

Linn Community Nursing Home

***COMMITMENT
TO
CARING***

PERSONNEL HANDBOOK

JANUARY 2021



*Our Community's
Home away from Home*

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Forward

This handbook sets forth the conditions of employment including policies, practices, responsibilities and benefits for the employees of the Linn Community Nursing Home, Inc., hereafter referred to as LCNH.

It should be recognized that future changes in care practice, in standards, and in legal, social and economic factors may necessitate LCNH management to modify or to amend these policies from time to time. Advance notice of changes will be given to all employees, when practicable.

Your personal happiness can be closely related to your happiness in your work. The first step in any successful activity is clear understanding of the rules that regulate the activity. For this reason, you are expected to become familiar with all of these policies and regulations as soon as possible. Keep this book handy for ready reference.

Knowledge of the contents of this book is very important to your work at LCNH. If there are points which are not clear, or if you have problems in relation to these policies, please consult your supervisor.

From The Board

These personnel policies have been written for the Linn Community Nursing Home, Inc., for the home's new employees and for the present staff.

These policies are subject to changes. All employees will receive amendments to these policies when changes are made.

We welcome your comments.

*Jackie Dieckmann
President of the Board*

Handbook signed and updated January 2010, January 2013, December 2015, January 2021

Employment

Application For Employment

All candidates for employment with LCNH must fully complete, date, and sign the employment application form. A resume will not be accepted in lieu of a completed employment application. The application form must be completed in detail and signed by the applicant to verify the accuracy and completeness of previous employment and personal information. A resume may be attached to expand the application information.

LCNH may investigate any portion of the enclosed or requested information and may deny or later terminate the employment of anyone giving false, misleading or incomplete information.

The completed application form will be made a part of the personnel file of those applicants who are accepted for employment.

Equal Employment Opportunities

No person is unlawfully excluded from consideration for employment because of race, color, religious creed, national origin, ancestry, sex, age, veteran status, marital status or physical challenges.

The policy applies not only to recruitment and hiring practices, but also includes affirmative action in the area of placement, promotion, transfer, rate of pay and termination.

Employee Classification

LCNH will maintain standard definitions of employment and will classify employees in accordance with the definitions:

Full-time: Full time employment is established as 30 hours per week.

Part-time: Part time employment is established as 24-30 hours per week.

Temporary: Employment in a job established for a specific period of time or for the duration of a specific project or group of assignments.

Pool (PRN): Pool (PRN) employees agree to work on an as needed or on-call basis at the convenience of the Nursing Home.

Management's Rights And Responsibilities

The management of the LCNH has the right and obligation to operate and manage its facility. This includes the right to hire, discharge, promote, demote and assign work to employees.

Management also has the right to establish rules and regulations covering the conduct of employees while at work. Violations of rules and regulations shall authorize disciplinary

action. Disputes arising out of disciplinary action shall be considered grievances subject to the grievance procedure provided for elsewhere in this handbook.

Management has attempted to provide the best conditions of employment, the best satisfactory tools and the greatest opportunity for each employee possible. It is the policy of LCNH to compensate each individual in accordance with their effort, ability, skill and development.

Selection Of Personnel

The process of selecting employees for the LCNH is one of teamwork between the Administrator, Human Resources and the department having a vacancy. On the basis of information obtained from the application form, interviews, work history and tests (where applicable) the Human Resources refers the applicant to the Department Head. The department Head interviews the applicant and discusses department needs with the applicant. The Administrator, together with the Department Head and Human Resources will discuss the applicants work experience, education, qualification, character and how the applicant may fit into the LCNH's needs. An employment decision is then made and a job offer may or may not be tendered.

New Employee Physical

A health certificate form (provided by LCNH) must be filled out within seven (7) days of employment. A TB Skin Test will be given in the facility, also within the first seven (7) days of employment, followed by a second within 7-30 days.

Repeat TB Skin Tests will be given according to recommendations in the CDC Guidelines. Employees must be free from skin disease and skin infections.

Alcohol And Drug Policy

LCNH is committed to providing a safe and healthful environment for residents as well as well as a safe and secure working environment for employees. Inherent in that policy is a "NO TOLERANCE" for the use or possession on facility property of alcoholic beverages as well as drugs or coming to work under the influence of alcohol or drugs or having residue still in their system. LCNH reserves the right to test the entire facility, any isolated shift or department, or one job title without notice, at the LCNH's discretion.

Drug Screening

Job applicants will undergo an alcohol/drug screening administered in-house. Non-negative results will be referred to Clay County Medical Center for blood, urine or other diagnostic tests to further evaluate test results before a hiring decision is made. (see the Alcohol and Drug Policy in Policy and Procedures).

Orientation

Following acceptance of employment, the Supervisor will discuss job duties and areas of responsibility in more detail with a new employee. LCNH policies and procedures will be

reviewed. A copy of the Employee Handbook will be given to each employee to read and review. Please keep your Employee Handbook so that you may refer to it at anytime. The employee's supervisor will take the new employee on a tour of the facility, noting the various work areas, time clock, dining room, employee break room, etc. Orientation sheets and job descriptions are given to the new employee. On the Orientation sheet, each procedure is checked off as the procedure is taught in On-the-Job training. The job description spells out your responsibilities and authority for the job for which you were hired. After reading your job description, you need to read, sign and return it to human resources to be placed in your personnel file. A copy will be given to you, if you wish.

