

HI Jills House

Payroll Processing

Payroll Provider – ADP

Weekly Payroll – Pay period is Sunday-Saturday with a Friday pay date

Overtime is paid 40/7 at 1.5 time regular rate

All employees except ED, DON and Culinary Manager clock in and out

Timecards are review by ED, payroll process in home office

Payroll Register

Pay Group : JILL - Jills House Weekly Payroll Payroll # : 2026-06 Pay Date : 02/06/2026 Period Start Date : 01/25/2026 Period End Date : 01/31/2026 Approved Time/Date : 02/02/2026 02:19:18 PM EDT												
Personnel	Hours / Earnings			Gross	Statutory Deductions		Voluntary Deductions / Withholding Orders		Net From Arrears	Net Pay	ER Contributions /Reportable Benefits & Earnings	
	Rate	Hours/Days/Units	Earnings		Amount		Amount		Amount		Amount	
Department - ADMINI - ADMINISTRATION												
Associate ID: 4RQCCM6DD Worker Class: W-2 general employee Position ID: 000281 H Dept: ADMINI Rate Type: Hourly Rate Amount: 15.0000 Tax Freq: Weekly	Regular Pay	15.0000	22.0667	331.00	331.00	FIT	12.14			275.50	SS	20.52
						SS	20.52			Checking Acc# XXXXXXXXXXXXX5229 Vo#2493 \$275.50	Medicare	4.80
						Medicare	4.80				FUTA	1.99
						IN Income Tax	9.76				IN SUI	1.66
						IN Owen County Income tax	8.28					
Associate ID: 2UEJ8J8AG Worker Class: W-2 general employee Position ID: 000258 H Dept: ADMINI Rate Type: Salary Rate Amount: 2,355.77 Tax Freq: Weekly	Regular Pay	2,355.7700	40.0000	2,355.77	2,355.77	FIT	477.92			1,595.15	SS	146.06
						SS	146.06			Checking Acc# XXXXXXXXXXXXX1810 Vo#2492 \$1,595.15	Medicare	34.16
						Medicare	34.16					
						IN Income Tax	69.50					
						IN Johnson County Income tax	32.98					
Associate ID: MXQ8QTDMA Worker Class: W-2 general employee Position ID: 000288 H Dept: ADMINI Rate Type: Hourly Rate Amount: 15.0000 Tax Freq: Weekly	Regular Pay	15.0000	5.9167	88.75	88.75	SS	5.50			77.44	SS	5.50
						Medicare	1.29			Checking Acc# XXXXXXXXXXXXX6666 Vo#2497 \$77.44	Medicare	1.29
						IN Income Tax	2.62				FUTA	0.53
						IN Monroe County Income tax	1.90				IN SUI	0.44
Department Total ADMINI - ADMINISTRATION												
	Regular	67.9834	2,775.52	2,775.52	FIT	490.06				1,948.09	Total ER Contributions	216.95
						SS	172.08					
						Medicare	40.25					
						State Income Tax	81.88					
						Local Income Taxes	43.16					
Statutory Ded. Analysis												
	FIT	490.06				IN Income Tax	81.88				IN Johnson County Income tax	32.98
	IN Monroe County Income tax	1.90				IN Owen County Income tax	8.28					
Employer Contrib. Analysis												
	SS	172.08				Medicare	40.25				FUTA	2.52
	IN SUI	2.10										
Department - CLEANI - CLEANING												

Payroll Register

Personnel	Hours / Earnings			Gross	Statutory Deductions		Voluntary Deductions / Withholding Orders		Net From Arrears	Net Pay	ER Contributions /Reportable Benefits & Earnings		
		Rate	Hours/Days/ Units	Earnings			Amount		Amount		Amount		Amount
Hours Analysis Associate ID: U7MCU8E77 Worker Class: W-2 general employee Position ID: 000227 H Dept: CLEANI Rate Type: Hourly Rate Amount: 20.0000 Tax Freq: Weekly	Regular Pay	20.0000	40.0000	800.00	857.00	FIT	54.92	H125 - Pre-Tax	50.00		649.27	SS	50.03
	Overtime (Premium Pay)	10.0000	1.9000	19.00		SS	50.03					Medicare	11.70
	Overtime (Straight Pay)	20.0000	1.9000	38.00		Medicare	11.70				Checking Acc# XXXXXXXXXXXX5901 Vo#2498 \$649.27	FUTA	4.84
						IN Income Tax	23.81					IN SUI	4.04
						IN Monroe County Income tax	17.27					Qualified Overtime Wages	19.00
Department Total CLEANI - CLEANING	Regular		40.0000	800.00	857.00	FIT	54.92	Total Deductions	50.00		649.27	Total ER Contributions	70.61
	Total Overtime		1.9000	57.00		SS	50.03						
						Medicare	11.70						
						State Income Tax	23.81						
						Local Income Taxes	17.27						
Hours Analysis	Overtime (Premium Pay)	1.9000				Overtime (Straight Pay)	1.9000						
Earnings Analysis	Overtime (Premium Pay)	19.00				Overtime (Straight Pay)	38.00						
Statutory Ded. Analysis	FIT	54.92				IN Income Tax	23.81					IN Monroe County Income tax	17.27
Voluntary Ded. Analysis	H125 - Pre-Tax	50.00											
Employer Contrib. Analysis	SS	50.03				Medicare	11.70					FUTA	4.84
	IN SUI	4.04											
Department - DIETAR - DIETARY													
Hours Analysis Associate ID: V1FDIL7W7 Worker Class: W-2 general employee Position ID: 000104 H Dept: DIETAR Rate Type: Hourly Rate Amount: 16.8000 Tax Freq: Weekly	Regular Pay	16.8000	25.4167	427.00	561.40	FIT	38.28	Cancer - Pre-Tax	8.46		400.59	SS	31.18
	Vacation	16.8000	8.0000	134.40		SS	31.18	Medical - Pre-Tax	50.00			Medicare	7.29
						Medicare	7.29				Checking Acc# XXXXXXXXXXXX0772 Vo#2481 \$400.59	FUTA	3.02
						IN Income Tax	14.84					IN SUI	2.51
						IN Monroe County Income tax	10.76						
Hours Analysis Associate ID: 3JTNL3OW7 Worker Class: W-2 general employee Position ID: 000290 H Dept: DIETAR Rate Type: Hourly Rate Amount: 17.5000 Tax Freq: Weekly	Regular Pay	17.5000	26.6333	466.08	466.08	SS	28.89				407.70	SS	28.89
						Medicare	6.75					Medicare	6.75
						IN Income Tax	13.18				Checking Acc# XXXXXXXXXXXX0021 Vo#2491 \$407.70	FUTA	2.80
						IN Monroe County Income tax	9.56					IN SUI	2.33

