



## ***Welcome to Our Practice!***

Starting a new job is exciting, but at times can be overwhelming. This Employee Handbook has been developed to help you become acquainted with our practice and answer many of your initial questions.

As an employee of our practice, the importance of your contribution cannot be overstated. Our goal is to provide the finest-quality products and services to our patients and to do so efficiently and economically. By satisfying our patients' needs, we ensure they will continue to come to us for medical products and services and will recommend us to others.

You are an important part of this process because your work directly influences our practice's reputation.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

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## I. The Way We Work

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### A Word About This Handbook

This Employee Handbook contains information about the employment policies and practices of the practice. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and the practice. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a developing business will require changes from time to time. The practice retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the practice. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

The practice complies with federal and state law and this handbook generally reflects those laws. The practice also complies with any applicable local laws, even though there may not be an express written policy contained in the handbook.

Except for the policy of at-will employment, the practice reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook must be in writing and must be signed by the Chief of Operations Officer of the practice. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period. Any agreement to employment for a specified period of time

will be put into writing and signed by the practice owners of the practice.

Nothing in this Employee Handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed them by Section 7 of the National Labor Relations Act, including but not limited to, the right to engage in concerted protected activity for the purposes of their mutual aid and/or protection. Nothing in this Employee Handbook will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of Section 7 rights.

**OUR PRACTICE IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR THE PRACTICE MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR**

**REPRESENTATIVE OF THE PRACTICE IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRACTICE OWNERS OF THE PRACTICE.**

This Employee Handbook refers to current benefit plans maintained by the practice. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

Likewise, if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

## **Equal Employment Opportunity**

Our practice is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis [“protected class”] including, but not limited to: veteran status, uniform servicemember status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law.

In Florida, the following are also a protected class: race, color, religion, sex, national origin, age, handicap, genetic test results, Florida National Guard membership, AIDS and/or related diseases (unless the absence of the AIDS virus is a bona fide occupational qualification), sickle cell trait [as refusal to hire or discharge] and marital status.

You may discuss equal employment opportunity related questions with your supervisor or any other designated member of management.

## **Americans with Disabilities Act**

Our practice is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify your supervisor of the need for accommodation. Upon doing so, your supervisor may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals. The practice will not seek genetic information in connection with requests for accommodation. All medical information received by the practice in connection with a request for accommodation will be treated as confidential.

## **A Word About our Employee Relations Philosophy**

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

## **No Harassment**

We prohibit harassment of one employee by another employee, supervisor or third party for any reason based upon an individual's race; color; religion; genetic information; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected under federal, state, or local law. Any disciplinary actions given after third complaint are ground for termination of employment. In Florida, the following are also a protected class: race, color, religion, sex, national origin, age, handicap, genetic test results, Florida National Guard membership, AIDS and/or related diseases (unless the absence of the AIDS virus is a bona fide occupational qualification), sickle cell trait [as refusal to hire or discharge] and marital status.

### **Violation of this policy will result in disciplinary action, up to and including immediate discharge.**

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with your immediate supervisor or one of the contacts listed in this policy. At a minimum, the term "harassment" as used in this policy includes any of the following activities pertaining to an individual's race; color; religion; genetic information; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law:

Offensive remarks, comments, jokes, slurs, threats, or verbal conduct.  
Offensive pictures, drawings, photographs, figurines, writings, or other graphic images, conduct, or communications, including text messages, instant messages, websites, voicemails, social media postings, e-mails, faxes, and copies.

Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved; and

Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

We also absolutely prohibit retaliation, which includes: threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.



Our supervisors and managers are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No supervisor or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with the supervisor or manager, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

Even non-employees are covered by this policy. We prohibit harassment, discrimination, or retaliation of our employees in connection with their work by non-employees. Immediately report any harassing or discriminating behavior by non-employees, including contractor or subcontractor employees. Any employee who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed below.

**If you have any concern that our No Harassment policy may have been violated by anyone, you must immediately report the matter. Due to the very serious nature of harassment, discrimination and retaliation, you must report your concerns to one of the individuals listed below:**

1. Discuss any concern with your direct Human Resources at (863) 385-2222, 6325 US 27 N, Suite 201 Sebring, FL 33870.
2. If you are not satisfied after you speak with Human Resources, Discuss your concern with the Chief of Operations at (863) 385-2222, 6325 US 27 N, Suite 201 Sebring, FL 33870.
3. If you are not satisfied after you speak with the Chief of Operations discuss your concern with the Medical Director.

If an employee makes a report to any of these members of administration and the administration either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other members of administration designated in this policy to receive complaints.

**You should report any actions that you believe may violate our policy no matter how slight the actions may seem.**

We will investigate the report and then take prompt, appropriate remedial action. The practice will protect the confidentiality of employees reporting suspected violations to the extent possible consistent with our investigation.

**You will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy.**

We are serious about enforcing our policy against harassment. Persons who violate this or any other practice policy are subject to discipline, up to and including discharge. We cannot resolve a potential policy violation unless we know about it. You are responsible for reporting possible policy violations to us so that we can take appropriate actions to address your concerns.

## **Categories of Employment**

**INTRODUCTORY PERIOD:** Full-time and part-time regular employees are on an introductory period during their first 60 days of employment.

During this time, you will be able to determine if your new position is suitable for you. You and your supervisor will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time since you are an at-will employee both during and after your introductory period.

**FULL-TIME EMPLOYEES** regularly work at least 30 hours or more each week.

**PART-TIME REGULAR EMPLOYEES** regularly work 29 hours or less each week.

**SEASONAL EMPLOYEES** perform a job for a specified time, normally less than one year.

**PER DIEM EMPLOYEES** do not work regularly scheduled hours but are called in to work on an as-needed basis.

In addition to the preceding categories, employees are also categorized as "exempt" or "non-exempt."

**NON-EXEMPT EMPLOYEES** are entitled to overtime pay as required by applicable federal and state law.

**EXEMPT EMPLOYEES** are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws.

Upon hire, your supervisor will notify you of your employment classification.

## **Anniversary Date**

The first day you report to work will be recorded in practice records as your anniversary date. This date may be used to calculate many different practice benefits. If you have any questions regarding your anniversary date, please discuss with Human Resource.

## **Driver's License/Driving Record**

Employees in positions where the operation of a motor vehicle is an essential duty of the position must present and maintain a valid driver's license and acceptable driving record to our insurer. Changes in your driving record must be reported to your supervisor immediately. Violations of this policy may result in immediate termination of your employment.

## **Certification, Licensing and Other Requirements**

You will be informed by your supervisor if there are any licensing, certification or testing requirements for your job. Failure to qualify or to maintain a certification or license may be sufficient cause for discharge.

## **Immigration Reform and Control Act**

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, our practice is committed to employing only individuals who are authorized to work in the United States.

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.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the practice.

## **New Employee Orientation**

Upon joining our practice, you were given this copy of our Employee Handbook. After reading this Employee Handbook please sign the receipt page and return it to your supervisor. You will be asked to complete personnel, payroll and benefit forms.

## **Your Human Resources Department**

The Human Resources department acts as an information center for both employees and management. This department plays an important part in formulating and interpreting practice policy and offers help with a variety of problems and matters that concern employees and management. The Chief of Operations Officer and Medical Director are available to discuss subjects such as employment, recruitment, benefits, employee records, safety and disciplinary problems. The Human Resources department is open:

Monday through Thursday: 8:30. a.m. to 5:00. p.m.  
Friday: 8:30a.m. to 12:00p.m.

Appointments may be arranged for other times.

You are encouraged to contribute suggestions or questions so the staff may be more responsive to your needs.

## **Suggestions and Ideas**

We are always interested in your constructive ideas and suggestions for improving our operations. Your suggestions should be submitted in writing to your supervisor.

After we investigate your suggestion, you will be notified whether it is feasible to be put into practice.

We believe that suggestions indicate initiative. With your approval, we will place the written suggestion in your personnel file and consider it at the time of your performance review.

## **Talk to Us**

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations. If you feel you have a problem, present the situation to your supervisor so that the problem can be settled by examination and discussion of the facts. We hope that your supervisor is able to satisfactorily resolve most matters.

If you still have questions after meeting with your supervisor or if you would like further clarification on the matter, request a meeting with the Chief of Operations Officer. (S)he will review the issues and meet with you to discuss possible solutions.

Finally, if you still believe that your problem has not been fairly or fully addressed, request a meeting with the Medical Director.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

If at any time you do not feel comfortable speaking with your supervisor or the next level of management, discuss your concern with any other member of management with whom you feel comfortable.

## **II. Your Pay and Progress**

### **Recording Your Time**

Non-exempt employees must record their hours on the online payroll application.

Accurately recording all of your time is required in order to be sure that you are paid for all hours worked. You are expected to follow the

established procedures in keeping an accurate record of your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing your shift.
- Immediately before and after any other time away from work.
- Immediately before and after any personal medical appointments with one of the practice physicians.

Employees are required to leave the company premises after their scheduled work shift has been completed. Violations of this policy may result in immediate termination of your employment.

Exempt employees may be required to accurately record their time worked in accordance with federal and state wage and hour law.

All employees subject to this policy are required to accurately record all time worked.

The workweek starts on Wednesday and ends on Tuesday.