Employee Responsibility

Each employee performs an important role in providing quality service to residents. Employees therefore, have a responsibility to fulfill all designated duties and assignments to the best of their ability. It is important that employees cooperate with one another in order to assist our facility in fulfilling its mission of service.

Personal Appearance And Conduct

Cleanliness and neatness in personal grooming is required of all employees of LCNH. All employees are expected to dress professionally and appropriately for the type of work performed, keeping in mind the impression upon the residents and visitors who come here.

All employees are expected to conduct themselves professionally and in a friendly, courteous manner. This conduct should apply to fellow employees, residents, and all other persons with whom you come in contact with at this facility.

Dress Code

Regular uniforms *per se* are not required to be worn by staff. However, "SCRUBS" will be worn by staff in NURSING, and may be worn by staff in the following departments: DIETARY, HOUSEKEEPING, and LAUNDRY. However, Maintenance and Housekeeping personnel may wear jeans and top with appropriate footwear. Administrative personnel, DON, Activities and Social Services may wear casual business or professional clothing appropriate to the work environment, and will behave in a professional and businesslike manner.

On Friday's, personnel may wear more relaxed attire, i.e., jeans with an LCNH shirt or other appropriate shirt.

All personnel are required to be neat and clean, free of body odor. Strong perfume or cologne is discouraged. Hair that falls below the base of the neck must be contained with a clasp or hair tie. Beards must be kept neatly trimmed and be no longer than 1 ½ inches. No tight or revealing clothing. Shorts are to come down to the knee. Nail polish must be neat and free from chips, no nail tips or false nails. Jewelry must be kept to a minimum. Clothing that is imprinted with illustrations or messages that are insulting or demeaning to co-workers, residents, or residents' families is not acceptable.

Probationary Period

All new employees are placed on probationary status for a period of ninety (90) days, beginning with the first day of employment. This enables the nursing home to determine if you are able to perform the job satisfactorily and to work harmoniously as a member of our health care team. It also enables you to determine if the job is suitable for your interests and needs. At this time, you will have an evaluation with your supervisor. If you have any questions or comments, feel free to talk about them. Also, if there are things that your supervisor feels you need to know or do differently, he/she will tell you. These discussions are designed to improve work performance and build better relationships among us. At the option of management, the probationary period may be extended for an additional 90 days if job performance is marginal.

During this probationary period, an employee may voluntarily terminate employment without notice or, if the job performance is not satisfactory as determined by LCNH, the employee may be released with or without notice.

The completion of the 90 day period should not be considered a guarantee of employment. LCNH evaluates employees on a continual basis and reserves the right to terminate an employee at any time during or after the evaluation period. During this time, PTO accrues for full-time employees, but is not eligible for use until probationary period is satisfied.

Employment At Will

Kansas is an employment at will state which means your employer can fire you for any non-discriminatory and/or non-retaliatory reason. However, there are some exceptions to this doctrine.

Personnel Records

LCNH will maintain a personnel file on each employee. An employee's personnel file begins with his/her completed employment application form. Employee records are considered confidential, and will not be released except as required by law or in relation to a litigated claim. Personnel files are the property of LCNH and will be updated from time to time with copies of all valid licenses and certificates.

It is the employees' responsibility to keep their records up to date by notifying the Human Resources of any changes in the following: address, telephone numbers, legal name, marital status, number of exemptions, person to be notified in the event of an emergency.

Employee Service Date

The employee service date will be the date a person starts his/her present period of uninterrupted employment. This date is used for determination of eligibility in all benefit programs and becomes his/her anniversary date.

Work Week

The work week at LCNH will be from Sunday through the following Saturday. Hourly employees will not normally be scheduled to work more than forty (40) hours in any one

work week. If you are asked to work in excess of forty (40) hours in any one work week(Sunday through Saturday), you will be paid for the additional hours at the overtime rate of one and one half (1 ½) times the employees regular hourly rate.

Personnel who are on a salary payroll are not paid for hours worked in excess of forty (40) hours per week, unless called back to perform direct patient care. Salaried employees will earn comp time off to cover excess hours.

Employees will normally not be scheduled to work more than eight (8) hours per day. However, several key employee positions may work twelve (12) hour shifts for operational necessity and to ensure quality resident care. Those employees will normally work three-12 hour shifts in one work week.

LCNH has three (3) nursing shifts:

Shift one (day shift)	6:30 A.M. - 3:00 P.M.
Shift two (evening shift)	2:30 P.M. - 11:00 P.M.
Shift three (night shift)	10:30 P.M. - 7:00 A.M.

Shifts two and three will receive a shift differential for all full and part-time employees.

Meal Times

Meal breaks are not considered time worked and are not included when computing hours worked for pay purposes.

Pay Period And Payment

The pay period for LCNH is twice monthly. Days 1-15 of the month will be paid on the 20th of the month. Days 16 thru the end of month will be paid on the 5th of the following month.

If either the 20th or 5th fall on a Saturday or holiday, pay will be available on the preceding day, either the 19th or the 4th. If either the 20th or 5th fall on a Sunday, the pay will be available the next day, either the 21st or the 6th. Advances on pay are not allowed.

