

WRC Senior Services



WRC SENIOR SERVICES

Providing Choices for Generations

EMPLOYEE HANDBOOK

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Introduction

It is our pleasure to welcome you to WRC Senior Services (“WRC”) and to wish you success in your job. You have become a part of an organization that has earned a reputation for quality of care, fine service, courtesy, and professionalism. The continuing progress of an organization like ours depends on its employees. We are dedicated to the principles of free enterprise and quality services. The quality of life provided to the residents of our community is always our first concern and our greatest responsibility. The provisions of this Handbook apply to all employees.

We welcome you aboard and hope you will share our vision and goals to continue to provide the quality of care our residents expect.



Barbara J. Sepich
President/CEO

Statement of Purpose

WRC is committed to being the leading provider of quality long term care and related health care services.

We are dedicated to meeting the clinical, functional, psychosocial and emotional needs of the residents. By challenging our care givers to provide innovative health care services and pursuing more effective ways of treating the residents, we believe the residents - through personal initiative and encouragement by others -can attain the highest quality of life possible.

The residents and their families will receive quality service in a caring and compassionate atmosphere that recognizes each individual’s needs and rights.

Our care givers will be treated fairly and encouraged to learn and develop their individual skills as a vital part of our health care team. We strive to instill in each care giver a commitment to the residents and encourage them to participate and assist in the continual evolution of innovative health care services and practices. We will follow sound business practices built upon integrity and long-term financial responsibility.

Interpretation

This handbook is intended to provide you with a general understanding of the personnel policies and rules of WRC. Nothing in this handbook shall be construed as an employment contract whether it be expressed or implied. Neither this handbook, nor any employment application or other material is a contract for employment, continued employment, benefits or continued benefits with WRC. Any violation of this handbook constitutes willful misconduct that precludes the receipt of unemployment compensation to employees of WRC.

Amendments

It is evident that amendments to these Personnel Policies may be necessary from time to time. Such amendments will be based solely on the rendering of more efficient service to the residents, and in consideration of the good of WRC staff members.

At Will Employment

The relationship between you and the company is referred to as “employment at will.” This means that your employment can be terminated at any time for any reason, with or without notice, by you or the company. No Director, manager, supervisor or employee of the company has authority to enter into any agreement contrary to the foregoing “employment at will” relationship.”

Statements of Compliance

Non Discrimination in Employment, Services and Care

WRC does not discriminate in providing services and care to its residents or in the terms and conditions of employment with WRC, or in the recruitment, or hiring process, on the basis of race, color, national origin, ancestry, religion, sex, age, handicap, disability, marital status, political belief, or any other status protected by law. It is at all times the intent of WRC to comply with the Pennsylvania Human Relations Act and Title VI and VII of the Civil Rights Act of 1964. This policy applies to all employees and residents of WRC. It is, therefore, prohibited for any employee to discriminate against a fellow employee or resident of WRC in the terms and conditions of employment with WRC, or in providing services and care to residents, on the basis of race, color, national origin, ancestry, religion, sex, age, handicap, disability, marital status, political belief, pregnancy, childbirth, related medical conditions, genetic information, having received a GED, use of guide or support animal, participation or refusal to participate in abortion or sterilization procedures, or any other status protected by law.

The following acts are specifically prohibited:

1. Segregating buildings, wings, floors and rooms for reasons of race, color, national origin, ancestry, religion, sex, age, handicap, disability, marital status, political belief, pregnancy, childbirth, related medical conditions, genetic information, having received a GED, use of guide or support animal, participation or refusal to participate in abortion or sterilization procedures, or any other status protected by law.
2. Discriminating on the basis of race, color, national origin, ancestry, religion, sex, age, handicap, disability, marital status, political belief, pregnancy, childbirth, related medical conditions, genetic information, having received a GED, use of guide or support animal, participation or refusal to participate in abortion or sterilization procedures, or any other

status protected by law in providing inpatient or outpatient admission or care;

3. Assigning patients or residents to rooms, floors and sections based on race, color, national origin, ancestry, religion, sex, age, handicap, disability, marital status, political belief, pregnancy, childbirth, related medical conditions, genetic information, having received a GED, use of guide or support animal, participation or refusal to participate in abortion or sterilization procedures, or any other status protected by law.
4. Asking patients or residents about room preferences, where asking resident about room preferences would violate the Pennsylvania Human Relations Act and Title VI and VII of the Civil Rights Act of 1964;
5. Discriminating on the basis of race, color, national origin, ancestry, religion, sex, age, handicap, disability, marital status, political belief, pregnancy, childbirth, related medical conditions, genetic information, having received a GED, use of guide or support animal, participation or refusal to participate in abortion or sterilization procedures, or any other status protected by law:
 - A. In assigning staff to patients or resident services to the resident or the employee;
 - B. In granting staff privileges of professionally qualified personnel;
 - C. In utilization of the healthcare at WRC;
 - D. In transfers of residents from their rooms.

It is the duty of all employees to assist WRC in complying with its Non-Discrimination policy, with the Pennsylvania Human Relations Act, with Titles VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as implemented by 45 CFR part 84); the Age Discrimination Act of 1975 (as implemented by 45 CFR part 90); the Pregnancy Discrimination Act of 1978 (as implemented by 45 CFR part 1604), and the Americans with Disabilities Act of 1990, and any other applicable Federal, State, or Local laws and regulations. Any employee who believes that WRC is not in compliance with the Non-Discrimination policy must report such non-compliance to the Administrator within 24 hours of obtaining knowledge of such non-compliance. Any violation of this policy, including failure to report non-compliance, can result in disciplinary action, up to and including termination.

Any employee is encouraged to file a complaint of discrimination should he or she feel that there has been discrimination on the basis of race, color, national origin, religion age, handicap, ancestry, or sex. In addition to reporting complaints with the administrator, such complaints can be filed with:

Pennsylvania Department of Health
Bureau of Quality Assurance
Division of Long Term care

Office for Civil Rights
U.S. Department of Health and Human Services, Region III
150 S. Independence Mall West
Suite 372, Public Ledger Building
Philadelphia, PA 19106-9111

Any other Human Rights Agency having jurisdiction.

Disability Accommodation

WRC is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the essential duties of the position.

Post-offer medical examinations are required, for all positions. They are required of all persons entering the position only after conditional job offers. Medical records will be kept separate and confidential.

Reasonable accommodation is available to all disabled employees. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual. WRC does not discriminate with regard to need for guide dogs or other support animals.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

WRC is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability.

This policy is neither exhaustive nor exclusive. WRC is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Harassment Free Working Conditions

It is the continuing policy of WRC to afford full equal employment opportunity to qualified employees and applicants regardless of their race, color, religion, sex, national origin, age, disabilities or military veteran status, genetic information, having received a GED, use of guide or support animal, participation or refusal to participate in abortion or sterilization procedures in conformity with all applicable federal and state laws and

regulations. This policy is founded not only upon the belief that all employees and applicants have the inherent right to work in an environment free from discrimination or harassment because of their race, color, religion, sex, national origin, age, disabilities or military veteran status, genetic information, having received a GED, use of guide or support animal, participation or refusal to participate in abortion or sterilization procedures but also upon the conviction that such discrimination or harassment interferes with employee work performance and productivity. Therefore, it is the policy of WRC to provide a working environment free of harassment that is based upon race, color, national origin, religion, sex, age, or disability, genetic information, having received a GED, use of guide or support animal, participation or refusal to participate in abortion or sterilization procedures. Such harassment is willful misconduct and will not be tolerated. Any employee committing such harassment is subject to disciplinary action, up to and including termination.

Employees have the duty to report any known or suspected violation of this policy to the appropriate Department Director. If the employee's Department Director is involved, they may report the incident to the Administrator. The complaint will be investigated and the employee will be advised of the findings and conclusions.

All actions taken to resolve a harassment report through internal investigations shall be conducted confidentially to the extent possible. There will be no discrimination or retaliation against any employee for making a report. Any employee knowingly making a false allegation of harassment will be subject to appropriate discipline, up to and including termination.

Sexual Harassment

WRC is committed to providing a working environment free of sexual harassment. WRC considers sexual harassment a very serious matter and prohibits it in the workplace by any person and in any form. The following procedure has been implemented to provide a work environment free from all forms of sexual harassment or intimidation:

Everyone has an affirmative duty to maintain his/her workplace free from sexual harassment. This policy will be discussed all employees and assure them that they are not required to endure insulting, degrading, or exploitative sexual harassment.

No one shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, other conditions of employment, career development, and so forth.

Other sexually harassing conduct in the workplace, whether committed by supervisors or non-supervisory personnel, is also prohibited, including:

- Unwelcome sexual flirtations, advances, or propositions;
- Verbal or written abuse of a sexual nature;

- Graphic verbal comments about an individual's body;
- Sexually degrading words used to describe an individual;
- The display in the workplace of sexually suggestive pictures or objects.

Bullying

Bullying, either intentional or unintentional, is defined as repeated inappropriate behavior, whether verbal, physical or otherwise, conducted by one or more personas against others, at the place of work or in the course of employment. WRC considers the following types of behavior examples of bullying:

- **Verbal bullying:** slandering, ridiculing, a person or his/her family; persistent name calling which is insulting, hurtful or humiliation, abusive or offensive remarks.
- **Physical:** pushing, shoving, tripping, or threat of physical assault or damage to a person's property
- **Gesture Bullying:** non-verbal threatening gestures, glances which convey threatening messages
- **Exclusion:** socially or physically excluding or disregarding a person in work related activities

Any employee who believes that a violation of WRC's Harassment Policy has occurred, has a duty to report the alleged act immediately to his or her Department Director, who shall inform the Administrator of the report. If the employee prefers not to discuss the report with the Department Director or if the Director is the individual involved in the harassment, the employee may make the report directly to the Administrator.

The Department Director will notify the Administrator of the report, and investigate the report immediately. If the Administrator is the individual involved in the harassment, the Department Director will notify a corporate or ownership representative with sufficient authority instead of the Administrator. The employee will be advised of the findings and conclusions. All actions taken to investigate and resolve the harassment report through internal investigations shall be conducted discretely and confidentially to the extent possible.

Any exempt or non-exempt employee who is found, after appropriate investigation, to have engaged in harassment will be subject to appropriate disciplinary action up to and including termination. There will be no discrimination or retaliation against any employee for making a harassment report.

To insure a workplace free from harassment, employees have an affirmative duty to report harassment in the workplace to a supervisor. Any employee who knowingly fails to report harassment in the workplace is subject to disciplinary action. WRC recognizes the seriousness and impact of a false allegation of harassment. Therefore, any employee who knowingly makes false allegations or

reports of harassment will be subject to appropriate discipline, up to and including termination.

No retaliation

No individual who reports or complains about harassment or improper conduct, or who assists the Employer in an investigation of harassment, will be subjected to retaliation. If you have witnessed or experienced behavior you believe to be retaliation, or if you are aware of such a behavior, you have a responsibility to report the behavior immediately to a Department Director or a member of Administration.

WRC will not tolerate any effort to avoid, hinder or corrupt the complaint or investigation process, including refusal to cooperate with an investigation or knowingly making false statements to management during the complaint or investigation process. Such actions may result in employment action up to and including termination of employment.

Romantic Relationships

Consenting “romantic” or sexual relationships between a supervisor/manager and an employee may at some point lead to complications and significant difficulties for all concerned such as the employee, the supervisor/manager and the Facility. Any such relationship may, therefore, be contrary to the best interests of the Facility. The Facility strongly discourages such relationships and any conduct (such as dating between a supervisor/manager and an employee) that is designated to or may reasonably be expected to lead to the formation of a “romantic” or sexual relationship.

By its discouragement of romantic and sexual relationships, WRC does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment; and the policy articulated above is not to be relied upon as justification or excuse for a supervisor’s/manager’s refusal to engage in such social interaction with employees.

If a romantic or sexual relationship between a supervisor/manager and an employee should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager promptly to disclose the existence of the relationship.

Upon being informed or learning of the existence of such relationship, Management may take all steps that it, in its discretion, deems appropriate. At a minimum, the employee and supervisor/manager will not thereafter be permitted to work together on the same matters (including matters pending at the time disclosure of the relationship is made), and the supervisor/manager must withdraw from participation in activities or decisions (including, but not limited to, hiring, evaluations, promotions, compensation, work assignments and discipline) that may reward or disadvantage any employee with whom the supervisor/manager has or has had such a relationship.

Relatives

Hiring relatives of employees into regular full-time or part-time positions at the same facility or location is discouraged. Similarly, transferring employees into such positions at the same facility or location is discouraged. It is permitted only if WRC Management concurs that it is unlikely to cause a problem.

The employment application shall include a question concerning whether the applicant has a relative at any WRC facility or location where he/she is applying for employment. If the answer is affirmative, before any offer of employment is made the Executive Staff person in charge shall discuss with the Director of Human Resources whether or not fair and objective employment practices may be ensured. If fair and objective employment practices are possible, the measures needed to establish and maintain such practices shall be in place before the applicant starts in the position.

The employee who is transferring shall be asked by the supervisor if a relative works in that facility or location. If the answer is affirmative, before any offer of transfer is made the Executive Staff person in charge shall discuss with the Director of Human Resources whether or not fair and objective employment practices may be ensured. If fair and objective employment practices are possible, the measures needed to establish and maintain such practices shall be in place before the employee transfers to the new position.

A “relative” for the purpose of this policy shall be spouse, child, step-child, “significant other” living in the same household, parent, step-parent, former legal guardian, grandparent, grandchild, step-grandchild, parent-in-law, sibling, sibling-in-law, niece, nephew, aunt, uncle, or first cousin.

Employment

Application

All individuals applying for employment with WRC are required to complete an application for employment, and to specify the position for which they are applying. At the time of interview, each applicant will receive a copy of the job description for the indicated position that will contain a statement of the essential duties of the position. The applicant is required to sign an acknowledgment form indicating that he/she is capable of performing all of the essential duties contained in the job description. Omission of a specific statement from a job description of a duty does not necessarily exclude that duty from position responsibility if it is a logical part of or extension to position responsibilities. WRC will arrange an interview, if appropriate. Pertinent reference information covering the applicant's personal qualities, education, training and experience may be obtained prior to making an offer of employment. Failure to disclose an accurate history of previous employment or reason for termination of previous employment shall constitute willful misconduct and can result in dismissal.

Criminal Background Check

WRC has the right to require that all applicants submit to a criminal background check, pursuant to 18 Pa.C.S. Ch. 91. This report will be obtained for WRC from the Pennsylvania State Police. For those applicants who are not Pennsylvania residents, and for the two years immediately preceding the date of application have not been Pennsylvania residents, a report of Federal Criminal History will be obtained from the Federal Bureau of Investigation. This report will be obtained for WRC pursuant to the Federal Bureau of Investigation's appropriation under the Department of State, Justice and Commerce, the Judiciary, and Related Agencies Appropriation Act, 1973 (Public Law 92-544, 86 Stat. 1109). Applicants are required to submit a full set of fingerprints to the Pennsylvania State Police, which will forward them to the Federal Bureau of Investigation for a National Criminal History Record Check. The cost for all Pennsylvania State Police criminal background checks will be borne by the Employer.

Employment or continued employment depends upon successful completion of the criminal background check.

