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**FOREWORD**

Whether you have just joined our staff or have been at Compassionate Home Health Care (CHHC) for a while, we are confident that you will find our company a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of CHHC to be its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Human Resource department. Neither this handbook nor any other company document confers any contractual right, either express or implied, to remain in the company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the company, or you may resign for any reason at any time. No supervisor or other representative of the company (except the president) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

**The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.**

This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except CHHC employees and others affiliated with CHHC whose knowledge of the information is required in the normal course of business.

Some subjects described in this handbook are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

Section: Diversity

Policy Number: I-1

Policy: Equal Employment Opportunity Statement

Procedure:

Compassionate Home Health Care provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. CHHC complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

CHHC expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of CHHC employees to perform their expected job duties is prohibited.

Section: Diversity

Policy Number: I-2

Policy: Anti-harassment Policy and Complaint Procedure

Procedure:

Compassionate Home Health Care is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, CHHC expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

It is the policy of CHHC to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. CHHC prohibits any such discrimination or harassment.

CHHC encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of CHHC to promptly and thoroughly investigate such reports. CHHC prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

**Definitions of Harassment**

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

**Individuals and Conduct Covered**

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to CHHC (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

**Complaint Process**

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor or any member of management.

Unwelcome, repeated sexual advances or verbal or physical abuse toward staff by clients should be reported to the supervisor immediately. The supervisor will work with the employee toward a solution. Solutions may include a formal agreement with the client, transfer of the employee or planned or immediate discharge of the client.

Verbal or physical abuse at a client or co-worker is always unacceptable and will result in immediate investigation and possible termination based on the findings of the investigation. As of July 1, 2014, Colorado law requires all incidents involving neglect, abuse or financial exploitation of at-risk adults be reported immediately to the employee’s supervisor or administrator.

When possible, CHHC encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. CHHC recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

CHHC encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

If a party to a complaint does not agree with its resolution, that party may appeal to CHHC's Office Manager or Owner of CHHC.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

Section: Diversity

Policy Number: I-3

Policy: Americans with Disabilities Act (ADA) & Amendments Act (ADAAA)

Procedure:

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of CHHC to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to CHHC. Contact the Human Resource department with any questions or requests for accommodation.

Section: Employment

Policy Number: II-1

Policy: Employment Classification Categories

Procedure:

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees’ employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and CHHC.

**Non-exempt employees** are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law’s requirements concerning minimum wage and overtime.

**Exempt employees** are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

CHHC has established the following categories for both non-exempt and exempt employees:

* **Regular, full time (non-exempt):** Employees who are regularly scheduled to work the company’s full-time schedule of 30 hours per week. Employees will be paid by the hour. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.
* **Regular, part time (non-exempt) PRN:** Employees who are regularly scheduled to work less than the full-time schedule. Employees will be paid by the hour.
* **Exempt:** Full time salaried staff, includes management staff.
* **Contract and Temporary employees (exempt):** Employed under an agreement for a specific amount of time, for a specific amount of remuneration either on a full-time or part-time basis.

Section: Employment

Policy Number: II-2

Policy: Background, CAPS, MVR and Reference Checks

Procedure:

To ensure that individuals who join CHHC are well qualified and to ensure that CHHC maintains a safe and productive work environment, CHHC reserves the right to conduct pre-employment background check, CAPS (Colorado Adult Protective Services) check and MVR (Motor Vehicle Record) checks on all applicants who accept an offer of employment. Background checks, CAPS checks and MVR checks may include verification of any information on the applicant’s resume or application form.

Offers of employment are conditioned on receipt of a background check report, CAPS report and MVR report that is acceptable to CHHC. All background checks, CAPS checks and MVR checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check, CAPS check or MVR check would lead CHHC to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report’s accuracy. Background checks, CAPS checks and MVR checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

CHHC also reserves the right to conduct a background check, CAPS check or MVR check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

CHHC also reserves the right to conduct annual background checks, CAPS checks and MVR checks.

Section: Employment

Policy Number: II-3

Policy: Promotions

Procedure:

CHHC offers employees promotions to higher-level positions when appropriate. Management prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is considered to be in the company’s best interest.

To be considered, employees must have held their current position for at least 12 months, have a satisfactory performance record and have no disciplinary actions during the last 12 months. Management retains the discretion to make exceptions to the policy.

