable under state and federal law for revealing confidential information of residents.

Any employee who chooses to list their work affiliation on a social network, should post a statement such as, “the statements or opinions expressed on this site are my own and do not necessarily represent those of any Generations Company or affiliates.

GENERAL INFORMATION

Bulletin Boards

Bulletin boards are maintained in the facility for employee notices and other information. Employees should read the information on these boards daily. Only authorized personnel may post items on bulletin boards.

Meal Breaks

Specific areas are designated for employee meal breaks, or employees may leave The Facility for meal breaks. Employees should take meal breaks away from designated work areas. The Facility has provided a break room or other designated area that is centrally located for convenience. Employees should notify their immediate supervisor if they leave The Facility for meal breaks.

Tobacco-Free and Smoke-Free Property

The Facility is a tobacco-free and smoke-free property. This policy applies to all employees and visitors but excludes current and prospective resident in our care. Tobacco-free and smoke-free includes but is not limited to all cigarettes, cigars, pipe, smokeless tobacco, and other unregulated nicotine products, electronic smoking devices (vapes) or devices that mimic smoking that can be used to deliver an inhaled dose of nicotine, or other substances.

Package Inspection

The Facility reserves the right to inspect any package or bag brought into or taken from the premises.

Parking

Parking is provided for employees' convenience. Employees should park and lock their cars in the parking area designated for employees. The Facility is not responsible for any damage to an employee's automobile or its contents.

Personal Valuables

Employees should keep any valuables they bring to work with them at all times. The Facility cannot assume responsibility for any articles lost on the premises.

Suggestions

The Facility is constantly seeking better and more economical ways to furnish quality resident care. The Administrator will gladly receive any employee suggestions.

The Facility Property

The Facility property covered by the policies in this Handbook includes property of any nature owned, controlled, or used by The Facility, including but not limited to parking lots, offices, desks, lockers, cabinets, closets, vehicles, computers, computer systems and voice mail.

THE POLICIES IN THIS HANDBOOK ARE NOT ALL INCLUSIVE AND ARE GUIDELINES. THEY ARE NOT INTENDED TO SUBSTITUTE FOR OR OVERRIDE AN EXERCISE OF GOOD PROFESSIONAL JUDGMENT. THEREFORE, FROM TIME TO TIME, DECISIONS MAY BE MADE WHICH ARE CONTRARY TO THESE GUIDELINES IN THE BEST INTEREST OF THE FACILITY

EMPLOYEE CONSENT FORM

Employee Name:	Date:
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Management Official: (Check appropriate blank)

Management Official Name (Person Performing Test):
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Type of test: _____ Pre-Employment, _____ Random, _____ Reasonable Suspicion, _____ Work-Related Accident, Other: (Please Specify) _____

You have been asked to submit to the following medical test(s):

1. _____ Blood Test
2. _____ Q.E.D. Saliva Alcohol Test
3. _____ "Breathalyzer" Test
4. _____ Urinalysis, (Drug Screening)
5. _____ A search of property or person

You also have been asked to authorize release of any results to The Facility. You may refuse to take this (these) test(s) or allow a search. Disciplinary action up to and including termination may result if you refuse to take this (these) test(s), refuse to allow a search, refuse to authorize release of the test results to The Facility, or if the test(s) or search establish a violation of The Facility's policies concerning drug and alcohol use. **YOU UNDERSTAND THAT IF YOU REFUSE TO SUBMIT TO OR COOPERATE WITH A BLOOD OR URINE TEST AFTER AN ACCIDENT, YOU FORFEIT ANY RIGHTS TO RECOVER WORKER'S COMPENSATION BENEFITS THAT YOU MIGHT HAVE UNDER ALABAMA CODE 25-5-51.** If you consent to take the test(s) and/or allow a search and authorize release of any test results to The Facility, put your signature in the blanks below. Sign and date this form.

I agree to the following test(s) and/or search and to have the result(s) released to The Facility. I hereby release The Facility, its officers, agents and employees from liability in connection with or as a result of said test(s) or search.

1. Blood Test _____(Signature)
2. Q.E.D. Saliva Alcohol Test _____(Signature)
3. "Breathalyzer" Test _____(Signature)
4. Urinalysis, (Drug Screening) _____(Signature)
5. A search of property or person _____(Signature)

Witness: _____ Date: _____

Witness: _____ Date: _____

I do not agree to take the following test(s) or search. I realize that this refusal may result in my termination.

1. Blood Test _____(Signature)
2. Q.E.D. Saliva Alcohol Test _____(Signature)
3. "Breathalyzer" Test _____(Signature)
4. Urinalysis, (Drug Screening) _____(Signature)
5. A search of property or person _____(Signature)

Witness: _____ Date: _____

Witness: _____ Date: _____

ACKNOWLEDGMENT

This is to acknowledge that I have received a copy of the EMPLOYEE HANDBOOK. I accept full responsibility for reading the EMPLOYEE HANDBOOK and following the policies set forth therein.

NEITHER THIS HANDBOOK NOR ANY PROVISIONS IN THIS HANDBOOK NOR ANY OTHER WRITTEN OR ORAL STATEMENT BY ANY EMPLOYEE OR AGENT OF THE FACILITY CONSTITUTES A CONTRACT OF EMPLOYMENT OR ANY OTHER TYPE CONTRACT. No employee or officer of The Facility is authorized to enter into oral or written contracts with employees other than in documents specifically designated as employment contracts by the Administrator. Employees are employed for an indefinite period, and either the employee or The Facility may terminate such employment with or without cause at any time for any reason with or without notice. The Facility must demonstrate flexibility in the administration of policies and procedures and reserves the right to amend this Handbook without notice.

Signature of Employee

Date:

Signature of Facility Representative

Date:

ACKNOWLEDGMENT

This is to acknowledge that I have received a copy of the EMPLOYEE HANDBOOK. I accept full responsibility for reading the EMPLOYEE HANDBOOK and following the policies set forth therein.

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Signature of Employee

Date:

Signature of Facility Representative

Date:

FACILITY COPY
Handbook effective 3/1/2020