Payroll Register

Personnel	Hours / Earnings			Gross	Statutory Deductions		Voluntary Deductions / Withholding		Net From Arrears	Net Pay	ER Contributions /Reportable Benefits & Earnings	
	Rate	Hours/Days/ Units	Earnings			Amount		Amount		Amount		Amount
Letman, Cheryl Associate ID: F1GI9W19Z Worker Class: W-2 general employee Position ID: 000291 H Dept: DIETAR Rate Type: Salary Rate Amount: 1,057.70 Tax Freq: Weekly	Regular Pay	1,057.7000	40.0000	1,057.70	1,057.70	FIT 85.00 SS 65.57 Medicare 15.34 IN Income Tax 31.20 IN Monroe County Income tax 22.63				837.96	SS 65.57 Medicare 15.34 FUTA 6.35 IN SUI 5.29	
Lowder, Marie Associate ID: WG6BYU5L8 Worker Class: W-2 general employee Position ID: 000103 H Dept: DIETAR Rate Type: Hourly Rate Amount: 17.0500 Tax Freq: Weekly	Regular Pay	17.0500	25.8667	441.03	441.03	SS 24.24 Medicare 5.67 IN Income Tax 11.54 IN Monroe County Income tax 8.37	Life Post 3.62 Medical - Pre-Tax 50.00			337.59	SS 24.24 Medicare 5.67 FUTA 2.35 IN SUI 1.96	
Department Total DIETAR - DIETARY	Regular		117.9167	2,391.81	2,526.21	FIT 123.28 SS 149.88 Medicare 35.05 State Income Tax 70.76 Local Income Taxes 51.32	Total Deductions 112.08			1,983.84	Total ER Contributions 211.54	
	All Other Hours & Earnings		8.0000	134.40								
Hours Analysis	Vacation	8.0000										
Earnings Analysis	Vacation	134.40										
Statutory Ded. Analysis	FIT	123.28				IN Income Tax 70.76					IN Monroe County Income tax 51.32	
Voluntary Ded. Analysis	Cancer - Pre-Tax	8.46				Life Post 3.62					Medical - Pre-Tax 100.00	
Employer Contrib. Analysis	SS	149.88				Medicare 35.05					FUTA 14.52	
	IN SUI	12.09										
Department - WELLNE - WELLNESS												
Quitting, Wainessa Associate ID: GMU1WP5RW Worker Class: W-2 general employee Position ID: 000218 H Dept: WELLNE Rate Type: Hourly Rate Amount: 25.7500 Tax Freq: Weekly	Regular Pay	25.7500	34.9833	900.82	900.82	FIT 48.18 SS 46.55 Medicare 10.89 IN Income Tax 22.15 IN Owen County Income tax 18.77	H125 - Pre-Tax 150.00			604.28	SS 46.55 Medicare 10.89 FUTA 4.50 IN SUI 3.75	

