

CALVIN. Community

EMPLOYEE MANUAL

Our Mission:

To provide, on a nonprofit basis, services to older adults in a caring, Christian community designed to meet their physical, social, spiritual and psychological needs and contribute to their health, security and happiness.

Values:

Provide all residents the opportunity to make personal choices in all areas that are important to them.

Maintain an appropriate level of compassionate, friendly and properly trained staff.

Ensure a safe and secure facility for all residents.

Promote a homelike environment including clean, odor-free rooms and nutritional, great-tasting food.

Place high importance on the dignity and overall well-being of the residents.

Vision:

Our vision is to provide a safe, clean, homelike environment that promotes the values of dignity and the freedom of personal choices for all residents. Our success is built on a culture of trust, respect, and compassion provided by a well-trained staff.

CALVIN COMMUNITY STAFF

PRESIDENT & CEO

Mark Teigland

TREASURER & CFO

Jamey L. Cox

DIRECTOR OF EMPLOYEE SERVICES

Kim Berg-Olsen, SPHR

DIRECTOR OF NURSING

Tamara Torstenson, R.N.

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DIRECTOR, FOOD SERVICES

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DIRECTOR, BUILDING & GROUNDS

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Welcome

To Calvin Community. We are pleased that you decided to pursue your career with us. We pledge to do our best to make Calvin a workplace where you will be as happy and fulfilled as possible.

We strive for excellence. Excellence is quality and perfection; it is pride and confidence; it is a positive way of thinking and knowing that doing well is important and rewarding. "Doing it right" the first time not only makes good sense from our own standpoint but it helps us earn the respect and admiration of our residents, coworkers and the community.

On the following pages you will find our personnel policies. Calvin Community's benefits are outlined in *Calvin Community Benefits Program*. Questions regarding personnel policies should be discussed with your Department Director or designee. The Employee Services Director will be happy to discuss benefits.

Calvin Community is a continuing care retirement center consisting of 30 independent apartments (Calvin West), 118 certified assisted living apartments and 59 licensed nursing facility beds.

The facilities of Calvin Community are geared to the mature person. The building itself provides many advantages to the resident for comfortable and safe living quarters. In addition, there are hobby and recreational areas and activities in which the resident can participate if he or she chooses.

Our well-trained staff operates Calvin Community in a way that enables the residents to be as independent as possible.

Calvin Community is guided by a Board of Directors. Each director serves on a committee dealing with various aspects of administration (Finance, Building, Admissions, etc.). Officers of the Board of Directors are elected annually.

The President/CEO is hired by the Board of Directors to administer all Board policies and to direct the operation of Calvin Community. The President/CEO is assisted by a knowledgeable and dedicated administrative staff.

Calvin Community has approximately 200 employees, some of whom work full-time and others part-time.

Resident care is our primary concern. Every effort is made to provide an attractive, safe, comfortable and friendly environment. Employees' attitudes are important in maintaining this atmosphere.

QUALIFICATIONS FOR EMPLOYMENT

It is the responsibility of Calvin Community to maintain a fully qualified staff. Employees are selected on the basis of education, training, experience, ability, skill, reliability and aptitude as required by the particular position. Job descriptions describe in detail the necessary qualifications. Criminal Background checks are required by the State of Iowa prior to an offer of employment in any position

EQUAL OPPORTUNITY EMPLOYER

It is the policy of Calvin Community to provide equal employment opportunity to all employees and applicants for employment without regard to race, creed, age, color, religion, sex, handicap, veteran status, marital status or national origin, and to base all employment decisions so as to further this principle of equal employment opportunity.

SUGGESTIONS

Calvin Community has an Employee Suggestion Program. The best ideas for improvement come from our employees. After all, each individual employee should know their job better than anyone else and should be able to make the most meaningful suggestions with regard to improving its efficiency.

We feel that any employee who is vitally concerned with Calvin Community and their own progress and future will regularly have suggestions and ideas for improvement. Your supervisor will carefully listen to your suggestions and respond in an appropriate manner. We expect each person to constantly try to improve efficiency and product quality, conserve equipment and parts, save company money, and improve working conditions and communications and to generally make Calvin Community a better place to work. Please discuss your suggestions with your Department Director or request an Employee Suggestion Form.

EMPLOYEE ORIENTATION

All new employees are required to attend a general orientation which provides information about the facility and its operation, and those expectations which apply to all employees regardless of the position. Orientation to the specific job and department is the responsibility of the Department Director. Employees are required to attend re-education programs annually in the areas of infection control, resident's rights and safety.