## **Payday**

You will be paid biweekly on Friday for the period that ends on the previous Tuesday.

When our payday is a holiday, you normally will be paid on the first working day after the holiday.

You may pick up your paycheck before 1:00 p.m. from the Department of Account Payable.

Please review your paycheck for errors. If you find a mistake, report it to the account payable department. The administrator will assist you in taking the steps necessary to correct the error.

## **Paycheck Deductions**

The practice is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

It is the policy of the practice that exempt employees' pay will not be "docked," or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, the practice may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- ✓ Absences of one or more full days for personal reasons, other than sickness or disability; or
- ✓ Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or
- ✓ Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or
- ✓ Suspensions of one or more full days for violations of safety rules of major significance; or
- ✓ Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
- ✓ Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or
- ✓ Any unpaid leave taken under the Family and Medical Leave Act; or
- ✓ Negative paid-time-off balances, in whole-day increments only.

The practice will not make deductions which are prohibited by the Fair Labor Standards Act or state laws from its exempt employees' pay.

If questions or concerns about any pay deductions arise, employees may discuss and resolve them with the administrator. If an error is found, you will receive an immediate adjustment which will be paid no later than on the next regular payday.

### **Garnishment/Child Support**

When an employee's wages are garnished by a court order, our practice is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Our practice will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

### **Direct Deposit**

You have the option of receiving your pay in a payroll check or having your pay deposited into your bank account through our direct deposit program. All changes must be submitted to the Department of Account Payable two (2) weeks prior to next payroll.

### **Payroll Advances, Loans, Check Cashing**

The practice does not allow payroll advances of any type or personal loans to employees. In addition, the practice will not cash personal checks for employees due to the depletion of business cash on hand.

### **Performance Reviews**

Your performance is important to our practice. Once each year, generally near your anniversary date, your supervisor will review your job progress within our practice and help you set new job performance plans.

Our performance review program provides the basis for better understanding between you and your supervisor, with respect to your job performance, potential and development within the practice.

Performance reviews do not guarantee cost of living adjustments or salary increases.

New employees will generally be reviewed at the end of their introductory sixty days (60) period or more frequently.

## **Job Descriptions**

The practice maintains a job description for each position in the practice. The job description outlines the essential duties and responsibilities of the position. When the duties and/or responsibilities of a position change, the job description is revised to reflect those changes. If you have any questions or wish to obtain a copy of your position's job description, please see your supervisor.

## **Promotions and Transfers**

We believe that career advancement is rewarding for both the employee and the practice. We will promote qualified employees to new or vacated positions whenever possible. In addition, your supervisor is available to discuss transfer opportunities with you.

Job openings may be announced verbally. If you are interested in applying for one of these positions, notify your supervisor and speak to the person indicated on the notice.

## **Overtime**

There will be times when you will need to work overtime so that we may meet the needs of our patients. Although you will be given advance notice when feasible, this is not always possible. Non-exempt employees must have all overtime approved in advance by their supervisor. Non-exempt employees will be paid at a rate of time and one-half their regular hourly rate for hours worked in excess of 40 hours in a workweek, unless state law provides a greater benefit in which case, we will comply with the state law. Only actual hours worked count toward computing weekly overtime. If you have any questions concerning overtime pay, check with the Account Payable Department.

## **On Call**

It may be necessary for individuals in certain positions to be available by telephone after hours during the week or on the weekend. Employees who are required to be on call will be compensated in accordance with applicable state and federal wage and hour laws. On- Call Time See

Regulations 29 CFR 785.17. An employee who is required to remain on call on the employer's premises or so close to the premises that the employee cannot use the time effectively for his or her own purpose is considered working while on-call. Any employee who is required to carry a cell phone, or a beeper, or who is allowed to leave a message where he or she can be reached is not working (in most cases) while on-call". An employee who is not required to remain on the employer's premises but is merely required to leave word at his home or with company officials where he may be reached is not working while on call.

### **III. Time Away from Work and Other Benefits**

#### **Employee Benefits**

Our practice has developed a comprehensive set of employee benefit programs to supplement our employee's regular wages. Our benefits represent a hidden value of additional income to our employees.

This Employee Handbook describes the current benefit plans maintained by the practice. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

The practice reserves the right to modify and/or terminate its benefits at any time.

#### **Holidays**

Our practice normally observes the following holidays during the year:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve (Close at 1:00 P.M.)
- Christmas Day

In addition, the office will close at 1:00 p.m. on the 31<sup>st</sup> of December. If one of the above holidays falls on Saturday, it normally is observed on the preceding Friday. If a holiday falls on Sunday, it normally is observed on the following Monday.

Full-time employees are eligible for paid holidays after 60 days of hire. Eligible employees receive a paid holiday only if the holiday falls on a day they are normally scheduled to work. In order to be paid for the holiday, the employee must work the day before and the day after the holiday.

Employees are eligible for holiday pay in proportion to the number of hours they normally are scheduled to work. Non-exempt employees must work their scheduled workday before and after the holiday in order to be paid



for the holiday unless they are absent with prior permission from the administrator and/or immediate supervisor.

### **Paid Time Off (PTO)**

All full-time employees who have completed one year of service earn 10 days (80 hours) of paid time off per year, to be taken within their 12-month period beginning on their full-time anniversary date

All full-time employees who have completed three (3) years of service earn 15 days (120hours) of paid time off per year, to be taken within their 12-month period beginning on their full-time anniversary date.

Earned vacation must be taken within the 12-month period prior to the employee next anniversary date. Employees are not entitled to pay in lieu of taking time off for vacation. An employee may not carry forward any unused Paid Time Off.

All PTO requests will be honored before a Non-PTO request is acknowledged only if the employee has the available PTO accrued to accommodate the request. Approvals will be based on a first come first serve basis. All vacation and/or personal PTO must be submitted 4 weeks in advance. Employees must utilize their earned PTO balance and may not request Non-PTO in lieu of using their earned but unused PTO. Non-PTO requests will be reviewed within 4 weeks of request start date. Employees may request a maximum period of 5 consecutive days. Holiday request will not be approved for the same individual employee 2 years in a row.

When possible, PTO requests are granted, considering operating requirements.

If multiple requests are submitted the employee with available accrued PTO and the employee who submitted the first request will be approved.

Employees are required to speak with management directly regarding absences or tardiness (no text message allowed) Any absences greater than 1 day require a note of verification. (no disclosure of type of sickness required). Any absences for sickness require a doctor's note of verification of visit.

Employees are required to provide a doctor's note if they need to call in for sickness one day before and/or one day after the holiday and/or weekend, Friday and/or Monday.

### **Jury Duty**

Unless county statute dictates otherwise, full-time employees summoned for jury duty are paid the difference between their normal rate of pay and the jury duty pay for up to 3 days. Thereafter the leave is unpaid. All other employees are given an unpaid leave in order to serve unless county statute dictates otherwise.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Make arrangements with the administrator as soon as you receive your summons.

We reserve the right to request proof of jury service issued by the Court upon return.

## **Voting Leave**

Our practice believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Any employee, whose work schedule does not provide him/her with two hours to vote while polls are open, will be granted up to two unpaid hours off in order to vote. We reserve the right to select the hours you are excused to vote in order to maintain adequate coverage in the relative departments.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Notify the administrator of the need for voting leave as soon as possible. When you return from voting leave, you must present a voter's receipt to the administrator as soon as possible.

## **Military Leave**

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued paid time off (PTO) may be used for this leave if the employee chooses. Military orders should be presented to the administrator and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the practice unless military necessity makes this impossible. You must notify the administrator of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

## **Witness Leave**

Employees are given the necessary time off without pay to attend or participate in a court proceeding in accordance with state law. We ask that you notify the administrator of the need to take witness leave as far in advance as is possible.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

## **Bereavement Leave**

Full-time employees who have completed their introductory of sixty days (60) period are eligible for three paid days for the death of an immediate family member. Members of the immediate family include spouses, domestic partners, parents, brothers, sisters, children, children of domestic partners, grandchildren, grandparents, and parents of domestic partners.

Full-time employees who have completed their introductory period are eligible for one paid day to attend the funeral of aunts, uncles, nieces, nephews, parents-in-law, brothers-in-law, and sisters-in-law.

Requests for bereavement leave should be made to your supervisor as soon as possible. Our practice requires written verification of an employee's familial relationship to the deceased and his or her attendance at the funeral service as a condition of the bereavement pay.

## **Medical Insurance**

Eligible full-time employees may enroll in a single, a single plus spouse, single plus children, or a family contract on the first of the month after completing a sixty day (60) introductory period. Eligibility may be defined by state law and/or by the insurance contract.

Information and enrollment forms may be obtained from Human Resources.

To assist you with the cost of this insurance, our practice pays a portion of a single contract. You are responsible for paying the balance of a single contract and any dependent coverage through payroll deduction.

Participating employees are also covered under our medical insurance plan's prescription drug program.

A booklet containing the details of the plan and eligibility requirements may be obtained from the administrator.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

## **Dental Insurance**

Eligible full-time employees may enroll in a single, a single plus spouse, single plus children, or a family contract on the first of the month after completing a sixty day (60) introductory period.

Information and enrollment forms may be obtained from Human Resources.

You will be responsible for the full cost of this insurance through payroll deduction.