Program Participation Check

Prior to employment, employees involved in direct resident care, and otherwise involved in Medicare and Medicaid billing shall be evaluated to ensure that they are eligible for employment at a Medicare/ Medicaid licensed facility. Under the Department of Health guidelines, Nurses and Nurse Aides who are not in good standing on their respective registries shall not be eligible for employment at the facility. This facility will check the on-line registries prior to hire:

http://www.asisvcs.com/services/registry/search_fs.asp?CPCat=0639NURSE
<http://www.licensepa.state.pa.us/Search.aspx>

Nurses, physicians, therapists, and other entities and persons directly billing to Medicare or Medicaid, or otherwise providing reimbursable services shall be determined eligible for participation in these programs prior to hire. Additionally, the facility shall ensure that outside contractors are permitted to participate in Medicare and Medicaid programs, to the extent that such payments for services provided by outsiders will be received by the facility. In order to receive Medicare and Medicaid payments, persons providing such services, and or billing or causing to bill for such services must be eligible to participate in such programs. The following searchable websites should be checked prior to hire:

GSA: www.sam.gov
OIG: <http://oig.hhs.gov/fraud/exclusions.asp>
DPW: <http://www.dpw.state.pa.us/publications/medichecksearch/index.htm>

Additionally, these websites will be checked on a monthly basis when verifying and certifying that nurses and physicians retain adequate licensure. Medicare and Medicaid

reimbursable services provided by individuals and entities excluded from participation in such programs can yield severe economic disadvantages to the facility.

Pre-employment Medical Examination

A physical examination, including a Mantoux test, is required following an offer of employment. The Mantoux test results must be read prior to the first day of work. If there is no documented history of a negative Mantoux in the last 12 months the two-step method will be used. If the Mantoux results are positive, immediate evaluation for active Tuberculosis (TB) will be done. This will include a chest x-ray and an evaluation by a physician. Healthcare workers who have a history of a positive Mantoux test, adequate treatment for the disease, or adequate preventive therapy for infection, will be exempt from further skin testing unless they develop symptoms suggestive of TB. They must then provide proof of a chest x-ray and be evaluated by a physician. The Facility will report positive test results to the local health department in accordance with state law.

The physical exam and Mantoux testing is paid for by the Employee, and reimbursed after the successful completion of the probationary period. However, Employees may opt to utilize their own physician. Reimbursement is capped at fifty (\$50.00) dollars. Employees who choose to have their own physician perform the test are responsible for the charges associated with the testing. Negative skin tests will be rescreened annually. Employee records will be maintained confidentially in a secure location separate from personnel files.

All facility-based employees will be required to complete annual in-services on Mantoux testing and tuberculosis. Failure of any employee to complete the Mantoux testing requirements or the mandatory education will result in disciplinary action.

Employment Policies

New employees will be given an employee handbook and must be familiar with the disaster plan. Employees are required to be familiar with all of WRC's policies, and their location throughout the facility. Employees may be tested as to their knowledge of facility policies at any time.

Employment Forms

Prior to employment, employees will be required to fill out all necessary forms, including: acknowledgement forms, state and federal tax forms, and Employment Eligibility Verifications.

Personnel Records

The Facility shall, at reasonable times, upon request of an employee, permit the employee to inspect his/her own personnel file as defined by statute. The Facility shall make these records available during the regular business hours of the office where these records are

usually and ordinarily maintained, when sufficient time is available during the course of a regular business day, to inspect the personnel files in question. The Facility may require the requesting employee to inspect such records in the free time of the employee. At the Facility's discretion, the employee may be required to file a written form to request access to their personnel file. To assist the Facility in providing the correct records to meet the employer's needs, the employee shall indicate in his/her written request, either the purpose for which the inspection is required, or the particular parts of his/her personnel file which he/she wishes to inspect.

The taking of notes is permitted, copies are not permitted, and the facility may require inspection in the presence of a designated officer.

The amount of time permitted for an employee to inspect their personnel record will be dependent upon the volume of the record but in no case shall exceed a reasonable amount of time.

Orientation

All new employees receive a minimum of two days of orientation. Orientation will be conducted by the orientation supervisor. Orientation will consist of a review of personnel policies, job description and disaster plan, mandatory in-servicing, a descriptive and practical demonstration of job requirements, as well as an introduction to department supervisors and a review of the dress code. Orientation will also consist of a question and answer period on all materials covered from the first day of orientation and a practical application of your job description while working with an employee on the shift that the new employee will be working. Orientation will finally consist of a question and answer period regarding day 2 activities, and assignment to a job. All employees are given the opportunity to work on their own during the rest of the first week and during the second week of employment. The employee's supervisor will monitor the employee's work and grade the employee on the basis of performance of duties, time needed to perform these duties and willingness to perform duties. Orientation will continue during the employees first thirty (30) days of employment, and the employee will have the opportunity to receive feedback and ask questions about his/her job performance and duties.

The employee will exhibit knowledge of his or her job duties; house policies and disaster plan action. The employee will be compensated by the pay rate per hour, during the orientation period. Orientation must also consist of adequate training and familiarization with the Policies and Procedures, including relevant HIPAA policies.

Probationary Period

All new employees will be placed on a 90-day initial probationary period beginning with their first day of work. The employee will have a performance evaluation before their 90th day of employment. Their department supervisor will complete the evaluations. The purpose of the Initial Probationary Period is to determine if the employee is suitable

for a particular job, and it allows the employee to determine if the position is suitable for him or her. During the Initial Probationary Period, the employee is not entitled to benefits or holiday pay. Further, the employee may not use paid time off during this period.

Any probationary employee who misses two scheduled workdays during the probation period will have 30 days added to their probation. Finally, during the Initial Probationary Period, the employee may be terminated at any time and is not subject to WRC's Progressive Discipline Policy.

In some cases, the Department Manager may request an extension of the Probationary Period to allow additional time for the employee to develop the necessary skills to perform his or her job. Such extension will be granted at the discretion of the Administrator in conjunction with the Human Resources office.

Licenses and Certification

Persons hired as part of the professional staff of WRC are required to have and maintain a valid current license or certification issued by the Commonwealth of Pennsylvania. The display portion of the license must be given to the DON for proper display on the premises. Nurse Aides, Licensed Professional Nurses, Registered Nurses, and all other licensed and certified staff must submit a copy of their license on or before their first day of orientation, and also upon renewal.

All consultants hired by WRC must supply the office a copy of their license and malpractice insurance. The narcotics number and malpractice insurance policy of the facility's Medical Director and rounding physicians will be kept on file in the facility.

Operational and Scheduling Policies

Evaluations

All employees will be subject to a written annual rating and evaluations by the department supervisor based on his/her anniversary date. The evaluation will be reviewed with the employee by the supervisor at the time of presentation for the employee's signature. LPNs shall evaluate the CNAs that they supervise.

In-Service Programs

In-service programs are generally presented and/or assigned monthly and must be completed at the facility. These programs are intended to keep employees informed of the newest techniques in resident care as it pertains to their department. Employees are required to attend/complete these programs as assigned. No employees may be excused for mandatory in-services required by the Departments of Health and Human Services.

Employees attending in-service meetings on their off duty time are required to punch the time clock when arriving and when leaving. Employee will be paid at their regular hourly base wage for attendance at in-service programs.

Transfers

Requests for transfers to other departments or within departments will be granted at the discretion of the department supervisors. If an opening is available into the department desired, all transferred employees must then take the orientation program for the position which they are transferring to and successfully complete the ninety (90) day probationary period. If the employee does not successfully complete the ninety (90) day probationary period, he/she is subject to termination or may be transferred to his/her former position, at WRC's discretion. Where an employee leaves one department or position for another and desires to return to the original department/position, upon completion of a successful evaluation they may then start their new duties if a position is available.

Meals

Each non-exempt employee working 5 hours or more per day will receive a 30 minute unpaid meal break. Employee dining hours will be scheduled by his/her immediate supervisor.

If a lunch is brought and must be refrigerated, it can be put in the refrigerator. Employees are not permitted to take food from the kitchen. Except for designated employees. Employees may leave the building during their lunch period, but if an employee does leave the building, he/she will be required to punch out and punch in and to notify his/her immediate supervisor.

Unpaid meal breaks will not be counted as "hours worked" for purposes of overtime compensation.

Rest Breaks

Rest breaks are scheduled and assigned by the supervisor or department head and may be taken in designated break areas. They total 30 minutes and may be taken in 15 minute increments and are paid. Employees who work less than a five (5) hour work day will receive one (1) paid fifteen (15) minute break.

Break Time for Nursing Mothers

In accordance with the requirements of the Patient Protection and Affordable Care Act amendment of the Fair Labor Standards Act, female employees will be provided reasonable break time in order to express breast milk for their nursing infants for up to one year after the child's birth. The frequency and duration of this break time will vary dependent on the mother's needs. The Facility will provide a place that is private, shielded from view, and free from the intrusion of others that is not a bathroom. Under

this Act, employers are not required to compensate for these breaks under the Fair Labor Standards Act unless the employee is using the compensated rest breaks described above to express milk.

Work Assignments

Employees are responsible for executing their duties according to their job description under the direction of their supervisor and according to assignment in the manner outlined by the supervisor. Employees work by prearranged assignment based on the activity of each shift. However, employees must be able to accept changes and adapt to added assignments as the need arises. CNA work assignments shall be administered by LPNs acting in a supervisory capacity.

Time Recording System

A time recording system is prepared and used to insure that each employee is correctly paid for the hours worked and for all approved paid absences.

Falsification of Payroll Information

Employees who falsify payroll information, including, but not limited to punching in or out for another employee, will be subject to disciplinary action.

Punctuality, Tardiness and Absenteeism

Punctuality

Punctuality is essential in providing proper healthcare to residents. Further, tardiness places additional burdens on other employees. Therefore, all employees are expected to be available at the start of their scheduled shift in a timely manner. Any employee arriving to their workstation after the start of their scheduled shift is considered late, regardless of the employee's reason for arriving late. WRC's Punctuality policy is a "no fault" policy.

Excessive Tardiness

Excessive tardiness is defined as five or more latenesses over a rolling one-year period, and is subject to WRC's Progressive Discipline Policy as follows:

During first 6 months of employment

Within six consecutive months:

Third occurrence – Final Written Warning

Fourth Occurrence - Termination of Employment

After Introductory Period

Within twelve consecutive months:

Fifth Occurrence - Formal Advisory/ EAP Referral
Sixth Occurrence –Written Reminder
Seventh Occurrence- Final Written Warning
Eighth Occurrence – Termination

Excessive tardiness subjects employees to termination under WRC’s Progressive Discipline Policy.

Employees more than 30 minutes late

Employees who are more than 30 minutes late and who fail to notify their supervisor may be required to clock out and leave the premises in cases where a replacement has been called in or transferred in from another area to replace the late employee. Such an occurrence will be considered an incident of tardiness, but will not be considered a no-call, no-show.

Absenteeism

Employees are discouraged from being absent from work barring emergency or serious illness. Absenteeism affects the ability of this facility to provide high quality care to residents on a consistent basis. While absenteeism has many causes, it creates additional burdens for employees who do report to work, and increases the potential for hazardous situations in a facility with large numbers of ill or infirm residents. Absenteeism includes, but is not limited to, absence from work, unauthorized extension of a meal or rest period, leaving early or improper use of work time.

WRC’s Absenteeism policy is a “no fault” policy, therefore, absenteeism is also defined as any instance when an employee does not report to work for his or her regularly scheduled shift, regardless of the employee’s reason for not reporting.

Employees who are absent for three consecutive scheduled days or more are required to provide a doctor’s excuse to document the reason that the employee is absent.

Excessive Absenteeism

Excessive absenteeism is defined as seven or more absences over a rolling one year period, and is subject to WRC’s Progressive Discipline Policy as follows:

<u>Number of Absences</u>	<u>Discipline</u>
7 th Absence	Verbal Warning/Counseling
8 th Absence	Written Warning
9 th Absence	Three day suspension without pay
10 th Absence	Termination

A continuous spell of illness involving multiple consecutive days absent from work will be considered as one absence, with a physician excuse, for purposes of this policy. Excessive absenteeism subjects employees to termination under WRC's progressive discipline policy.

Employee Reporting Requirements

If it is necessary for an employee to be absent from work, the employee is required to report to the Department Director, the director of nursing or his or her immediate supervisor with as much notice as possible, but a minimum of (2) hours prior to the start of his/her scheduled shift. Notice must not be given according to the facility practice identified by the Administrator, never made via text or social media.

If the department director, the director of nursing or the employee's immediate supervisor is not available, the employee should notify the LPN/RN Supervisor. In no case should the employee fail to provide WRC with prior notice of an absence. If the employee fails to give proper notice, he/she shall not be entitled to use a PTO day.

Failure to Provide Required Prior Notice of an Absence or Lateness

An employee who is absent or late and who does not provide WRC with the required prior notice of the absence or lateness within two hours after the start of his/her shift will be considered "no-call no-show."

Job Abandonment

Due to the critical nature of the services that employees of WRC provide to residents, it is essential that employees be available for work, and that they are present and working for their entire shift. Job Abandonment Consists of:

- Two "no-call no-show" absences or
- Leaving the premises more than 5 minutes early from any shift, without a valid reason and permission from a supervisor.

Job Abandonment is considered voluntary termination of employment on the part of the employee. Any employee who commits Job Abandonment forfeits all seniority and will not return to his or her employment.

Mandation

In an emergency situation, the Facility may determine that it is necessary to mandate employees to work. Any employee mandated to stay at the facility or come in to work shall be paid their hourly rate for all non-overtime hours worked. The facility may mandate overtime during unforeseeable emergent circumstances or where necessary for the completion of a resident procedure already in progress. Emergent circumstances include acts of terrorism, natural disasters and unexpected absences discovered at or

before the start of a scheduled shift where resident care needs must be met. In these instances, the facility will attempt to fill the vacancy but may resort to mandating overtime, as is allowable by law.

On-Call and Emergency Call-Back Pay

“On-call” is defined as any period of time in which the individual is officially responsible for responding to an emergency call-back to a work location. The Administrator and Director of HR will define the departments and job titles eligible for “on-call” pay, based on operational needs.

The department manager will decide specifically which employee(s) in each job title will be assigned to take the call and receive compensation. These decisions shall be made fairly and equitably using work and skill related factors.

An employee who is on-call must be 1) accessible by phone or beeper; 2) available to return to the worksite within (45 minutes or less); and 3) in a physical condition that allows him/ her to perform duty assignments. An employee in on-call duty status who is not available to work, as required, shall not be eligible for on call compensation on that date.

An employee assigned to on-call duty will receive compensation for the specific period of time they were engaged to answer calls.

An “emergency call-back” is defined as an unscheduled request made by an appropriate management representative for an employee to return to work to do unforeseen or emergency work either prior to or following the completion of their otherwise regularly scheduled working hours. From the time the employee receives the call until the work is completed is considered work time and should be recorded as such. He/ she will also be reimbursed for round trip mileage.

For an emergency call-back, work time will be paid at the employee’s regular rate of pay or at the overtime rate if total hours exceed forty for that work week. Emergency call-backs that occur during a holiday will be paid at that employee’s holiday pay.

An employee will receive a minimum of one hour’s pay for each time the employee is called back to the facility to perform emergency services or needed procedures. If the work situation is resolved by telephone, the employee will receive their regular rate of pay for the time actually spent dealing with the situation.

When an employee responds to an emergency call-back, he/she must document the date, time, reason for call-back, and the amount of call-back duty worked.

Employee Travel and Reimbursement

Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the company.

Travel for staff must be authorized in advance. Exempt employees will be paid their regular salary for weeks in which they travel. Nonexempt employees will be paid for travel time in accordance with federal and state wage payment laws.

Employee Job Classification

The following types of employees exist at WRC:

Exempt employees, as defined under the Fair Labor Standards Act as Professional, Administrative, etc. shall not be eligible for any overtime, and receive a straight salary.