HEALTH REQUIREMENTS

All employees are required, by State Law, to have a physical examination prior to beginning employment and every 4 years thereafter. Each new employee shall also have a TB skin test administered and read at the appropriate interval prior to employment. Employees who have positive TB test readings shall be required to have a chest x-ray. Any initial and periodic physicals and tests (such as TB) will be the financial responsibility of Calvin Community.

GRIEVANCE PROCEDURE

An employee having a grievance shall follow the Grievance Policy Procedure in seeking problem resolution. The Department Director shall guide the employee through the grievance procedure if necessary.

The grievance procedure is not a guarantee or promise that particular steps will be followed. Rather, it is merely intended as an informal method of conflict resolution and while it is strongly encouraged, Calvin Community may deviate from this procedure when the circumstances warrant. (See Policy titled "grievance" found in Policy Book in your department office for further details.)

SEXUAL HARASSMENT

It is the policy of Calvin Community to operate in a work environment free of conduct that can be construed as sexual harassment. To this end, we will make every effort to follow government regulations relative to sexual harassment. (See Policy titled "harassment" found in Policy Book in your department office for further details.)

CONFIDENTIAL INFORMATION/HIPPA

In the process of performing your work, it is possible you will hear or read many things regarding a resident's personal life, health, or other confidential material. You are required to keep these things confidential; not to discuss them within or outside Calvin Community. Even casual conversation about these things can violate our resident's rights. Sharing resident or employee information within or outside Calvin Community may lead to disciplinary action or even immediate termination.

PERSONNEL RECORDS

The employment records of each employee shall be kept by the Employee Services Director. Performance records are kept by the employee's Department Director and Employee Services Director. Education and health records are kept on file in the Human Resource office. These records shall be confidential. The Accounting Department, Department Director, and Employee Services should be notified promptly at the following times:

- When there is a change of address or phone number
- When there is a change in the number of dependents
- When marriage or legal separation or divorce changes your status
- When a different person is to be contacted in case of emergency

TELEPHONE CALLS

Personal telephone calls during work time should be limited to emergencies only.

PERSONAL MAIL

Please do not have personal mail sent to Calvin.

TEMPORARY ASSIGNMENTS

Within all departments regular assignments may need to be adjusted due to illness, emergencies, vacations, etc. All employees are asked to cooperate as a part of their job functions.

TIPPING AND GRATUITIES

Tipping of money or gifts to staff by residents is strictly forbidden. Staff personnel who are offered gifts by residents or their families must report immediately to their supervisor. The President/CEO will decide whether it is appropriate to allow the gift.

PAYDAYS

We must receive your Federal and State Withholding form and must verify your Social Security number before we can issue a payroll deposit. Your wages will be directly deposited into a bank account that you designate on a bi-weekly basis.

OVERTIME WORK AND PAY

All hourly employees who work in excess of forty (40) hours in a week (Sunday through Saturday) will receive overtime premium payments as required by the Fair Labor Standards Act. The overtime premium is paid at one and one-half times your regular rate.

PAYROLL DEDUCTIONS

Certain deductions such as those made for income taxes and Social Security, must be made according to law. Other deductions such as your insurance, will be made at your request and with your authorization. These are itemized on your payroll direct deposit advice or check (payroll stub).

You should keep an accurate record of the number of hours you work each pay period and always be familiar with the basis on which you are paid. To help you in keeping such records, your payroll stub itemizes the various categories of pay. Please report any error made in your paycheck immediately to your Department Director.

SAFETY AND INJURY ON THE JOB

Nobody wants to get hurt. We shall do everything possible to prevent accidents and ask you to use common sense and exercise good judgment in observing the rules of safety. Remember, all of us can prevent accidents. If, in the course of your work, you should see a dangerous work practice, or if you have any suggestions or recommendations concerning safety, report them to your Department Director for review.

If you are injured in the course of your work, you must report **immediately** to your Department Director or designee for evaluation and first aid treatment, no matter how slight the injury. Unless promptly treated, even a small scratch can cause infection. If your injury requires further attention you will be sent to the medical clinic or hospital designated to provide medical treatment under the Worker's Compensation program. All injuries require filling out an Employee Incident Report.

Payment of Workmen's Compensation claims can only be made after the filing of a report of injury or work-related illness.