Payroll Register

Personnel	Hours / Earnings			Gross	Statutory Deductions		Voluntary Deductions / Withholding Orders	Net From Arrears	Net Pay	ER Contributions /Reportable Benefits & Earnings		
	Rate	Hours/Days/Units	Earnings			Amount		Amount	Amount		Amount	
Bakery Irene Associate ID: 9UO9DXIOB Worker Class: W-2 general employee Position ID: 000153 H Dept: WELLNE Rate Type: Hourly Rate Amount: 20.0000 Tax Freq: Weekly	Regular Pay	20.0000	40.0000	800.00	935.00	SS	57.97			811.54	SS	57.97
	Overtime (Straight Pay)	20.0000	4.5000	90.00		Medicare	13.56			Checking Acc# XXXXXXXXXXXX4563 Vo#2480 \$811.54	Medicare	13.56
	Overtime (Premium Pay)	10.0000	4.5000	45.00		IN Income Tax	27.02				FUTA	5.61
						IN Morgan County Income tax	24.91				IN SUI	4.68
											Qualified Overtime Wages	45.00
Galbreath Joshua Associate ID: 98FZGSYTL Worker Class: W-2 general employee Position ID: 000296 H Dept: WELLNE Rate Type: Hourly Rate Amount: 33.0000 Tax Freq: Weekly	Regular Pay	33.0000	33.7667	1,114.30	1,383.92	FIT	134.65			1,072.95	SS	85.80
	Overtime (Straight Pay)	33.0000	4.0833	134.75		SS	85.80			Checking Acc# XXXXXXXXXXXX0177 Vo#2489 \$1,072.95	Medicare	20.07
	Overtime (Premium Pay)	16.5000	4.0833	67.37		Medicare	20.07				FUTA	8.30
	Shift DN	3.0000	22.5000	67.50		IN Income Tax	40.83				IN SUI	6.92
						IN Monroe County Income tax	29.62				Qualified Overtime Wages	71.33
Corrigan Jennifer Associate ID: EY5FRRFRW Worker Class: W-2 general employee Position ID: 000132 H Dept: WELLNE Rate Type: Hourly Rate Amount: 33.7500 Tax Freq: Weekly	Regular Pay	33.7500	24.5667	829.13	829.13	SS	51.40			723.51	SS	51.40
						Medicare	12.02			Checking Acc# XXXXXXXXXXXX1167 Vo#2477 \$723.51	Medicare	12.02
						IN Income Tax	24.46				FUTA	4.97
						IN Monroe County Income tax	17.74				IN SUI	4.15
Qualls Marolyn Associate ID: RH19WR04A Worker Class: W-2 general employee Position ID: 000223 H Dept: WELLNE Rate Type: Hourly Rate Amount: 22.0000 Tax Freq: Weekly	Regular Pay	22.0000	6.0000	132.00	132.00	SS	8.18			116.17	SS	8.18
						Medicare	1.91			Checking Acc# XXXXXXXXXXXX3084 Vo#2496 \$116.17	Medicare	1.91
						IN Income Tax	3.89				FUTA	0.79
						IN Johnson County Income tax	1.85				IN SUI	0.66

Payroll Register

Personnel	Hours / Earnings			Gross	Statutory Deductions		Voluntary Deductions / Withholding		Net From Arrears	Net Pay	ER Contributions /Reportable Benefits & Earnings		
	Rate	Hours/Days/ Units	Earnings			Amount		Amount		Amount		Amount	
William, Vilma Associate ID: S9GBWDEKN Worker Class: W-2 general employee Position ID: 000263 H Dept: WELLNE Rate Type: Hourly Rate Amount: 20.0000 Tax Freq: Weekly	Regular Pay	20.0000	16.4667	329.33	331.00	FIT	2.14				286.70	SS	20.52
	Shift Differential	2.0000	0.8333	1.67		SS	20.52				Checking Acc# XXXXXXXXXXXX7950 Vo#2487 \$286.70	Medicare	4.80
						Medicare	4.80					FUTA	1.99
						IN Income Tax	9.76					IN SUI	1.66
						IN Monroe County Income tax	7.08						
Angela, Duncan Associate ID: 1LXJTOQXD Worker Class: W-2 general employee Position ID: 000141 H Dept: WELLNE Rate Type: Hourly Rate Amount: 33.0000 Tax Freq: Weekly	Regular Pay	33.0000	23.8500	787.05	787.05	FIT	52.52				635.24	SS	48.80
						SS	48.80				Checking Acc# XXXXXXXXXXXX2701 Vo#2495 \$635.24	Medicare	11.41
						Medicare	11.41					FUTA	4.72
						IN Income Tax	22.65					IN SUI	3.94
						IN Monroe County Income tax	16.43						
Nia, Griffin Associate ID: 75ETOKFAP Worker Class: W-2 general employee Position ID: 000287 H Dept: WELLNE Rate Type: Hourly Rate Amount: 20.0000 Tax Freq: Weekly	Regular Pay	20.0000	42.5000	850.00	1,064.47	SS	66.00				951.63	SS	66.00
	Regular Pay	20.0000	6.1000	122.00		Medicare	15.44				Checking Acc# XXXXXXXXXXXX4601 Vo#2488 \$951.63	Medicare	15.44
	Shift Differential	2.0000	40.2333	80.47		IN Income Tax	31.40					FUTA	6.39
	Shift Differential	2.0000	6.0000	12.00								IN SUI	5.32
Ashley, Mont Associate ID: 0IJT5BEYV Worker Class: W-2 general employee Position ID: 000298 H Dept: WELLNE Rate Type: Hourly Rate Amount: 20.0000 Tax Freq: Weekly	Regular Pay	20.0000	6.1000	122.00	279.94	FIT	20.00				207.00	SS	17.36
	Regular Pay	20.0000	7.1333	142.67		SS	17.36				Checking Acc# XXXXXXXXXXXX9264 Vo#2486 \$207.00	Medicare	4.06
	Shift Differential	2.0000	1.6333	3.27		Medicare	4.06					FUTA	1.68
	Shift Differential	2.0000	6.0000	12.00		IN Income Tax	26.84					IN SUI	1.40
						IN Marion County Income tax	4.68						
Brandi, Johnson Associate ID: 90WLFVY9 Worker Class: W-2 general employee Position ID: 000207 H Dept: WELLNE	Regular Pay	25.7500	40.0000	1,030.00	1,138.15	FIT	88.65	H125 - Pre-Tax	50.00		860.86	SS	67.47
	Overtime (Premium Pay)	12.8750	2.8000	36.05		SS	67.47				Checking Acc# XXXXXXXXXXXX6602 Vo#2484 \$860.86	Medicare	15.78
	Overtime (Straight Pay)	25.7500	2.8000	72.10		Medicare	15.78					FUTA	0.49