Non- Exempt: all other types of employees, as defined in the Fair Labor Standards Act, receiving an hourly salary, are entitled for overtime payments in the amount of 1 and ½ times their regular salary.

Full-Time Regular Employees

A full-time standard employee is one who has satisfactorily completed his/her probation period and who is regularly scheduled to work a minimum of thirty seven and one-half (37.5) hours per week or a minimum of seventy-five (75) hours per pay period. Alternative schedules may be approved and deemed full time if they are regularly scheduled to meet a minimum (thirty) 30 hours per week and are approved as full time by the Administrator, HR and CEO. WEBON employees shall be considered full-time employees for the purpose of benefit entitlement.

Part-Time Employees

A part-time employee is one who has successfully completed his/her probation period and who is regularly scheduled to work less than thirty (30) hours per week.

Pay Per Visit Employees

A pay per visit employee is one who has successfully completed the probation period and completes a minimum of 25 visits per week to be considered full-time for the purpose of benefit entitlement. Per Visit employees under 25 visits per week are part time for the purposes of benefit entitlement.

Temporary Employees/Independent Contractor

A temporary employee is one who is hired as an employee of WRC to perform work on a specific project. An independent contractor is not an employee of WRC, but rather is

contracted by WRC to perform work for a specified period of time, and at a specified rate of pay. Temporary employees and independent contractors may work full-time or part-time. In most cases, temporary employees' employment terminates upon the completion of the project.

PRN Employment

Pertains to a person who is employed on an "as needed" basis, working at least once a month (or at least once in a two month period for Home Health employees) and typically called in rather than scheduled in advance. The PRN employee is entitled to a formal performance review at least every other year. PRN employees are entitled to no paid benefits, including health insurance.

Role of Licensed Professional Nurses (LPNs) and Registered Nurses (RNs)

The Facility considers all of our RN and LPN Supervisors to be part of our management team. As nursing professionals, RN and LPN Supervisors are responsible for assuring that we continue to provide the best in resident care. RN and LPN Supervisors also perform other important duties. As supervisors, they have the responsibility for assigning work to nursing assistants and attempting to resolve CNA problems, complaints and grievances.

RN and LPN Supervisors also have the responsibility to issue discipline (oral and written warnings) to nursing assistants when they believe it is warranted. Discipline can be for matters relating to resident care or for violations of the employee rules of conduct. In cases of serious infractions, the RN Supervisors also have the authority to independently issue disciplinary suspensions without pay pending further investigation. Discipline should only be issued when warranted, and in a consistent fashion. RN and LPN Supervisors are further responsible for evaluating employees in the nursing department. These evaluations are used to help determine continued employment and the amount of discretionary wage increases, if any.

Change in Employment Status

Employees may request a change in their employment status (i.e. from full-time to per diem or part-time; from per diem or part-time to full-time; or from per diem to part-time or vice versa), pending availability of a position in the requested status to transfer to and approval of department head. Such change in status does not necessitate a new probationary period (provided job classification and department remain unchanged); however, employees currently serving a probationary period will serve out their existing probationary period. If transferring into a full-time status, an employee will be eligible for benefits per the Summary Plan Description provided he/she has been employed for a period of time equal to or greater than the length of the benefit eligibility-waiting period required for new hires in the same position. If the employee has been employed less than the required benefit eligibility-waiting period, the balance of time will need to be served prior to the employee becoming eligible for health and welfare benefits.

Employees may not transfer to another employment status for six (6) months, except under extenuating circumstances, and only with the approval of the Administrator.

Reclassification or Elimination of Positions

Positions are classified as part of WRC job creation process. Positions are revisited whenever work schedules or essential functions change *substantially*, and reclassification decisions are made by the Administrator.

Employee Compensation

Rate of Pay

WRC is interested in the welfare and security of all employees and their families. We continually review industry wage standards to determine wage rates comparable to our area.

Overtime Pay

Employees will be paid at the rate of time and one half their regular rate of pay for all hours worked in excess of forty (40) hours in a workweek. All overtime hours must be authorized by the department supervisor prior to the overtime being worked. Non-productive time shall not be considered hours worked for the purpose of computing overtime pay.

Pay Period

Pay periods are bi-weekly and begin for shifts beginning later than Sunday at 12:00 a.m. and end for shifts beginning before Saturday at 11:59 p.m.

Pay Days

Paychecks are available on Fridays following the completion of the two week pay period.

No person other than the employee himself is permitted to pick up a paycheck unless written permission is given to someone else by the employee. The person accepting the paycheck must sign for it.

Every effort is made to ensure that employees receive their paychecks on time. However, an unavoidable circumstance may occur that prevents the WRC Business Office from exactly meeting the deadline. Should this occur, and insofar as practical, employees will be given a twenty-four (24) hour advance notice.

All paychecks and direct deposit stubs are normally mailed on Wednesday of the week of payday. Paychecks should not be cashed before Friday. If WRC is assessed any charges because a check was cashed prior to Friday, the employee will be responsible for all fees.

Employees will be expected to cash their paychecks on their own time and within two weeks of receipt.

If an employee loses his/her paycheck, it must be reported to the HR/Payroll Coordinator at WRC so that a “stop payment order” can be issued to the bank. A new check will be issued no later than the following Friday. The fee for “stop payment order” will be charged to the employee who loses his/her paycheck more than once.

If a paycheck is reported to be lost in the mail, the fee for “stop payment order” is not chargeable to the employee, but after two such losses the employee may be required to pick up his/her paycheck personally.

Employees may arrange for voluntary paycheck deductions for the following items:

- a. Group insurance premiums;
- b. Meals;
- c. Retirement plans;
- d. Others as authorized by the employee.

Final Pay

Upon termination of employment, WRC will pay the employee all accrued salary to which the employee is entitled. Employees are required to return to WRC any property of WRC (including keys). Terminated employees will be paid on the next scheduled payday. Employees who provide the required written notice prior to voluntarily terminating their employment will receive payment for **75%** of any unused, accrued PTO, if they work out their notice as indicated. This paycheck may be picked up on the next scheduled payday.

Garnishments

WRC will honor all court ordered garnishments obtained by creditors. A garnishment is a legal order to an employer to hold out some amount of pay because of a debt owed by an employee. When a garnishment is received by WRC, the affected employee will be notified in writing immediately.

Advances on salary

No advances in pay will be issued at any time.

Clocking In

When you clock in up to six minutes before your scheduled start time, your actual start time will be the scheduled start time. When you clock out up to six minutes after your

scheduled end time, your actual end time will be rounded to the scheduled end time. Outside of these times, employee is responsible for completing a variance report and discussing the reason for the variance with their supervisor. All overtime must be pre-approved by your Supervisor.

Employee Fringe Benefits

Paid Time Off

Paid Time Off Hours

Full-time employees and regular part-time employees are eligible for Paid Time Off (PTO). PTO hours can be used in increments of two (2) hours or more by employees for vacation time, sick time or a leave of absence. PTO hours begin to accrue at an employee’s date of hire and can be used after successful completion of their probationary period according to the following schedule:

Years of Service	PTO Hours/accrual rate of PTO per Hour Worked
After 1 Year	Approx. 80 hours (accrual rate: .04132 hours/each hour worked)
After 3 Years	Approx. 120 hours (accrual rate: .06329 hours/each hour worked)
After 10 Years	Approx. 160 hours (accrual rate: .08621 hours/each hour worked)
Hired Prior to 1986	Approx. 215 hours (accrual rate: .11013 hours/each hour worked)

Pay Per Visit

Years of Service	PTO Hours/accrual rate of PTO based on Visit
After 1 Year	Approx. 80 hours (accrual rate: .0615 per visit)
After 3 Years	Approx. 120 hours (accrual rate: .0923 per visit)
After 10 Years	Approx. 160 hours (accrual rate: .1230 per visit)

Employees who have not successfully completed their probationary period are not entitled to use PTO. An employee will accrue PTO from the date of their hire, but may only use it upon successful completion of their probationary period.

Paid Time Off Year

A PTO year shall be the twelve-month period beginning on the employee’s anniversary date.

PTO Carry-Over

Benefit Time may be carried over to an employee’s next anniversary year up to a maximum of seventy-five (75) hours. Unused Benefit Time in excess of seventy-

five (75) hours may be paid at 75% of the employee's current rate of pay. Carried over PTO cannot be over the 75 hours.

Scheduling Time Off

When using hours for vacation or an expected absence of more than 3 days but less than one week, employees must provide a minimum of two (2) weeks written notice to their Department Director. All vacation or leave requests of one week or longer must be submitted a minimum of four (4) weeks in advance.

No more than one (1) employee, per department, per shift may be on a vacation period on any day, except as otherwise permitted by management, in its sole discretion. Denial of time off shall not be unreasonably withheld.

Notification of Supervisor

In order to be eligible for PTO leave, employees must notify his or her Department Director, the Director of Nursing or his or her immediate supervisor of the need for the leave at least 2 hours prior to the beginning of the shift. Failure to do so may disqualify you for PTO time for which you may be otherwise eligible.

Medical Information

Department heads have the authority to approve or disapprove PTO leave payment. Employees are required to provide proof of illness for all absences of 3 days or longer, or if an employee has missed work due to a family member illness. The medical information must be signed by the employee's physician or the physician's assistant. Such information is to be presented directly to the Department Director for filing with the employee's personnel records. Failure to observe this procedure will result in the denial of the PTO leave.

PTO and FMLA

Any employee requiring Family and Medical Leave Act qualifying leave must use any unused accrued PTO hours concurrently with the employee's Family and Medical Leave Act, until the employee becomes eligible for short term disability. In such a situation, the employee will receive payment for any unused accrued PTO time used during the Family and Medical Act qualifying leave. Once the employee has exhausted his/her PTO time, the remainder of the Family and Medical Leave Act leave will be unpaid according to the Family and Medical Leave Act. Family Medical Leave also runs concurrently with Workers Compensation.

Use of PTO Time

There are very important reasons for not using your time off with pay unless you are genuinely ill, and to use leave for vacations judiciously. The most important, of course, is that your absence makes the work of caring for residents more difficult. No matter what your job, if you are absent without good reason and your department is understaffed, resident care could suffer. Further, wise use of paid time will insure that you have time available should you suffer an extended illness or injury.

Bereavement Leave

Bereavement Leave is exempt from the Employer's Punctuality, Tardiness, and Absenteeism Policy. After the Employee's probationary period is successfully completed, in the event of death in the immediate family, a three-day leave of absence with pay will be granted to full-time and part-time employees. One day with pay will be granted for death of a son-in-law, daughter-in-law, parent-in-law, brother-in-law, sister-in-law, step-parent, niece, nephew, or any other relative who resided with the employee at the time of death for both full-time and part-time employees. The paid leave applies only for scheduled work days as they occur at time of death.

The term "immediate family" is limited to a spouse, child, parent, legal guardian, brother, sister, stepchild, grandchild or grandparent.

Jury Duty

Any regular full time or part time employee who is selected to serve on a jury will receive his/her regular rate of pay and benefits up to a maximum of thirty (30) work days. Jury duty pay is calculated by the pay rate times the number of hours the employee would otherwise have worked on the day(s) of absence. Jury duty checks later issued by the court must be submitted to Human Resources.

An employee receiving a notice to serve on a jury must provide his/her supervisor with a copy of such notice, within 48 hours of receiving the notice, so that work schedules can be modified to accommodate the employee.

An employee serving more than thirty (30) days on jury duty will be placed on an unpaid leave of absence. The employee may use Benefit Time during this time.

An employee on jury duty is expected to work as much of his/her work shift as possible. If an employee on jury duty within 20 miles of the workplace is released from jury duty before one-half of his/her regular shift is completed, the employee must report back to work for his/her work assignment. The combined time an employee spends on jury duty and his/her work assignment may not exceed eight (8) hours in one day.

Either WRC or the employee may request excuse from jury duty if the absence would create serious operational hardship.

Travel pay and expense incurred by an employee traveling to and from jury duty is not reimbursable. Court issued mileage reimbursements may be kept by the employee.

Employees appearing as a plaintiff, defendant or for non-subpoenaed court appearance will not receive paid time off. Benefit or unpaid time should be used for these instances.

Inquiries concerning jury duty should be referred to the Human Resources Department at the WRC Parent Office.

Health Insurance

For the newly hired eligible employee, health insurance benefits are available on the first of the month following two months of employment. Benefit elections for other eligible employees are made during the open enrollment period.

Health insurance coverage can also include eligible dependents: legal spouse, children to age 26; a disabled child of any age who depends on you for support.

Changes to benefit elections may only be made if the employee or dependent experiences a “qualifying event” that affects eligibility. Qualifying events are changes in:

- legal marital status;
- number of dependents;
- employment status;
- eligibility status of dependent;
- employee or spouse’s coverage;
- Medicare or Medicaid eligibility;
- entitlement to a special enrollment event;
- FMLA leave; or,
- compliance with a judgment, decree or order to obtain health coverage for a child that is your dependent.

A request for benefit election change will not be processed unless the employee contacts the Human Resources Department within 31 days of qualifying event and appropriate documentation to support the change is provided. For birth or adoption, or return from FMLA leave, the change will be the day of the event. For all other, the change will be effective the first day of month following the date the benefit election change is received and approved.

WRC and employees share in the cost of health insurance benefits. Premium amounts are generally determined at the time of plan initiation or renewal and are paid through equal payroll deductions throughout the year. The amount the employee contributes

depends on the coverage chosen and is automatically deducted through the WRC Section 125 Plan, which allows the premium to be deducted tax free.

Employees are given detailed plan information via the summary plan description on the WRC website in order to make an informed enrollment decision. Following enrollment, employees receive a Summary Plan Description (SPD) and a COBRA notification letter. ID card(s) are mailed from the insurance carrier.

The WRC group health plan will include provisions for prescription drug coverage. The cost of the prescription drug plan is included in the medical plan payroll deduction. The SPD contains these details.

Any health insurance costs required to be paid by the Family Medical Leave Act will be paid in accordance with provisions of that law.

Upon resignation or termination, health insurance coverage ends at midnight on the last day of month of the qualifying event (date of term). The employee will be sent information on COBRA explaining continuation rights and procedures.

Required Federal Notices

Special Enrollment Rights

If you are declining enrollment in the medical plan for yourself or for your dependents (including your spouse) because of other health insurance coverage, you may in the future be able to enroll yourself or other dependents in this plan, provided that you request enrollment within 31 days after your coverage ends and provide supporting documentation. In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents in the health insurance plan, provided you request enrollment within 31 days after the marriage, birth, adoption, or placement for adoption.

Women's Health and Cancer Rights Act of 1998

The Women's Health and Cancer Rights Act requires group health plans and their insurance companies to provide certain benefits for mastectomy patients who elect breast reconstruction. In the case of a plan participant who is receiving benefits in connection with a mastectomy, coverage will be provided in a manner determined in consultation with the attending physician for:

- All stages of reconstruction of the breast on which the mastectomy was performed;
- Surgery and reconstruction of the other breast to produce asymmetrical appearance; and
- Prosthesis and treatment of physical complications of mastectomy, including lymph edema.

Breast reconstruction benefits are subject to deductibles and coinsurance limitations that are consistent with those established for other benefits under the plan.

Health Insurance Portability and Accountability Act (HIPAA)

This group health plan complies with the privacy requirement for Protected Health Information (PHI) under HIPAA. A copy of the Notice of Privacy Practices is available from your Human Resources Department.

Creditable Coverage

You should be provided with a certificate of creditable coverage, free of charge, from your group health plan or health issuer when you lose coverage under the plan, when you become entitled to COBRA, when COBRA ceases, if you request it before you lose coverage, or if you request it up to 24 months after losing coverage. Without evidence of creditable coverage from the plan, you may be subject to pre-existing condition exclusion for 12 months (18 months for late enrollees) after your enrollment date in other coverage.