PROPERTY REMOVAL

If you desire to remove material or equipment from the premises, you must secure authorization to do so from an authorized member of the staff or from administration. You may also be asked to show the contents of sacks or other containers.

SMOKING

Tobacco free campus (see policy #HR 110.02)

SECURITY

Safety and security of the residents, employees and their property as well as property of Calvin is very important. Please report any unusual activities to administration immediately.

TERMINATION PROCEDURE

A minimum of two weeks' notice prior to termination is requested of hourly employees and thirty days of salaried employees. This should be submitted to your Department Director in writing.

ABSENTEEISM

Regular attendance is expected of each employee. Absenteeism disrupts the continuity of care and threatens quality of life. An absent employee places a burden of additional work load on other employees, and the result is anger, discouragement and low morale. We realize, however, that some absences are truly valid, and cannot be avoided.

An absence is defined as any time an employee reports that he/she will not show up for a scheduled shift. An absence period is one or more consecutive scheduled shifts of not working. Employee is expected to report an absence prior to each shift.

Calvin Community uses a "no-fault" system of absenteeism control. This means that absences are accumulated without regard to the underlying cause of the absence. This eliminates the need for the department head to distinguish between "excused" and "unexcused" absences.

Employees who report for duty and work more than six hours of their scheduled work day will be paid for the hours worked and not be charged with an absence.

An average of more than one absence period per month is considered excessive. Therefore, absences that exceed the number identified in any of the following periods may result in a step of the disciplinary process:

1. First warning at 3 occurrences.
2. Second warning at 6 occurrences.
3. Final warning at 9 occurrences.

(See policy "Absentee and Tardy Credit System").

The corrective disciplinary steps are: First, a written warning; second, a written warning; third, final warning. Any additional occurrence will result in termination.

CALL-IN POLICY

If an employee is unable to work, **he/she must call the facility each day of the absence** at least two hours before the scheduled time to work. A longer time for giving notice may be required by some departments in order to have time to find replacements. The absence must be reported to the Department Director or designee.

UNREPORTED ABSENCE

Defined as **failing to show up or call in at any time prior to the end of the first hour scheduled shift**. If an employee does not notify his/her supervisor of the absence, it will be assumed that the employee is absent. The Department Director may attempt to fill the remaining work schedule of the employee and will initiate the disciplinary process.

TARDINESS

Tardiness disrupts the continuity of work expected from the employee, and results in disorganization of

the whole department. Tardiness is defined as reporting to the work area after the scheduled start time of the assigned shift. **Excessive tardiness is more than one occurrence in a pay period. Two tardy occurrences will equal one credit.**

AMERICANS WITH DISABILITIES ACT

If special accommodations are needed to perform your job requirements, notify your Department Director.

RECORDS

An "Employee Attendance Record" is kept on each employee and is used to account for the number of absences and types of absences. These records are used for performance evaluations and disciplinary action, when indicated.

EMPLOYMENT STATUS DEFINITIONS

FULL-TIME EMPLOYMENT (FTE): 76 hours and above per pay period. A fulltime employee is entitled to full benefits provided by Calvin Community.

PART-TIME PLUS EMPLOYMENT (PTE+): Work as scheduled between 60 and less than 76 hours per pay period. Employee receives double time for working a designated holiday; no pay if holiday is not worked. Employee is eligible for insurance and vacation benefits.

PART- TIME EMPLOYMENT (PTE): Work as scheduled, less than 60 hours per pay period. The shifts scheduled to work shall be according to the needs of the facility. If more than 40 hours are worked in a week, overtime will be paid; also double time is paid when working a designated holiday; no pay if holiday is not worked. Employee is eligible for vacation.

PRN EMPLOYMENT: Works "as needed", according to the scheduling needs of Calvin Community, and the employee's availability to work. Employee is not eligible for insurance benefits. Employee is eligible for vacation on a pro-rata basis.

WORK RULES

The following rules for Calvin Community employees have been created to provide a safe, secure home for our residents as well as a pleasant and safe working environment for the employees, and to inform you of management's expectations of your standard of performance and behavior.