Payroll Register

Personnel	Hours / Earnings			Gross	Statutory Deductions	Voluntary Deductions / Withholding Orders	Net From Arrears	Net Pay	ER Contributions /Reportable Benefits & Earnings				
	Rate	Hours/Days/ Units	Earnings			Amount		Amount	Amount		Amount		
Rate Type: Hourly Rate Amount: 25.7500 Tax Freq: Weekly					IN Income Tax	32.10				IN SUI	5.44		
					IN Monroe County Income tax	23.29				Qualified Overtime Wages	36.05		
Meadows, Robin Associate ID: WRXZUO7LR Worker Class: W-2 general employee Position ID: 000101 H Dept: WELLNE Rate Type: Salary Rate Amount: 1,821.07 Tax Freq: Weekly	Regular Pay	1,821.0700	40.0000	1,821.07	1,821.07	FIT	134.68	STD - Post-Tax	17.08	1,437.31	SS	112.90	
					SS	112.90				Checking Acc# XXXXXXXXXXXX5987 Vo#2490 \$1,437.31	Medicare	26.41	
					Medicare	26.41					IN SUI	0.17	
					IN Income Tax	53.72							
					IN Monroe County Income tax	38.97							
Sears, Regina Associate ID: XNXO9SQS6 Worker Class: W-2 general employee Position ID: 000108 H Dept: WELLNE Rate Type: Hourly Rate Amount: 34.0000 Tax Freq: Weekly	Regular Pay	34.0000	40.0000	1,360.00	1,771.58	FIT	243.94	Medical - Pre-Tax	50.00	1,233.30	SS	106.74	
	Regular Pay	34.0000	6.2833	213.63		SS	106.74				Checking Acc# XXXXXXXXXXXX3823 Vo#2483 \$363.30	Medicare	24.97
	Overtime (Premium Pay)	17.0000	2.1167	35.98		Medicare	24.97				Checking Acc# XXXXXXXXXXXX6347 Vo#2482 \$870.00	Qualified Overtime Wages	37.79
	Overtime (Straight Pay)	34.0000	2.1167	71.97		IN Income Tax	75.79						
	Shift DN	3.0000	24.0000	72.00		IN Monroe County Income tax	36.84						
	Shift DN	3.0000	6.0000	18.00									
Smith, Anthony Associate ID: D60T1C1JR Worker Class: W-2 general employee Position ID: 000295 H Dept: WELLNE Rate Type: Hourly Rate Amount: 15.0000 Tax Freq: Weekly	Regular Pay	15.0000	30.1667	452.50	452.50	SS	28.06			394.84	SS	28.06	
						Medicare	6.57				Checking Acc# XXXXXXXXXXXX2042 Vo#2494 \$394.84	Medicare	6.57
						IN Income Tax	13.35				FUTA	2.72	
						IN Monroe County Income tax	9.68				IN SUI	2.26	
Stecher, Misti Associate ID: C8RZZK8T0 Worker Class: W-2 general employee Position ID: 000294 H Dept: WELLNE Rate Type: Hourly Rate Amount: 22.0000 Tax Freq: Weekly	Regular Pay	22.0000	38.8667	855.07	855.07	FIT	22.22			718.96	SS	53.01	
						SS	53.01				Checking Acc# XXXXXXXXXXXX2963 Vo#2485 \$718.96	Medicare	12.40
						Medicare	12.40				FUTA	5.13	
						IN Income Tax	25.22				IN SUI	4.28	
						IN Morgan County Income tax	23.26						

Payroll Register

Personnel	Hours / Earnings			Gross	Statutory Deductions		Voluntary Deductions / Withholding Orders	Net From Arrears	Net Pay	ER Contributions /Reportable Benefits & Earnings	
	Rate	Hours/Days/Units	Earnings			Amount		Amount	Amount		Amount
Washington, Dasya Associate ID: N2SWH8TUL Worker Class: W-2 general employee Position ID: 000299 H Dept: WELLNE Rate Type: Hourly Rate Amount: 15.0000 Tax Freq: Weekly	Regular Pay	15.0000	3.0000	45.00	45.00	SS 2.79 Medicare 0.65 IN Income Tax 1.33			40.23	SS 2.79 Medicare 0.65 FUTA 0.27 IN SUI 0.23	
Young, Winnie Associate ID: HOMLOQH0Q Worker Class: W-2 general employee Position ID: 000250 H Dept: WELLNE Rate Type: Hourly Rate Amount: 22.0000 Tax Freq: Weekly	Regular Pay	22.0000	27.0167	594.37	594.37	SS 36.85 Medicare 8.62 IN Income Tax 17.53			531.37	SS 36.85 Medicare 8.62 FUTA 3.57 IN SUI 2.97	
Department Total WELLNE - WELLNESS	Regular	466.8001	12,500.94	13,321.07	FIT	746.98	Total Deductions	267.08	10,625.89	Total ER Contributions	1,098.92
	Total Overtime	13.5000	553.22		SS	810.40					
	Total Premium Pay	107.1999	266.91		Medicare	189.56					
					State Income Tax	428.04					
					Local Income Taxes	253.12					
Hours Analysis	Overtime (Premium Pay)	13.5000			Overtime (Straight Pay)	13.5000				Shift Differential	54.6999
	Shift DN	52.5000									
Earnings Analysis	Overtime (Premium Pay)	184.40			Overtime (Straight Pay)	368.82				Shift Differential	109.41
	Shift DN	157.50									
Statutory Ded. Analysis	FIT	746.98			IN Income Tax	428.04				IN Johnson County Income tax	1.85
	IN Marion County Income tax	4.68			IN Monroe County Income tax	179.65				IN Morgan County Income tax	48.17
	IN Owen County Income tax	18.77									
Voluntary Ded. Analysis	H125 - Pre-Tax	200.00			Medical - Pre-Tax	50.00				STD - Post-Tax	17.08
Employer Contrib. Analysis	SS	810.40			Medicare	189.56				FUTA	51.13
	IN SUI	47.83									