A booklet containing the details of the plan and the eligibility requirements may be obtained from Human Resources.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

Upon discharge you may be entitled to continuation or conversion of the group dental insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact Human Resources.

### **Vision Care Plan**

Eligible full-time employees may enroll in this plan on the first of the month after completing a sixty day (60) introductory period.

You will be responsible for the full cost of this plan through payroll deduction.

Complete details of this plan may be obtained from Human Resources.

Information and enrollment forms may be obtained from Human Resources.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

### **COBRA**

You and/or your covered dependents will have the opportunity to continue medical and/or dental and vision benefits for a period of up to 36 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical and/or dental and vision coverage for you and/or your covered dependents would otherwise end due to your death or because:

- your employment terminates, for a reason other than gross misconduct; or
- your employment status changes due to a reduction in hours; or
- your child ceases to be a "dependent child" under the terms of the medical and/or dental and vision plan; or
- you become divorced or legally separated; or
- you become entitled to Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the plan administrator within 60 days of the occurrence of the event.

The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

For more information regarding COBRA, you may contact Chief Of Operations Officer.

## **Life Insurance**

Eligible full-time employees may enroll in this plan after completing a sixty day (60) introductory period.

You must complete an insurance form and designate your beneficiary.

The cost of this insurance is fully paid by the employee.

Participating employees may also be covered under the plan's Accidental Death and Dismemberment rider.

You also have the option of purchasing additional insurance through our group plan.

Complete details of this plan may be obtained from Human Resources.

## **Section 125 Plans**

Our practice offers a pretax contribution option for employees. This employee benefit is known as a Section 125 plan.

A Section 125 plan is a benefit plan that allows you to make contributions toward premiums for medical insurance, dental insurance, vision care insurance and out-of-pocket medical expenses or dependent care expenses on a "before tax", rather than an "after tax" basis. Your premium contributions and qualified expenses are deducted from your gross pay before income taxes and Social Security is calculated.

To participate in this plan, complete an election form and return it to the administrator.

You cannot make any changes to your pretax contributions until the next open enrollment period unless your family status changes or you become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or discharge of employment of your spouse. A change in election due to a change in family status is effective the following month.

## **Disability Leave**

Full-time employees are eligible for an unpaid disability leave after one year of employment. Disability leave due to non-occupational illness, injury or pregnancy-related disability is not to exceed six weeks.

Granting this leave prior to the completion of the eligibility period and/or beyond the maximum period stated above may be required as a reasonable accommodation in accordance with the Americans with Disabilities Act or due to state law or other requirements.

Employees requesting leave must provide written notice of the disability, including a doctor's certificate stating the nature of the disability and the expected date of return to work. The practice will not seek genetic information in connection with requests for disability leave. All medical information received by the practice in connection with a request for leave under this policy will be treated as confidential.

To the extent allowed by the insurance contract and applicable laws, we will continue to provide medical insurance, dental insurance and vision care insurance coverage for employees on authorized disability leave for the full length of the disability. During this time, you will be responsible for paying your portion of the monthly premium(s).

When you are able to return to work, give us at least one week's advance written notice. Include a doctor's certificate stating that you are medically able to return to your normal duties. We reserve the right to require a physical examination by a physician of our own choosing prior to your resumption of duties, as allowed by state law.

We will return you to the same or similar position you held prior to the disability leave, subject to our staffing and business requirements. Your continued absence from work beyond your disability (as determined by your physician) will be deemed a voluntary discharge of your employment.

This leave may run concurrently with any other leave where permitted by state and federal law.

## **Federal Family and Medical Leave Act**

The Family and Medical Leave Act ("FMLA") provides eligible employees the opportunity to take unpaid job protected leave for certain specific reasons. The maximum amount of leave an employee may use is either 12 or 26 weeks within a 12-month period depending on the reasons for the leave.

### **Employee Eligibility**

To be eligible for FMLA leave, you must:

1. have worked at least 12 months for the practice in the preceding seven years (limited exception apply to the seven-year requirement);
2. have worked at least 1,250 hours for the practice over the preceding 12 months; and
3. currently work at a location where there are at least 50 employees within 75 miles.

All periods of absence from work due to or necessitated by service in the uniformed services are counted in determining FMLA eligibility.

### **Conditions Triggering Leave**

FMLA leave may be taken for the following reasons:

1. birth of a child, or to care for a newly-born child (up to 12 weeks);

2. placement of a child with the employee for adoption or foster care (up to 12 weeks);
3. to care for an immediate family member (employee's spouse, child, or parent) with a serious health condition (up to 12 weeks);
4. because of the employee's serious health condition that make the employee unable perform the employee's job (up to 12 weeks);
5. to care for a covered servicemember with a serious injury or illness related to certain types of military service (up to 26 weeks) (see Military Related FMLA Leave for more details); or
6. to handle certain qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on covered active duty or call to covered active duty status in the Uniformed Services (up to 12 weeks) (see Military-Related FMLA Leave for more details).

The maximum amount of leave that may be taken in a 12-month period for all reasons combined is 12 weeks, with one exception. For leave to care for a covered servicemember, the maximum combined leave entitlement is 26 weeks, with leaves for all other reasons constituting no more than 12 of those 26 weeks.

## **Definitions**

A "Serious Health Conditions" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.

## **Identifying the 12 Month Period**

The 12-month period in which 12 weeks of leave may be taken is the calendar year. For leave to care for a covered servicemember, the practice calculates the 12-month period beginning on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

## **Using Leave**

Eligible employees may take FMLA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member, or in the case of a covered servicemember, his or her injury or illness. Eligible employees may also take intermittent or reduce-scheduled leave for military qualifying exigencies. Intermittent leave is not permitted for birth of a child, to care

for a newly-born child, or for placement of a child for adoption or foster care. Employees who require intermittent or reduce-schedule leave must try to schedule their leave so that it will not unduly disrupt the practice's operations.

### **Use of Accrued Paid Leave**

Depending on the purpose of your leave request, you may choose (or the practice may require you) to use accrued paid leave (such as sick leave, vacation, or PTO), currently with some or all of your FMLA leave. In order to substitute paid leave for FMLA leave, an eligible employee must comply with the practice's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

### **Maintenance of Health Benefits**

If you and/or your family participate in our group health plan, the practice will maintain coverage during your FMLA leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, the practice may recover premiums it paid to maintain health coverage or other benefits for you and for your family. Use FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.

### **Notice and Medical Certification**

When seeking FMLA leave, you are required to provide:

1. Sufficient information for us to determine if the requested leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You must also inform the practice if the requested leave is for a reason for which FMLA leave was previously taken or certified.

If the need for leave is foreseeable, this information must be provided 30 days in advance of the anticipated beginning date of the leave. If the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with the practice normal call-in procedures, absent unusual circumstances.

2. Medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member within 15 calendar days of the practice request to provide the certification (additional time may be permitted in some circumstances). If you fail to do so, we may delay the commencement of your leave, withdraw any designation of FMLA leave or deny the leave, in which case your leave of absence would be treated in accordance with our standard leave of absence and attendance policies, subjecting you to discipline up



- to and including termination. Second or third medical opinions and periodic re-certifications may also be required;
3. Periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and
  4. Medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. The practice will require this certification to address whether you can perform the essential functions of your position.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination.

### **Employer Responsibilities**

To the extent required by law, the practice will inform employees whether they are eligible under the FMLA. Should an employee be eligible for FMLA leave, the practice will provide him or her with a notice that specifies any additional information required as well as the employee's rights and responsibility. If employees are not eligible, the practice will provide a reason for the ineligibility. The practice will also inform employees if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against the employee's leave entitlement. If the practice determines that the leave is not FMLA-protected, the practice will notify the employee.

### **Job Restoration**

Upon returning from FMLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

### **Failure to Return After FMLA Leave**

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement (or in the case of military caregiver leave, the 26-week FMLA entitlement), will be subject to the practice's standard leave of absence and attendance policies. This may result in termination if you have no other practice-provided leave available to you that applies to your continued absence, likewise, following the conclusion of your FMLA leave, the practice's obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).

### **Other Employment**

The practice generally prohibits employees from holding other employment. This policy remains in force during all leaves of absence including FMLA leave and may result in disciplinary action, up to and including immediate termination of employment.

### **Fraud**

Providing false or misleading information or omitting material information in connection with an FMLA leave will result in disciplinary action, up to and including immediate termination.

## **Employer's Compliance with FMLA and Employee's Enforcement Rights.**

The FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA, or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA. While the practice encourages employees to bring any concerns or complaints about compliance with FMLA to the attention of the Chief of Operations Officer, FMLA regulations require employers to advise employees that they may file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer.

Further, FMLA does not affect any Federal or state law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

## **Military-Related Federal FMLA Leave**

FMLA leave may also be available to eligible employees in connection with certain service-related medical and non-medical needs of family members. There are two forms of such leave. The first is Military Caregiver leave, and the second is Qualifying Exigency Leave. Each of these leaves is detailed below.

### **Definitions**

A "covered servicemember" is either: (1) a current servicemember of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness incurred in the line of duty for which the servicemember is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list; or (2) a "covered veteran" who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

A "covered veteran" is a individual who was discharged under conditions other than dishonorable during the five year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. The period between October 28, 2009 and March 8, 2013 is excluded in determining this five-year period.