Any violation of the following rules will be sufficient grounds for disciplinary action ranging from a verbal warning, written warning, and suspension with pay, to discharge depending upon the severity of the offense and whether or not it is a first or subsequent violation:

1. Any falsification of personnel or other facility records. This includes your time record on which it is your responsibility to report each day the time you actually report for and leave work.
2. Failure to notify your department supervisor of absence as soon as possible prior to the start of your work day unless other mutually acceptable arrangements have been made.
3. Performing unauthorized personal work on facility time.
4. Absence without reasonable cause.
5. Reporting late for work.
6. Leaving work during working hours without permission of a Department Director.
7. Distracting the attention of others or causing a disruption in the facility. This includes but is not limited to sabotage, fighting, lying, insubordination, horseplay or inciting same.
8. Contributing to or creating unsanitary conditions.
9. Possession of firearms, explosives or other dangerous weapons on the premises.
10. Failure or refusal to follow the direction of your supervisor or other person in authority.
11. Unauthorized operation of facility equipment.
12. Unnecessarily wasting materials and/or supplies.
13. Wasting time or loitering in rest rooms or other places. Taking breaks at unauthorized times or in unauthorized places.
14. Personal telephone calls or visits by family, friends, salesmen, etc., are not allowed during working hours unless it is an emergency and then they must be approved by your Supervisor.
15. Non-compliance of tobacco free campus.
16. Threatening, intimidating, coercing or interfering with employees, supervisors, residents, visitors, guests or their property while on duty or their property while on duty or on the premises.
17. Soliciting sales or services to other employees while on duty.

18. Soliciting sales or services to residents or agreeing to provide such sales or services for remuneration, regardless of whether or not on premises or during working hours.
19. Stopping work or making preparations to leave work before meal time or before the specified quitting time.
20. Misuse or removal from the premises without proper authorization of employee lists, facility records or confidential information of any nature whether verbal or written.
21. Abuse, misuse or deliberate destruction of facility property, supplies, equipment or the property of employees, residents or others.
22. Engaging in a work slowdown or intentionally restricting service or work in any manner.
23. Making or publishing of false, vicious or malicious statements concerning employees, supervisors, residents or the facility.
24. Intentional fraud, deceit, lying or dishonesty whether written or oral, to supervisors or other authorized personnel on a work related matter.
25. Removing property belonging to the facility, residents or employees from the premises without the express approval of management.
26. Failure to return to work upon expiration of vacation, leave of absence or when called back after a layoff.
27. Use or possession of intoxicants or narcotics of any kind while on facility premises or elsewhere during working hours or reporting to work under the influence of such substances.
28. Misuse, abuse or unauthorized use of facility vehicles, equipment or supplies.
29. Willful, deliberate or continued violation or disregard of safety rules or policies.
30. Conviction of a crime, the nature of which would be calculated to render an employee undesirable as a co-worker and detrimental to the best interest of the facility.
31. Refusal to allow inspection of any packages or bundles while entering or leaving the facility premises.
32. Failure to report accidents or personal injury immediately to your supervisor.
33. Continued substandard performance of assigned duties.
34. Posting, removing or tampering with bulletin board notices without authority.
35. Obscene or abusive language, gestures or actions directed toward supervisors, employees or others.

36. Any racial or sexual slurs whereby, with "humor" or otherwise, one "puts down" another person regarding their race, creed, color, sex, age or nationality.
37. Refusal to submit to lawful test to determine if one is under the influence of alcohol or drugs or where a matter of honesty is involved.
38. Violation of Resident's Rights whether a resident of the Health Center or an Apartment and includes, but is not limited to, the right of the resident to:
 - a. Freedom from mental, physical or verbal abuse.
 - b. Considerate and respectful care at all times.
 - c. The preservation of his/her dignity and individuality.
39. Accepting money or other gifts from a resident without management's approval.
40. Failure to devote proper attention to personal hygiene, neatness and appropriateness of dress.
41. Sleeping or assuming a position of sleep while on duty.
42. Failure to exercise safe lifting procedures.
43. Taking residents out of the building other than during the course of their work.
44. Coming into the building without supervisor approval when not performing work for Calvin Community.
45. Any other incident or behavior which is deemed by management to be unacceptable.
46. Repeated failure to comply with published policies and procedures.

DISCLAIMER OF CONTRACT

The guidelines contained in this Employee Manual/Benefits Booklet do not constitute an employment contract between Calvin Community and any of its employees. An individual's employment with Calvin Community is not for any stated period. Rather, the employment relationship is by mutual consent and may be terminated by either Calvin Community or the employee at any time either believes it is in their best interest to do so. These contents are presented as a matter of information only. While Calvin Community offers and applies the plans, policies and procedures described herein, they are not conditions of employment. Calvin Community reserves the right to modify, revoke, suspend, terminate or change any or all of such plans, policies or procedures at any time, with or without notice. No Department Director or representative of Calvin Community has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. Any exception to the above must be in writing and must be approved in writing by the appropriate Administrator of Calvin Community.