Jill's House
Employee Handbook

Working time includes both the working time of the person doing the solicitation or distribution and the person to whom is directed.

Persons not employed by Jill's House may not at any time, solicit, sell, or distribute merchandise, services, and/or literature on Jill's House property at any time for any purpose.

Any violation of this policy should be reported to your department director or supervisor immediately. Employees violating this policy will be subject to disciplinary action up to and including termination.

Section 4: Hours and Pay

4.1 WAGE AND SALARY PROGRAM

A formal program of wage and salary administration has been developed and is used by Jill's House to maintain a just and fair relationship in the wages paid for work performed within Jill's House. All increases will be effective beginning in the pay period immediately following the recommended increase. Whenever minimum wage is increased, all employees being paid below minimum wage will be increased to meet new minimum wage.

4.2 WORK SCHEDULES AND HOURS

Jill's House must maintain a 24-hour a day, 7 days a week operation to provide proper service to its residents. Therefore, when you accept work, you do so with the understanding that you may be required to work a schedule which includes holidays, weekends, evenings, and nights. It is our policy that these assignments be made in a fair and equitable manner. The regular week is Sunday to Saturday. Your schedule will normally be available several days before the first day of the following month.

Hours may be adjusted from time to time to meet the needs of the department based on census. Requests for specific days off should be made in writing by the 15th of the previous month. Jill's House will make every effort to grant request days off; however, requesting a day off does not guarantee you will receive that day off.

Breaks/Rest Periods

You are entitled to two (2) fifteen (15) minute paid rest breaks for every eight hours worked. These breaks must be taken for the full time and may not be divided up into smaller increments. Normally these rest breaks will be scheduled early in the shift and later in the shift. These will be determined by your supervisor. Please coordinate with your co-workers to maintain adequate coverage at all times. Always be sure to return to work on time at the end of any break.

In the unlikely event of an emergency or unusual condition, your manager may ask you to change or postpone your break in order to finish a particular project.

3.7 GIFTS AND/OR BORROWING FROM RESIDENTS

Acceptance of gifts, tips or gratuities of any kind from residents, vendors or visitors will result in disciplinary action. Those offering gifts to staff should be directed to talk with the Administrator. Any employee borrowing money from a resident will result in immediate termination of employment.

3.8 VOLUNTEER INTERACTIONS

Jill's House is fortunate to have volunteers who give of their time for the benefit of residents. They bring to our residents some extra attention that means so much in added comfort and service. In addition, they are most helpful in raising funds for special needs and services all designed to render more and better care to the residents. Please extend your courtesy to the Volunteers and assist them whenever possible. While volunteers may help in your duties, they should not be held responsible for the tasks. Volunteers should also not be expected to lead any activity by themselves even though this may be acceptable by them at times. Volunteers are here as a support to staff, not as a supplement to your position.

This would be in violation of our confidentiality policy.

3.9 CONFIDENTIAL INFORMATION

In the course of your work you will acquire information which is confidential. You are not to discuss these bits of information outside Jill's House or even with other employees. Casual conversation with other employees may be overheard and thereby violate the right of privacy of others. Be particularly careful about your conversation in eating places and other places of public gathering within Jill's House.

All information concerning residents is confidential. Any information you have about a resident, whether personal or medical, should not be discussed with any person not involved in the care of that resident. Do not give personal opinions about a resident's condition or treatment. If you are questioned by the resident's family or friends, tell them you are not authorized to discuss the matter and tactfully explain that the supervisor in charge will be glad to talk with them. Information regarding residents may only be given out by the Administrator, Wellness Director or Charge Nurse.

Do not give information to newspapers, magazines, TV or radio reporters or photographers on the telephone or in person. Direct all questions about admissions to the Administrator. If you release confidential information you may be subject to termination or criminal charges.

3.10 SOLICITATION/DISTRIBUTION

You are not permitted to solicit other employees or to distribute literature during working time. Employees are not permitted at any time to solicit other employees in immediate resident care areas or in any other area where solicitation would interfere with resident care by distributing to residents or disrupting health care services. Employees are not permitted to distribute literature in any area at any time.

Jill's House
Employee Handbook

Lunch Period

If you work longer than four (4) consecutive hours, you will be given an unpaid lunch period. The time when lunch periods are scheduled varies among departments, depending on the needs of each department. Lunch periods are generally half an hour and variations of this must be approved by your superior. Your supervisor will give you your lunch period schedule.