Newborns' and Mothers' Health Protection Act

Group health plans and health insurance issuers generally may not, under federal law, restrict benefits for any hospital stay in connection with childbirth for the mother or newborn child to less than 48 hours following a vaginal delivery, or less than 96 hours following a cesarean section. However, federal law generally does not prohibit the mother's or newborn's attending provider, after consulting with the mother, from discharging the mother or her newborn earlier than 48 hours (or 96 hours as applicable). In any case, plans and issuers may not, under federal law, require that a provider obtain authorization from the plan or issuer for prescribing a length of stay not in excess of 48 hours (or 96 hours if applicable).

COBRA Plan

The length of time COBRA coverage continues is determined by qualifying event, 18 to 36 months (sometimes longer), provided the individual elected continuation coverage in a timely manner and pays the full cost of the coverage, plus 2% administration fee.

Qualifying events include the death of a covered employee, termination or reduction in the hours of a covered employee's employment for reasons other than gross misconduct, divorce, or legal separation from a covered employee, a covered employee's becoming entitled to Medicare, and a child's loss of dependent status (and therefore coverage under the plan).

Upon resignation or termination, health insurance coverage ends at midnight on the last day of the qualifying event (date of term) month. The employee will be sent information (first class mail to last known address) on COBRA explaining continuation rights and procedures.

For detailed information or questions on COBRA, employees can receive a copy of “An Employee’s Guide to Health Benefits under COBRA” from the WRC Human Resources Department, 849-1205, or at www.dol.gov/ebsa/pdf/cobraemployee.pdf.

Short-Term Disability

Regular, full-time employees who have completed six months of continuous employment are eligible. Coverage begins on the first of the month following six months of employment.

The plan provides a percentage of weekly income for up to twelve (12) weeks, beginning on the 15th day of absence due to illness or sickness that is non-work related.

Completed Claim Forms are submitted to the third party insurance carrier, who then will make the final eligibility determination.

An employee receiving workers’ compensation or disability pay under any state or federal plan or private insurance policy is ineligible for this benefit.

If an employee’s employment terminates because of non-work related injury or illness, the weekly disability benefit may be continued while disabled until the end of the period for which he/she is entitled to benefits.

To be eligible for continued disability benefits, the employee must not engage in outside employment and is expected to avoid activities that may delay recovery and a return to work.

The employee must return to work as soon as permitted by his or her health care provider. A Return to Work Medical Certification must be given to the department manager before returning to work. (See PER 5 Leave of Absence)

An employee whose absence has been designated as FMLA (Family and Medical Leave Act) leave is eligible for reinstatement as provided by the FMLA.

Life Insurance Policy

A life insurance policy is established for regular employees who have been employed for at least three (3) months and are scheduled to work at least 17 hours/week. This insurance is a benefit at no cost to the employee, and the employee selects the beneficiary when enrolling.

The amount of life insurance coverage is the annual base compensation rounded up to the nearest \$1,000, with a cap of \$ 50,000. This is calculated by multiplying base hourly wage times standard weekly work hours times 52 weeks in the year. No employee has an amount of coverage above that allowed by the U.S. Internal Revenue Service as non-taxable.

When a wage adjustment occurs, the amount of life insurance is updated on a bi-annual basis.

New regular employees are enrolled in this program the first of the month following three months of employment.

There are specific conversion privileges depending upon circumstances. See Summary Plan Description or contact Human Resources for description of these benefits provisions.

A Summary Plan Description is available in the benefits section of the WRC Website or from the WRC Human Resources Department.

Retirement Plan

New employees shall have the option to be automatically enrolled into the 403(b) plan. WRC will have a matching feature to the benefit.

Effective with the first pay each January, anyone that was automatically enrolled, and has not made an alternate change to their automatic enrollment, shall have the option to have their savings level automatically escalated 1%, until reaching the designated cap of savings.

INVESTING - If you are auto enrolled into the plan, your savings will be invested in the age-appropriate target date portfolio. Target date portfolio selection is based on your date of birth and the plan's normal retirement age of 65. They are professionally managed, well diversified across multiple asset classes, automatically rebalance, and become more conservative as you get closer to your target (retirement) date.

If you make an alternative change to your savings level you have the option to select any plan investment option available in the plan, however most participants take advantage of the one-stop diversification offered by the target date portfolios.

Employees can enroll at anytime through the year. The employer match will begin the first of the month following six months of employment.

NOTE: Regardless of this vesting schedule, the employee is always 100% vested in the amounts he/she contributed to the plan through payroll reduction.

A Summary Plan Description with specifics on the Employer match and the vesting schedule is available on the Employee Benefits section of the WRC Website or from the WRC Human Resources Department. The Summary Plan Description (SPD) contains valuable information regarding eligibility, distribution options and many other

features of the Plan. It is important to take the time to read the Summary to get a better understanding of the plan.

Procedure:

Due to the immediate eligibility rules of 403(b)'s, and the implementation of the automatic enrollment feature, the following will be considered the timing of administrative feasibility:

An employee will be automatically enrolled into the plan (if they have not made the choice to opt out) no later than their 2nd payroll/paycheck since their hire date.

Managers will be responsible for explaining the auto enrollment and auto escalate feature to all new hires using training tools and forms provided. The Benefits Manager can be contact with any questions.

The Acknowledgement/Decline participation Form is included with employee new hire paperwork and must be completed on their first day of employment. This form must be emailed to payroll@wrc.org.

Flexible Spending Accounts

For the newly hired employee, FSAs are available on the first of the month following three months of employment. Benefit elections for other eligible employees are made during the open enrollment period.

This benefit allows the employee to establish one or two Flexible Spending Accounts with a third party administrator, fund the account(s) with pre-tax dollars through consistent deduction from his/her paycheck over a plan-year, and use the funds to reimburse out-of-pocket medical and/or dependent care expenses incurred during that same plan year.

This benefit is not an insurance plan and the third party administrator is not acting as an insurance carrier. Instead, the third party administrator simply receives funds payroll deducted on a pre-tax basis, processes the employee's request with receipt for reimbursement of a qualified out-of-pocket expense.

If an employee's employment terminates during the plan year in which the Flexible Spending Account(s) has been established, he/she will be notified of their continuation rights in a separate COBRA mailing. Specific continuation rights can also be found in the Summary Plan Description or by calling the Human Resource Department.

Vision and Dental Plans

Employees can purchase the Vision Plan and/or Dental Plan for themselves or dependents. The Vision Plan and the Dental Plan are direct reimbursement plans. The premium will be deducted through payroll with pre-tax dollars.

The Vision Care Plan is intended to cover routine eye exams, glasses and contact lenses as an alternative to glasses. Further details can be found in the summary plan description).

Coverage is available on the first day of the month after the regular full-time or part-time employee completes two (2) months of employment.

Premium amounts are determined at the time of plan initiation or renewal, and normally remain the same for at least one year.

If you are on an un-paid leave of absence your deduction amount will be payable to WRC by personal check or catching up through payroll upon return.

Employee Assistance Program

An Employee Assistance Program (EAP) is established to provide independent and confidential advice and assistance to regular full-time and part-time employees and members of their immediate families who are trying to resolve difficult problems at home or work.

1. The basic cost of the Employee Assistance Program (EAP) is paid by WRC and each of its subsidiary facilities, pro-rata according to the number of employees at the facility.
2. The EAP, as an important part of the employee benefits package, is described at every employee orientation.
3. Periodically, a representative of the EAP is invited to a meeting with employees to review the various resources of the EAP itself and how it is able to draw upon other resources in the community on behalf of the employee and/or family member(s) seeking assistance. (Note: An immediate family member for the purposes of this policy is a spouse or a child still claimed as a dependent by the employee for Federal tax purposes.)
4. Periodically, a representative of the EAP informs new Administrators and Department Heads about the scope of problems appropriate for EAP assistance and trains them on how and when to encourage an employee to use the EAP personally or urge an immediate family member to use it.

5. Quarterly, WRC receives from the EAP a general statistical report on usage of the EAP by WRC employees, without any names or facilities listed.

Continuing Education

WRC encourages employees' continuing education through academic course work, seminars, workshops, conferences and technical training. When such continuing education is accomplished outside of the organization, the facility or office may provide support in the form of financial assistance and/or scheduling flexibility.

When budgeting for a fiscal year, each office and facility may budget a specific amount for financial assistance of continuing education, and may designate such funds according to whether (a) the education is to be conducted within or outside the organization and (b) the funds are to be used during the first or second half of the fiscal year.

The employee requesting financial assistance or scheduling flexibility should whenever possible apply before June 1 or December 1 by submitting a memorandum or letter that sets forth the subject matter to be covered, the on-the-job benefit to be derived, the schedule of classes or sessions, any costs, the grading criteria (if applicable), and the support desired in the form of financial assistance and/or scheduling flexibility.

Support in the form of financial assistance and/or scheduling flexibility may be considered if the following requirements are met:

- The facility or office has the funds and/or the manpower available to provide the support requested.
- The employee has been continuously employed by WRC or its subsidiary for at least 200 calendar days (400 calendar days if part-time) before the first class or session, and has received no corrective action above counseling (or other notification of unacceptable performance) within the aforementioned 200 or 400 calendar days.
- The continuing education will have a predictable and lasting effect on the employee's performance commensurate with the organization's investment in the form of financial assistance and/or schedule accommodation.
- The requested continuing education itself is economical from the standpoint of (a) quality as indicated by accreditation or reputation of the sponsor, (b) cost as measured by tuition at State-owned universities or instructional fees of professional/trade associations with which WRC is affiliated, and (c) accessibility as determined by proximity to the employee's work place.
- What is learned will be measured through a grading system or an employee report. The employee receiving support will give an overview in-service when other employees may benefit from the knowledge or skills acquired.

Financial assistance for academic course work (classroom or correspondence) is normally payable upon satisfactory completion; whereas assistance for a shorter term seminar,

workshop or conference is normally payable upon enrollment. (An academic course that begins and ends in two separate half-year periods is normally paid from funds allocated to the first of those periods.)

Financial assistance for academic course work whether classroom or correspondence is normally 50% of the current in-state tuition rate at Clarion University of Pennsylvania; whereas such assistance for a shorter-term seminar, workshop or conference may be either the full amount or a partial amount depending upon the nature of the offering, length of service of the employee and full-time or part-time status of the employee.

Travel expenses, fees and books for academic course work are normally not reimbursed; whereas such expenses for a shorter term seminar, workshop or conference are normally reimbursed if the instructional fee is fully paid by the organization. In the case of an unusually expensive seminar, workshop or conference, a sharing of cost between employee and organization may be considered.

The Continuing Education Assistance Agreement

- Depending on the kind of study (academic course work, or seminar/ workshop/ conference), the Agreement must reflect a total period of 720 calendar days containing four periods of 180 calendar days, or 180 calendar days containing four periods of 45 calendar days. (Circle the number of days that apply.)
- The dollar amount shown on the Agreement must include expenses to be reimbursed, including travel to a short term seminar, workshop or conference. (Books, fees and materials are normally not reimbursed.)
- The Agreement is not required when the arrangement involves scheduling flexibility only or the total cost to the organization is less than \$100. When the total cost is below \$100, however, the employee and supervisor are expected to sign an memorandum of agreement (handwritten or typewritten) that requires payback by the employee, through payroll deduction, if she/he voluntarily resigns within 30 calendar days following completion of the course, seminar, workshop or conference.
- For both academic course work and shorter term continuing education, costing \$100 or more, the Agreement must be completed, signed by the employee, witnessed by the supervisor and placed in the employee's personnel file before enrollment in the course, seminar, workshop, conference, etc.

Depending on current Internal Revenue Service requirements, continuing education assistance payments may be reported as imputed income to the employee.

Miscellaneous General Facility Policies

No Smoking

WRC Senior Services is committed to providing a healthy workplace and community for its residents, employees and visitors. Consistent with this commitment, WRC Senior Services prohibits smoking and the use of smokeless tobacco on any of its campuses. This applies to indoor as well as outdoor areas of the campus

Violence in the Workplace

Policy

WRC will make every effort to minimize the risk to employees of workplace violence in any form. We have zero tolerance for workplace violence initiated by employees or by anyone. Employees committing or perpetuating workplace violence will be subject to immediate dismissal. Visitors threatening or committing violent acts will be required to leave the premises and may be subject of reporting to local authorities.

WRC reserves the right to conduct searches or inspections of lockers, desks, computers, cabinets, files, drawers, boxes, or any other area or container which is the property of WRC, as well as any personal effects, such as lunch boxes, bags, purses, tool boxes, backpacks, etc. brought on to WRC property. Employees do not have the right to privacy in lockers, desks, drawers, boxes or other areas which are the property of WRC. Furthermore, to help secure a safer working environment, WRC reserves the right to use surveillance cameras.

Purpose

The purpose of this policy is to establish WRC's position of zero tolerance for acts of violence, threats of harm, physical intimidation, and/or bringing or using weapons on WRC property. WRC will take whatever actions it deems necessary to help protect employees and other authorized visitors to our property

Definitions:

Act of Violence: For purpose of this policy, WRC will interpret an act of violence whether it is physical violence, verbal or non-verbal threats, damage to or theft of property and/or any related actions in the broadest sense possible to include (but not limited to) any of the following acts on WRC property or at any WRC sponsored function.

- Possession of any firearm, knife, explosive or any other type of weapon covered by the law regardless of whether the person is

licensed to carry the weapon or not. The possession or use of a weapon will be cause for immediate termination of employment.

- Fighting, verbal or physical.
- Punching, hitting, slapping, kicking, biting, pushing, “horseplay”, or any other physical act of aggression that may be dangerous to others.
- Conduct that threatens, intimidates, or coerces another employee, customer, or a member of the public will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual’s race, sex, age, or any characteristic protected by federal, state, or local law.
- Bullying: either intentional or unintentional inappropriate behavior against other employees, including slandering, ridiculing, name-calling, making abusive or offensive remarks, threatening physical assault or damage to another person’s property, and socially or physically excluding or disregarding a person in work related activities.
- Any other act, which in the judgment of management, was intended to cause harm to another.

Weapons: For purposes of this policy, WRC will interpret a weapon in a broad sense and will include (but not be limited to) the following articles which are brought onto any part of WRC property (including private vehicles which are owned or being operated by an employee) or to WRC sponsored function:

- Any and all types of firearms or explosive devices regardless of whether the person is licensed to carry the weapon or not.
- Any type of knife is prohibited without proper authorization from management.
- Any other object which, in the judgment of management, was intended to be used as a weapon.

Procedure

1. Employees are required to report incidents of workplace violence or threats of such violence to their supervisor or any member of the management team immediately. No reprisal will be taken against any employee who in “good faith” reports or experiences work place violence.
2. **Emergency Situations:** If any threat of violence is perceived, supervisors and/or employees should enlist the assistance of the Front Desk. Supervisors or Directors are to follow the procedure below in the event of violence or threats:

- Obtain the critical information: What is the nature of the trouble and the current status? Who is involved (name/department)? Is anyone injured? Where is the trouble occurring?
 - If any threat of violence exists, call 911 and notify law enforcement officials of the problem and request their assistance (e.g. police and/or ambulance). Inform those involved and contact the CEO.
 - If a violent incident occurs or if an individual is carrying a weapon, do not use physical force to detain the suspect(s). If the suspect(s) wants to leave the premises, do not resist. Obtain a good, detailed description of the suspect(s) and of any vehicle she/he used.
 - Write a detailed report which states what happened, when it happened, where it happened, how it happened, why it happened, and who was involved. Be sure to include the names of any witnesses, any injuries, action taken and the current state of the matter.
3. **Non-Emergency Situations:** When a Supervisor or Director is advised of or observes a violation of this policy, he/she is to report this to the CEO immediately.
- An investigation, including interviews of individuals involved, will be conducted and documented.
 - Police will be involved if necessary.