**BENEFITS
PROGRAM**

CALVIN COMMUNITY HEALTH INSURANCE BENEFIT PROGRAM

Employees who work an average of 30 hours a week or more are eligible for health insurance through our group plan. You are eligible for this plan no later than the first day of the month following sixty days of employment. Rates may vary to meet requirements of the Affordable Care Act. An employee's contribution for his or her coverage (employee only coverage) will not exceed 9.5% of his or her W-2 wages.

Carrier: **The Board of Pensions of the-Presbyterian Church
Blue Card PPO thru BC/BS & Highmark**

Current Cost:

Active Coverage Level	2016	Calvin Comm.	Emp. Cost
Member	\$675.00	\$506.26	Pay Period \$84.37
Member with Children	\$1,002.00	\$506.26	Pay Period \$247.87
Member with Spouse	\$1,385.00	\$506.26	Pay Period \$439.37
Member with Family	\$1,804.00	\$506.26	Pay Period \$648.87

Employee cost is per pay period. (Changes may occur annually on January 1st)

Physician Office Visit: Requires a \$25.00 co-pay per visit
 Specialist Visit: Requires a \$45.00 co-pay per visit
 Preventive Care: \$0 for annual preventive care visits with network providers
 The set amount paid for an office visit is not applied to the deductible or co-payment limit.

Deductible: Salary Based 1.25% of effective salary
 Pre-service notification required (Pre-authorization).
 Prescription Drug Benefit: No Annual Deductible



THE BOARD OF PENSIONS OF THE PRESBYTERIAN CHURCH (U.S.A.)
 2000 Market Street
 Philadelphia, PA 19103-3298
 1-800-773-7752 (800-PRESPLAN)

Provider Information:
 Please call during hours listed for information and referrals
 PPO Physician and Hospital Information
 BlueCard PPO
 (Highmark Blue Cross Blue Shield)
 1-888-835-2959
 OR
 www.bcbs.com

HOLIDAYS

Six holidays will be observed each year: New Year, Memorial Day, and July 4th, Labor Day, Thanksgiving and Christmas.

All full-time employees will be compensated for these six holidays whether or not they actually work on the holiday. Hourly employees will be paid double time for working on the holiday up to a maximum of 8 hours or straight time if you have the holiday off. In order to be paid for a holiday not worked, the employee must have worked the scheduled work day immediately prior to and immediately following the holiday unless arrangements are made in advance with the department head (calling in sick the scheduled day before or after the holiday is not considered valid arrangement).

Part-time employees will only be compensated for a holiday if they actually work on that day. In this case, they will be paid at the rate of double time for the hours they work up to a maximum of 8 hours.

For the purpose of determining the holiday, in those cases where a shift covers two days (i.e., 9 p.m. to 5 a.m. or 11 p.m. to 7 a.m.), the holiday will be the day on which the shift ends.

In addition to the above six holidays, all full-time employees will be given their birthday off with pay. This can be on their birthday, the week before or the week after.

When a holiday falls during an employee's paid vacation, an additional day of paid vacation shall be granted.

Holiday compensation is effective immediately upon employment (no waiting period).

EMPLOYEE VACATION SCHEDULE

You will earn vacation on a pro-rata basis. the number of vacation days or hours earned will be based upon the total regular hours paid during the 26 PAYROLL PAY DATES in each year of your employment, beginning with your first employment anniversary date. You must work at least 416 hours per year to be eligible for this benefit. Hours earned will be based upon the schedule shown.

EMPLOYEE VACATION ACCRUAL SCHEDULE

Hours Worked	Vacation Hours Earned		
	<u>Based on Number of Years Employed</u>		
	1 Year	5 Years	15 Years
416	16 hours	24 hours	32 hours
520	20 hours	30 hours	40 hours
624	24 hours	36 hours	48 hours
728	28 hours	42 hours	56 hours
832	32 hours	48 hours	64 hours
936	36 hours	54 hours	72 hours
1040	40 hours	60 hours	80 hours
1144	44 hours	66 hours	88 hours
1248	48 hours	72 hours	96 hours
1352	52 hours	78 hours	104 hours
1456	56 hours	84 hours	112 hours
1560	60 hours	90 hours	120 hours
1664	64 hours	96 hours	128 hours
1768	68 hours	102 hours	136 hours
1872	72 hours	108 hours	144 hours
1976	76 hours	114 hours	152 hours
2080	80 hours	120 hours	160 hours

VACATION UPON TERMINATION

Terminal vacation pay will be granted based on the number of paid hours worked in the year of termination, plus any unused vacation. This will be effective only in the second year of employment and thereafter. To be eligible for any vacation in the year of termination one must comply with "Termination Procedure."