Section: Employment

Policy Number: II-4

Policy: Progressive Discipline

Procedure:

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

CHHC supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. CHHC reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines CHHC’s progressive discipline process:

* **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
* **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee’s personnel file. Employees should recognize the grave nature of the written warning.
* **Performance improvement plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

CHHC reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and termination.

Section: Employment

Policy Number: II-5

Policy: Separation of Employment

Procedure:

Separation of employment within an organization can occur for several different reasons.

* **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two weeks’ notice, preferably in writing, to facilitate a smooth transition out of the organization. Management reserves the right to provide an employee with two weeks’ pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
* **Retirement:** Employees who wish to retire are required to notify their department director and the Human Resource department in writing at least one (1) month before the planned retirement date.
* **Job abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive scheduled workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the Human Resource department at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.
* **Termination:** Employees of CHHC are employed on an at-will basis, and the company retains the right to terminate an employee at any time.
* **Exit Interviews:** For all terminating employees it will be optional to give an exit interview to a member of the administrative staff who is acceptable to the employee. The purpose of the exit interview is to present an opportunity for the employee to verbalize concerns safely and to offer information for agency quality improvement. CHHC’s exit interview form may be used. The only documentation in the personnel record will be that the exit interview was offered and whether it was accepted. Any written documentation of the interview will be used anonymously for agency performance improvement processes.

Return of Company Property

The separating employee must return all company property at the time of separation, including but not limited to keys, PCs and identification cards. Failure to return some items may result in deductions from the final paycheck. An employee will be required to sign the Agreement of use and responsibilities for MIFI devices to deduct the costs of such items from the final paycheck.

Rehire

Former employees who left CHHC in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted to the Human Resource department, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required.

Supervisors must obtain approval from the Human Resource director or designee prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals or any other benefits.

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

Section: Workplace Safety

Policy Number: III-1

Policy: Drug-Free Workplace

Procedure:

CHHC has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, CHHC is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of CHHC. The Human Resource department is responsible for policy administration.

**Employee Assistance and Drug-Free Awareness**

CHHC will support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications’ effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

**Work Rules**

The following work rules apply to all employees:

* Whenever employees are working, are present on company premises, or are conducting related work off-site, they are prohibited from:
* Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
* Being under the influence of alcohol or an illegal drug as defined in this policy.
* The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee’s body while performing company business or while in a company facility is prohibited.
* CHHC will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee’s ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
* Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

**Required Testing**

The company retains the right to require the following tests:

* **Pre-employment:** CHHC reserves the right to require an applicant to pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.
* **Reasonable suspicion:** Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession or impairment. Management must be consulted before sending an employee for reasonable suspicion testing.
* **Post-accident:** Employees are subject to testing when they cause or contribute to accidents that seriously damage a company vehicle, machinery, equipment or property and/or result in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner.
* **Follow-up**: Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including termination. Depending on the circumstances and the employee’s work history/record, CHHC may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies for a minimum of one (1) year but not more than two (2) years. If the employee either does not complete his/her rehabilitation program or tests positive after completing the rehabilitation program, he/she will be subject to immediate termination from employment.

**Consequences**

Applicants who refuse to cooperate in a drug test or who test positive will not be hired.

Employees who refuse to cooperate in required tests or who use, possess, buys, sells, manufactures or dispenses an illegal drug in violation of this policy will be terminated.

The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including termination.

Employees will be paid for time spent in alcohol/drug testing and then suspended pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include two members of management. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

**Confidentiality**

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the medical review officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

**Inspections**

CHHC reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

**Crimes Involving Drugs**

CHHC prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on company premises or while conducting company business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

Section: Workplace Safety

Policy Number: III-2

Policy: Workplace Bullying

Procedure:

CHHC defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates the company Code of Ethics, which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that the company will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. CHHC considers the following types of behavior examples of bullying:

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

Section: Workplace Safety

Policy Number: III-3

Policy: Violence in the Workplace

Procedure:

All employees, customers, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. CHHC resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. CHHC treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor or any member management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform a supervisor of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. CHHC will not retaliate against employees making good-faith reports. CHHC is committed to supporting victims of intimate partner violence by providing referrals to community resources and providing time off for reasons related to intimate partner violence.