You are expected to take your full-allotted time for lunch. You are requested not to perform any work during your regularly scheduled lunch period, unless specifically requested to do so by your manager. In that event, your lunch will be rescheduled, or you will be paid for the time that you worked.

You may leave the premises during your lunch period; however, you must clock in and out. It is important to return to work on time at the end of your lunch period.

If you bring in any outside meals, we ask that you eat them in the designated break room, and not in the resident dining area or anywhere else in the facility. Meals from Jill's House may be eaten with residents in the dining room.

Break Room Facility

Jill's House provides a breakroom equipped with seating, microwave and a refrigerator for associates who want to bring their lunch from home. This area is for everyone's use. It is your responsibility to do your share in keeping this facility clean and sanitary. Please clean up after yourself.

4.3 OVERTIME/SHIFT DIFFERENTIAL:

Overtime is intended to meet emergency needs only and must be authorized in advance by your department director or supervisor. The payroll department will pay no overtime unless approved by the department head. When the need for overtime arises, it will be assigned on a fair and equitable basis.

If you are a non-exempt employee, you are compensated at the rate of one and one-half (1½) times your regular rate of pay for overtime hours that are counted as productive hours when calculating overtime. Overtime hours are in excess of 40 hours for each workweek. Your department director will forward approval for any scheduled change of hours to the office for payroll purposes.

Salaried employees are exempt from overtime requirements of the Fair Labor Standards Act of 1938 as amended, if they meet applicable guidelines.

An additional \$2.00/hour will be paid to any nurse who works an 8-12 hour night shift.

4.4 SUBPOENA/EXPERT WITNESS

If you are served a subpoena as a witness to appear in court on behalf of Jill's House, you will be paid for time spent in court. If you are required to be in court, but not on behalf of Jill's House, you will not be paid for time spent in court.

4.5 WAGE ASSIGNMENTS AND GARNISHMENTS

Under the garnishment law, it is possible for a person to whom you owe money to get a court order requiring Jill's House to hold a certain amount from your check each pay period until the debt is paid off. Jill's House must comply with such court orders.

4.6 PAY PERIODS AND PROCEDURES

There are normally 52 pay periods per year. Pay checks are distributed weekly via direct deposit or a bank card. A pay period consists of seven (7) days. Pay check stubs can be accessed by setting up a prime pay account.

4.7 PAYROLL DEDUCTIONS

Your payroll check stub will show your deductions. Those required by law are:

1. Income tax (Federal State)
2. Social Security (FICA)
3. Medicare deduction

Other deductions may include, but are not limited to:

1. City or County income tax
2. Health insurance premium
3. Other voluntary deductions, such as additional insurances or HSA.

4.8 DIRECT DEPOSITS AND BANK CARDS

Direct deposit of your paycheck into your personal account(s) at a participating bank or financial institution is required. This provides immediate access to your pay on payday, improved confidentiality, no inconvenience of going to the bank and no risk of lost or stolen paychecks.

Due to the move towards sustainability and confidentiality, Jill's House does not offer physical checks. If you do not have a bank account that can be used for direct deposits, Jill's House will request that you obtain a bank card for the pay checks to be loaded to.

4.9 TIME CARD AND RECORDS

By law, we are obligated to keep accurate records of the time worked by "non-exempt" associates. This is done by either time clock cards or other written documentation.

Your time card or sheet is the only way the payroll department knows how many hours you worked and how much to pay you. Your time card indicates when you arrived and when you departed. You are to punch in and out for lunch and for brief absences like a doctor or dentist's appointment. All associates are required to keep the site manager/corporate office advised prior to their departures from and immediately upon return to the premises during the work day.

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You are responsible for your time card. Remember to record your time of arrival and departure to and from your shift. If you forget to clock in or make an error on your card, the Administrator must make the correction and you and your manager must initial the correction. You are not permitted to punch in more than six (6) minutes before your scheduled starting time nor more than six (6) minutes after your scheduled quitting time without your site manager's approval.

No one may record hours worked on another's card. Tampering with another's time card/sheet is cause for disciplinary action, including dismissal, of both associates. Do not alter another person's record, or influence anyone else to alter your record for you. In the event of an error in recording your time, please report the matter to your site manager immediately.

4.10 QUESTIONS ABOUT PAYROLL CALCULATIONS

If you have any questions about the way in which your hours or pay have been calculated, contact the Administrator. Every effort is made to avoid errors in your paycheck. If you believe an error has been made, the Administrator immediately. We will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

4.11 PROMOTIONS AND TRANSFERS

One of our purposes is to help you develop and advance in accordance with capacity and personal effort. This includes giving you an opportunity to be considered for job openings which may occur either within your department or within other departments at Jill's House.

A. Promotions

Promotions are "earned" rather than "awarded". Thus, you can be considered for promotion as it becomes evident that you have the ability and capacity beyond that required by your present job.

B. Transfers

Transfers to other positions or departments are permitted when such transfers will be in the best interest of Jill's House and you. Transfers are arranged by the Department Director and the Administrator. Past employee evaluation results, attendance records, training and physical capabilities will be considered. Transfers are subject to the approval of the Department Head receiving the transfers.

C. Demotions

For personal reasons you may choose to transfer into a position in a lower employment classification, or it may be necessary because of failure to perform the requirements of your job or because of revised staffing requirements. Such a transfer may have an adverse effect on your benefit\eligibility and your rate of pay will be adjusted accordingly.