The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition "serious health condition". For current servicemembers, the term "serious injury or illness" means an injury or illness that was incurred by the member in the line of duty while on active duty in the Armed Forces or that existed before the beginning of active duty and was aggravated by such service, that may render them medically unfit to perform the duties of their office, grade, rank or rating.

For covered veterans, this term means a serious injury or illness that was incurred in the line of duty while on active duty in the Armed Forces or that existed before the beginning of active duty and was aggravated by such

service and manifested itself before or after the individual assumed veteran status, and is: (1) a continuation of a serious injury or illness that was incurred or aggravated when they were a member of the Armed Forces and rendered them unable to perform the duties of their office, grade, rank or rating; (2) a physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; (3) a physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would be so absent treatment; or (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

"Qualifying exigencies" include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, parental care, and post-deployment debriefings.

### **Military Caregiver Leave**

Unpaid Military Caregiver Leave is designed to allow eligible employees to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty. Military Caregiver Leave is a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period.

To be "eligible" for military Caregiver Leave, the employee must be a spouse, son, daughter, parent or next of kin of the covered servicemember. "Next of Kin" means the nearest blood relative of the servicemember, other than the servicemember's spouse, parent, son or daughter, in the following order of priority blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Military Caregiver Leave. The employee must also meet all other eligibility standards as set forth within the FMLA Leave Policy.

An eligible employee may take up to 26 workweeks of Military Caregiver Leave to care for a covered servicemember in a "single 12-month period". The "single 12-month period" begins on the first day leave is taken to care for a covered servicemember and ends 12 months thereafter, regardless of the method used to determine leave availability for other FMLA-qualifying reasons. If an employee does not exhaust his or her 26 workweeks of Military Caregiver Leave during this "single 12-month period", the remainder is forfeited.

Military Caregiver Leave applies on a per-injury basis for each servicemember. Consequently, an eligible employee may take separate periods of caregiver leave for each and every covered servicemember, and/or for each and every serious injury or illness of the same covered servicemember. A total of no more than 26 workweeks of Military Caregiver Leave, however may be taken within any "single 12-month period".

Within the “single 12-month period” describe above, and eligible employee may take a combined total of 26 weeks of FMLA leave including up to 12 weeks of leave for any other FMLA-qualifying reason (i.e., birth or adoption child, serious health condition of the employee or close family member, or a qualifying exigency). For example, during the “single 12-month period”, an eligible employee may take up to 16 weeks of FMLA leave to care for a covered servicemember when combined with up to 10 weeks of FMLA leave to care for a newborn child.

An employee seeking Military Caregiver Leave may be required to provide appropriate certification from the employee and/or covered servicemember and completed by an authorized health care provider within 15 days. Military Caregiver Leave is subject to the other provisions in our FMLA leave Policy (requirements regarding employee eligibility, appropriate notice of the need for leave, use of accrued paid leave, etc.) Military Caregiver Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

### **Qualifying Exigency Leave**

Eligible employees may take unpaid “Qualifying Exigency Leave” to tend to certain “exigencies” arising out of the duty under a call or order to active duty of a military member” (i.e. the employee’s spouse, son, daughter, or parent). Up to 12 weeks of Qualifying Exigency Leave is available in any 12-month period, as measured by the same method that governs measurement of the other forms of FMLA leave within the FMLA policy (with the exception of Military Caregiver Leave, which is subject to a maximum of 26 weeks of leave in a “single 12-month period”<sup>0</sup>). Although Qualifying Exigency Leave may be combined with leave for other FMLA-qualifying reasons, under no circumstances may the combined total exceed 12 weeks in any 12-month period (with the exception of Military Caregiver Leave as set forth above). The employee must meet all other eligibility standards as set forth within the FMLA policy.

Persons who can be ordered to active duty include active and retired members of the regular Armed Forces, certain members of the retired Reserve, and various other Reserve members including the Ready Reserve, the Selected Reserve, the Individual Ready Reserve, The National Guard, state military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve.

A call to active duty refers to a *federal* call active duty, and *state* calls to active duty are not covered unless under order of the President of the United States pursuant to certain laws.

Qualifying Exigency Leave is available under the following circumstances:

1. Short-notice deployment. To address any issue that arises out of short notice (within seven days or less) of an impending call or order to active duty.
2. Military events and related activities. To attend any official military ceremony, program, or event related to active duty or call to covered active duty status or to attend certain family support or assistance programs and informational briefings.

3. Childcare and school activities. To arrange for alternative childcare; to provide childcare on an urgent, immediate need basis; to enroll in or transfer to a new school or daycare facility; or to attend meetings with staff at a school or daycare facility.
4. Financial and legal arrangements. To make or update various financial or legal arrangements; or to act as a covered military member's representative before a federal, state, or local agency in connection with service benefits.
5. Counseling To attend counseling (by someone other than a health care provider) for the employee, for the military member, or for a child or dependent when necessary as a result of duty under a call or order to covered active duty.
6. Temporary rest and recuperation. To spend time with a military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to 15 days of leave for each instance of rest and recuperation.
7. Post-deployment activities. To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to 90 days following termination of the military member's active duty status. This also encompasses leave to address issues that arise from the death of a military member while on active duty status.
8. Parental care. To care for the military member's parent who is incapable of self-care. The parent must be military member's biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the military member when the member was under 18 years of age.
9. Mutually agreed leave. Other events that arise from the military member's duty under a call or order to active duty, provided that the practice and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

An employee seeking Qualifying Exigency Leave may be required to submit appropriate supporting documentation in the form of a copy of the military member's active duty orders or rest and recuperation orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific exigency, the amount of leave needed and the employee's relationship to the military member, within 15 days. Qualifying Exigency Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

### **Limited Nature of This Policy**

This policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by FMLA. The practice reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law. State or local leave laws may also apply.

## **Leave of Absence**

Under special circumstances, full-time employees who have completed one year of employment may be granted a leave of absence without pay. The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of the Chief of Operations Officer.

Leave of absence for personal reasons is reviewed on an individual basis. Decisions are based upon merit of the respective case. Personal leave of over 40 hours must have a specified date of return for employment. Additional time over (1) consecutive week must be approved for a specific reason and if it exceeds 30 days then returning to the same position and salary is not guaranteed.

## **Social Security**

During your employment, you and the practice both contribute funds to the federal government to support the Social Security program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

## **Unemployment Insurance**

Upon separation from employment, you may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from Human Resources.

## **Workers' Compensation**

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to the Human Resources. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to an employee accident.

## **401(k) Qualified Retirement Plan**

Our practice provides eligible employees for 12 months who have been employed or longer with a 401(k) Qualified Retirement plan which is an excellent means of long-term savings for your retirement. The practice's contribution, if any, is determined by the employer on an annual basis.

You can obtain a copy of the Summary Plan Description which contains the details of the plan including eligibility and benefit provisions from Human Resources. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. If you have any questions regarding this plan, please see the Chief of Operations Officer.

## **Employee Bonuses**

Employees may receive bonuses from time to time. These are based on individual merit, the practice's profitability and any other factor(s) deemed significant by the practice. Whether or not bonuses are granted and the amounts granted are within the sole discretion of the physicians and/or the Chief of Operations.

## **IV. On the Job**

### **Confidentiality of Patient Matters**

The law and our professional ethics require that each employee maintain confidentiality when handling patient matters.

To maintain this professional confidence, no employee shall disclose patient information to outsiders, including other patients, third parties or members of one's own family.

Any disclosure of confidential information will result in disciplinary action up to and including discharge.

Our practice has policies and procedures regarding HIPAA compliance and you are expected to follow them. Failure to follow our policies and procedures may result in disciplinary action up to and including discharge.

### **Care of Patient Records**

To provide the best care for our patients it is critical that we maintain accurate and current patient records. Patient records should be returned to the appropriate filing cabinet following documentation. Patient records may not be removed from the premises for any reason.

Patient records should be handled with care and not disfigured in any way. Falsification of patient records is strictly prohibited.

Occasionally, patients or other physicians will request copies of practice records. Under no circumstances will requests for patient records be fulfilled unless prior legally permissible authorization is provided. Place a copy of the documentation of such authorization in the patient's file.

Our practice has policies and procedures regarding HIPAA compliance and you are expected to follow them. Failure to follow our policies and procedures may result in disciplinary action up to and including discharge.

### **Deviations in Patient Records**

Occasionally you may find what appears to be an obvious clerical or mathematical error on part of the patient. Chart mistakes of this nature should tactfully be brought to the attention of the appropriate person. When discussing such an error, be certain of the mistake, be careful with whom it is discussed and most importantly, be diplomatic in handling the misunderstanding.

During your career, you may discover or suspect evidence of theft, embezzlement, defalcation or some other irregular practice on the part of the patient or patient personnel. If such an event occurs, inform the Chief of Operations Officer immediately. Under no circumstances should you discuss the matter with the patient or patient personnel.

### **Attendance and Punctuality**

Attendance and punctuality are important factors for your success within our practice. We work as a team and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, notify your supervisor as far in advance as is feasible under the circumstances, but before the start of your workday.

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your nonworking hours if possible.

If you are absent for three days without notifying the practice, it is assumed that you have voluntarily abandoned your position with the practice, and you will be removed from the payroll.