CHHC will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. CHHC will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, CHHC may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

CHHC encourages employees to bring their disputes to the attention of their supervisors before the situation escalates. CHHC will not discipline employees for raising such concerns.

Section: Workplace Safety

Policy Number: III-4

Policy: Safety

Procedure:

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.

Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area.

It is the responsibility of the employee to complete an Incident Report for each safety and health infraction that occurs by an employee or that the employee witnesses. Failure to report such an infraction may result in employee disciplinary action, including termination.

Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow company safety and health guidelines or engaging in conduct that places the employee, client or company property at risk can lead to employee disciplinary action and/or termination.

The management shall have the responsibility to develop and the authority to implement the safety and health program in the interest of a safer work environment.

**Physical Requirements:**

**For All Field Staff:** (unless otherwise specified for individual staff with physical exceptions or limitation), must be physically able to: sit comfortably for driving distances, frequently walk, use hands/find motor, reach with arms forward and above head, sit, stoop, kneel and crouch; frequently lift and move 25 pounds (i.e.: treatment bag and supplies) and lift or move 50 pounds, using safe body mechanics.

**For All Office Staff:** (unless otherwise specified for individual staff with physical exceptions or limitations), must be physically able to: frequently sit, stand and walk; talk and hear in person and via telephone, use hands/fine motor to handle and manipulate objects (i.e.: typing, phone, etc.); reach with hands and arms forward and above head; regularly stand, stoop, kneel, bend, crouch and lift up to 25 pounds using safe body mechanics.

Section: Workplace Safety

Policy Number: III-5

Policy: Smoke-Free Workplace

Procedure:

It is the policy of CHHC to prohibit smoking except in designated areas in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind."

The smoke-free workplace policy applies to:

* All areas of company buildings.
* All company-sponsored off-site conferences and meetings.
* All visitors (customers and vendors) to the company premises.
* All contractors and consultants and/or their employees working on the company premises.
* All employees, temporary employees and student interns.

Smoking is permitted in designated areas only.

Employees who violate the smoking policy will be subject to disciplinary action up to and including immediate termination.

Section: Workplace Expectations

Policy Number: IV-1

Policy: Confidentiality

Procedure:

Our clients and other parties with whom we do business entrust the company with important information relating to their businesses. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a “need to know.” If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate supervisor.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

Section: Workplace Expectations

Policy Number: IV-2

Policy: Conflicts of Interest

Procedure:

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of CHHC may conflict with the employee’s own personal interests. Company property, information or business opportunities may not be used for personal gain.

**Conflicts of interest could arise in the following circumstances:**

* Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while employed with CHHC.
* Owning or having a substantial interest in a competitor, supplier or contractor.

Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their manager or the Human Resource Representative.

Section: Workplace Expectations

Policy Number: IV-3

Policy: Outside Employment

Procedure:

Employees are permitted to engage in outside work or hold other jobs, subject to certain restrictions outlined below.

Activities and conduct away from the job must not compete with, conflict with or compromise the company interests or adversely affect job performance and the ability to fulfill all job responsibilities.

Section: Workplace Expectations

Policy Number: IV-4

Policy: Attendance and Punctuality

Procedure:

Vacation and holidays must be scheduled with one’s supervisor in advance. Paid time off may be used in the case of emergency or sudden illness without prior scheduling.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. **A no call/no show lasting three days may be considered job abandonment and may be deemed an employee’s voluntary resignation of employment.**

Section: Workplace Expectations

Policy Number: IV-5

Policy: Attire and Grooming

Procedure:

As a health care agency, CHHC depends on its employees to project an image of cleanliness, safety, professionalism, and competence. All agency employees are expected to be clean, neat, well groomed, and attired appropriately for the conduct of CHHC's business. Appropriate attire for some positions may involve the use of protective clothing or protective devices needed to ensure the safety of the employee.