Work Schedules And Absences

Work schedules will be posted monthly. It is each employee's responsibility to report for duty as scheduled. If you are unable to be there for any reason or are going to be late, you must notify the Charge Nurse, Department Head or Administrator.

LCNH has always been lenient in letting the staff trade days in order to give staff more freedom in their personal life. When trading days, full-time employees need to trade within the same work week to prevent overtime for any employees. The trade needs to be approved by the head of your department. A note needs to be made, with the days being traded and who will be trading and signed by both employees. Part-time employees may agree to work a day for another employee as long as no overtime will be incurred and both employees are in agreement. Again, a note needs to be made with the days traded and both employees sign, that an agreement has been made. Once you have agreed to trade a day or to work a day for another employee, you are responsible for that shift. If you are unable to work that shift, then you are responsible for finding a replacement.

Time Clock

All employees are to clock in via their fingerprint. You should clock in nor clock out prior to your scheduled time without the permission of your department head.

Employees found falsifying his/her time will be subject to immediate termination.

Paycheck Deductions

LNCH will make arrangements for payroll deductions for the following: Federal Income Taxes; State Income Taxes; FICA Taxes; Any Garnishments, including child support or other court ordered wage deductions; Meals; Food ordered from LCNH vendor; and any benefits elections. All deductions will be itemized on the employee's paycheck stub.

Wage Increases

Employees are eligible to receive an annual wage increase of based on the employee performance standard. This evaluation will be completed by the supervisor the month prior to his/her anniversary date. The wage increase will be effective on the date of their anniversary date.

Promotions And Transfers

Vacancies are filled by promotions within the home whenever possible. On occasion it is impossible to grant a promotion or transfer due to staffing needs. After you have worked for a time and decide you would like to transfer to another department or shift, you should fill out an application for promotion or transfer and present it to Human Resources or Administrator. Applications will be treated confidentially. Your application for promotion or transfer will be considered along with any applications for employment from others outside LCNH.

Re-Employment

Employees who left LCNH voluntarily or through no fault of their own and who make application for re-employment will be given consideration. It is LCNH policy not to re-employ those who are discharged for cause. A re-employed person must waive all rights accruing from prior service.

Age

Applicants for full-time or part-time employment must be at least 16 years of age.

Resignation

All professional employees are required to give one month's notice of intent to resign in writing to their immediate supervisor. All other employees are required to give a two week

notice of intent to resign in writing to their immediate supervisor. An employee who quits without prior notice forfeits all allowances and benefits accrued.

Pay On Separation From Employment

Employees separated from employment in good standing will be paid for time worked (less deductions) plus any accrued PTO on the next regular payday. Accrued PTO will not be paid out if no notice is given, employee is terminated for just cause or prior to completing 90 probationary period.

Attendance

Regular, punctual attendance is expected for efficient operations and continued quality care of our residents. Excessive absenteeism and tardiness is not only inconvenient, but also impacts negatively on the staff and residents. While it is recognized that illness or extenuating circumstances may occasionally cause an employee to be tardy or absent from work, regular on-time attendance is required for continued employment.

It is the responsibility of the employee to notify their Supervisor, or their designee, when illness or other circumstances are going to prevent them from reporting for work as scheduled.

- a. It is the employee's responsibility to find a replacement.
- b. If unable to do so, the employee must provide at least a two-hour notice of inability to work prior to the beginning of their scheduled shift.
- c. **The employee must call in themselves.** It is unacceptable that anyone else makes that call to the employee's Supervisor, or their designee, unless the employee is incapacitated.
- d. The employee must either call in every day they are absent or hospitalized, inform their Supervisor of the days they think they will be absent, and keep their Supervisor fully informed of all days to be missed.

Employees must provide specific reasons for absences. If the employee is uncomfortable giving a reason for being tardy or absent to the Supervisor's designee, the employee must give an explanation to their Supervisor upon their return.

Employees absent for two or more consecutive/subsequent shifts for the same reason will have the total number of days absent recorded as one occurrence.

Employees absent for three or more consecutive/subsequent shifts will be required to provide a Doctor's note prior to returning to work.

Employees absent for five (5) or more consecutive days due to illness/injury have the option to use Extended Illness Benefit (EIB) time for that illness. The Employer reserves the right to require employees to provide a note from the doctor verifying that an absence was caused by a medical situation. The company also reserves the right to require documentation from the doctor authorizing the employee to return to work. The required

documentation is to be presented to the employee's supervisor and/or Human Resources Department.

Understand that an absence of one day or more without notifying your supervisor is job abandonment and is a self-termination.

Corrective Action Stages

Excessive absenteeism and subsequent Corrective Action* shall be documented as follows:

Verbal Warning:	5 occurrences in a rolling 12 month period **
Written Warning:	6 occurrences in a rolling 12 month period **
Final Warning:	7 occurrences in a rolling 12 month period **
Termination:	8 occurrences in a rolling 12 month period **

Absences will be recorded and the Supervisors will address as the need arises.