D. Probationary Period

In case of transfer, promotion or demotion, your first ninety (90) days in your new job will be a training and adjustment period. This probationary period may be extended by management, if necessary. Your department director or supervisor will give you a written evaluation and decide (based on your record) whether you fulfill the requirements of your new job. If you are unable to fulfill the duties of your new position you will be considered for a transfer to a new job for which you are qualified, if one is available.

4.12 PERFORMANCE EVALUATIONS

Employees will be evaluated regularly (at the end of the probationary period and at least once a year thereafter) by their immediate supervisors; the Administrator or the Wellness Director. Such evaluations shall be based on the performance of duties identified in each employee's job description. Factors of skill, ability, progressive development, attitude, loyalty, reliability, health, appearance, cooperativeness, and punctuality are considered in determining the quality of employee's performance.

The Employee evaluation system is designed to:

- A. Maintain or improve each employee's job satisfaction and morale by making it known that his or her supervisor is interested in the employee's job progress and personal development.
- B. Serve as a systematic guide for supervisors in planning each employee's further training.
- C. Assure careful consideration of each employee's performance.
- D. Assist in making job placements that will best utilize the capabilities that might not otherwise be noticed or recognized.
- E. Provide an opportunity for each employee to discuss job problems and interests with his or her supervisor.
- F. Assemble information for use as a guide, although not the sole governing factor, for such purposes as wage adjustment, promotions, disciplinary action and reassignments.

In addition to the regular performance evaluations described above a supervisor may conduct periodic written performance reviews at any time to discuss positive aspects of performance or any performance concerns.

Although performance evaluations often coincide with wage and salary evaluations, there is no guarantee that wage increases will occur in each evaluation.

Section 5: Safety and Security

5.1 SECURITY PROGRAM

Management will try to insure safe working conditions within Jill's House and you should

5.14 PROTECTION AND CARE OF PROPERTY

The chance for waste and loss are great unless each one of us takes special care in the use of supplies and equipment. Each item costs money--possibly quite a lot-- and you should handle it carefully as if it were your own. In this way you will help us hold down the high cost of resident care. Do your part by reporting maintenance and repair problems to your department supervisor. Willful destruction or theft of Jill's House or resident property is grounds for termination and legal action.

Supplies and equipment of Jill's House or residents are not to be used for personal use by employees. Employees must be alert for the entry of unauthorized persons on the premises or work areas. If a person is observed to be acting in a suspicious manner or seen in a place where he/she does not belong, the employee is expected to offer assistance in directing the visitor to a supervisor or Administrator where their business can be determined.

Section 6: Benefits

6.1 VACATION

Vacation Periods

As an hourly paid employee, you may request your vacation any time after your anniversary date. In order to determine your vacation, benefit you must fit the following categories:

- a. Full time employee
- b. Part time employee

Vacation benefits will vary according to the number of hours worked. Use the following guidelines to determine your vacation benefits:

- a. Full time employee after one (1) year-- one (1) week vacation.
- b. Full time employee after two (2) years-- two (2) weeks' vacation.
- c. Full time employee after five (5) years-- three (3) weeks' vacation.
- d. Full time employee after ten (10) years-- four weeks' vacation.
- e. Part time employees are eligible for vacation benefits after the first year of employment.

Vacation benefits are based on the total number hours worked in that year and divided by 52 to equal the vacation benefit. Vacation time accrues as of your anniversary date. You may not, "store" vacation benefits from one year to the next. You will forfeit vacation benefits if you do not use them during the allotted time. Employees terminating with unused vacation benefits will forfeit them if they do not give proper notice. Proper notice is defined as 30 days for Department Heads and two weeks for all other personnel.

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Scheduling of Vacations

Department directors are responsible for the assignment of vacations. Vacation days must be requested by the 15th of the month for the following month. Length of service is an important factor in resolving any conflict in choice of vacation dates.

Jill's House will seek to accommodate each employee's request, but management reserves the right to schedule vacations in such a way as to ensure proper and adequate resident care.

Vacations may be taken in smaller time periods as stipulated by Jill's House. Such approval is dependent upon the employee making a written request by the 15th of the month for the following month.

Leave of Absence Effects on Vacation Earned

If you have a leave of absence of more than thirty (30) days (except for military service leave), your anniversary date of employment will be adjusted to reflect the leave taken in excess of thirty (30) days.

6.2 HOLIDAYS

Scheduling of Holidays

Because Jill's House operates every day of the year and cannot suspend its activities on a holiday, employees will be required to work on holidays.

Eligibility for Holiday Pay

Employees who work on the day recognized as the holiday shall receive 1 ½ times their regular hourly wage for hours worked. Jill's House recognizes the following holidays:

- a. New Year's Day
- b. Easter
- c. Memorial Day
- d. Fourth of July
- e. Labor Day
- f. Thanksgiving Day
- g. Christmas

6.3 GROUP HEALTH PLAN

Soon after orientation, you will be provided with information explaining the Group Health Plan. In addition, you will receive information about the enrollment process. After completion of 60 days of employment, you will become eligible for coverage. Both the employee and Jill's House make contributions to the monthly contribution for benefits. The payroll deduction for coverage may vary from year to year. You will be informed of the current contribution amount when you are hired and notified of future changes in writing.