1. All agency employees, outside of office staff, are expected to wear their ID badges during work hours and to be well groomed.
2. All agency employees are expected to present themselves wearing clean and conservative attire. Jeans and scrubs may be worn in community patients’ homes. Jeans may not be skinny jeans, nor may they have holes in them. Jeans and scrubs are permitted if in good condition.
3. If protective clothing is needed to do any specific agency job, it must be worn as per agency regulations.
4. Minimum agency expectations for field employee attire “business casual” include the following:
5. Dresses
6. Slacks/trousers
7. Knit shirts with collars and sleeves- **NO** T-shirts or Sweatshirts to be worn and no shirts with sports or written Logos present
8. Blouses/shirts with sleeves
9. Skirts and culottes in conservative lengths, no shorter than two inches above the knee
10. Capri pants below the knee when seasonally appropriate or cargo style shorts in good condition and no more than 1-2 inches above the knee.
11. No spaghetti strap style shirts, unless covered by another shirt, Bra straps should not be visible.
12. Use of cosmetics or jewelry should be moderate and no jewelry or clothing should be worn that may interfere with patient care. Hair shall be pulled back so that it does not interfere with patient care. Bra straps should not be visible.
13. If an employee is disabled or, as a member of a religious group, wears certain dress styles, every effort will be made to accommodate the employee provided that safety, health, and sanitation requirements are satisfied.
14. Management reserves the right to determine the appropriateness of the employee’s attire. Employees violating the letter and spirit of the policy may be asked to return home at their expense and change into appropriate attire.

**Closed toed shoes must be worn at all times for all Field Staff completing patient visits.**

Section: Workplace Expectations

Policy Number: IV-6

Policy: Electronic Communication and Internet Use

Procedure:

The following guidelines have been established:

It is policy of CHHC that all employees own their own electronic equipment. The equipment can be of their choosing, but must have the following minimum capabilities:

1. Must be portable, preferable a tablet that can be easily transported into a patient’s room or home so that “bedside” charting can be done if connectivity is available.
2. Must be able to connect with the internet, as our charting system, DeVero, is a WEB based charting system. CHHC will loan a MIFI device to clinical staff, as needed, for connectivity. The employee will be responsible for cost to replace device if it is lost.
3. RN’s, PT’s, OT’s, and ST’s all need to have the ability to take pictures to upload into a patient’s chart. These could include pictures of wounds, living arrangements, or medical documents such as a copy of MPOA or DNR. Information will not be stored on devices but rather uploaded to chart or sent to office then deleted.
4. All disciplines providing direct patient care need to have equipment that can obtain an electronic patient signature. This is the preferred method of obtaining patient signatures. Back up hard copies are acceptable for equipment failure or patient inability to use the electronic equipment. Touch screens, signature pads or pens are all acceptable.
5. Financial arrangements can be made through the administration if assistance is needed in purchasing equipment. The need will be reviewed on an individual basis and any funding must be repaid by automatic payroll deduction within 3 pay periods.

**Right to Monitor**

Email can be monitored and used for company purposes only.

Section: Workplace Expectations

Policy Number: IV-7

Policy: Social Media- Acceptable Use

Procedure:

Employees may not post financial, confidential, sensitive or proprietary information about the company, clients, employees or applicants.

Employees may not post obscenities, slurs or personal attacks that can damage the reputation of the company, clients, employees or applicants.

Section: Workplace Expectations

Policy Number: IV-9

Policy: Employee Personnel Files

Procedure:

Employee files are maintained by management and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis.

A manager or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with antidiscrimination laws.

Personnel file access by current employees and former employees upon request will generally be permitted within three days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resource department. Personnel files may not be taken outside of the office.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Section: Compensation

Policy Number: V-1

Policy: Performance and Salary Reviews

Procedure:

Annual performance evaluations are required for all employees by the appropriate supervisor with active employee participation. Evaluations will include self-evaluation, supervisor’s assessment of employee fulfillment of job responsibilities, employee development planning, individual goal setting, on site observations of performance skills competency evaluation and response to evaluation by the employee.

Procedure:

Section: Compensation

Policy Number: V-2

Policy: Payment of Wages

Procedure:

Direct Deposit will be issued semi-monthly on the 15th and the last day of the month. If those days fall on a weekend, direct deposit will be issued the Friday prior. If those days fall on a holiday, direct deposit will be issued the business day prior.

Overtime payment, which is included with the non-exempt employee's base wage payment, is also paid semi-monthly with such payment covering hours worked.

It is the company's policy that employee paychecks will only be provided through direct deposit

Employees may be paid through direct deposit of funds to either a savings or checking account at the financial institution of their choice.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new W-4 form must be submitted.

Except for extreme emergencies and vacation pay, no wage advances will be made.

Section: Compensation

Policy Number: V-3

Policy: Time Reporting

Procedure:

A work hour is any hour of the day that is worked and should be recorded. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven consecutive days beginning on Sunday and ending on Saturday.