4. **Supervisor's Responsibility**

- Supervisors and Directors are responsible for both the (1) prevention and (2) stopping forms of violence. The CEO is functionally responsible for the implementation and over all enforcement of this policy.
- In the event of a violent incident or threat of violence, Supervisor/Directors are to contain the incident and complete a thorough investigation of the incident.
- If physical contact or injury is involved, Supervisor/Directors should complete a Workers Comp incident report and seek medical attention for the injured.
- If an incident involves verbal threats only, Supervisors/Directors complete the incident report.
- Any employee perceived to have committed a violent or threatening act or act of intimidation, including threats or carrying an implement that could be used as a weapon, is to be placed on paid administrative leave until an investigation is completed.

5. Reporting Violation of this Policy

- In an emergency, call the Administrator, DON, off shifts and Nursing Supervisor.
- Employees who believe they have been subjected to any of the behaviors, threats, or physical intimidation listed above, are requested and encouraged to immediately report the incident(s) to their supervisor or any member of the management team.
- An employee who observes or has knowledge of any violation of this policy is requested and encouraged to report the violation immediately to his/her supervisor or the management team. This is extremely important to WRC's efforts to maintain a safe working environment.
- No reprisal will be taken against any employee who makes such a report. Any employee who makes any reprisal, regardless of the magnitude of that reprisal, against an employee who reports any act of violence, threat of violence, or suspicious of potential violence shall be subject to disciplinary action up and including discharge.

6. Post-Incident Review and Response

- The appropriate Director will investigate incidents immediately and complete an incident report.
- The CEO, Safety Committee and Human Resource Director will conduct a complete review of the incident.
- Appropriate action will be taken and such action will commensurate with the severity and nature of the incident. Any employees found to have committed a violent act; act of intimidation or threat will be subject to the appropriate level of correction action, including termination of employment.
- Actions to be taken under consideration include but are not limited to: medical treatment for injury, psychological evaluation and counseling for victims and witnesses (trauma crisis counseling, critical incident debriefing), additional training and education, additional engineering controls, changes in work place, and/or changes in administrative policies.

Safety Committee

It is the policy of WRC Senior Services to provide safe and healthful work and working conditions for employees, by establishing a Safety Committee and ensuring it has access to applicable health and safety standards and needed resources required for implementation, communication, training, and maintenance of the program. For more information, see Employer Policy SAF 1.

Gratuities to Employees

Employees are not permitted to ask for or accept tips or gifts from residents or families. Gifts for a group of employees or a Department may be accepted, especially items that are perishable. Employees should be wary of accepting gifts from persons or entities with whom the facility has a business relationship. Such gifts, discounts, or other remunerations may be considered an illegal kickback, and cause Medicare and Medicaid reimbursement problems.

Computer Ethics

WRC's email and Internet are meant for business use only. The Facility's email and internet are not to be used for personal correspondences or to solicit for commercial ventures, religious or political causes, or for any outside causes or organizations. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer usage may be monitored.

WRC strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, WRC prohibits the use of computers in a way that is disruptive, offensive to others, or harmful to morale.

WRC purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, WRC does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on a local area network or on multiple machines according to the software license agreement. WRC prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the Administrator, or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

INTERNET USE: Use of the Internet is for business purposes only and provides a unique tool for enhancing services to residents. Employees are liable for what they say or do on the Internet. Therefore, employees are required to respect copyright law and to not visit or download from offensive sites including, but not limited to; pornographic, criminal skills, gambling, drugs, and hate speech.

E-MAIL boxes are for formal business use only. Employees should not send or receive personal e-mail messages or conduct personal business through e-mail or Internet

services. All information retrieved, downloaded, copied or printed from computers is considered WRC property and may be monitored by WRC.

No one other than the responsible employee is permitted to use computers or access any of its functions in any manner at any time.

In order to protect computers and network from viruses or other maladies, employees may not load or download any software or examine sample diskette CD's or other software, nor add or remove hardware or attempt repairs, etc. on computers without prior approval from the Administrator.

Social Media Policy

At WRC, we understand that the use of social media sites such as Facebook, Twitter, Instagram, YouTube and Flickr can be a fun and rewarding way to share your life and opinions with family, friends and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities whether used inside the facility on a company computer, or outside the facility during an employee's personal time. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees who work for WRC, or any of its subsidiary companies.

Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things.

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

The same principles and guidelines found in WRC policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, residents, owners, suppliers, people who work on behalf of WRC or WRC's legitimate business interests may result in disciplinary action up to and including termination in accordance with WRC's Progressive Discipline Program.

Know and follow the rules

Carefully read these guidelines, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and

threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination in accordance with WRC's policies and procedures on Discrimination, Harassment and Retaliation as included in the Employee Handbook.

Be respectful

Always be fair and courteous to fellow employees, residents, owners, suppliers or people who work on behalf of WRC. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage residents, owners, other employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that are false about WRC, fellow employees, owners, residents, suppliers, or people working on behalf of WRC.

Post only appropriate and respectful content

Maintain the confidentiality of WRC private or confidential information. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

Respect resident information. It is illegal to communicate resident information in violation of the Health Information Portability and Accountability Act (HIPAA). Do not discuss residents on social media, even in general terms. Do not take photos or videos of residents with personal devices.

Do not create a link from your blog, website or other social networking site to a WRC's website without identifying yourself as a WRC employee and remember that being a WRC employee means that you are taking on the responsibility of presenting yourself in a professional manner.

Express only your personal opinions. Never represent yourself as a spokesperson for WRC. If WRC is a subject of the content you are creating, be clear and open about the

fact that you are an employee and make it clear that your views do not represent those of WRC, fellow employees, owners, residents, suppliers or people working on behalf of WRC. If you do publish a blog or post online information related to the work you do or subjects associated with WRC, make it clear that you are not speaking on behalf of WRC. You should include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of WRC”.

Using social media at work

You may not use social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with Company Policy. If provided, do not use your WRC email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

WRC prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination in accordance with WRC’s Progressive Disciplinary Program.

Media contacts

Employees should not speak to the media through Social Networking sites on WRC’s behalf without contacting the Administrator and obtaining approval to do so or should direct all media inquiries seeking comment on behalf of WRC to the Administrator.

For more information

If you have questions or need further guidance, please contact your HR representative or the Administrator.

Substance Abuse

WRC has a significant interest in insuring the health and safety of its residents and employees. In furtherance of this interest, the Facility has established a policy prohibiting the use, possession, purchase, sale, transfer, or distribution of non-medically prescribed controlled substances or alcohol while on the Facility's premises, or elsewhere, while on the Facility's business. The Facility encourages an enlightened viewpoint toward alcoholism and drug dependencies as behavioral-medical problems, which, within reason, can be treated. The Facility encourages employees or members of their families to seek assistance if alcohol or drug abuse is a problem. For these reasons, WRC has established the following substance abuse policy.

1. On-the-job Use, Possession, Sale, Transfer, or Distribution:

- A. The use, possession, sale, transfer or distribution of non-medically prescribed controlled substances or of alcohol on the Facility's premises or at any of the Facility's work sites is prohibited. Any employee found in violation of the above-stated policy is subject to disciplinary action up to and including dismissal on the first offense. The term "work site" includes:
 - 1. Company vehicles on and off the Facility's premises;
 - 2. Anywhere in the Facility's buildings or on the Facility's premises;
 - 3. At any other location where the employee is working and being compensated.
 - B. Depending on the circumstances, other action, including notification of appropriate law enforcement agencies, will be taken with respect to an employee violating this policy.
 - C. Employees are prohibited from possessing paraphernalia used in connection with non-medically prescribed controlled substances.
2. Employee Impairment and Drug Use:
- A. Employees are prohibited from reporting to and being at work while under the influence of alcohol, illegal drugs, or any controlled substance. Any employee violating this policy may be subject to disciplinary action up to and including dismissal on the first offense.
 - B. An employee taking a drug or other medication, whether or not prescribed by a physician for a medical condition, which is known or publicized as possibly impairing judgment, coordination, or other senses important to the safe and productive performance of work, must notify his or her supervisor prior to starting work. The supervisor will decide whether the employee can continue to work, or will impose any necessary work restrictions.
3. Employee Drug/Alcohol Testing:
- A. When the Facility has reasonable suspicion to believe that an employee's behavior, and/or performance is influenced by controlled substances and/or alcohol, the Facility may require the employee to submit blood, breath, or urine samples for testing. Factors establishing reasonable cause include, but are not limited to:
 - 1. absenteeism or excessive tardiness;
 - 2. declining productivity or performance;
 - 3. violation of company safety policies;

4. involvement in an accident or near accident;
5. discovery or presence of substances in an employee's possession or near the employee's work place;
6. suspect behavior such as stumbling, slurred or incoherent speech, apparent confusion and disorientation, emotional outbursts, odor of alcohol and/or residual odor peculiar to some chemical or controlled substance; and
7. conviction for violation of a criminal drug statute.
8. a prior positive drug test result.

- B. If a supervisor makes such observations, the supervisor will contact the Administrator or designee. The Administrator or designee will then confront the employee with the observed behavior and offer him or her an opportunity to give a reasonable explanation. If no acceptable explanation is forthcoming, the Administrator or designee may request that the employee be scheduled for a drug test immediately.
- C. If the employee refuses to cooperate with the administration of the drug test, the employee will be advised that the failure to cooperate with the drug test will be handled as a positive test result.
- D. The employee will be removed from the facility and suspended without pay pending receipt of the test results by administration.
- E. If an employee is involved in an accident while furthering the Facility's business that involves loss of life and/or bodily injury, the employee may be requested to submit blood or urine samples for testing.
- F. Any employee will be given the opportunity to have a positive test result verified at any qualified laboratory the employee chooses. The employee will pay for the cost of this independent testing. The verification will be conducted using a portion of the original sample to be provided by the original testing lab directly to the other laboratory under chain of custody procedure providing the same protection as the procedure described above. The employee will have (5) business days from the date of notice by the original lab to have the second test conducted and must provide written verification of the test result to the Administrator or designee within one (1) week from the date of the test. Failure to provide this notice will be treated as a confirmation of the original lab result. The result of the verification test must be provided directly by the laboratory to the Administrator or designee for evaluation.
- G. Employees having a positive test result are subject to appropriate disciplinary action, up to and including dismissal.

4. Notification of Test Results:

Test results will be treated in a confidential manner, and the employee's confidentiality shall be guarded to the greatest possible extent. Test results shall not be disclosed to any individuals, inside or outside the Facility, except those designated by the Administrator or designee as having a legitimate "need to know" in order to make decisions and enforce the Facility's policies.

5. Corrective Action:

As stated herein, any employee found in violation of this substance abuse policy may be subject to disciplinary action up to and including dismissal on the first offense.

Before the Facility requests a test from an employee and terminates an employee's employment for violations of the substance abuse policy, the employee will be given one opportunity to enter a treatment or counseling program in order to continue his employment. The employee must provide adequate proof to the Administrator or designee that he or she is involved in a treatment or counseling program and verify that he or she is abstaining from the use of controlled substances and has successfully completed the program. This treatment or counseling program shall be at the sole cost of the employee, unless the cost of the program is covered by insurance.

Removal of Facility Property

Facility property (including, but not limited to, clothing, supplies, equipment, furnishings, fixtures, appliances, tools, and items designated for disposal) may not be removed from WRC's premises without prior authorization from the Administrator or his/her designee.

Should you need to remove facility property pursuant to your duties, or wish to purchase facility property, you should consult with your supervisor. Removing facility property without permission constitutes theft, and will result in discharge from employment and/or reporting of theft to local authorities.

Publicity

Employees are prohibited from speaking on behalf of WRC without the prior written authorization of the CEO or their designee. All releases of information to the media emanating from WRC must be approved by the CEO or their designee. This includes information provided to newspapers, television and radio stations, Internet news publishers, general interest magazines and nursing home or related trade papers and magazines. Loyalty to the institution is expected and good public relations are the responsibility of all employees of the WRC. We will be judged by the quality and loyalty of our staff.

Damage To Property

As a part of your job duties you may be working with delicate and expensive equipment and supplies. It is an important part of your job to take care of equipment, and as a member of the staff you are expected to appreciate the necessity of being careful with all WRC property. Careless treatment or neglect of equipment and wasteful use of supplies result in unnecessary expenses to WRC. WRC's budget is limited and increased costs mean less money available for employee benefits, salaries, and improved patient care. An employee will be held responsible for damage to equipment and supplies caused by carelessness and under some circumstances, will be expected to reimburse WRC. Employees damaging WRC Property are subject to discipline under the Progressive Discipline Policy.

Visitors

Personal visitors during working hours are prohibited. If you terminate your employment at WRC and wish to return to visit a resident, you may do so only after obtaining permission from the Administrator, or at the request of the Resident.

Chain of Command

Employees are directly responsible to their department supervisor. For CNAs, their first line supervisor is the LPN. In cases of job-related problems or complaints, employees will first consult their supervisor. If the employee feels it is necessary, they may request a conference with the Director of Nursing (nursing only) and or the Administrator.

Telephone Calls and Messages

WRC is dedicated to the care of the elderly and disabled. The care of these residents cannot be adequately accomplished when the employees are interrupted by outside personal phone calls or text messages. Unless you are authorized to use a cell phone as part of your job duties, cell phones are to be used only during the employee's rest or meal breaks and must be turned off in resident care or work areas. Note, cell phones which are only muted, or silenced, are not turned off. Employees are prohibited from taking pictures with their cell phones of residents, other staff members or in resident care areas unless authorized by the Administrator for certain events.

Solicitations and Distributions, Restricted Access to Facility, Bulletin Boards

Solicitations

For the safety of residents and to insure proper and consistent resident care, WRC places the following restrictions on solicitations:

1. Solicitation by all non-employees on WRC property is prohibited at all times.
2. Solicitation by employees in resident care areas for any reason is strictly prohibited;
3. Solicitation by employees in non-resident care areas while on working time is strictly prohibited.

Collections for charitable purposes shall be considered solicitations for the purposes of this policy, unless approved by the Administrator.

Employees participating or assisting in solicitation that violates this policy are subject to disciplinary action, up to and including termination.

Distributions of Written Materials.

For the safety of residents and to insure proper and consistent resident care, WRC places the following restrictions on the distribution of literature or other written materials:

1. Distribution of written materials by non-employees on WRC property is strictly prohibited.
2. Distribution of written materials by employees during working hours is strictly prohibited.
3. Distribution of written materials by employees in all resident care areas, even while on non-working time is strictly prohibited.

Employees participating or assisting in the distribution of written materials in violation of this policy are subject to disciplinary action, up to and including termination.

For purposes of both Solicitation and distribution of written materials, “resident care areas” include: resident rooms, treatment rooms, nursing stations, resident dining areas, beauty shop, and resident social/activity areas as well as any other area that is primarily designated for resident care or recreation. Resident care areas do not include staff break rooms and parking lot areas, or other public rooms and hallways. However, the lobby and any lounges, rooms, or hallways used by residents or for resident care shall be deemed a resident care area.

Restricted Access to Facility

Employees who are not scheduled to work but wish to be present at WRC are restricted to non-resident unless they are acting as and following the WRC visitor procedures. Employees who enter resident areas while off duty except to aid in a Facility emergency or are on the premises as a resident visitor, are subject to disciplinary action, up to and including termination.