### **Mandatory Meetings**

Notice of Mandatory Meetings will be given one or more weeks prior to the meeting. Employees, who are late or miss the meeting without approval from their supervisor, will receive disciplinary action that will be considered during their next review.

### **Business Hours**



Because of the nature of our business, your work schedule may vary depending on your job and department. Our normal business hours are:

Monday through Thursday: 8:00 a.m. to 5:00 p.m.  
Friday: 8:00 a.m. to 1:00 p.m.

Check with the Chief of Operations Officer if you have questions about your hours of work. Please discuss.

## **Meal Time**

Meal break unpaid, should be taken Monday-Thursday. Your supervisor is responsible for approving the scheduling of this time. Employees working 6 or more hours must take a minimum 30-minute meal break.

Employees are not permitted to eat at their desks or work spaces during their meal break. Employees remaining on work premises during their meal break may eat in the designated areas. Please speak to your supervisor for additional information.

## **Contact with the Practice**

The practice should know your location at all times during business hours. The supervisor will keep a record of your assignments, and (s)he should be notified of your whereabouts outside the practice during working hours.

## **On the Job Training**

The supervisor is responsible for initiating all on-the-job training for employees within your department. This may include safety training, participation in off-site training and continuing education when necessary for job safety and work performance. Training will be conducted during regular working hours whenever possible.

The practice will pay for any required training programs. Employees may be tested from time to time to evaluate the effectiveness of the training program.

If you have any questions regarding training, please see your supervisor.

## **Clean Up**

At the end of the workday, time is designated for cleaning the work area and washing up. This time is paid.

## **Standards of Conduct**

Each employee has an obligation to observe and follow the practice's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by the practice. The practice does not guarantee that one form of action will necessarily precede another.

Among other things, the following may result in disciplinary action, up to and including discharge: violation of the practice's policies or safety rules; insubordination; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in practice activities or in practice vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; physical harassment; sexual harassment; disrespect toward fellow employees, visitors or other members of the public; performing outside work or use of practice property, equipment or facilities in connection with outside work while on practice time; poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to modify our employment-at-will policy.

## **Patient and Public Relations**

Our practice's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that patients have toward our practice may be determined for a long period of time by the actions of one employee. It is sometimes easy to take a patient for granted, but if we do we run the risk of losing not only that patient, but his or her associates, friends or family who may also be patients or prospective patients.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

## **Access to Personnel Files**

Upon written request, you may inspect your own personnel file up to two times each year. Inspections will be held on practice premises in the presence of a practice official. Contact your Chief of Operations Officer to arrange a time to view these records. You will be permitted to review records related to your qualification for employment, compensation and disciplinary action. You are not permitted access to any letter of reference maintained by the practice. If you disagree with the accuracy of any statement in the records and no correction can be agreed upon, you may submit an explanatory statement, which will be attached to the records. For more information, contact the Chief of Operations Officer.

## **Non-Solicitation**

The practice believes employees should have a work environment free from interruptions of a non-work-related nature, as work time is for work. When you are to be working you should focus on your duties and not engage in activities that would interfere with your own work or the work of

others. For the purpose of this policy, solicitation includes, but is not limited to, for collection of any debt or obligation, for raffles of any kind or chance taking, or for the sale of merchandise or business services, the attempt to sell any product or service (e.g. selling or collecting for Tupperware®, Avon® products, churches, schools, Girl Scout cookies, etc.). Such interruptions can be both detrimental to the quality of work and efficiency and may not be respectful of others job responsibilities and right not to be interrupted.

Employees may not engage in solicitation for any purpose during his/her work time, which includes the working time of the employee who seeks to solicit and the employee who is being solicited. Although solicitation is not encouraged, it is permitted as long as it is limited to the employee's lunch time and kept out of active working areas. Nothing in this policy is intended to restrict an employee's statutory rights.

### **Distribution**

Distribution of any type (materials, goods, etc.) is prohibited in work areas at any time, whether or not the employees are on working time.

Non-employees are prohibited from distributing materials to employees on practice premises at any time. Inappropriate literature is prohibited, e.g. literature that violates the practice's non-harassment and discrimination policies; items of a defamatory nature, items that include threats of violence, unprotected literature of a political nature that is highly inflammatory and likely to disrupt facility discipline and order or safety. Nothing in this policy is intended to restrict an employee's statutory rights.

### **Changes in Personal Data**

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the Chief of Operations Officer promptly.

### **Care of Equipment**

You are expected to demonstrate proper care when using the practice's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to the Chief of Operations Officer at once.

### **Personal Property**

The practice is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

### **Identification Badges**

You will be issued an identification badge after completion of 60 day probation period. It must be worn where it can be seen at all times when you are working.

If the original identification badge is lost, the employee must purchase a new one, which will be a direct payroll deduction to reflect the current replacement cost.

## **Visitors**

If you are expecting a visitor, please notify the front desk. All visitors must first check in at the reception area. Visitors are not allowed in any area of the building without being accompanied by an authorized employee, for reasons such as safety, security, and most importantly Patient Health Information. Personal visits must be done during an employees' lunch break and outside of our treatment area. Under no circumstances will visitors be allowed in confidential, unauthorized or potentially hazardous areas.

## **Severe Weather**

Severe weather is to be expected during certain months of the year. Although driving may at times be difficult, when caution is exercised the roads are normally passable. Except in cases of severe storms, we are all expected to work our regular hours. Time taken off due to poor weather conditions while the business remains open is to be used as vacation or is unpaid.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Employees must call the office at (863) 385-2222 and your direct supervisor's wireless device for information regarding office status and/or closure.

If extreme weather conditions require closing of the building, you will be notified by your direct supervisor.

## **Natural Disasters**

Natural disasters, including earthquakes, hurricanes, mudslides, floods and fires are to be expected from time to time. Although driving may be difficult in some areas due to damaged freeways and streets, when caution is exercised the roads are normally passable or alternate routes are available. Except in severe cases, we are all expected to work our regular hours. Time taken off due to natural disasters while the business remains open is to be used as vacation or is unpaid.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Employees must call the office at (863) 385-2222 and your direct supervisor's wireless device for information regarding office status and/or closure.

If extreme weather conditions require closing of the building, you will be notified by your direct supervisor.

## **Personal Telephone Calls**

It is important to keep our telephone lines free for patient calls. Although the occasional use of the practice's telephones for a personal emergency may be necessary, routine personal calls are discouraged.

Personal cellular telephones must be turned off or set to silent during working hours while on practice premises. Cellular telephones are not to be used in the work areas or during work hours.

The exception being the employees who communicate regarding work related matters with physicians or management during working hours.

## **Electronic Mail and Voice Mail Monitoring**

We recognize your need to be able to communicate efficiently with fellow employees and patients. Therefore, we have installed electronic mail (e-mail) and voice mail systems to facilitate the transmittal of business-related information within the practice and with our patients.

The e-mail and voice mail systems are intended for business use only. The use of the practice's e-mail and/or voice mail systems to solicit fellow employees or distribute non-job-related information to fellow employees is prohibited to the extent allowed by applicable law.

Our practice's policies against sexual and other types of harassment apply fully to the e-mail and voice mail systems. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from the display or transmission of sexually-explicit images, messages, ethnic slurs, racial epithets or anything that could be construed as harassment or disparaging to others.

Employees shall not use unauthorized codes or passwords to gain access to others' files and or accounts.

Violation of this policy may result in disciplinary action, up to and including discharge.

For business purposes, management reserves the right to enter, search and/or monitor the practice's private e-mail and voice mail systems and the files/transmissions of any employee without advance notice and consistent with applicable state and federal laws. Employees should expect that communications that they send and receive by the practice's private e-mail and voice mail systems will be disclosed to management. Employees should not assume that communications that they send and receive by the practice's private e-mail and voice mail systems are private or confidential.

## **Internet Usage and Monitoring**

As a growing practice, we recognize the need to stay on the cutting edge of technology. This is one of the reasons we allow employees to have access to the Internet. The Practice retains the right to inspect all work stations and work areas, as well as the right to install cameras in the work areas.

The Internet is intended for business use only. Use of the Internet for any non-business purpose, including but not limited to, personal communication or solicitation, purchasing personal goods or services, gambling and downloading files for personal use, is strictly prohibited. The Practice retains the right to block certain non-work-related websites.

Our practice's policies against sexual and other types of harassment apply fully to Internet usage. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from displaying, transmitting and/or downloading sexually explicit images, messages, ethnic slurs, racial epithets or anything that could be construed as harassment or disparaging to others.

Consistent with applicable federal and state law, the time you spend on the Internet may be tracked through activity logs for business purposes. All abnormal or inappropriate usage will be investigated thoroughly. For business purposes, management reserves the right to search and/or monitor the practice's Internet usage and the files/transmissions of any employee without advance notice and consistent with applicable state and federal laws. Employees should expect that communications that they send and receive by the Internet will be disclosed to management. Employees should not assume that communications that they send and receive by the Internet are private or confidential.

Employees learning of any misuse of the Internet shall notify a member of management.

Violation of this policy may result in disciplinary action up to and including discharge.