Overtime is defined as hours worked by an hourly or nonexempt employee in excess of 40 hours in a workweek and should be recorded. Overtime productivity should be 1 hour per visit point. (example: 1-hour overtime would be 26 points). **Overtime must be approved in advance by the manager to whom the employee reports.**

All non-exempt employees are required to document their time on a timesheet and turn the timesheet into payroll and their manager every Monday by 8 am. All visits for the previous week which are included on the Payroll timesheet must be submitted to office by End of Day Monday. The exception would be Oasis (which must be completed and then submitted to the office within 5 days), and any On-call or weekend visits completed immediately prior to the Monday timesheet.

CHHC hours of operation are from 8:00am to 5:00pm.

Section: Compensation

Policy Number: V-4

Policy: Meal/Rest Periods

Procedure:

**Office staff:**

**Mandatory Meal Period –** The maximum number of work hours each day will be 8 hours which requires each non-exempt employee to have a meal break. Employee meal periods are important to company productivity and employee health. Employees who work at least 6 consecutive hours will be provided a meal break not to exceed 30 minutes. Non-exempt employees are to be completely relieved of all job duties while on meal breaks and must clock out for meal periods.

**Rest Breaks -** Salaried employees, as they are paid a weekly salary regardless of the hours they work, may choose to take breaks as needed. Non-exempt employees are permitted a 10-minute rest break for every four hours of work. Rest breaks should not be before the first hour or last hour worked each day. Non-exempt employees on rest breaks are not required to clock in and clock out because this time is considered “time worked” and is compensable.

**Impermissible Use of Meal Period and/or Rest Breaks -** Neither the lunch period nor the rest break(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes—for example, rest breaks may not be accumulated to extend a meal period, and rest breaks may not be combined to allow one half-hour long break. Meal periods cannot be accumulated to account for late arrive or early departure.

Section: Compensation

Policy Number: V-5

Policy: Overtime Pay [nonexempt employees]

Procedure:

Non-exempt employees who exceed 40 hours of work time in a workweek will be paid time and one half.

Paid leave, such as holiday, sick or vacation pay, does not apply toward work time.

The workweek begins at 12:00 a.m. on Sunday morning and ends at 11:59 p.m. on Saturday night.

**Employees are required to obtain verbal approval from managers prior to the use of overtime.**

Employees who anticipate the need for overtime to complete the week’s work must notify the supervisor in advance and obtain approval before working hours that extend beyond their normal schedule.

During busy periods employees may be required to work extended hours.

Section: Time Off/Leave of Absence

Policy Number: VI-1

Policy: Holiday Pay

Procedure:

CHHC recognizes nine paid holidays each year for all employees:

* New Year’s Day\*
* Memorial Day\*
* Independence Day\*
* Labor Day\*
* Thanksgiving Day\*
* Day After Thanksgiving
* Christmas Eve (1/2 day of work. Office will close at noon)
* Christmas Day\*
* New Year’s Eve (1/2 day of work. Office will close at noon)

Employees must have worked the week before and the week after each Holiday in order to receive Holiday pay. For Office Staff and Field Staff: The number of holiday hours paid will be based on most recent PVT accrual divided by 5 days. Full time salaried staff will receive 8 hours for a holiday.

Medicare Holidays (marked with “\*” above) should not be worked unless patient is seen 7 days a week or has an emergent/mandatory clinical need to be seen on one of the Medicare Holidays. Pre-approval by your manager should be obtained to complete visits on these 6 days.

Employees with supervisor approval to work on the Holiday will be paid 1.5 x their normal pay rate for hours worked. These 6 Medicare Holidays are noted above with an “\*”. Holiday hours not worked are not eligible to receive overtime compensation i.e. if you were to work 34 hours in 4 days during a holiday week you would be paid 42 hours at your regular rate (assuming you receive 8 hours of holiday pay). Holidays which occur on Saturday will be observed on the previous Friday.  Holidays which occur on Sunday will be observed on the following Monday. Holiday pay will apply to the day the office observes the Holiday only.

**If New Year’s Eve or Christmas Eve fall on a weekend the Holiday will not be observed and there will be no Holiday pay.**

Time off may be granted to observe a religious holiday that is not recognized by the company.