Bulletin Boards

WRC uses a bulletin board for the purpose of posting notices that affect or concern our employees and for the posting of official WRC announcements only. WRC posts official government notices and changing of WRC policies that affect our employees on this Bulletin Board. Only the Administrator or his/her designee may post or remove notices from the WRC Bulletin Board.

Notices concerning outside organizations and events that do not relate to the activities of this organization may not be posted on the board. Posting, altering or removing notices or information from the bulletin board without proper authorization may be grounds for disciplinary action.

Employee Lockers and Personal Effects

WRC provides employees with lockers for his or her use in connection with his or her employment when available. Locks will not be provided by WRC, however, employees may use personal locks to assist in maintaining the security of items kept in the lockers.

WRC retains ownership of all employee lockers and reserves the right to inspect locked or unlocked employee lockers at any time with or without permission of the employee. Lockers may not be used to store property or other items in violation of WRC's policies. Further, WRC retains the right to remove items of employee property or any other items, with or without permission of the employee, that are in violation of WRC's policies, or that create a health or safety risk.

Employees are required to maintain their lockers in a clean and sanitary manner. Lockers are to be kept free from accumulation of food and trash. All foods stored overnight must be stored in airtight containers and must not require refrigeration.

WRC assumes no responsibility for the loss or theft of personal property stored in lockers. WRC assumes no responsibility for items that are damaged as a result of removing the items pursuant to this or any other policy of WRC.

To ensure the health and safety of its residents, WRC reserves the right to search any personal effects, such as lunch boxes, bags, purses, tool boxes, backpacks, etc. brought on to WRC property. Finally, WRC reserves the right to search any other area of WRC that is necessary to preserve the health and safety of its residents and to maintain order in WRC.

Confidential Information

Employees of WRC have daily access to information regarding our residents and WRC that is sensitive and confidential in nature. Disclosure of confidential information is a violation of law, is a disservice to our residents, the healthcare profession, and WRC. As a healthcare provider, it is our duty to protect and keep confidential all information about our residents.

Employee Information

Only the Director of Human Resources or President-CEO or his/her designee are authorized to release employee information to an outside entity which is over and above information about position(s) held or rate of pay.

- Medical information on any employee or former employee may be released by the Director of Human Resources or President-CEO only with the prior written consent of the employee.
- A complaint or charge by any employee or former employee under federal, state or local law or regulation, or any information about the process of disposition or actual disposition of such an allegation, may be released by the Director of Human Resources or President-CEO only with the prior written consent of the employee.

The Administrator, department head, immediate supervisor or Payroll Manager are authorized to confirm information given by the employee or former employee to a potential employer or other outside entity about position(s) held or most recent pay.

- Information about the position(s) held given by the employee or former employee to an outside entity may be confirmed if such information is first stated correctly by the outside entity. If the position(s) held is stated incorrectly, the outside entity shall be referred back to the employee or former employee and no confirmation or denial provided.
- Information about the rate of pay given by the employee or former employee to an outside entity may be confirmed if such information is first stated correctly by the outside entity. If the rate of pay is stated incorrectly, the outside entity shall be referred back to the employee or former employee and no confirmation or denial provided.

The Administrator or department head is authorized to release employee or former employee information to another WRC Administrator or department head about the rate of pay, performance, attendance, punctuality or corrective disciplinary action if that other Administrator or department head has received an application for transfer or employment from the employee or former employee.

Resident Information

All information regarding residents and resident matters shall be kept confidential at all times. At no time shall an employee communicate information relating to a resident or a resident matter, unless the employee is engaged in Home business, is acting in pursuit of the resident's interests, and is authorized to make the disclosure. Violation of resident confidentiality is considered willful misconduct. All questions regarding whether information is confidential or whether to make a communication should be directed to the Department Director. If the Department Director is not available, employees should direct their question to the Administrator. Do not discuss or gossip about a patient's personal affairs or medical condition with fellow employees, other patients, visitors, or anyone else. If anyone from outside the facility asks about the affairs of residents, report the incident immediately to your supervisor.

As a health care provider that submits information electronically, WRC is considered to be a covered entity, and is therefore responsible for adhering to the terms of the Health Insurance Portability and Accountability Act ("HIPAA"), which stresses confidentiality of health information of the residents. Facility has enacted specific policies and procedures to be in compliance with this Federal Rule, and these policies and procedures should be reviewed for additional confidentiality related information. Additionally, Facility shall abide by the requirements of all other confidentiality rules and statutes, both Federal and State, to preserve the confidentiality and privacy of the residents and their respective information, including, the Privacy Act of 1974, the Privacy requirements of the Long Term Care Licensure regulations, and the basic Constitutional rights to privacy and confidentiality afforded to all persons. All employees must sign a confidentiality agreement, whereby confidential resident information learned by the employees shall, in all cases, be preserved.

The Transaction Rule of HIPAA requires electronic transmission of claims, and the use of Uniform Code sets. To the extent that this Rule impacts employees, especially RNAC's and the Business or Billing Department, it is expected that employees in these departments are aware of the changes required by this rule, and are in compliance with its requirements. All good faith attempts to be and remain in compliance shall weigh in WRC's favor, in the event of a CMS investigation. Flagrant violations of the Transaction Rule can result in penalties imposed by CMS, and can result in discipline imposed against any non-complying employee, up to and including termination.

Employees who violate resident confidences are subject to immediate dismissal at the discretion of the Administrator.

Facility Information

Employees of WRC have access to information regarding WRC that is both sensitive and confidential in nature, including information relating to Facility finances, marketing plans, strategies and techniques, business plans and opportunities. At no time shall an employee communicate confidential information about WRC unless the employee is engaged in facility business, and is authorized to make the disclosure. Dissemination of WRC's confidential information is detrimental and damaging to WRC and is considered

willful misconduct. Employees who violate facility confidences are subject to immediate dismissal at the discretion of the Administrator.

Dress Code

Since the appearance of the staff is a reflection of the employee, the resident, and WRC, the Dress code provides for a consistent professional appearance in the dress of the staff.

All employees must dress and groom in a manner that is appropriate to their working conditions. Should an employee report to work improperly dressed or groomed, his/her supervisor must instruct the employee to return home to change. Employees will not be permitted to work when they are improperly dressed, nor will employees be compensated for the time they are away from work. WRC's dress code is as follows:

Gifts

For Nursing Department

Nursing Staff will wear either a uniform or scrub suit, and these are to be neat and clean. The uniform or scrub suit may be in a solid color or printed pattern. Uniform dresses, skirts, split-skirts, and pants will be permitted. Skirts and/or split-skirts are to be no more than 2 inches above the knee. All tops are to be non-revealing in cut, in material thickness, and in fit. No tank tops, sleeveless, spandex, low cut, see through, or tops with inappropriate pictures, words, etc. A coordinating uniform-type cardigan jacket, white lab coat, or clean, knit sweater may be worn over the uniform for warmth as needed. All uniforms are to fit comfortably; clothing is not to be tight or bulky in appearance.

The weight of the uniform material is to be heavy enough so that underclothes are not seen. However, if the uniform material is not heavy enough, high-cut or bikini underwear is not appropriate for wearing with slacks.

No jeans except on Casual Days.

Shoes must be appropriate to job function. No sandals or toeless shoes may be worn in the Nursing department.

Stockings or socks must be worn at all times by the Nursing Department.

The Charge Nurse, Nurse Supervisor, or DON may determine the appropriateness of the uniform and has the right to verbally warn the employee or send the employee off duty to change the uniform. The Facility disciplinary process will be followed for all episodes of continued noncompliance with this dress code and may result in suspension or termination from your position.

Jewelry, such as large hoop earrings, rings with stones or other sharp protrusions, necklaces, or sharp pins are not appropriate. Jewelry and hairstyles must be conservative. Hair is to be pulled back if it is shoulder length or longer as an infection control principle.

Fingernails must not extend more than ¼ inch beyond the fingertip. Artificial nails or chipped nail polish are not to be worn by persons having direct resident care responsibilities.

For Dietary and Laundry Personnel

Uniform clothing or scrub suits (no jeans except on Casual Days)

White or solid colored blouse/shirt

Work shoes with non-skid soles, impervious to soil (no canvas sneakers) in the dietary department.

Effective hair restraints must be worn when working with or around food (hairnet, clean covering, or cap)

Apron & gloves are provided

For Maintenance and Housekeeping

Dark Blue work pants (clean, in good repair, no holes), Dickie or Carhart type workpants, shorts (appropriate length as deemed appropriate by management)

Polo/work shirt/tee shirt (with sleeves)

Scrub suit

Supportive work shoes or clean white or colored sneakers

For All Employees in All Departments:

Professional attire; business casual acceptable

No sweat pants or skin-tight pants

No see-through, mesh, low-cut, open back, or tank tops

Fingernails must be trimmed and clean

Chipped nail polish is not to be worn

Casual Day

The facility's Casual Dress Policy is as follows: Jeans and shorts may only be worn on casual day (unless otherwise indicated) and must be clean and in good repair (no holes). Shorts must be an appropriate length as deemed appropriate by management.

All personnel will be monitored with regard to the dress code. Any refusal to adhere to this policy will result in disciplinary action.

Name Badges

All employees must wear a name badge at all times so that residents can identify you. The first name badge is provided by WRC. Report lost name badges to the Business Office. All name badges are to be supplied by WRC.

Legal Requirements and Policies

Holidays

After the successful completion of the probationary period, WRC provides 8 paid holidays are given each year for full-time employees:

New Year's Day
Easter
Christmas
Labor Day
Memorial Day
July 4th
Thanksgiving
Employee's Birthday

Employees who work on a holiday will be paid for the holiday, plus paid for the number of hours worked on that holiday. Full-time employees shall have the option of an additional days pay or an additional day off within the pay period of the holiday. Part-time employees will be paid at time and a half for working on any holiday. Employees must work the first scheduled day before and after their paid holiday, be on time each day, and work the entire scheduled shift each day in order to receive holiday pay. Holiday hours are not counted as hours worked for the purpose of determining overtime.

Workers' Compensation

All employees of WRC are covered by Worker's Compensation Insurance Benefits as required by The Pennsylvania Workers' Compensation Act. This program provides payment for hospitalization, rehabilitation and medical expenses, as well as partial payment for lost wages due to work-related injury.

Should an employee be injured while on WRC's premises, it must be reported to the employee's supervisor within 48 hours of the incident, regardless of how minor the injury may be. You have the right to seek emergency medical treatment from any provider. For post-emergency and other injuries, you must obtain treatment for work-related injuries and illnesses from a designated health care provider for 90 days. The penalty for not using a designated health care provider is that WRC is not liable for the medical bills incurred.

All inquiries regarding Worker's Compensation should be directed to your supervisor. All employees must read the Worker's Compensation Notice in Appendix C and sign to acknowledge receipt and understanding of their rights and obligations.

Family and Medical Leave

The Family and Medical Leave Act of 1993 ("FMLA") provides certain eligible employees with up to twelve (12) work weeks of unpaid, job-protected leave a year, and requires group health benefits to be maintained during the leave as if employee continued to work instead of taking leave.

FMLA Eligibility

To be eligible for FMLA leave, an employee must:

1. Have worked for the company for at least 12 months.
2. Have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and
3. Work at a location where at least 50 employees are employed at the location or within 75 miles of the location.
4. For purposes of this policy the "12 month period" in which the leave occurs is defined as: A rolling 12 month period measured backward from the date the employee first uses any FMLA Leave.

FMLA Entitlement

An eligible employee's FMLA leave entitlement is limited to one or more of the following reasons:

1. The birth of the employee's son or daughter; and to care for the newborn child.

2. The placement with the employee of a son or daughter for adoption or foster care, and to care for the newly placed child.
3. To care for an immediate family member (spouse, child, or parent – but not parent “in-law”) with a serious health condition.
4. For the employee’s serious health condition.
5. To care for a covered servicemember who has a serious illness or injury incurred in the line of active duty.
6. To attend to Qualifying Exigencies related to the current active duty or call to active duty of a covered servicemember,
7. When spouses are employed by WRC they are only entitled to a combined 12 weeks of leave for the birth, adoption, or foster care of a child in order to care for the child or to care for a seriously ill parent.
8. FMLA Leave for a serious health condition, may be taken intermittently only when the following criteria are met:
 - Leave is due to a single qualifying reason
 - Medical condition can best be accommodated by intermittent leave
 - Certification requires the use of intermittent leave
 - The Employee must make a reasonable effort to schedule intermittent leave for planned medical treatment
 - Intermittent leave will not be granted for the birth or adoption of a child
9. If the employee is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition or an injury or illness also covered by workers’ compensation, the employee has no right to restoration to another position under the FMLA.
10. An employee who fraudulently obtains FMLA leave is not protected by FMLA’s job restoration or maintenance of health benefits provisions.

FMLA – Serious Health Condition

For purposes of this policy, a serious health condition means an illness, injury, impairment or physical or mental condition that involves:

1. Any period of incapacity or treatment in connection with, or consequent

to, in-patient care in a hospital, hospice or residential medical care facility;

2. Continuing treatment by a health care provider and one of the following:
3. A period of incapacity greater than three (3) days, as well as two (2) or more treatments by a health care provider or those under the supervision of a health care provider. The first of the two (2) or more visits must take place within seven (7) days of the first day of incapacity and the second must take place no later than thirty (30) days after the first day of incapacity.
4. A period of incapacity greater than three (3) calendar days, as well as two or more treatments by a health care provider or those under the provider's supervision, or at least one treatment with a regimen of continuing treatment (such as taking prescription medication).
5. Any period of incapacity for pregnancy or birth.
6. Any period for chronic serious health conditions. A chronic serious health condition is a condition which:
 - Requires periodic visits for treatment by a health care provider or those under the provider's supervision,
 - Continues over an extended period of time,
 - May cause episodic incapacity, or
 - Causes a period of incapacity which is permanent or long term for an untreatable condition (e.g., Alzheimer's),
 - Requires a period of absence to receive multiple treatments for restorative surgery or a condition in the absence of the treatment would likely result in a period of incapacity for more than three days.
 - A serious health condition does not normally include the common cold, the flu, earaches, upset stomach, minor ulcers, headaches other than migraines, or routine dental, orthodontia or periodontal problems.

“Periodic” is defined as requiring at least two (2) visits to a health care provider per year.

FMLA Notice

If you are a candidate for FMLA leave, the Department Manager will provide you with a Family or Medical Leave Request and Response form. Employees seeking to use FMLA leave are required to provide a 30-day advance notice of the need to take FMLA leave when the need is foreseeable. If the need to take FMLA leave is not foreseeable 30-days in advance you are required to provide notice upon receiving knowledge of the need. Failure to provide timely notice may result in delay of benefits. Timeliness of the notice

will be evaluated based upon the individual circumstances of the FMLA qualifying event.

FMLA Certification

We shall require that you provide us with medical certification from the treating doctor, either for yourself, or for your immediate family member which states:

1. The approximate date the serious health condition started.
2. The probable duration of the serious health condition.
3. The diagnosis and brief description of treatment of the health condition.
4. A statement that you are unable to perform the functions of your position.
5. The estimated time you need off from work.

The Certification must be provided to the Department Manager within fifteen (15) days of your request for leave.

If the certification provided by an employee for the purposes of obtaining FMLA is not complete or is insufficient, you will be so notified in writing and given seven (7) days in which to correct the deficiencies. Failure to provide required information may be grounds for denial of an FMLA request.