## **Acceptable Use of Electronic Communications**

This policy contains guidelines for Electronic Communications created, sent, received, used, transmitted, or stored using practice communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic Communications" include, among other things, messages, images, data or any other information used in e-mail, instant messages, voice mail, fax machines, computers, personal digital assistants (including Blackberry, iPhone, iPad, tablet, smart phone or similar devices), text messages, pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "Systems."

Employees may use our Systems to communicate internally with co-workers or externally with patients, suppliers, vendors, advisors, and other business acquaintances for business purposes.

All Electronic Communications contained in practice Systems are practice records and/or property. Although an employee may have an individual password to access our Systems, the Systems and Electronic Communications belong to the practice. The Systems and Electronic Communications are accessible to the practice at all times including periodic unannounced inspections. Our Systems and Electronic Communications are subject to use, access, monitoring, review, recording and disclosure without further notice. Our Systems and Electronic Communications are not confidential or private. The practice's right to use, access, monitor, record and disclose Electronic Communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Although incidental and occasional personal use of our Systems that does not interfere or conflict with productivity or the practice's business or violate policy is permitted, personal communications in our Systems are treated the same as all other Electronic Communications and will be used, accessed, recorded, monitored, and disclosed by the practice at any time without further notice. Since all Electronic Communications and Systems can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want revealed to third parties.

Employees may not use our Systems in a manner that violates our policies including but not limited to Equal Employment Opportunity, No Harassment, Confidentiality of Patient Matters, Care of Patient Records, Protecting Patient and Practice Information, Non-Solicitation, Distribution, Electronic and Voice Mail Monitoring, and Internet Usage. Employees may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of prohibited uses include, but are not limited to, sexually-explicit drawings, messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs, threats of violence or bullying, or derogatory comments; or any other message or image that may be in violation of practice policies or federal, state or local law.

In addition, employees may **not** use our Systems:

- To download, save, send or access any discriminatory or obscene material;
- To download anything from the internet (including shareware or free software) without the advance written permission of the administrator;
- To download, save, send or access any site or content that the practice might deem "adult entertainment;"
- To access any "blog" or otherwise post a personal opinion on the Internet (see Social Media policy);
- To solicit employees or others;
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of the practice or any other person or entity;

- In connection with any infringement of intellectual property rights, including but not limited to copyrights; and
- In connection with the violation or attempted violation of any law.

An employee may not misrepresent, disguise, or conceal his or her identity or another's identity in any way while using Electronic Communications; make changes to Electronic Communications without clearly indicating such changes; or use another person's account, mail box, password, etc. without prior written approval of the account owner and without identifying the actual author.

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer trade secrets or proprietary materials of the practice or others without appropriate authorization.

All Systems passwords and encryption keys must be available and known to the practice. Employees may not install password or encryption programs without the written permission of the administrator. Employees may not use the passwords and encryption keys belonging to others.

Numerous state and federal laws apply to Electronic Communications. The practice will comply with applicable laws. Employees also must comply with applicable laws and should recognize that an employee

could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

This policy does not limit an employee's rights under Section 7 of the National Labor Relations Act. Nothing in this policy is meant to restrict an employee's right to discuss the terms and conditions of his/her employment during non-working hours using non-practice systems.

Violations of this policy may result in disciplinary action up to and including discharge as well as possible civil liabilities or criminal prosecution. Where appropriate, the practice may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our Systems or the content of Electronic Communications, ask the Chief of Operations Officer for advance clarification.

### **Workstation Use**

It is critical that the employees at Florida Joint and Spine Institute, P.A. are careful how they use their computer workstations. Private data on the computer system must not be disclosed to other persons who should not have access to that data. Therefore, all employees must adhere to the following policies when using their computer workstation.

**Passwords:** Your password is for your use only. You should not reveal your password to anyone else, neither within Florida Joint and Spine



Institute, P.A. nor outside the organization. Your password may be used to track disclosure of information to third parties, and if another individual uses your password to disclose information to an unauthorized individual, you will be held responsible for that disclosure.

If you create your own password, the password must have at least one letter and at least one number (meaning the password must be alpha-numeric). When you decide on your password, notify the Privacy Officer what password you have selected, and he or she will let you know if the password is allowed. You may then begin to use the password to access the computer system.

In addition, you must not leave your password on or near your computer workstation (such as taped to the monitor); if you have difficulty remembering your password, sit down with the Privacy Officer and create a password that is easier for you to remember.

If you or the Privacy Officer believes your password has been revealed to another individual (either by accident or intentional), the privacy Officer may elect to change your password at any time.

**Leaving the workstation:** The computer workstation has been set to no video after 5 minutes of “idle time”. However, when you get up from your workstation for any reason (e.g. to use the restroom, to go to lunch, to check on an incoming fax, etc.). you must log off the system. If do you not log off the system, sensitive information may be disclosed to an unauthorized individual, and you will be held fully responsible for that disclosure.

**Viewing the Computer Monitor:** When you sit at your workstation, only you should be able to see and read the computer monitor. You should therefore adjust the angle of your monitor to prevent other individuals from viewing and reading the information on your monitor. If your workstation does not allow you to adjust the angle of your monitor, ask the Privacy Officer to purchase “blindners” or another device that will limit who may view the information on your monitor.

**Saving Data on Your Workstation:** Our patients’ health information is very sensitive and must be safeguarded very carefully. You should not transfer or otherwise save health data on your local computer hard drive. This not only includes information in the electronic medical record, but also includes letters and other correspondence with patients concerning their health status. If you want to save the information on your hard drive, obtain permission from the Privacy Officer first, who will verify your workstation has in place the necessary security and privacy safeguards in place.

## Social Media

The practice has in place policies that govern use of its own electronic communication systems, equipment, and resources which employees

must follow. We encourage you to use good judgment when communicating via social media.

“Social media” includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the practice, as well as any other form of electronic communication.

The same principles and guidelines found in the practice’s Employee Handbook policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects patients, vendors, suppliers, people who work on behalf of the practice or its legitimate business interests may result in disciplinary action up to and including immediate discharge.

The following is a general and non-exhaustive list of guidelines you should keep in mind:

- 1 Always be fair and courteous to fellow employees, patients, vendors, suppliers or people who work on behalf of the practice. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our Talk to Us policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages patients, employees, vendors, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, age, gender, national origin, color, disability, religion or any other status protected by federal, state or local law or company policy. Inappropriate postings that may include discriminatory remarks, harassment, retaliation, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including immediate discharge.

2. Make sure you are always truthful and accurate when posting information or news. If you make a mistake, correct it quickly. Be open about any previous posts you have altered. Use privacy settings when appropriate. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. The Internet is immediate; nothing that is posted ever truly “expires.” Never post any information or rumors that you know to be false about the practice, fellow employees, patients,

vendors, suppliers, and people working on behalf of the practice or competitors.

4. Maintain the confidentiality of practice trade secrets and proprietary or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
5. Do not create a link from your blog, website or other social networking site to the practice's website without identifying yourself as a practice employee.
6. Express only *your* personal opinions. Never represent yourself as a spokesperson for the practice. If the practice is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the practice, fellow employees, patients, vendors, suppliers or people working on behalf of the practice. If you do publish a blog or post online related to the work you do or subjects associated with the practice, make it clear that you are not speaking on behalf of the practice. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Florida Joint & Spine Institute PA".
7. You must refrain from using social media while on working time or while using equipment we provide, unless it is work-related as authorized by the administrator, or other member of management; or consistent with the Acceptable Use of Electronic Communications Policy.
8. Do not use any practice email addresses to register on social networks, blogs or other online tools utilized for personal use.

Employees are encouraged to report violations of this policy. The practice prohibits retaliation against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including immediate discharge.

Employees should not speak to the media on the practice's behalf without contacting the Chief of Operations Officer. All media inquiries should be directed to.

If you have questions or need further guidance, please contact the Chief of Operation Officer.

## **Dress Policy**

Our patients' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct patient contact, you represent the practice with your appearance as well as your actions. The properly-attired individual helps to create a favorable image for the practice, to the public and fellow employees. The uniform must be clean and pressed at all times, shoes must be of a clinical/professional style and must be kept clean at all the times.

Employees are required to wear appropriate business attire or a specified uniform depending on specific job duties. All employees should use discretion in wearing attire that is appropriate for the office and patient interaction. Solid white or black long sleeve shirt and cardigan sweater/Lab coat may be worn with uniform.

The practice provides three (03) uniforms for full time employees and two (02) uniforms for part time employees after completion of your 60 Days probation period. Proper care of these uniforms is required.

Company supplied uniforms are to be worn only during your working hours. Do not wear aforementioned uniforms outside of your working schedule.

All uniforms, accessories or name tags issued by our practice must be returned in good condition upon leaving our practice. Within 5 days otherwise it will be deducted from your last paycheck.

## **Personal Hygiene**

While proper hygiene promotes professionalism within our practice and a favorable image to our patients, it also helps us maintain a sterile environment.

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

To maximize our patients' well-being, fingernails must be clean and well maintained and chin-length or longer hair must be secured away from the face when necessary in the treatment of patients. No visible tattoos or piercings are allowed (except ear piercing). Jewelry must be used at a minimum, not in excess/ ear piercing. Hair and nails color must be of natural appearance.

## **Reference Checks**

Our practice will not honor any oral requests for references. All requests must be in writing and on company letterhead. Generally, we will only confirm our employees' dates of employment, salary history, and job title.