* Subsequent Corrective Action: As all Corrective Actions are cumulative, the **Corrective Action Stages** assumes no other Corrective Actions have been given. If prior Corrective Actions have been given, all new Corrective Actions would be advanced to the next stage. (Example: If the previous Corrective Action was a Written Warning, a Corrective Action for 5 occurrences would be advanced to a Final Warning.)

** Rolling 12 month period example: June 17, 2012 – June 17, 2013. An occurrence prior to June 17, 2012 would not be counted.

An employee is eligible for insurance benefits beginning the first of the month following a full thirty days of employment and continues as long as the employee is employed by LCNH.

Extent Of Participation In Benefits Programs

Full-time (30 hours per week):	Participate in all benefit programs
Part-time (24-30 hours per week) and Part-time (less than 24 hrs)	Participate in benefit programs on a pro-rated basis.
PRN:	Participate in no benefit programs

Paid Time Off (PTO) Policy

Purpose For Paid Time Off (PTO)

The purpose of Paid Time Off (PTO) is to provide employees with flexible paid time off from work that can be used for such needs as vacation, personal or family illness, doctor appointments, school, volunteerism, and other activities of the employee's choice. The company's goal is to reduce unscheduled absences and the need for supervisory oversight.

Guidelines For PTO Use

Each full-time employee will accrue PTO bi-weekly in hourly increments based on their length of service as defined below. All part-time employees grandfathered in as of the

January 2021 date shall continue to receive PTO hours. PTO accrues during the 90-day probationary period, but is not eligible for use until the probationary period is completed. PTO is added to the employee's PTO Bank when the bi-weekly paycheck is issued. Part-time, Temporary employees, PRN employees, contract employees and interns are not eligible to accrue PTO hired after January 1, 2021.

Eligibility to accrue PTO is contingent on the employee working. PTO is not earned in pay periods during which unpaid leave, short or long term disability leave, FMLA, or worker compensation leave are taken.

Employees must use time from their PTO Bank at a minimum of four (4) hours at a time. PTO is paid at the employee's base rate. Time that is not covered by the PTO Policy and for which separate guidelines and policies exist include bereavement time off, required jury duty, and military leave.

In order to meet government regulations in staffing nursing shifts and other departments, a request slip needs to be filled out for any requested days off. Employees are required to submit to respective supervisors the "Request Leave" form by the 15th of the month prior to the requested days off. Requests after preparation of the monthly schedule will not be accepted, unless an emergency situation arises or unless the employee has arranged for coverage of the affected work schedule with another employee that does not involve overtime. In all instances, PTO must be approved by the employee's supervisor in advance. PTO is not to be taken in conjunction with a holiday, unless prior approval is given by your supervisor.

Employees accruing PTO may request PTO to be paid out at over 40 hours on their anniversary date the employee can choose not to have PTO hours paid out up to 80 hours maximum. After 80 hours all PTO will be paid out on their anniversary.

PTO must be used when all hours are not worked and PTO may not be used when time is not missed.

When an employee is requesting to be paid for PTO, a leave request form must be submitted to the business office manager by the end of the pay period (15th or the last day of the month).

Paid Time Off (PTO) Exceptions

The Employer reserves the right to require employees to provide a note from the doctor verifying that an absence was caused by a medical situation. The company also reserves the right to require documentation from the doctor authorizing the employee to return to work. The required documentation is to be presented to the employee's supervisor and/or Human Resources department.

PTO taken in excess of the PTO accrued can result in progressive disciplinary action up to and including employment termination. This time will be unpaid leave.

Under the company's Family and Medical Leave Act (FMLA) policy, all accrued PTO time must be taken before the start of the unpaid FMLA time. An employee who has used all of their FMLA and still unable to return to work, may have their employment terminated.

Unscheduled absences due to illness of four hours or more that result in consecutive days absent from work are considered one absence incident in relationship to potential disciplinary action.

Understand that an absence of one day or more without notifying your supervisor is job abandonment and is a self-termination.

Specific Eligibility For Paid Time Off (PTO)

Benefit Eligibility for Regular Hours Worked

Employees with 1-5 years of service: 128 PTO Hours

PTO is accrued at .06154 hours of PTO per hour of work

Employees with 5+ years of service 168 PTO Hours

PTO is accrued at .08077 hours of PTO per hour of work.

Employees with 10+ years of service 208 PTO Hours

PTO is accrued at .10000 hours of PTO per hour of work.

Transfer Of Accumulated PTO

PTO may be transferred to an employee who has been seriously injured or diagnosed with a disease that has caused them to miss numerous days of work. This policy is not designed to provide additional days for employees who have used their temporary leave for routine illness for themselves or allowable family members and simply need additional time. Any employee may transfer any of his or her PTO days to another employee after following this procedure:

1. If the need arises and an employee is in need of additional leave due to a catastrophic accident or illness, a PTO transfer committee will be established to administer transfer of PTO days. This committee shall be made up of four (4) members of the staff, with each member being from a different department.
2. Any employee who has used up all of his or her PTO shall submit a request to the committee asking for approval to accept temporary leave donations from other employees. Committee requests must be left with the administrator and will then be forwarded to the committee.
3. Upon receipt of a request, the committee shall meet to discuss the request and evaluate the circumstances given to support the request. If the committee determines that the request is a result of a catastrophic illness or accident and the lack of PTO is not a result of the requestor's abuse of the facilities leave policy, then the committee will notify the employee of the approval. All four members of the committee must be present at the meeting and approval shall require the affirmative vote of a majority present. Their approval will be forwarded to the business office. A note will then be posted by the time clock to request donations.
4. Once approved, employees wishing to donate their accumulated leave shall notify the administrator or business office manager of their intent to donate all or any portion of their PTO. The donor's donation of days shall be limited to the number of

PTO days which the donor has accumulated. The donor will be asked to sign a written request and authorization for such transfer to be made.