For purposes of clarification and/or authentication of information, a Human Resources employee, but not your direct supervisor, may contact the health care provider. No additional information beyond what is required by the certification forms shall be obtained. Such contact will only be made if you fail to provide required information or do not otherwise clarify required information. Refusal to allow contact with the provider may be grounds for denial of the FMLA request. We reserve the right to request a second or third opinion to ascertain the need for the FMLA.

An employee who uses FMLA leave shall be required to obtain medical certification as to their condition every six (6) months. Employees who have not been certified as having an “ongoing” or “lifetime” condition shall be required to be certified every thirty (30) days in conjunction with an absence.

WRC shall request recertification of FMLA leave more often than thirty (30) days if:

- (1) The employee requests an extension of leave;
- (2) Circumstances described by the previous certification have changed significantly (e.g., the duration or frequency of the absence, the nature or severity of the illness, complications); or
- (3) The employer receives information that casts doubt upon the employee’s stated reason for the absence or the continuing validity of the certification.

FMLA – Health Insurance

While we will maintain your health insurance coverage while you are out on FMLA

leave, you will be responsible for paying your share of health insurance or other voluntary insurance premiums or deductions while on leave.

FMLA – Use of Paid Time Off

We will require all employees requesting FMLA to concurrently use any unused PTO time while on 12 week FMLA. In addition, worker's compensation and other time off that also meets FMLA requirements will be counted toward FMLA leave time. Using paid leave benefits does not add to the total length of your FMLA Leave period.

Returning From FMLA

Upon returning from FMLA we will require:

1. A phone call from you at least one week prior to your return stating when you will be returning. This will help us adjust the facility schedule accordingly in anticipation of your return.
2. A doctor's note stating that you are fully capable of working full duty in the position you were hired on the WRC form.
3. Failure on the employee's part to return to work upon exercise of the FMLA leave will be considered a voluntary termination of employment and/or job abandonment.
4. The employee may be required to provide certification that they may perform essential functions of their job following their absence. An employee may be required to provide a fitness-for-duty certificate prior to returning to work to address safety concerns.
5. If you elect not to return to work at the end of your leave for a period of at least 30 days you will be required to reimburse the facility for maintaining health care coverage during your unpaid leave period, unless you cannot return to work due to an ongoing serious health condition.

Leave Related To The Active Duty Of A Family Member

There are two separate types of FMLA leave relating to active duty service in the military, Covered Servicemember Family and Medical Leave and Qualifying Exigency Leave. Each type of leave is designated for specific activities and has a specific allowable length of leave. These military FMLA leaves run concurrently with other leave entitlements provided by Federal, State and local law including Family and Medical Leave Act entitlement. They do not entitle a military family to an additional twelve (12) or twenty-six (26) weeks leave after exhausting traditional FMLA leave.

1. Covered Service member Family and Medical Leave– Eligible employees may take up to 26 weeks of unpaid leave in a single 12 month period to care for a spouse, parent, son, daughter or designated “next of kin” who has a serious injury or illness incurred in the line of active duty. A serious injury or illness incurred in the line of active duty is

defined as a servicemember being medically unfit to perform the duties of their office, grade, rank or rating.

An employee who has a son, daughter, spouse or parent is eligible for Covered Servicemember FMLA. Additionally, a blood relative who has been granted legal custody of a servicemember by court decree or statutory provision or a blood relative who has been specifically designated in writing by the servicemember as “next of kin” for purposes of Covered Servicemember FMLA is eligible.

Eligible employees may use Covered Servicemember Family and Medical Leave for a subsequent injury or illness incurred during active duty military service to the same servicemember or for a separate injury or illness incurred during active duty military service to a different servicemember. However, an eligible employee may use no more than 26 weeks total in a single 12 month period.

2. Qualifying Exigency Leave – Eligible employees may take up to 12 weeks of unpaid leave in a single 12 month period to handle designated exigencies related to a family member’s current active duty military service or call to active duty military service.

A Qualifying Exigency is one of the following events and/or activities relating to the active duty military service of a family member:

1. Short notice deployment defined as provision of notice of deployment seven (7) days or less prior to the date of deployment
2. Military events and related activities
3. Childcare and school activities
4. Financial and legal arrangements
5. Counseling
6. Rest and recuperations
7. Post-deployment activities
8. Additional activities to address other events that arise out of the covered servicemember’s active duty or call to active duty, provided that employer and employee agree to the exigent nature of the event and the timing and duration of the leave.

Modified Duty

Any employees assigned to modified duty shall receive eighty (80) percent of their hourly wage rate. The facility reserves the right to schedule the specific hours pertaining to the modified duty position, including changing the employees regularly scheduled work hours. Modified duty may be limited to ninety (90) days, at the discretion of the Employer.

Leaves Of Absences – Non-FMLA

Personal Leave of Absence

We recognize there may be occasions where you may have the need to take extended time off from work. Unpaid leaves of absence (LOA's) may be granted if you meet the following requirements.

- LOA's may be requested by full-time and part-time employees who have completed one (1) year of service.
- LOA's should be requested in writing and must be approved prior to the beginning of the leave by both your Supervisor and the Administrator.
- Requests for personal leave will be evaluated on an individual basis by your department head, and will be approved only if warranted by unusual and/or pressing circumstances. The maximum length of personal leave is generally 30 days.
- If personal leave is granted, it will be without pay.
- While on an LOA, an employee will be required to use all remaining PTO time, or the portion necessary for the time that he/she is on LOA.

When the need for an LOA arises, please:

- Notify your Supervisor as soon as possible before the start of your requested time off. Thirty (30) days notice is desired when your leave is foreseeable.
- Complete a written LOA Request Form, with attachments and submit this information to your Supervisor.

Resident's Bill Of Rights

Each resident has the right to be free from verbal, sexual, physical and mental abuse, corporal punishment and involuntary seclusion. Each resident must be treated with consideration, respect in full recognition of their dignity, and freedom from any kind of abuse. Your behavior must reflect your belief in this right. Failure to do so will result in disciplinary action, up to and including termination. Each facility is required to ensure that all alleged violations involving mistreatment, neglect or abuse, including injuries of unknown source and misappropriation of resident property, are reported immediately to the Administrator of the facility and to other officials in accordance with state law.

Our Resident Rights Statement is important. It promises every resident that we will do everything we can to guarantee the fundamental rights and individual sense of dignity to which every human being is entitled. You will be given a copy of this statement at orientation. If you misplace this copy, ask your Administrator to replace it. You have an obligation to read this important statement and understand what it means.

The Resident Comes First

You will find that the residents have many special needs. The residents live here. This is their home. They depend on us every day for the help and support they need. By working

together as a team, along with their families, we can meet their needs successfully. Many of the residents have had a number of painful setbacks. Some of these setbacks are obvious, like trouble walking, hearing, or seeing. Other setbacks are not so obvious but are just as real, like the loss of independence, or the loss of family, friends and all that is familiar and comforting to them. These losses often make them feel alone, sad, and sometimes, upset and anxious. At the facility we want to help the residents deal with these feelings, we want to help them get comfortable with their lives in their new home. Simply put, we want to make the facility a happy, caring place for the residents to live and their families to visit.

What makes all this happen is our very special commitment to the residents' quality of life. What makes this commitment so special and so successful is that every staff member in every department on every shift plays an important part in making it work, by working together. We make our commitment to ensuring quality of life happen every day in many ways: by respecting the residents and by showing a positive attitude to residents, their families, visitors, co-workers and by taking part in activities that the residents enjoy and look forward to. Our Activities Department runs the activity program, but every person who works here is expected to help in some way with the events we plan for the residents. By taking part, each of us adds to the quality of life of every resident.

We all need to remember five important things each time we interact with the residents.

Five Tips

1. Be patient. Residents can seem slow or forgetful; give them plenty of time to respond. Don't get angry or lose patience.
2. Show respect and treat residents with dignity. Some residents may be ill or confused, but they are not children. They are adults and should be treated as adults. For example, when you first meet a resident, always ask how he or she wishes to be addressed and then honor that request.
3. Use a pleasant tone of voice when talking to a resident. Speak slowly, clearly, and directly to the resident. You don't need to shout even if the resident is hard of hearing.
4. Give special attention to residents who need extra help, especially those who have just moved in. This is a time when many need some extra kindness, empathy and understanding.
5. Put resident service first. Always remember that residents and visitors do not stop us from doing our jobs, they are the reason we have our jobs.

Financial Agreements With Residents

Under no circumstances may an employee enter into any financial agreement, sign or

witness official documents being signed or be the guarantor of funds for a resident or client of WRC. This would apply to current and past residents. Breach of this policy may lead to immediate dismissal and possible criminal charges.

Resident Grievances

The resident and his/her representatives have the right to voice grievances without discrimination or reprisal. Such grievances include those with respect to resident abuse, neglect, mistreatment, misappropriation of resident property, treatment and services which have been furnished, as well as those which have not been furnished, items lost or stolen, and issues with respect to the behavior of other residents. There must be prompt effort by the facility and employees to resolve grievances.

Grievances voiced by residents and/or their representatives must be communicated by employees to the supervisor and handled in a prompt manner. Grievances that cannot be promptly handled must be promptly communicated by the employee to the appropriate department manager and/or administrator/designee. Each grievance will be handled on an individual basis based on the nature of the grievance and the information available by an appropriate staff member, including the department manager and/or administrator/designee. A reply will be made to the resident and/or representative as soon as is possible.

Employee Reporting Requirements

Any employee who suspects that WRC's Resident Abuse Policy has been violated must immediately report their suspicion to the Administrator. Any employee who fails to report a suspicion that WRC's Resident Abuse Policy has been violated is subject to disciplinary action up to, and including, termination.

Suspension Pending Investigation

Any employee who is suspected of resident abuse will be immediately removed from the floor and suspended without pay where appropriate, pending an investigation.

Corporate Compliance Program

Our Corporate Compliance Program is designed to prevent fraudulent activities and to assure that our Facility operates in compliance with the requirements of all health care programs with which we work. Employees should identify and become familiar with the existing compliance policies and procedures, including those already provided to each employee. There are also continuing learning resources available on-line provided by the Federal Government through the MedLearn Program that provide more

information about fundamental health care program principles, including compliance issues. The Web address is: www.cms.hhs.gov/MLNGenInfo/.

Employees should also get to know the Corporate Compliance Program personnel, including those on-site here at the Facility and elsewhere. Employees should also take the time to learn about how to report concerns about Facility operations for resolution through the Corporate Compliance Program, including use of the Program Hotline, which allows employees to report suspected compliance issues anonymously.

The Facility has a Corporate Compliance Program. The Facility's Corporate Compliance Program describes the Facility's policies and procedures for detecting and preventing fraud waste and abuse and its Code of Conduct. This Facility is committed to ethical and legal conduct that is compliant with all relevant laws and regulations and to correcting wrongdoing wherever it may occur, including where it affects the quality of care provided to our residents or payments for the care and service we provide.

Each employee has an individual responsibility to report any activity by any employee, physician, subcontractor, resident, visitor, volunteer or vendor that appears to violate applicable laws, regulations or the Facility's Code of Conduct. Reports should be made immediately and failure to report known or possible inappropriate activity is grounds for disciplinary action up to and including suspension or termination of employment. No employee will be retaliated or discriminated against for good faith reports of suspected inappropriate activities. Anyone who engages or attempts to engage in any form of retaliation against an employee for good faith participation in the Facility's Corporate Compliance Program will be disciplined, up to and including dismissal.

Our Program policies and procedures for detecting and preventing fraud, waste, and abuse are organized around eight (8) key elements for compliance programs, as suggested by the Office of Inspector General for the U.S. Department of Health & Human Services in 2000: (1) the development and distribution of written standards of conduct, as well as written policies, procedures, and protocols to promote the Facility's commitment to compliance; (2) the designation of a Compliance Officer and other responsible staff or committees charged with the responsibility to develop, operate, and monitor the Compliance Program and who report directly to the Facility's Governing Body and/or its Chief Executive Officer; (3) the development and implementation of regular effective education and training for all affected employees; (4) the creation and maintenance of effective lines of communication between the Compliance Officer and all employees, including procedures for anonymous reporting (such as a Hotline) and for the protection of "whistleblowers;" (5) the use of audits and other risk evaluation techniques to monitor compliance, identify problem areas, and assist in the reduction of identified problems; (6) the development of policies and procedures addressing the non-retention and non-employment of persons or entities excluded from participation in Federal healthcare programs and the enforcement of appropriate disciplinary action against employees or contractors who violate corporate or compliance policies and procedures, applicable laws and regulations, or private payor healthcare program

requirements; (7) the development of policies and procedures for investigating identified system-wide problems including prompt and proper response when improper conduct is found, the prompt initiation of corrective action, repayments, measures to prevent them from happening again, and, where appropriate, disclosures to and cooperation with public officials in resolving the problem; and (8) the defining of clear roles and responsibilities and the ensuring of effective oversight.

The Facility currently has a “Hotline” that anyone can call anonymously to report suspected improper activities at anytime, 24 hours a day, every day of the year. The Hotline number is: [814-849-9807]. Any employee may call the Hotline to report compliance concerns.

Our current Chief Compliance Officer is Jo Rickard. The Chief Compliance Officer’s can be reached via Telephone:(814) 849-1205, extension 1104, and via Fax: (814) 849-7426.

Any employee may contact the Chief Compliance Officer directly. Employees are encouraged to work with their own colleagues, supervisor(s) or with the Facility’s Department Heads or Administrator to resolve problems where possible, especially where that is the best and fastest way to resolve the problem.

All employees are provided with Education and Training Programs related to the Facility’s Corporate Ethics and Compliance Program each year, including specialized programs for employees with jobs that involve more potential compliance risks and general programs on Corporate Compliance, The Medicare and Medicaid Programs, Basics of Healthcare Fraud and Abuse, Criminal and Civil Penalties for the Submission of False Claims, Protection of Patient Privacy Rights, and Dealing with Incapacitated Residents, their Powers of Attorney and Guardians.

Federal and Pennsylvania False Claims Laws

This section provides some discussion of major Federal and State laws dealing with false claims and statements. More detailed information on these laws is included in our Facility’s Compliance Program policies and procedures, which are also provided to each employee. This section also provides discussion of your rights under State and Federal laws to be protected from retaliation or discrimination on the job because of your good faith participation in any compliance activities, as well as of our Facility’s policies and procedures for detecting and preventing compliance problems. Additional information also is available in our Corporate Compliance Program training.

Both Pennsylvania and the Federal Government have laws that provide civil, criminal and administrative remedies for false claims and statements related to health care programs, including the Medicare and Medicaid Programs (which currently pay for most of the care and services provided in nursing homes) A “claim” means any request, demand or submission (such as a bill or invoice) for payment. A “statement” means any representation, document, record or accounting or bookkeeping entry related to a claim or

to obtaining the approval or payment of a claims, including related to eligibility to make a claim.

The Federal laws include the Federal False Claims Act, which provides for civil penalties and also provides for rewards of up to 25% for private citizens who uncover the violations and assist the Government in recovering resulting overpayments. The penalties under the False Claims Act include interest, fines of \$5,500-\$11,000 for each false claim submitted, and triple damages, as well as possible exclusion from all further participation of Federal healthcare programs. The Federal False Claims Act covers things like knowingly billing for services not rendered,, knowingly not returning overpayments in a timely fashion, knowingly billing for services that do not meet conditions for payment established in law or regulations, knowingly making or using a false or incomplete record that might affect continued eligibility for payment, and conspiring with others to do these kinds of things. There are also separate Federal laws providing for administrative imposition of administrative remedies that conducted by agencies that make payments in which the agencies can investigate possible violations and assess civil monetary penalties as well as double damages, subject to judicial review, including civil monetary penalties for false claims or statements to Federal or State health care program. Where Federal health care laws are involved, these proceedings are most often handled by the Office of Inspector General in the U.S. Department of Health & Human Services (the “OIG”); and, involve not only the Federal statute authorizing the penalties, but also related federal regulations. There are also separate Federal criminal laws involving False Claims, which are discussed further in our Compliance Program training materials.