TERMINATION PROCEDURE

A minimum of two weeks notice prior to termination is requested of hourly employees and thirty days of salaried employees. This should be submitted to your Department Director in writing.

SICK LEAVE (Full-time Employees Only)

Payment for absence due to sickness will not be paid during the first six (6) months of employment. During the second six months of employment, payment for absence due to sickness will not exceed seven (7) days. During the second and subsequent years, you will accrue sick leave credit according to the schedule below. No sick leave can be paid until accrued as follows:

Number of Months Worked in Current Year	<u>Sick Leave Accrued</u>	
	Second Year	Subsequent Years
12	56 hours (7 days)	112 hours (14 days)
11	51 hours	102 hours
10	46 hours	93 hours
9	42 hours	84 hours
8	37 hours	74 hours
7	32 hours	65 hours
6	28 hours	56 hours
5	23 hours	46 hours
4	18 hours	37 hours
3	14 hours	28 hours
2	9 hours	18 hours
1	4 hours	9 hours

An employee will **not** be paid for the first day of an illness during the first year of employment. Employees who miss 3 or more consecutive days of work due to health problems are required to bring a release from their physician before returning to work (see policy #HR 110.30).

This sick leave will be accumulative from one year to the next, up to a maximum of 45 working days. This would be the equivalent of nine (9) weeks.

Unused sick leave will not be paid at termination in any job classification. Upon receiving a notice of resignation, unused sick leave will no longer be available for use.

CREDIT FOR PRIOR SERVICES

If an employee terminates employment at Calvin Community for any reason, not including leaves of absence, and is rehired within six months, he/she will be credited for all service accumulated prior to such absence. This includes eligibility for sick pay, vacation pay, and any other benefits based on length of service. However, no credit will be given for the time not actually employed at Calvin Community.

BEREAVEMENT PAY (Full-time Employees Only)

In the event of the death of a member of the employee’s immediate family (spouse, child, step-child, mother, father, step-father, step-mother, brother, sister, step-brother, step-sister, grandparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchildren, grandparent, grandparent-in-law or any relative/significant other living in the employee’s household), bereavement pay will be granted for time off, if needed, to attend the funeral for two (2) days.

FAMILY AND MEDICAL LEAVE POLICY

To conform with the Family Medical Leave Act of 1993, effective August 5, 1993, eligible employees will have the opportunity to take up to twelve (12) weeks of unpaid leave of absence following the birth or adoption of a son or daughter or in the event of a serious health condition affecting you, your son, daughter, spouse, or your parents. During the leave, Calvin Community will maintain coverage for you under the group health plan in the same manner as if you had not taken the leave.

You are an "eligible employee" if you have worked for Calvin Community for twelve (12) months or longer before seeking leave. During that twelve (12) month period, you must have completed at least 1,250 hours during that time.

A "serious health condition" is an illness, injury, impairment or physical or mental condition that involves either inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider.

You will be required to support a leave request with a certification of medical condition. This information will include a statement indicating the date the condition began, its probable duration, appropriate medical facts and a statement that you are unable to perform your duties because of the medical condition or that you are needed to care for a sick family member for a specified time.

When medical leave is foreseeable because of an expected birth or placement of a child or a planned medical treatment, you must give Calvin Community at least thirty (30) days notice, or as much advance notice as is possible.

On your return from leave, you will be placed in the same job that you held when you went on leave, or in an equivalent position with equivalent pay and benefits. If you fail to return to work, Calvin Community can seek to recover any premiums it paid for health insurance coverage on your behalf during the leave.

An employee will regularly keep Calvin Community advised of their progress and ability to meet the tentative dates of return to full service at work.