Under no circumstances should an employee provide another individual with information regarding current or former employees of our practice. If you receive a request for reference information, please forward it to the administrator/operations manager.

## **Protecting Patient and Practice Information**

Protecting patient and practice information is the responsibility of every employee. You may be required to sign a non-compete and/or a nondisclosure agreement as a condition of your employment, in accordance with state and federal law.

Due to the nature of our business, patient and practice confidentiality is strictly enforced. Do not discuss the confidential business of our patients or practice or proprietary business matters, or share confidential, personal employee information with anyone who does not work for our practice, such as friends, family members, members of the media, or other business entities. Discussions regarding confidential patient or practice business with other employees are also prohibited unless it is a necessary work-related function.

Confidential information does not include information pertaining to the terms and conditions of an employee's employment. Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

All telephone calls regarding a current or former employee's position/compensation with our practice must be forwarded to Human Resources .

The practice's address shall not be used for the receipt of personal mail.

## **Document Retention**

The practice maintains a formal document retention policy and procedure. The administrator will explain how that policy applies to you and the work that you perform. You must retain all work products in the manner required and for the time period required by our policy. Never destroy or delete any work product until the retention periods specified by the practice's policy have been satisfied. Failure to comply with the practice document retention policy and procedure may result in discipline up to and including discharge.

## **Conflict of Interest/Code of Ethics**

A practice's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the practice, or any of its patients, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

The practice adheres to the highest legal and ethical standards applicable in our business. The practice's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of the practice shall conduct their personal affairs such that their duties and responsibilities to the practice are not jeopardized and/or legal questions do not arise with respect to their association or work with the practice.

Employees shall not accept any gifts (including but not limited to pens, note pads, cookies, candy, lunch, and etc.) from any outside company/facility. The only thing you are able to accept is information packets being dropped off specifically for the doctors. No lunches are to be scheduled unless it is approved by the doctors. Reps are not to be let behind the counter unless it is approved by doctor.

## **Outside Employment**

We hope that you will not find it necessary to seek additional outside employment.

Outside employment must not conflict in any way with your responsibilities within our practice.

Employees may not conduct outside work or use practice property, equipment or facilities in connection with outside work while on practice time.

## **Parking**

Free parking facilities are available to employees. You are required to park within the designated areas.

The practice is not responsible for loss, damage or theft of your vehicle. Therefore, we suggest that you lock your car doors.

## **Bulletin Board**

The practice maintains a bulletin board(s) in our facility as an important source of information. These bulletin boards are to be used solely for practice announcements and government postings.

## **Lunch Room**

A lunch room is available for your use. Although the practice provides general custodial care, you are expected to clean up after eating. This room should be kept clean for the next person's use.

## **Contact with the Media**

All media inquiries regarding the practice and its operations must be referred to the Chief of Operations Officer. Only the Chief of Operations Officer is authorized to make or approve public statements on behalf of the practice. No employees, unless specifically designated by the Chief of Operations Officer, are authorized to make statements on behalf of or as a representative of the practice.

## **Office Supplies**

Our practice maintains a stock of basic office supplies such as pens, paper clips, staples, note pads, etc. used on a day-to-day basis by employees.

If you need additional items not regularly stocked, please speak to your direct supervisor to place a special order.

All office supplies are for business use only and should not be removed from the office for non-business use. Violations of this policy may result in disciplinary action up to and including discharge.

## **If You Must Leave Us**

Should you decide to leave your employment with us, we ask that you provide your direct supervisor with at least two weeks' advance written notice. Your thoughtfulness is appreciated and will be noted favorably.

Our practice does not provide a "letter of reference" to former employees. Generally, we will confirm upon request our employees' dates of employment, salary history, and job title.

Additionally, all resigning employees should complete a brief exit interview prior to leaving. All practice property, must be returned at the end of employment. Otherwise, the practice may take action to recoup any replacement costs and/or seek the return of practice property through appropriate legal recourse.

You should notify the practice if your address changes during the calendar year in which discharge occurs so that your tax information will be sent to the proper address.

## **V. Safety in the Workplace**

### **Each Employee's Responsibility**

Safety can only be achieved through teamwork at our practice. Each employee, supervisor must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.
2. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the practice's property is forbidden.
3. Use, adjust and repair machines and equipment only if you are trained and qualified.
4. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask your supervisor.
6. Know the locations, contents and use of first aid and firefighting equipment.
7. Wear personal protective equipment in accordance with the job you are performing.
8. Comply with OSHA standards and/or applicable state job safety and health standards as written in our safety procedures manual.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

### **Tolerance Standard:**

An employer is committed to maintain a workplace free from threats and acts of intimidation, violence and harassment. All reported incidents will be investigated.

Definition: Any act of intimidation, threat of violence, or act of violence committed against any person on the property of Florida Joint & Spine Institute PA. is prohibited.

Intimidation: A physical or verbal act toward another person, the result of which causes that person to reasonably fear for his/her safety or the safety of others.

Threat of Violence: A physical or verbal act which threatens bodily harm to another person or damage to the property of another.

Act of Violence: A physical act, whether or not it causes actual bodily harm to another person or damage to the property of another.

Workplace Harassment is:



The offensive, belittling or threatening behavior directed at an individual worker or a group of workers

The unpleasant dealing through ruthless, hostile, hurtful or embarrassing attempts to undermine an individual worker or groups of workers

Social undermining can affect a person's behavior and attitude on their job, it can also bring out envy. Envy can have a positive or negative affect: positive effects include increased performance or attempts at self-improvement. However, envy can have harmful effects, including aggression or crime. It can lead to belittling, gossip, withholding information, and giving someone the silent treatment.

**Procedure:**

Any employee who is the subject of, or a witness to, a suspected violation of this standard should report the violation to supervisor, or person in authority who is not involved in the conduct.

Any employee found to be in violation of this standard may be subject to disciplinary action up to and including termination

**Bloodborne Pathogens Exposure Control**

To protect employees who may reasonably anticipate being occupationally exposed to blood and other potentially infectious materials during work tasks, our practice has instituted a Bloodborne Pathogens Exposure Control Program.

Briefly, our program includes an employee exposure determination, information and training about bloodborne pathogens, the availability of hepatitis B vaccinations, Universal Precautions, engineering controls, safe work practices, personal protective equipment and housekeeping measures to help reduce the risks of occupational exposure. Procedures to be used following an exposure incident and necessary record keeping are also included. These matters are discussed in our written Infection Control Plan, which is available to you in accordance with the plan.

Further information about our Bloodborne Pathogens Exposure Control Program will be provided to affected employees and may be obtained from the Medsafe.

**Hepatitis B Vaccine**

As required by OSHA regulations and for your protection, our practice provides the hepatitis B vaccine for the clinical staff. This vaccine will be made available to you after you have been informed of the vaccine's effects, safety considerations, method of administration, the benefits of being vaccinated and the no-cost provision.

Employees will be eligible for the vaccine within ten working days of their first day of work. Under certain circumstances as provided by OSHA standards, the vaccine may not be made available.

If you choose not to be vaccinated, you must sign a *Hepatitis B Vaccination Declination* form. The vaccine will be made available to those employees who initially decline, but later decide to accept the vaccine.

## **Workplace Violence**

Violence by an employee or anyone else against an employee, supervisor or the Board will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to practice property in the event someone, for whatever reason, may be unhappy with a practice decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to your supervisor. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in the practice's investigation, may result in disciplinary action, up to and including discharge.

## **Workplace Searches**

To protect the property and to ensure the safety of all employees, patients and the practice, the practice reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the practice's property.

In addition, the practice reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the practice, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the practice.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the practice's security procedures or any other practice rules and regulations.

### **Smoking in the Workplace**

Our practice is committed to providing a safe and healthy environment for employees and visitors. Smoking is allowed only in the designated area in the rear of the building.

Smokers are responsible for maintaining the cleanliness of the smoking area and discarding neatly and safely of cigarette related trash.

Violations of this policy may result in disciplinary action, up to and including discharge.

### **No Weapons in the Workplace**

Possession, use or sale of weapons, firearms or explosives on work premises, while operating practice machinery, equipment or vehicles for work-related purposes or while engaged in practice business off premises is forbidden except where expressly authorized by the practice and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee's locked motor vehicle.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the administrator immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

### **In an Emergency**

Your supervisor should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If the administrator is unavailable, contact the nearest practice official.

Should an emergency result in the need to communicate information to employees outside of business hours, your supervisor will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify your supervisor when this information changes.

When events warrant an evacuation of the building, you should follow the instructions of your supervisor or any other member of management. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location as communicated to you by your supervisor to await further instructions or information.

Please direct any questions you may have about the practice's emergency procedures to your supervisor.

## **Substance Abuse**

The practice has vital interests in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and the patients we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with the practice the following substance abuse policy.

The practice has implemented a drug testing program in compliance with local, state and federal laws. Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including: on practice paid time, on practice premises, in practice vehicles, or while engaged in practice activities. Our employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are further prohibited from consuming alcohol during working hours, including meal periods.