The Pennsylvania Medicaid Fraud and Abuse Control Act is not modeled on the Federal False Claims Act, but provides for criminal and civil penalties for knowingly filing false claims or statements. Criminal violations of this State law are felonies subject to up to seven (7) years in prison, plus penalties of up to \$25,000, six (6) percent interest and up to three times the overpayment involved, and mandatory exclusion from any direct or indirect participation in the Program for five (5) years. The Act alternatively provides for civil penalties, including double damages (which may be calculated using statistical sampling), six (6) percent interest, and termination of participation in the State Medicaid Program. The Act also includes criminal and civil penalties for false claims and statements by applicants for and recipients of State Medicaid benefits. Pennsylvania has a separate criminal statute regarding false statements, impersonation and non-disclosure of material information in applications and required updates for assistance, including aiding and abetting violations. Pennsylvania also has a separate criminal law providing for fines of up to \$100, and/or imprisonment for up to six (6) months, for any knowing violation of any Medicaid Program regulation. The State Medicaid Agency may conduct administrative reviews to investigate concerns about fraud, abuse and waste; and, such reviews are most often handled by the Bureau of Program Integrity in the Pennsylvania Department of Human Resources (“BPI”) or by the State Office of Inspector General.

Employee’s Rights To Be Protected As Whistleblowers

Our Corporate Compliance Program includes a policy precluding any retaliation or discrimination against employees who help develop information to prevent healthcare program fraud, waste, or abuse, including those who file good faith reports with public agencies or participate in official investigations or hearings on suspected problems. Anyone who violates this policy is subject to disciplinary action and possible Federal and State penalties. Employees have additional rights to be protected from being fired, demoted, suspended, threatened, harassed, or otherwise discriminated against in such cases under the Federal False Claims Act and the Pennsylvania Whistleblower Act, including rights to recover their position, back pay, benefits, and seniority, litigation costs and reasonable attorney fees. More information on whistleblower protections is provided in our Corporate Compliance Program policies and procedures and in the Notice about the Pennsylvania Whistleblower Law posted in the Facility.

Conflict Resolution Procedure

A complaint or disagreement about a job-related matter, such as work assignment, job classification, rate of pay or treatment, may be informally communicated by an employee to their immediate supervisor or, optionally, the department head or Administrator for consideration at the first step.

If the discussion at the first step does not mutually resolve the problem, or if there is no response to the complaint, the employee may submit a formal complaint to the next level person according to the organization chart up to the community Administrator, or up to the President/CEO of WRC if the employee reports directly to the Administrator.

A formal complaint must be in writing and must include:

- a) The problem and the date when the incident occurred.
- b) A summary of previous conversation with the immediate supervisor and the date when the employee met with immediate supervisor. If the supervisor provided no response, the complaint should state this.
- c) Suggestions on ways to resolve the problem.
- d) Signature of employee and dated.

A complaint or disagreement must be informally communicated at first step within 30 calendar days of the most recently related incident; or formally referred in writing by the employee to any higher level within 15 calendar days of receiving the last decision. Once these time frames have passed, the problem is considered resolved and will indicate that no further action is necessary.

The employee may contact Human Resources at the Parent Office, 849-1205, beforehand for guidance on whether the complaint or disagreement is covered by this policy and, if so, assistance with writing their formal complaint.

Upon receipt of a formal complaint, the manager/ department head or Administrator will schedule a meeting with the employee within five (5) working days to discuss the

complaint; and within the next five (5) working days, should issue a decision both in writing and orally to the employee presenting the complaint, unless the time is extended by mutual agreement of the parties involved at that step.

The manager/ department head or Administrator hearing the formal complaint documents the proceedings of the meeting, including the facts about the situation itself and related circumstances, along with how the problem was resolved and forwards it to the Director of Human Resources.

If the complaint or disagreement is not resolved to the employee's satisfaction at a particular step, the employee may contact the Director of Human Resources. All relevant documents and records are forwarded by the Human Resources Department to those involved at any next step, and a meeting is coordinated at the next step.

All complaints and disagreements are maintained in confidence, only those persons authorized to be involved in the process have access to such information, and the complaint or disagreement, as well as the solution decided upon, is filed separately from the employee's regular personnel file.

Because problems are best resolved on an individual basis, this conflict resolution procedure may only be initiated by individual employees and not by groups of employees. The conflict resolution procedure shall not apply to terminations from employment.

No one will be retaliated against for filing a good faith complaint under this procedure.

Facility Discipline

Progressive Discipline Policy

WRC strives to assure the highest quality of care to its residents and efficient and cost-effective operation of WRC. To achieve this goal, we must abide by rules and standards of conduct that will enable all to participate in the smooth and harmonious operation of this facility. WRC's disciplinary policies are set forth to motivate or modify patterns of performance and behavior to assure the level of excellence to which we aspire. These policies provide the Supervisory Staff with tools to monitor the standards of care and behavior. LPNs, as supervisors, shall discipline CNAs pursuant to the Facility's Progressive Discipline Policy.

Group I Violations

Behavior that the employee knows or should know is offensive to residents, visitors or fellow employees.

Extending meal or rest breaks beyond the authorized time.

Failure to keep workplace clean and orderly.

Failure to take meal breaks and periods in designated locations.

Failure to maintain a neat, clean and proper appearance.

Violation of WRC's Dress Code Policy.

Failure to follow instructions or to perform work according to procedure or policy.

Horseplay and dangerous "practical jokes."

Group II Violations

Use of work time for personal matters.

Discourteous, rude or unhelpful behavior toward residents, visitors and fellow employees.

Eating food from a resident's tray or taking food from the kitchen for personal use.

Leaving Facility property during working hours without authorization.

Gambling on Facility property.

Failure to attend a mandatory staff development session.

Loss of, or damage to, Facility property through carelessness, neglect or indifference.

Work performance not up to established professional standards.

Minor breach of HIPAA Confidentiality (e.g. accidental release of information, by use of loud voices, not necessary for emergency care or treatment purposes).

Use of computers/internet for personal matters, including social networking sites, such as Facebook, Twitter, etc.

Violation of Telephone Call and Message Policy

Minor breach of Compliance Program policies and procedures

Group III Violations

Any deviation from a resident's course of treatment that does not create the risk of, or result in, serious or substantial harm to the resident

Failure to report a known safety hazard or violation of WRC's Safe Working Environment policy.

Arguing or engaging in disruptive behavior with a fellow employee in resident care areas or in view or hearing range of a resident or visitor.

Failure to report a suspected violation of WRC's Resident Abuse Policy.

Failure to report activity by any employee, physician, subcontractor, resident, visitor, volunteer or vendor that appears to violate applicable laws, regulations or the Facility's Code of Conduct

Creating or contributing to unsafe or unsanitary conditions within WRC or on the premises.

Failure through negligence to account properly for Facility funds.
Neglecting duties, including leaving the duty station without authorization.
Removing Facility equipment or supplies from the premises without proper authorization.
Refusal to sign a Written Warning, Employee Counseling form, Employees Evaluation, or Action Plan.
Improper use of authority.
Use of foul or abusive language.
Violation of WRC's Time Card policy.
Failure to follow smoking restrictions, including smoking in unauthorized areas.

Group IV Violations

Any deviation from a resident's course of treatment that creates the risk of, or results in, serious or substantial harm to the resident
Violation of WRC's Resident Abuse Policy
Violation of WRC's Sexual Harassment Policy
Violation of WRC's Non-Discrimination policy
Harassment of a co-worker, resident or visitor based upon sex, race, national origin, color, religion, age or disability.
Violation of WRC's Confidential Information policy.
Violation of WRC's Solicitation/ Distribution/ Bulletin Board policy.
Two "no-call no-show" absences.
Conviction of a felony offense.
Conviction of two or more misdemeanors under Chapter 39 of the Pennsylvania Crimes Code.
Unauthorized use of computer files.
Sleeping on duty.
Clocking in or out for another employee.
Physical, verbal or sexual abuse of a visitor or a person conducting business on the premises.
Willful or reckless inattention to the needs of a resident.
Loss of, or damage to, Facility property through malicious intent.
Theft, attempted theft or misuse of Facility, employee, resident or visitor property.
Falsification of documents, records or concealment of material facts, including on employment applications and compliance program documents.
Possession or use of a firearm or deadly weapon on Facility property.

Threatening a fellow employee, resident or visitor.

Instigating a physical confrontation with a fellow employee, resident or visitor.

Possession, use, or being under the influence of drugs, alcohol, intoxicants or other controlled substances on Facility premises or while working.

Accepting loans, gifts, tips or gratuities of any kind from residents, resident friends and family members, or from visitors, except as allowed by Facility policy.

Failure to maintain professional licenses or certifications.

Insubordination - deliberate refusal to comply with instructions issued by an authorized supervisor or disrespect, or the use of abusive or insulting language toward a supervisor.

Any act committed with the intention of disrupting the care of WRC's residents or the operation or reputation of WRC.

Purposeful and egregious release of information about a resident, in violation of HIPAA Privacy rules.

Violation of WRC's Social Media policy involving a violation of HIPAA Privacy rules, discriminatory remarks, harassment, threats of violence or similar inappropriate or unlawful conduct

The preceding is a list of some conduct that warrants disciplinary action. It is by no means exhaustive. **EMPLOYEES MAY BE DISCIPLINED FOR ANY CONDUCT THAT A SUPERVISOR DETERMINES WARRANTS DISCIPLINARY ACTION. WRC HAS THE SOLE DISCRETION IN DETERMINING WHETHER CONDUCT IS A GROUP I, II, III OR IV VIOLATION.**

Progressive Disciplinary System

Should a Supervisor or the Administrator determine that an act by any employee merits disciplinary action, appropriate action will be taken. Except as necessary to deal with unusual circumstances, the Progressive Discipline System should be followed whenever an employee commits conduct that is subject to disciplinary action.

First Offense Involving a Group I Violation

The employee's supervisor will issue a verbal warning, and a notation shall be made in the employee's file.

Second Offense Involving a Group I or a First Offense Involving a Group II Violation

The employee's supervisor shall issue a written warning to the employee and shall include a reference to any prior verbal warnings, where appropriate. The Department Director may institute a disciplinary probationary period.

Third Offense Involving a Group I, Second Offense Involving a Group II Violation or First Offense Involving a Group III Violation

The Administrator or Department Head shall issue a three-day suspension without pay to the employee. The counseling should include a reference to the prior written and verbal warnings.

At his or her discretion, the Department Director or the Administrator, may impose a Disciplinary Probation Period.

Fourth Offense Involving a Group I, Third Offense Involving a Group II Violation, Second Offense Involving a Group III or First Offense Involving a Group IV Violation

The Administrator or the Department Director will terminate the employee. The Administrator will issue written notification of termination to the employee via United States Mail.

The foregoing are guidelines; the Administrator retains the right to take such disciplinary action as he or she determines is appropriate.

Multiple Violations

An employee who accumulates four (4) or more violations within a rolling twelve (12) month period may be dismissed immediately by the Administrator.

Disciplinary Probation

Any employee placed on a Disciplinary Probation Period may be suspended without pay or terminated without regard to WRC's progressive disciplinary system. Employees on disciplinary probation are not eligible for promotion or transfer.

Termination of Employment

WRC expects you to give adequate notice if it should be necessary for you to leave, so that a replacement can be properly trained to insure good care of the residents. All supervisory, executive and management are required to give at least four (4) weeks notice. All other personnel are required to give two (2) weeks notice. You are expected to work out your notice time in full. 75% of unused, earned and recorded Benefit Time is paid in lump sum in the final paycheck when proper advance notice of resignation has been given, provided all financial obligations have been settled and the employee works out the entire notice period. Unused, earned, and recorded benefit time shall not be paid if the employee is terminated for cause.

Notice of resignation shall be in writing and given to your department supervisor. School text, policy and orientation books must be returned to the In-service Director.

Right to Recall

Any employee who voluntarily terminates his or her employment, is laid off, or is terminated has no right to recall or reinstatement and will not be rehired except at the discretion of the Administrator.

Appendix A

**EMPLOYEE ACKNOWLEDGMENT OF EXPLANATION
OF WRC'S NON DISCRIMINATION
IN EMPLOYMENT, SERVICES AND CARE**

I acknowledge that WRC has explained its Non-Discrimination policy to me. Furthermore, I understand that I have had the opportunity to discuss any questions I have concerning the policy with the Administrator for clarification.

I acknowledge and understand that it is my duty as an employee to assist WRC in complying with this Non-discrimination Policy and that I have a duty to report any suspected non-compliance to the Administrator immediately. Any violation of this policy will subject me to discipline under WRC's progressive discipline policy, up to and including termination.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

Appendix B

EMPLOYEE ACKNOWLEDGEMENT AND SIGNATURE SHEET

I acknowledge receipt of WRC's Employee Handbook and have read and understand the same. I have been given an opportunity to have my questions answered. I recognize that this "Employee Acknowledgement and Signature Sheet" will be retained as part of my employee file. I understand that the Handbook is not a contract of employment, express or implied, and that revisions to the Handbook are made periodically throughout the year.

I recognize that neither this handbook nor any employment application or other material is a contract for employment, continued employment, benefits or continued benefits with WRC. I also understand that any violation of this Handbook constitutes willful misconduct which precludes the receipt of unemployment compensation benefits.

Furthermore, I understand that I have had the opportunity to discuss any questions I have concerning the Employee Handbook with the Administrator for clarification.

Date

Signature of Employee

Appendix C

WORKERS COMPENSATION NOTICE AND ACKNOWLEDGMENT

Under Worker's Compensation, you may get paid a portion of the wages you might lose as a result of a work-related injury. You also get paid for certain medical expenses. Therefore, it is important that all on-the-job injuries be reported immediately to your Supervisor. Delay in reporting an injury may hold up or even prevent you from getting what you are owed under state law. We will offer alternate (or modified duty) jobs to those employees who have doctor's orders as a result of work related injuries. These positions will only be provided at the discretion and convenience of the company, and are limited in number.

The employee has the duty to obtain treatment for work-related injuries and illnesses from one or more of the designated health care providers for 90 days from the date of the first visit to a designated provider.

The employee has the right to seek emergency medical treatment from any provider, but subsequent non-emergency treatment shall be by a designated provider for the remainder of the 90-day period.

The employee has the right to have all reasonable medical supplies and treatments related to an injury or illness paid for by the employer as long as treatment is obtained from a designated provider during the 90-day period.

The employee has the right, during this 90-day period, to switch from one designated health care provider to another designated provider.

The employee has the right to seek treatment from a referral provider if the employee is referred to him by a designated provider.

The employee has the right to an additional opinion from a provider of choice when invasive surgery is prescribed by the designated provider.

The employee has the right to seek treatment or medical consultation from a non-designated provider during the 90-day period, but these services shall be at the employee's expense for the applicable 90-day period.

The employee has the right to seek treatment from any health care provider after the 90-day period has ended.

The employee has the duty to notify the employer of treatment by a non-designated provider (after the 90 day period) within five (5) days of the first visit to that provider. The employer may not be required to pay for treatment rendered by a non-designated provider prior to receiving this notification.

I acknowledge that I have been informed of my rights and duties

under Section 306 (f.1)(1)(i) and that I understand them
to the extent that they are explained above.

Print Name

Employee Signature

Date

If you have any questions, ask your human resources office representative or call
The Bureau of Workers' Compensation at 1-800-482-2383