UNPAID LEAVE OF ABSENCES

- A. Days without pay: At the discretion of the department head, employees may be allowed to take scheduled days off without pay in excess of regular days off. Requests for days without pay should be made ahead of the scheduling period, if possible, or at least 5 days in advance. No more than 3 consecutively scheduled work days may be taken off without pay at a time (more than 3 days is considered an extended Leave of Absence)
- B. Extended Leave of Absence: While continuous employment is encouraged, it is recognized that circumstances may occur which require the employee to be absent from work for an extended period of time. The Family and Medical Leave Policy may apply (see policy that proceeds).
 1. Any available paid personal leave such as sick leave or vacation must be used before unpaid extended leave of absence will take effect.
 2. Extended leave is defined as more than three (3) consecutive working days absent from the job. The maximum length of extended leave of absence will be 12 weeks.

3. Extended leave is available to full-time employees and to part-time employees after 1 year of continuous employment. Unless extenuating circumstances require an immediate leave, the leave must be requested in writing and approved by both the Department Head and Executive Director or Administrator.
4. Extended leave for medical purposes must be verified by a doctor's statement, including the nature of the illness or disability and the date expected to be released to return to work. The facility reserves the right to request a second medical opinion. Upon return to work, the employee must have a physician's statement that he/she is physically able to return to full duties. If duty restrictions are ordered, the department head must clearly describe the employee's scope of responsibilities.
5. While on unpaid extended leave, no vacation, paid holiday, or sick leave will be earned, and unpaid leave will not contribute toward length of service. The employee's anniversary date will be adjusted accordingly upon return from an unpaid extended leave of 14 days or more.
6. Group insurance coverage may be continued at the employee's expense while on unpaid leave of absence.
7. Return to the specific position or schedule cannot be guaranteed, although reasonable effort will be made to do so, or to place the employee in as similar a position as possible. If the employee refuses the position offered or does not return to work at the end of the leave period, the employee will be considered to have voluntarily terminated.

C. Maternity leave is considered FMLA.

D. Military leave: An employee reservist or member of the National Guard who is called to perform military duty must request leave of absence at least two weeks in advance, and shall use the same procedure as for other extended leaves. The only exception is that Military leave will not affect continuity of service, and the anniversary date will not be adjusted upon return. Notice of advanced notice to be waived for national or state emergency call up.

JURY DUTY

The obligation to serve on a jury is recognized. Calvin Community will pay the difference between your regular pay and the pay you receive for jury duty.

GROUP LIFE INSURANCE (32 hours per week minimum)

Each employee maintaining 32 hours per week minimum will be provided with a group term life insurance policy at no cost to them. For an additional cost, through payroll deduction, you may elect to purchase additional amounts.

IN-SERVICE TRAINING

You will be required to complete specially designed educational programs concerning accident prevention, fire safety, infection control and dependent-adult abuse reporting. These in-services are required by state and federal regulations. Other in-services may be required within your department by

your department head. Calvin will pay your wage for time in attendance of in-service. Attendance is mandatory for continued employment.

CONTINUING EDUCATION

Employees are financially sponsored in their efforts to complete required hours relating to their Calvin position. Wages for attended programs will be pro rata according to hours worked and at the discretion of the Department Director. All in-services must be preapproved by the Department Director.

MEALS

Meals are furnished to employees of Calvin Community for nominal cost. Tickets can be purchased from the receptionist.

PARKING

Parking in designated lots is provided to Calvin Community employees.

FLU SHOTS/HEPATITIS B VACCINATIONS

These inoculations are provided to Calvin Community employees at no charge.

UNIFORMS

See Department Director regarding uniform policy.

FLEXIBLE SPENDING ACCOUNT

All employees who regularly work 20 hours a week are eligible to participate in the Flexible Spending Account.

Your Choice

Your employee benefits are an important part of your relationship with Calvin Community. Your benefits add substantially to the value of your employment here at Calvin Community. The benefit protection with the most value for you is the protection that comes closest to meeting your individual needs.

Calvin Community's Flexible Spending Account program recognizes that your individual situation is uniquely your own. Your individual benefit needs may be different from the needs of other Calvin Community employees. The Flexible Spending Account program is one that lets you tailor some of your most important benefit coverage to your individual needs. The program meets other important objectives:

Most importantly, it provides solid benefit protection for you and your family.

It offers you tax advantages. You can use before-tax dollars to pay yourself back for medical care expenses, i.e., eye care, dental.

A growing number of health care employers nationwide offer benefit programs allowing choice. Our Flexible Spending Account program helps us continue to attract and keep high quality people.