Your employment or continued employment with the practice is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge. Furthermore, any employee who violates this policy who is subject to discharge, may be permitted in lieu of discharge, at the practice's sole discretion, to participate in and successfully complete an appropriate treatment, counseling or rehabilitation program as recommended by a substance abuse professional as a condition of continued employment and in accordance with applicable federal, state, and local laws.

Consistent with its fair employment policy, the practice maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. The practice will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with the practice's policies and applicable federal, state or local laws.

The practice further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of practice issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the practice has reasonable suspicion to believe that the employee has violated this substance abuse policy.

This policy represents management guidelines. For more information, please speak to Human Resources.

## **Drug Free Workplace Policy**

Florida Joint and Spine Institute is committed to protecting the safety, health and well-being of all employees, patients and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goal. We have established a drug-free workplace program that balances our respect for individuals that need to maintain an alcohol and drug-free environment. This organization encourages employees to voluntarily seek help with drug and alcohol problems. Our drug-free workplace policy is implemented pursuant to Florida Statutes 440.102.

### **Covered Workers**

Any individual who conducts business for the organization, is applying for a position or is conducting business on the organization's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to the Chief of Operations Officer, supervisors, full-time employees, part-time employees, off-site employees, interns and applicants.

### **Applicability**

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization, while on call or on company property.

### **Prohibited Behavior**

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants. Prescription and over-the-counter drugs are not prohibited when taken in standard

dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication could compromise the safety of the employee, fellow employees, our patients or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick/use PTO, notify supervisor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur.

### **Searches**

Entering the practice's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of lockers, wallets, purses, briefcases and lunchboxes, desk and work stations and vehicles and equipment.

### **Drug Testing**

To ensure the accuracy and fairness of our testing program, all testing will be conducted in accordance with Florida Statutes 440.102 and the Substance Abuse and Mental Health Service Administration (SAMHSA) guidelines, -where applicable. The testing will include: a screen test: a confirmation test: the opportunity for a split sample: review by a Medical Review Officer (MRO), including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription for the positive result: and documented chain of custody.

Each employee, as a condition of employment, will be required to participate in reasonable suspicion, random, post-accident, fitness-for-duty, return-to-duty and follow-up testing upon selection or request of management. Florida Joint and Spine Institute will notify employees in writing of the circumstances that form the basis for requesting a reasonable suspicion test.

Final candidates selected for employment with Florida Joint and Spine Institute will be required to submit to a pre-employment drug screening.

Florida Joint and Spine Institute will test for the following:

Amphetamines, Barbiturates, Benzodiazepines, Opiates, Cannabionoids, Cocaine, Methadone, Methaqualone, Phencyclidine (PCP), Propoxyphene Hallucinogens, Synthetic Narcotics, Designer Drugs and metabolite or chemical derivative of any of these substances.

Alcohol (including a distilled spirit, wine, a malt beverage, or an intoxicating liquor)-testing for suspicion only.

Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine. Testing for the presence of alcohol (suspicion only) will be conducted by analysis of blood.

Prior to submitting to a required test, employees and applicants are encouraged to confidentially report to the MRO a list of all prescription and

non-prescription medications they are currently taking. Employees and applicants also have a right to consult with the MRO for technical information regarding their prescription and non-prescription medications. As indicated below, many common medications, may affect the test results

Within five (5) working days after of receipt of a positive test result, Florida Joint and a Spine Institute PA. will notify the employee or applicant in writing of such test result, the consequences of such results, and the options available to the employee or job applicant. We will provide the employee or applicant, up request, a copy of the test results.

## **Contesting a**

### **Positive Test Result**

Within five (5) working days after receiving notice of a positive confirmed test result, an employee or applicant may submit information explaining or contesting the test result, and explaining why the result does not constitute a violation of this policy. If the employee's or job applicant's explanation or challenge of the positive test result is unsatisfactory, Florida Joint and Spine Institute will provide a written explanation as to why the employee's or job applicant's explanation is unsatisfactory, along with the report of positive result. Employees or applicants that initiate a civil or administrative action pursuant to the Florida Drug-Free Workplace statute have the responsibility of notifying the testing laboratory of any such action.

### **Retesting**

Employees and applicants may request a retest of their positive results by another laboratory within 180 days after receiving notification of the positive result. This retest is at the expense of the individual, unless the original test result is called into question by the retest.

### **Medications Affecting Testing**

The following list of over-the-counter and prescription drugs could alter or affect a test result. Due to the large number of obscure brand names and constant marketing of new products, this list is not intended to be all-inclusive.

**Amphetamines** -Obetrol, Biphetamine, Desoxyn, Dexedrine, Didrex, Lonamine, Fastin.

**Cannabinoids** – Marinol (Dronabinol, THC).

**Cocaine** – Cocaine HCl topical solution (Roxanne)

**Phencyclidine** – Not Legal by prescription.

**Methaqualone** – Not legal by prescription.

**Opiates** –Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirine with Codeine, Robitussin AC, Guiatuss AC, Novahistine Expectorant, Dilaudid (Hydromorphone) M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Tussi-organidin, etc.

**Barbiturates** –Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, FiorinalFioricet, Esgic, Butisol, Mebaral, Butabartital, Butalbital, Phrenilin, Triad, etc.

**Benzodiazepines** – Ativan, Azene, Clonopin, Delmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax.

**Methadone** – Dolophine, Metadose.

**Propoxyphene** – Darvocet, Darvon N, Dolene, etc.

**Alcohol** – All liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vick's Nyquil is 25% (50proof) ethyl alcohol, Comtrex is 20% (40proof), Contact Severe Cold Formula Night Strength is 25% (50 proof) AND Listerine is 26.9% (54 proof).

## **Consequences**

One of goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious. In the case of applicants, if he or she violates the drug-free workplace policy or refuses to submit to the pre-employment test, the offer of employment will be withdrawn and the applicant may not reapply.

If an employee violates the policy, he or she will be subject to disciplinary action (up to and including termination) and/or may be required to enter rehabilitation. An employee who is required to enter and fails to successfully complete rehab or repeatedly violates this policy will be terminated from employment. An employee who refuses to submit to a required test will be subject to disciplinary action, up to and including termination.

Discipline selected by Florida Joint and Spine Institute PA. will depend upon a variety of factors, including the prior work record of the employee: the length of prior employment: the prior accident and attendance record of the employee to address the problem.

Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

## **Assistance**

Florida Joint and Spine Institute recognizes that alcohol, drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improves the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.



- Ensures the availability of a current list of qualified community professionals.
- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.
- Treatment for alcoholism and/or other drug use disorders may be covered by the employee medical plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.
- A list of local drug rehabilitation programs and their contact information can be obtained from Human Resources.
- As a condition of continued employment, employees who are offered rehabilitative measures will be:
  - Required to enter and successfully complete the recommended rehabilitation including continuing care-failure to do so will result in immediate discharge.
  - Required to pass a Return-to-Duty Test.
  - Required to sign and abide by the conditions set forth in a Return-to-Work Agreement.
  - An individual participating, in the rehabilitation process that test positive a second time or violates the Return-to-Work Agreement will be subject to immediate termination.

### **Confidentiality**

All information, -interviews, reports, statements, memoranda and drug test results, written or otherwise, received or produced by the organization through this drug-free workplace program will remain confidential, except permitted under by law. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

### **Shared Responsibility**

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on-or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Report dangerous behavior to their supervisor or Chief of Operations Officer.

- It is the Supervisor's responsibility to:
- Observe employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.

Counsel employees as to expected performance improvement

### **CONFIDENTIALITY POLICY AND PLEDGE**

Any information that an employee learns about FLORIDA JOINT AND SPINE INSTITUTE PA., or its members or donors, as a result of working for FLORIDA JOINT AND SPINE INSTITUTE PA. that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by FLORIDA JOINT AND SPINE INSTITUTE PA. or to other persons employed by FLORIDA JOINT AND SPINE INSTITUTE PA. who do not need to know such information to assist in rendering services. The disclosure, distribution, electronic transmission or copying of FLORIDA JOINT AND SPINE INSTITUTE PA. confidential information is prohibited. Any employee who discloses confidential FLORIDA JOINT AND SPINE INSTITUTE PA. information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information. I understand the above policy and pledge not to disclose confidential information.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign and return to the Supervisor or Chief of Operations Officer.

### **Receipt of Employee Handbook and Employment-At-Will Statement**

This is to acknowledge that I have received a copy of the Florida Joint & Spine Institute PA Employee Handbook and I understand that it contains information about the employment policies and practices of the practice. I agree to read and comply with this Employee Handbook. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that the practice retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the practice. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, the practice reserves the right to revise, delete and add to the provisions of this

Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook will be in writing and will be signed by the practice owners of the practice. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

• **THIS PRACTICE IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, THE PRACTICE OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE PRACTICE IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME. ANY AGREEMENT TO EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME WILL BE PUT INTO WRITING AND SIGNED BY THE PRACTICE OWNERS OF THE PRACTICE.**

I understand that this Employee Handbook refers to current benefit plans maintained by the practice and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I have read and understand the Paid Time Off (PTO) Policy in this Employee Handbook.

Initials \_\_\_\_\_ Date \_\_\_\_\_

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

If I have questions regarding the content or interpretation of this Employee Handbook, I will ask my supervisor or a member of management.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

EMPLOYEE  
SIGNATURE \_\_\_\_\_