5. If necessary, multiple employees may donate PTO days to employee in need.
6. Any PTO days that are donated, but not used by the employee in need, shall be returned to the donors PTO.

Holidays

LCNH observes six holidays.

New Year's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving	Christmas Day

If you work on these days, and have completed your probationary period, you will receive double pay for your hours at your base pay. Holiday pay will be given for hours worked during the 24-hour holiday. All regular full-time, part-time, PRN, non-exempt employees in good standing will receive holiday pay at their base rate of pay, provided they met the following conditions:

- Work a full shift on the employee's last scheduled work shift prior to the paid holiday.
- Work a full shift on the employee's first scheduled work shift following the holiday.

Employees *will not* be entitled to holiday pay in the following circumstances:

- The employee has not successfully completed the 90-day introductory period.
- The employee is in an out-of-pay status or in a layoff status.
- The employee is on an unpaid leave of absence when the holiday occurs.

Procedures

If a company holiday occurs on an eligible employee's vacation day, it may either be counted a holiday instead of a vacation day or be added to the vacation period as an extra day of vacation.

Non-exempt employees who are eligible for paid holiday but who may be required to work on a company holiday will be paid their holiday pay and their regular rate of pay for the hours worked on New Years Day, Memorial Day, Independence Day and Labor Day.

Non-Exempt employees who are eligible for paid holidays but who may be required to work on a Thanksgiving and Christmas Day will be paid at double pay at their base rate of pay for hours worked.

For employees that are regularly scheduled Monday-Friday the following rules shall apply:

- Should a company-recognized paid holiday fall on a Saturday, the holiday will usually be observed on the preceding Friday. If the holiday falls on a Sunday, the following Monday will usually be observed as the holiday.

For employees that work in a Sunday – Saturday Scheduled department (IE Nursing, Dietary, Laundry) the holiday pay will be paid from 0000-2359 (midnight to midnight) on the actual holiday.

Holiday pay is not to be considered hours worked in the computation of overtime.

Requested Days Off

In order to meet government regulations in staffing nursing shifts and other departments. A request slip needs to be filled out for any requested days off and returned by the 15th of the month, prior to the requested date and given to your supervisor for approval.

Monthly Bonus

A monthly bonus to be used toward health insurance, IRA and/or supplemental coverage will be paid to eligible employees working 30 hours per week or more:

Full time	\$70.00 per month
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Health Insurance

The nursing home pays a board-set amount of the Blue Cross/Blue Shield premium for eligible employees. Eligible employees are those working 30 hours per week or more.

If someone becomes ill and unable to work, the first month, LCNH will pay their set amount of the premium and the employee must pay their portion.

Please note that if you take out the health insurance through the facility, the deductions that occur from payroll ending the 15th and the 30/31st are for the next month's premium.

Supplemental Insurance

LCNH offers a variety of insurance plans through Workplace Benefits and AFLAC that include Life Insurance, Accident/Disability Insurance, Cancer Insurance, Delta Dental, VSP- Vision coverage, and Long Term Care Insurance. The monthly bonus provided by LCNH can also be applied towards coverage. Supplemental Insurance is available to any employee.

IRA – American Funds

LCNH also offers participation in an IRA program (American Funds) that the monthly bonus provided by LCNH can also be applied.

Life Insurance

LCNH provides a \$20,000 Term life insurance policy for each employee who works 30 hours or more a week, free of charge. The policy begins the first of the month following a full thirty days of employment and continues as long as the employee is employed by LCNH.

Employee Educational Assistance

Employees of the Linn Community Nursing Home are eligible to participate in the Employee Scholarship Program or Educational Loan Program, provided eligibility requirements are met. Benefits under the program are subject to the availability of funds. The facility shall not be required to make funds available in any given fiscal year. Details of both programs can be discussed with department supervisors.

Absence Due To A Death In The Family

In case of a death in the employee's immediate family (children, father, mother, spouse, sister, brother, grandmother, grandfather, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, or grandchildren) the department head should be notified immediately. Absence of three (3) days, with pay will be granted to the bereaved employee.

Rest Period

Two rest periods are provided during an eight-hour work period; a fifteen-minute rest period after approximately 2 hours work and a ten-minute period approximately 1 ½ hours after the meal break. These breaks can also be used for smoke breaks. Three rest periods are provided during a twelve-hour work period; a fifteen-minute rest period after approximately 2 hours work, ten-minute period approximately 1 ½ hours after the meal break and a ten-minute period approximately 2 hours after the previous ten-minute break.

However, these breaks are dependent on the workload. Employees should not leave for their break if all work is not completed and if residents are unattended.