6.4 FUNERAL LEAVE

Purpose

The purpose of funeral leave is to provide you with time to attend the funeral of a member

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of your immediate family and to handle personal affairs without disrupting your income.

Eligibility

You are eligible for funeral benefits after you have completed your probationary period.

Time Allowed

You may be granted a three (3) day leave with pay. This is not to exceed three (3) working days. The employee will be paid for scheduled hours of work actually lost during the funeral leave. "Immediate family member" is defined as spouse, child, brother or sister, mother or father of the husband or wife.

Funeral Pay

Your funeral leave pay will be calculated at your regular rate of pay.

Leave Without Pay

If you are not eligible for funeral leave with pay you may be given time off without pay in the case of a death of a family member. Time off without pay may be arranged with your department director or supervisor. Time off without pay may also be given for you to attend the funeral of a close friend or relative.

Forfeiture of Rights

You forfeit your rights to funeral leave benefits if you fail to return to your assigned position and work at least on scheduled work day after you have utilized funeral leave benefits.

*When you are granted funeral leave benefits, it is mandatory that you attend the funeral of the person that the leave was granted for.

*Administration reserves the right to ask you to supply the name and relationship of the deceased and the name of the mortuary that handled the arrangements, or a copy of the obituary and funeral services.

6.5 DISCRETIONARY LEAVE OF ABSENCE

Our company is not covered under the Family and Medical Leave Act. The FMLA covers businesses with 50 or more associates who work within a 75-mile radius.

The decision to grant a Discretionary leave of absence will be based on the business needs of the company and the employee.

Eligibility

Employees who have at least 90 days of consecutive service as regular, employees in good standing, are eligible for: the maximum amount of time that can be granted for this type of leave is four weeks in any 12-month period, calculated by using the rolling calendar method.

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Documentation

All requests for a LOA must be made in writing and submitted to the business owner. An employee must provide 30 days' advance notice when the need for the leave of absence is foreseeable. If not foreseeable, the employee must provide notice to the business owner as soon as practical. Medical documentation should be provided within 7 calendar days of notice, if for medical reasons or childbirth.

Approval

The business owner will review the LOA request and will notify the employee as to whether the request was approved within seven business days. LOA will not be granted to allow an employee time off to seek employment elsewhere or to work for another employer. Employees who begin employment elsewhere while on LOA, except for military reserve duty, are considered to have quit voluntarily.

Job protection and returning to work after a LOA

Upon the expiration of the LOA, the employee may be returned to his or her former position if available. If the employee's position is not available, the employee may be offered another available position for which he or she is qualified. If no position is available when the employee is able to return to work, the employee will be terminated and may apply for the next available position.

6.6 RETIREMENT

Jill's House will abide by the existing federal state laws regarding the age of retirement.

6.7 WORKER'S COMPENSATION

Safety on the job is everyone's responsibility and you are cautioned to take the utmost care in avoiding accidents. Should an injury occur, however, you may be eligible to receive worker's compensation benefits. This insurance coverage is in accordance with state law and is carried by Jill's House for your protection.

Because the law sets forth limitations on filing of claims, any job-related injury must be reported immediately to your department director or supervisor, no matter how minor the injury may seem.

The insurance covers medical expenses resulting from an on-the-job injury. It also pays weekly disability benefits after the required waiting period.

An employee will not earn benefits (such as accrual of vacation) during a worker's compensation absence of more than 31 calendar days.

6.8 JURY DUTY

Jill's House wishes to recognize the responsibilities of employees as citizens. All employees who have completed their probationary period and who are called to serve as jurors, will receive their regular pay, less their pay as jurors, for each scheduled work day while on jury duty. The employee may not be reimbursed for more than eight (8) hours for any one (1) jury duty day for a maximum of (10) business days. In order to be paid for jury duty such jury duty must be on the regularly scheduled work shift.

The receipt of a subpoena or the notice to report for jury duty must be reported immediately to your department head who will forward this to Administration.

Jill's House may request that you be excused or exempt from such jury duty, in the opinion of management, your services are essential at the time of proposed jury duty service. If you are dismissed from jury duty prior to the end of your normal work shift you are to report to work. Jury duty reimbursement cannot be received while you are on vacation.

6.9 UNEMPLOYMENT COMPENSATION

In accordance with the laws of the state you are covered by unemployment compensation. This is funded by employers only and Jill's House contributes to this fund.

6.10 EMPLOYEE REFERRAL PROGRAM

As a benefit to our current working employees, Jill's House offers a monetary reward to employees who refer outstanding new hires to us. This program offers up to \$200 for eligible employees. In order for the referring employee to receive this reward, the new hire must make it past their first 90-day probation, at which point the first \$100 can be collected. After 6 months of the new hire being employed, the referring employee will receive the second \$100 amount

Proper Reporting

When a new employee is hired due to a referral as either specified on the application or in person, a document must be drafted and approved by the Administrator listing the dates for the new hire's 90 days and 6-month employment.

Upon the meeting of these dates, the specified reward will go directly onto the referring employees next processing check. Failure for a new hire to meet the given time frame will result in no money being awarded.

The director must sign off on the agreement of these dates and the completion of the rewarded payments, along with the referring employee's signature.

6.11 EMPLOYEE MEALS

All employees are required to sign up for a meal, so Jill's House staff can ensure enough food is available to meet the needs of Jill's House.