Section: Time Off/Leave of Absence

Policy Number: VI-2A

Policy: Paid Vacation Time (PVT)

Procedure:

**Vacation Pay:** All employees will receive PVT regardless of hours worked. PVT accrual dates will begin 60 days from hire and then every 6 months thereafter. The amount of PVT accrued will be based on the average hours worked for the past 6 months. PVT anniversary amounts are as follows:

* 0**-**3 years: Employees will receive 2 weeks of PVT per year; 1 week every 6 months.
* 3-6 years: Employees will receive 3 weeks of PVT per year; 1.5 weeks every 6 months.
* 6+ years: Employees will receive 4 weeks of PVT per year; 2 weeks every 6 months.

PVT anniversaries start from the first day of PVT accrual.

Employees will not accrue additional PVT once the maximum allowable amount has been reached, Maximum allowable amounts are as follows:

* 0-3 years: not to exceed 2 weeks at each accrual.
* 3-6 years: not to exceed 3 weeks at each accrual.
* 6+ years: not to exceed 4 weeks at each accrual.

PVT will be paid out at termination of employment regardless of reason.

**Voluntary PVT Donations:** Employees may donate PVT to the shared PVT bank. The PVT bank will be used for personal circumstances that hinder an employee’s ability to perform their everyday tasks. The employee receiving the donated PVT must exhaust their PVT bank before PVT donations may be used. PVT donations will be paid to the approved employee with the corresponding payroll. PVT donations paid to employees will not exceed 40 hours per week. The PVT donated will be deducted from the donor’s bank of hours, when the form is submitted. Submit all PVT donation forms to payroll.

**Time off Requests:**

* Time off requests must be submitted, in writing, using the “time off request form”. Requests will be accepted up to 6 months prior to and no later than 2 weeks before the first day of requested date(s) that you wish to take off.
* Requests will be considered on a first come first serve basis. Submitting a request is not a guarantee that the requested time off will be granted. Patient census, patient care, staffing needs, and current staffing availability will all be considered when determining if a time off request can be approved.
* It is CHHC’s goal to never be staffed with less than 70% in either territory; North or South.
* If time off is approved, the office will need a detailed schedule of all patient information in order to staff your patient accurately during your time off. While you can ask co-workers if they are available to cover for you, it is the scheduler’s job to make the final assignments.
* Given the nature of self-scheduling in Home Health, the scheduler is correct to assume that you are available to accept patient assignments, on your scheduled days, Monday through Friday from 8am-5pm, unless you have a pre-approved time off request.
* **Time off is limited to the following**: If you need more than 2 weeks of time off, a leave of absence must be considered; all the policy and procedures that apply to a leave of absence will be followed, including the prepayment of any benefit coverage that may accrue during your absence.

Section: Time Off/Leave of Absence

Policy Number: VI-2B

Policy: Paid Sick Time (PST)

Procedure:

Paid Sick Time will be given to all employees. All employees will receive 1 hour of paid sick leave for every 30 hours worked not to exceed 48 hours per benefit year. Paid sick leave hours will be given on January 1st of each year. The number of sick hours given will be based on the average hours worked at the end of each year. HR will have additional tracking in place to make sure that the 1 hour for every 30 hours worked is followed.

There are two types of paid sick leave required under **Healthy Families and Workplaces Act (HFWA)**: 1. Accrued leave, and 2. Public Health Emergency Leave.

**1. Accrued Leave**: up to 48 hours of paid leave per year, for use for a variety of health- and

safety-purposes, which employees “earn” at a rate of 1 hour of leave for every 30 hours worked.

Accrued leave can be used for various **h**ealth- and safety-related needs:

(a) a mental or physical **illness, injury, or health condition that prevents work**.

(b) obtaining **preventive medical care** (including a vaccination), or a **medical diagnosis, care, or**

**treatment**, of any mental or physical illness, injury, or health condition.

(c) being a victim of **domestic abuse, sexual assault, or criminal harassment** who needs leave for medical attention, mental health care or other counseling, legal or other victim services, or relocation.

(d) **care for a family member** who has a mental or physical illness, injury, or health condition, or who needs the sort of care listed in category (b) or (c); d.

(e) due to a **public health emergency**, a public official **closed** the employee’s:

1. **place of business**, or
2. child’s **school or place of care**, requiring the employee to care for the child.

**Unused Accrued Leave:** Unused accrued leave will roll over into a later year but not to exceed 48hours in one benefit year.