Meals

Meals are available at a rate as near cost as can be figured. Employees may bring their own lunches which may be eaten in the dining rooms. You are allowed a thirty (30) minute meal break and you are not to answer lights, chart or do any other duties at this time unless in extreme emergency. If you have to work through a meal break and do not get a meal break during your shift, notify the Admin Office as soon as possible, so your time clock punch can be adjusted accordingly.

Workers Compensation

LCNH is covered by Workers Compensation Insurance under the provision of the State Workers Compensation Act. Employees are encouraged to report work related injuries and illnesses, without fear of retaliation, to the department head and to the charge nurse on duty. Employees are also encouraged to report as soon as the employee realizes they have suffered a work-related injury or illness so the employee can receive the appropriate medical treatment and any existing work hazard(s) can be addressed. AN INCIDENT REPORT MUST BE FILLED OUT BEFORE YOU LEAVE THE BUILDING AND GIVEN DIRECTLY TO YOUR DEPARTMENT HEAD OR CHARGE NURSE. Incident forms can be found in a file folder by the time clock. The injury must be examined by the Charge Nurse and first aid will be given and employee will be referred to the LCNH medical director for

further evaluation and treatment. Failure to follow these procedures could result in denial of payment for your treatment and claim.

Kansas Statutes regarding the timely reporting of work-related injuries and illnesses are:

- 20 calendar days from the date of accident or the date of injury by repetitive trauma; or
- 20 calendar days from the date the employee sought medical treatment for a work-related injury, illness or repetitive trauma; or
- 10 calendar days after the employee's last day of actual work for the employer if the employee no longer works for the employer.

Employees injured on the job may be subject to a drug and/or alcohol testing as part of the incident report process in instances where there is a reasonable basis to believe drug or alcohol use contributed to the accident or the accident could have been made worse due to the use of drugs or alcohol.

Jury Duty

When an employee's service on a jury causes him/her to lose regularly scheduled work, they will receive pay for their time from the court system, therefore he/she will not receive their regular pay from LCNH. LCNH will make no attempt to get the employee released from Jury Duty.

Confidentiality Of Medical Records

All employee's medical information will be kept confidential, only disclosures of medical information which are reasonably necessary for treatment, or the protection of personnel, or to meet a clear public need, or as required by law, will be permitted. The disclosure of inaccurate information implying that a person is afflicted with an infectious disease is strictly prohibited.

Staff In-Service Meetings

Department and inter-departmental meetings for the benefit of all may be called. These meetings are held to increase the employee's knowledge of his/her job. Employees will be paid for the time spent in attendance at the staff meetings. All staff meetings will be paid at the day rate.

Online inservices have been implemented to comply with state and federal regulations and also to assure effective delivery of services to the residents. This is an online training system in which the employee is responsible for logging on, reading the course material and taking the test within the time period required.

There will also be annual in-service meetings for hands-on-training in fire prevention and safety and any other training as needed to provide high quality of care for our residents.

Continuing education, with the use of the audio-visual training systems, will be implemented for improvements in skills for all employees.

Tuition will be paid by LCNH for continuing education as long as it benefits the Nursing home.

Nursing and other health care delivery personnel shall have annual training in restorative nursing techniques and dental care and hygiene. Unlicensed employees giving direct, indirect care to residents shall participate in at least 12 hours of staff development programs per year. All other employees shall participate in at least 8 hrs of staff development programs per year.

Release Of Information To The News Media

Any request you receive for information from the news media shall be referred to the Administrator.

Non-Smoking Policy

LCNH has a no smoking policy within the building. Staff may smoke in designated areas outside and are required to keep their area clean and debris, including cigarette butts off the ground and in the designated receptacle. Staff may go outside to smoke during work breaks and meal periods. Violation of this policy will result in disciplinary action. If any staff observes a visitor violating smoking rules, please politely ask them to smoke outside.

Telephone Calls

Each time an employee makes or receives a business call, they represent LCNH. The manner in which calls are handled determines how others perceive LCNH. Employees are expected to be courteous and helpful at all times during business communications.

Cell Phones/Electronic Communication Devices

Use of personal cell phones/electronic communication devices by any employee is limited during work hours. Employees may use cell phones/electronic communication devices during lunch or break periods in private space away from all elders, common elder care area and common work areas. Personal cell phone/electronic communication devices are to be powered off or sound turned off during work hours. Personal wireless communication devices and ear/headphones are prohibited while on duty.

Visiting On The Job

The residents who live in this home have the right to expect that we spend our time on duty in the performance of our job. Consequently, you should not visit idly with your fellow employees, or friends/family, while on duty.

Confidential Information

One of the most important obligations you have as an employee of LCNH, is that of maintaining confidentiality of any resident information. What you learn about a resident must

not be revealed to anyone except those who are responsible for the care and treatment of the resident.

The release of confidential information (i.e. Diagnosis, treatment, or care of a resident, or employee information) by an employee to anyone, is considered cause for dismissal.

Tips Or Gifts From Residents

Employees will not accept gifts of money or gifts of any value from residents or family members, unless specifically permitted by the Administrator.

Outside Employment

LCNH makes every effort to keep its employees as fully employed as possible and at a good rate of pay. When an employee is on the job, this means that 100 percent of his/her effort is required. If an employee chooses to work outside of his/her job and the outside employment competes with what is expected of him/her as an employee of LCNH, the employee will be asked to resign or to leave his/her outside employment.