Lower Taxes

The money you receive in your paycheck is reported to the Internal Revenue Service as part of your gross income for federal, state and FICA tax purposes. The money you deposit in your Flexible Spending Account reduces some of your regular salary, however it is tax free and not reported to the IRS. Thus, by participating in the Flexible Spending Account, you will have the opportunity to lower your taxes.

Effect on Social Security

The amount of Social Security benefits you receive is based on the part of your annual pay taxed for Social Security purposes, which is called the wage base. If your annual pay is at or below the wage base, before-tax dollars reduce the part of your income that is taxed for Social Security each year. As a result, your Social Security benefits may be slightly smaller at retirement than they would have been if you had used after-tax dollars for your share of medical coverage costs. However, your federal, state and FICA savings will more than offset any reduction in Social Security benefits.

Salary Conversion Plans

Salary conversion plans allow employees to contribute to certain benefit programs on a pre-tax basis by reducing or redirecting a portion of their pay. Section 125 of the Internal Revenue Code, which applies to Cafeteria and Flexible Benefit Plans, provides some very attractive and simple tax planning opportunities for our employees. In effect, Calvin Community's contributory group insurance arrangement is restructured to allow employees to contribute to the plan on a pretax rather than after-tax basis.

Depending on the amount of employee's contributions, the tax savings can be substantial. By making employees' contributions to group insurance plans pre-tax, employees will, in effect, receive tax-free raises.

Restrictions

Employees can make changes in elections only on the plan anniversary date. However, exceptions are permitted for changes in family circumstances (marriage or divorce; birth, adoption, or death of a child; and the death or change in employment status of a spouse or yourself.)

Eligible Expenses

Your Flexible Spending Account can be used to pay for any health care expenses which are not reimbursed by your (or your spouse's) health benefits. This might include any or all of the following expenses:

- Deductibles, co-insurance & co-pay
- Dental expenses
- Medical supplies & equipment
- Co-insurance for pharmacy or entire pharmacy bill
- Vision care expenses
- Physical therapy & long-term rehabilitation

Your Options

The advantage of the Flexible Spending Account is it saves you tax dollars by permitting you to be reimbursed, on a pre-tax basis, for expenses that are not paid by you (or your spouse's) health care plan. You should conservatively estimate your expected expenses for the coming plan year with care because if you don't use it, you lose it.

Your Cost

You must reduce your salary to fund your Flexible Spending Account. The maximum salary reduction contribution, excluding your health insurance, contribution to the Flexible Spending Account is \$1,500 per year. The minimum contribution will be \$5.00 per pay period.

Special Considerations

In making your selection for the Flexible Spending Account, you should use care in estimating the amount of eligible expenses you may incur during the plan year, since any remaining balance will be forfeited as required by the Federal Government IRS regulations for these plans. Unused amounts cannot be paid to you in case, or made available to you in any other way, nor can they be carried over the next plan year. In estimating your expected expenses, you should carefully review your medical and dental claims over the last few years.

Invoice or Receipt Information

Please be sure the following are included on your invoice or receipt:

1. Provider name
2. Date of service
3. Dollar amount
- 4) Social Security number or employer identification number of provider
- 5) Person for whom service provided

Note: Canceled checks cannot be accepted as an invoice or receipt.

When are reimbursement checks issued?

The claim must be filed in the accounting department with an invoice or a receipt for services or supplies. These expenses must be incurred in the current plan year. An explanation of benefits (E.O.B.) must be submitted for all health and dental expenses which would be qualified expenses under each of these plans. Reimbursement of qualified medical expense will occur in the payroll after claims are submitted. You will have 90 days after the end of the plan year to submit claims for services or expenses incurred prior to the end of the plan year. Employees who terminate during the plan year may submit claims for services provided prior to their last day of employment.

When may I change my election?

You may change your election under the Flexible Spending Account plan only as follows:

- During the open enrollment period in the month of December, effective January 1.
- During the plan year if there has been a change in your family circumstances (marriage or divorce; birth, adoption or death of a child; and the death or change in employment status of

your spouse; commencement of spouse's employment; the employee or spouse changing from part-time or full-time status; employee or spouse taking unpaid leave of absence) and the change in your election is consistent with the change in your family status.

For details see the Human Resource Manager.

TAX SHELTERED ANNUITY

Because Calvin Community is a non-profit organization, any employee is eligible to make contributions to a tax-sheltered annuity (TSA) through payroll deduction. The TSA is designed for systematic saving for retirement and not for short durations for other various and sundry purposes. If you are interested, you may obtain details from Human Resources.