**2. Public Health Emergency (PHE) Leave**: up to 80 hours of PHE-related leave when a PHE is declared.

1. **Pay During Leave:**

Sick leave will be paid at the same hourly rate or salary that the employee normally earns during hours worked and paid on the same schedule (payday) as regular wages.

1. **Documentation Policies:**
2. Documentation will be required only if the employee is absent for four or more consecutive days, during which the employee would’ve ordinarily worked (not just four calendar days).
3. Reasonable documentation will be required, but not more than needed to show a valid reason for leave.
4. For leave for **health-related needs**: If an employee received services (including remotely) from a health provider for a HFWA need, a document from the provider satisfies the employee’s document duties. If the employee didn’t receive provider services or can’t get a provider document in time or without added cost, they can provide their own writing explaining that leave was for a HFWA need.
5. For leave for **safety-related needs** (domestic abuse, sexual assault, or criminal harassment): The same rules explained in (b)(i) above apply, except that also, if applicable, an employee can provide a legal document indicating a safety need for the leave (*e.g.*, a restraining order or police report).
6. It is not required that documents have a signature, be notarized, or be in any particular format. Documentation may be submitted by any reasonable method, including electronically.

**Note:** When staff are required to take time away from their normal working hours and location, for Isolation after a COVID exposure, please reach out to your manager for current ruling and guidance.

Section: Time Off/Leave of Absence

Policy Number: VI-3

Policy: Personal Leave of Absence

Procedure:

**Personal Leave of Absence (2 Types)**

1. **Family Medical Leave of Absence (FMLA):**
   1. FMLA leave is a federal requirement. To be eligible an employee must work for the covered employer, have worked for the employer for a total of 12 months, have worked at least 1,250 hours in the previous 12 months, and must work at a location in US, or in any territory or possession of the US, where at least 50 employees are employed by the employer within 75 miles. Leave entitlement for eligible employee must be granted for up to a total of 12 work weeks of unpaid leave during any 12-month period. The following reasons warrant eligibility:
      1. For the birth and care of a newborn child of employee.
      2. For placement with employee of a son or daughter for adoption or foster care.
      3. To care for a spouse, son, daughter, or parent with a serious health condition.
      4. To take medical leave when the employee is unable to work because of a serious health condition; or on active duty or call to active-duty status as a member of the National Guard or Reserves in support of a contingency operation.
   2. If the leave is foreseeable such as surgery, pregnancy, adoption, etc., then a 30-day notice to supervisor is recommended. If the leave is emergent such as illness, injury/accident, etc. then no notice is required only a call in to supervisor. Once the employee is determined as eligible a receipt of MD certification may be required. For additional information on FMLA see “Fact Sheet 28: The Family and Medical Leave Act of 1993.”
2. **NON-MEDICAL LEAVE OF ABSENCE:**
   1. Non FMLA leave of absence without pay may be granted at the discretion of the Governing Body. Emergency leave may be granted in the case of death or serious illness in the employee’s immediate family. A leave of absence is defined as an unpaid absence from work for a specified period of time not to exceed eight weeks, with the proper approval and the understanding that the employee will return to work at the end of the allowed leave.
      1. **Conditions for non-emergency leave:**
         1. An employee desiring a leave must make a detailed written request stating purpose and beginning and ending dates of the leave to the Administrator and Governing Body who will review the request and approve or disapprove. The request must be made at least two weeks prior to the first day of leave.
         2. An employee failing to report to work on the first working day following the expiration of the leave will be considered to have voluntarily resigned. In the event, the last day worked is the termination date.
         3. Following an approved leave, an employee’s return to work is contingent upon job availability and current opening for which the employee is qualified.
         4. Normal salary/performance review dates of employees on leave are postponed by the amount of leave time.
         5. Extensions of leave may be granted depending upon individual circumstances.
   2. A request for medical leave will be considered only when accompanied by a physician’s certification indicating the reason and the probable date of return to work. An employee’s return to work following a medical leave is contingent upon job availability or current openings for which the employee is qualified.

**Jury Duty**: Jury duty is a civic responsibility. Therefore, employees will be reimbursed the difference between their regular pay and the jury duty pay. Employees granted time off for this purpose are expected to report for work during any portion of a scheduled workday in which they are not required to be present at court. A certificate of attendance must be submitted upon return to work.