All supervisory personnel are expected to enforce this policy and by example, refrain from conflicting outside employment.

Loyalty

It is expected that all employees have a true and sincere sense of loyalty toward LCNH. A disloyal employee cannot be a good employee and is one LCNH can do without. It is the endeavor of LCNH to have reasonable, satisfied, happy and loyal personnel on our staff.

Grievance Procedure

Occasionally an employee may have a complaint or grievance concerning working conditions, job assignments, or personal relations regarding another employee. Such complaint or grievance will be treated confidentially. LCNH feels you are entitled to express your complaint through a formal grievance procedure as outlined in this policy. This channel of communication is open to you at all times. The submission of a grievance in accordance with this policy will in no way jeopardize your job or be held against you in your work record.

The following procedure will be used and followed:

Step 1: Submit your complaint orally to your department head. Your department head will reply orally. If you are not satisfied with the oral response from your department head, you should follow the second step.

Step 2: Step two must be exercised within seven days from receiving the oral response from your department head. Submit your grievance in writing to the Administrator. The Administrator will reply in writing after receiving your grievance. If not satisfied with the written response from the Administrator, you should follow step three.

Step 3: Step three must be exercised within seven days from receiving the written response from the Administrator. Submit your complaint in writing to the Board of Directors.

Rules And Discipline

- LCNH expects employees to meet the standards set for high-quality work performance and conduct. Corrective action, however, may be necessary from time to time for efficient operation. Forms of corrective action may include oral counseling, written warnings and reprimands, probationary status, suspension from work and discharge. Any disciplinary actions taken by a supervisor beyond oral warning must be documented in writing, signed by the employee and supervisor, and a copy forwarded to personnel for inclusion in the employee's personnel file.
- The degree of corrective action, whether first offense or one of several, will be determined by management, in its sole judgment and discretion, and will primarily depend on the gravity of the offense and the circumstances under which it occurred.
- The following list of Employee Work Rules is for the benefit of the LCNH and its employees to enhance an orderly, professional work environment. The rules and violations below should not be considered all-inclusive. LCNH reserves the right to take such disciplinary action as it deems appropriate under the circumstances. Work rule violations are considered cumulative and the penalties imposed will take any past violations within the past 12 months into account. Disciplinary actions for rule violations will be implemented in a reasonable manner based on the severity of the offense and the employee's past work history. Penalties encompass warning letter, suspensions from 1 day to 2 weeks and dismissals.

Examples of Misconduct

The following are only examples of misconduct for which an employee may be subject to disciplinary action. These examples do not constitute a complete list of the circumstances for which discipline may be warranted:

- Falsification of any records or reports pertaining to absence from work, claims pertaining to injuries, claims for any benefits provided by LCNH.
- Misuse or removal from the premises, without authorization, of any company property, or possession of any property removed from LCNH premises without authorization.
- Bringing, using or having in possession weapons on company premises at any time.
- Bringing, using or having in possession, transporting, selling or promoting the use of alcohol, any intoxicant, any narcotic, any barbiturate, any amphetamine, any hallucinogen, or any other stimulating or depressing drug on the premises at any time. An employees' voluntary involvement in a drug/alcohol treatment program does not excuse any violation of this policy.
- Striking or manhandling another person or fighting while on the premises at any time.

- Insubordination, defined as willful and deliberate refusal to follow reasonable orders given by a member of management.
- Intentionally clocking in or out for another employee or having another employee clocking in or out on your behalf.
- Reporting for work under the influence of or when suffering from a hangover from alcohol, any intoxicant, any narcotic, any barbiturate, any amphetamine, any hallucinogen, or any other stimulating or depressing drug.
- Threatening, intimidating, coercing or interfering with any person on company premises at any time.
- Sleeping on LCNH time.
- Failure to report any injury or accident to management resulting from an on-the-job situation.
- Unauthorized leave from the work place during work scheduled exceeding the time allowed for scheduled break or meal time.
- Engaging in horseplay, practical jokes, gambling, solicitation or general loitering while on company property.
- Using profane language on company property which in management's opinion is offensive to residents, visitors and to other employees.
- Abuse, neglect or exploitation of a resident.
- Interference with business, efficiency, incompetence or neglect of duties.
- Repeated tardiness or absence from work or work station.
- Dishonesty.

In cases involving serious misconduct, resident abuse, safety violations, law violations, etc., the employee will be suspended until an investigation report has been made and reviewed by the Administrator.

- A complete investigation will be made of the charges within five (5) working days of such suspension. The Administrator will make a written report of the findings and recommendations. The employee will be notified, in writing, of the investigative report.
- Should the investigation reveal unwarranted charges, the employee will be reinstated to his/her former position and will be paid for all the time lost.
- Should an employee refuse to sign a warning notice, such information must be recorded on the notice.

- Should an employee feel he/she has been unfairly disciplined, he/she is encouraged to file a grievance through our established grievance procedure.