**Voting Time:** All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, employees will receive up to three hours unpaid during the work day to vote. Time off for voting should be reported and coded appropriately on timekeeping records.

Section: Time Off/Leave of Absence

Policy Number: VI-4

Policy: Bereavement Leave

Procedure:

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately. The company will pay up to 3 days of bereavement leave at your current rate of pay. The number of Bereavement hours paid will be based on most recent PTO accrual divided by 5 days. Full time salaried staff will receive 8 hours for each Bereavement day.

Immediate family members that qualify for bereavement leave are:

Spouse

Child

Parent

Parent-in-law

Sibling

Stepparent

Stepchild

Grandparents

Section: Benefits

Policy Number: VII-1

Policy: Benefits

Procedure:

**Determination of eligibility:** CHHC will do a 12 month look back for all staff that are not full-time salaried to check eligibility status for below mentioned benefits. The look backs will be twice a year as determined by administrator and insurance broker. Full time salaried employees automatically qualify for all benefits and may enroll the 1st day of the month following a 60-day waiting period.

* **FLEXIBLE COMPENSATION PLAN:** Qualifying employees may choose among certain   
  “tax free” benefits in lieu of taxable compensation. Employee must agree to compensation reduction by the total cost of the plan benefits selected with proper signed enrollment form. Employees must be at least 18 years of age and have worked 60 days to be eligible. These benefits are as follows:
  + **MEDICAL INSURANCE:** Employees must be full time 30 plus hours / week or full time salaried to qualify for CHHC group health insurance. CHHC will pay $400.00 a month for qualifying employee. Additional information will be provided to full time employees upon request.
  + **DENTAL AND/OR VISION INSURANCE:** Employees must work 20+ hours per week. This is voluntary and is offered at a “pass through” cost if elected, meaning the company will not contribute toward the cost. Additional information will be provided to eligible employees upon request.
  + **VOLUNTARY SHORT TERM/LONG TERM DISABILITY AND/OR TERM LIFE INSURANCE:** These benefits are also offered at a “pass through” cost if elected. Eligibility requirements are the same as Dental and Vision insurance. These arenot pre-tax benefits. Additional information will be provided to eligible employees upon request.
  + **401(K) PLAN:** All new hires will be eligible for 401k after three (3) months of Service (90 days). The entry date for participation in the plan will be the 1st day of the month coinciding with or the next following date eligibility requirements are met.CHHC matches employee contributions up to 4% of the employee’s salary every pay period. This amount is invested through Jocelyn Pension Company in Schwab mutual funds – to be determined by the employee. When you become eligible for the plan, you will be given more information. Employees are fully vested after 6 years of enrollment.

**BENEFIT COST:** Benefit premiums will be deducted through the employee’s paycheck bimonthly. Effective December 23, 2022; **If an employee is out on a leave of absence due to FMLA or Short-Term Disability** the employee is obligated to cover the benefit premium minus the employer contribution for health, dental, vision, short term disability, long term disability and life for the duration of leave. Payment method will be by check and the employee will have two options:

1. Pay the entire premium on the 1st of the month.

2. Pay on the 1st and the 15th if employee chooses to pay bi-monthly.

If the payment is 2 weeks late, then CHHC will terminate benefits on the 15th day.

**If an employee is out due to worker’s comp and 6 months has passed since the date of the worker’s comp claim and the employee hasn’t returned to work** the employee is obligated to pay the full premium with no employer contribution for health, dental, vision, short term disability, long term disability and life for the duration of leave. Payment method will be by check and the employee will have two options:

1. Pay the entire premium on the 1st of the month.

2. Pay on the 1st and the 15th if employee chooses to pay bi-monthly. If the payment is 2 weeks late, then CHHC will terminate benefits on the 15th day.

**If an employee should return to work on modified duty while on worker’s comp, at less than half time,** the employer contribution will be given and CHHC will cover half of the health premium. The dental, vision, short term disability, long term disability and life will be covered in full by the employee. Payment method will be by check and the employee will have two options:

1. Pay the entire premium on the 1st of the month.

2. Pay on the 1st and the 15th if employee chooses to pay bi-monthly.

If the payment is 2 weeks late, then CHHC will terminate benefits on the 15th day. If an employee would like to cancel coverage while on FMLA, Short-Term Disability or Worker’s comp they may do so at any time by contacting the HR department.