Social Media/Networking and Photographs

Communications in these forms produced by employees of this facility, vendors, physicians, volunteers or associates on behalf of the facility must be consistent with the facility's personnel policies and applicable laws including law concerning protected health information, privacy, confidentiality, copyright and trademarks. Employees may not publicly discuss residents, elders, family members, employees, vendors, volunteers or any work-related matters, whether confidential or not, outside facility authorized communication. A shared photograph or recording of an elder, or the manner that the photo is used, demeans or humiliates an elder, regardless of whether the elder provided consent and regardless of the elder's cognitive status, this media shall not be posted or taken. Any abuses will be reported, investigated and resolved.

Quiet

Quiet is one of the greatest healing forces for both mind and body; therefore, we depend upon you to maintain quiet in the home at all times by:

- Avoid undue loud talking and laughter in the resident's rooms, corridors, etc.
- Avoid congregating in groups.
- Close doors and handle equipment carefully and quietly.
- Report to your supervisor the need for repair of noisy carts, wheelchairs, etc.

Remember That A Resident Is:

- The most important person in the house.
- Dependent upon you to fulfill his/her needs
- A human being, with feelings and emotions, and should be treated with respect and understanding.
- Worthy of being talked to in a friendly, natural and adult way, not argued with or challenged.
- Deserving of our most courteous, cheerful and attentive treatment.

Visitors

The home does not have regular visiting hours. Visitors and/or family are welcome at any time. All visitors are to be treated courteously. If a resident is receiving care when a visitor arrives, the visitor should be asked to wait in the visitors' waiting area until such time as the resident is available. If there is any problem relating to a visitor, it is to be brought to the attention of the Administrator. Questions from visitors regarding confidential information are to be referred to the Administrator's attention at once.

Ideas And Suggestions

Employees of the home are urged to offer constructive ideas and suggestions relative to any improvements which would be effective in the home. We strive to offer the best of professional and personal care to our residents and your comments will be appreciated.

Lost And Found

Articles of value found on the home premises will be turned over to the Administrator for proper identification and returned to the rightful owner. It will be the responsibility of each employee to safeguard properties of the home, the residents, visitors and other employees.

Family And Medical Leave (FMLA)

It is the policy of the LCNH that any employee who fails to return after twelve (12) weeks of leave authorized by the Family and Medical Leave Act of 1993 (FMLA) shall be considered a voluntary quit. Re-employment shall be at the will of LCNH and under the terms designated by LCNH.

- Definition – Family Leave: Any leave which is included in the “Reasons for Taking Leave” in the FMLA other than sick leave of five days or less.
- The twelve week leave period allowed by FMLA shall begin the first day of family leave and continue through one year from that date. Any family leave taken in that period will be accumulated into the twelve (12) weeks authorized under the FMLA.
- An employee’s health benefit must be maintained while in FMLA. LCNH will pay their portion of the Health and supplemental insurances; the employee must pay their liability, either by deduction from accrued leave/sick, while days or still available or by personal check when those benefits are exhausted.
- PTO shall be paid on Medical leave and shall be counted in the days of leave.
- If the unpaid leave exceeds fifteen days, the anniversary date of the employee shall be adjusted for benefit purposes.
- Benefits or holidays shall not be earned or accumulated while the employee is on leave.
- If an employee has accrued PTO, they may request PTO pay while on leave. Paid PTO will count as leave days.
- If an employee has accrued PTO at the end of the twelve (12) weeks leave, the leave may be extended by the length of the accrued PTO, or be paid as severance pay at LCNH’s discretion.
- At the end of the twelve (12) weeks leave the employee shall be designated as a voluntary quit if they do not return to work, unless leave is due to a workers compensation injury.
- Workers compensation leave shall be considered FMLA leave.
- LCNH reserves the right to designate any qualified leave as FMLA leave.

Leave Of Absence

Other leaves without pay may be granted to regular employees for military service or other reasons and for such periods as acceptable to the employer. Compensation and other benefits will not be paid nor accrued during leaves of absence. Anniversary dates will be adjusted for the period you were on leave. A LOA must be requested in writing at least 30 days prior to the requested leave. Exceptions will be made in unusual or emergency situations. The leave must be approved by the Administrator.

Employee Illness

- If an employee reports to work with obvious symptoms of illness, the employee can be sent home at the discretion of the DON or Charge Nurse.

- The facility will prohibit employees with a communicable disease or infected skin lesions from direct contact with residents or their food. Infected skin lesions are any open skin wounds with purulent drainage, or are red and hot, without purulent drainage.
- An employee will be sent home if he/she develops a fever over 100 or above normal for them.
- If an employee develops diarrhea, nausea, or fever, the employee will be sent home and a replacement found as soon as possible.
- If an employee has a bleeding wound on the hand, the wound will be dressed and gloves worn.

Daylight Savings Time

- We are required, by the State of Kansas, to comply with Daylight Savings Time changes. Therefore, we must set our clocks backwards one (1) hour in the fall and forwards one (1) hour in the spring. These changes will take place at 2:00 a.m. on the designated Sunday.
- All employees working shall charge the facility with actual hours worked. Hours permissible would be in the fall of the year, 9 hours pay and in the spring of the year, 7 hours pay. The facility will pay all employees for actual hours worked at the regular hourly rate of that individual.

Mileage

- Mileage will be paid at the set federal rate. Mileage will be given to employees transporting a resident, making lab runs, or doing facility business.
- When requesting mileage, you must fill out a mileage form which can be obtained from the Business Office.