



## EMPLOYEE HANDBOOK

### CORPORATE IDENTITY STATEMENT

#### ***Who we are?***

***Southern Medical Corporation*** is a comprehensive resource for the provision of cardiovascular programs, products, and services to our clients and their patients.

***American Diagnostic Technologies*** is a comprehensive resource for the provision of nuclear diagnostic cardiovascular programs and services to our clients and their patients.

***Southern Medical Corporation*** and ***American Diagnostic Technologies*** are two separate entities with relation by means of utilizing mutual resources. Our Executive Team plays an integral part in overseeing the daily operations of both companies. Our Admin Team coordinates many administrative functions regarding payroll, personnel records, employee benefits, etc. for all employees.

#### ***What we do?***

***Southern Medical Corporation*** provides cardiovascular services, including:

- Ultrasound Services
- EKG/ Holter Services
- Capital Equipment Sales
- School of Ultrasound
- Disposable Medical Supplies
- Outpatient Heart Cath Lab
- Consulting Services & Strategic Business Planning
- Heart Disease in Woman Programs
- Cardiovascular Institute Model

***American Diagnostic Technologies*** provides nuclear medicine services, including:

- Myocardial Perfusion Imaging
- Cardiac Stress Testing (Exercise and Pharmacologic)
- Ancillary Staffing
- EMR Consultation
- Medical Billing

**Additional employee information, payroll forms, and benefit links are made available to all employees and supervisors for download by visiting**

**SMC EMPLOYEE**  
**[www.southernmedical.com](http://www.southernmedical.com)**

**or**

**ADT EMPLOYEE**  
**[www.adtnuclear.com](http://www.adtnuclear.com)**

**Click on the “Employee Web Portal” link at the footer of the web page to access all forms and documentation.**

## TABLE OF CONTENTS

Introduction	6
Welcome	6
Our Goals	6
Your Handbook	6
Disclaimer Of Contractual Obligations	6
EMPLOYMENT POLICIES AND YOU	7
Equal Employment Opportunity	7
Immigration Law Compliance	7
Religious Accommodation Policy	7
Initial Employment	7
Probationary Period	8
Personnel Records	8
Performance Evaluations	8
Outside Employment	9
What We Expect of You	9
Chain of Command	9
Health and Safety	9
Infectious Disease Control (IDC)	9
Incident Reports and Treatment	10
Safety	10
Use of Equipment and Vehicles	10
Parking	10
Red Light Violations	11
Wireless Communication Devices	11
Safety on the Road	11
Employee and Company Property	11
Smoking	11
Housekeeping	11
Workplace Violence	12
Employee Conduct	12
Rules of Conduct	12
Unlawful Harassment	13
Sexual Harassment	13
Other Types of Harassment	13

Procedure for Reporting Harassment	13
Personal Appearance	14
Personal Hygiene	14
Uniforms	14
Grooming and Accessories	14
Personal Phone Calls	14
Information & Technology Systems	14
Confidentiality & Security	15
Confidentiality of Information	16
Security	16
Purchases and Expense Reporting	16
Purchasing Policy	16
In Town Travel	16
Out of Town Travel	17
Reimbursement Requests	17
Wages and Salary Administration	17
Employment Classifications	17
Length of Service	17
How Service is Determined	18
Work Schedule	18
Attendance	18
Reporting Work Hours	18
Overtime	19
Wages and Salaries	19
Pay Periods	19
Pay Checks	19
Payroll/Status Changes	20
Employee Benefits	21
Employee Benefits Eligibility	21
Accrued Paid Time Off (PTO)	21
Benefits Reinstatement for Reemployment	21
Paid Holidays	22
Sick Leave	22
Funeral Leave	23
Family and Medical Leave Act Of 1993	23

Other Extended Leave	23
Continuation of Benefits	24
Paid and Unpaid Leave	24
Return to Work	24
Medical and Dental Appointments	25
Other Employee Benefits	25
Health Insurance	25
Dental Insurance	25
Vision Insurance	25
Voluntary Benefits	25
Long Term Disability	25
Life Insurance	25
Social Security	26
Retirement Plan	26
Personal Development	26
Orientation	26
Performance Evaluations	26
Employee/Employer Communication	26
Your Suggestions	27
Promotion	27
Education Budgeting	27
Inter-Department Training	27
Continuing Education	27
Tuition Reimbursement Program	27
Termination Classifications	28
Final Paycheck Upon Separation	28
Termination of Benefits	29
Cobra Benefits	29
Exit Interview	29
References at Termination	29
Reporting Employee Address Changes	29

## **INTRODUCTION**

### **WELCOME**

Welcome to *Southern Medical Corporation* and/or *American Diagnostic Technologies*. We are very glad to have you as part of our team and wish you every success. Working with *SMC / ADT* will be a very rewarding experience. You are a member of a team that works 24 hours a day to provide the highest quality services in the industry today.

As stated in the Corporate Identity Statement, *SMC* and *ADT* are separate entities that are related by their utilization of mutual resources. These resources include, but are not limited to, shareholders, managers, payroll, human resources, marketing, etc. In addition, *SMC* directs the operation of heart catheterization laboratories and cardiac programs of numerous facilities nationwide. Therefore, employees should expect to encounter staff having roles in both companies, as well as some differences in policy, administration, and procedures between companies and divisions.

This policy manual is designed to provide a general overview of company policies to all employees, regardless of company, division or position. However, these policies will not replace policies and procedures that may exist within the division or company of which the staff member is employed. In these situations, company or division specific policies may be considered priority and will be reviewed with employees during the hiring process by their supervisor or human resource representative.

### **OUR GOALS**

We set high standards for employees. We help you to meet these standards by setting guidelines. Part of the guidelines are our company's fundamental goals, which are:

- To provide an array of services which are of the highest quality in any of the markets in which we operate.
- To generate enough income to provide buildings, equipment, supplies, salaries and benefits to employees and investors and also allow for expansion and recapitalization.
- To help you continuously improve your knowledge and skills through training and continuing education programs so you may better service the company.
- To provide the development of new knowledge that will improve the quality of the various services provided.
- To maximize income and minimize expenses by providing the best in quality through innovative thinking, thus providing the highest opportunity for growth.

### **YOUR HANDBOOK**

In a growing organization there must be certain guidelines for all to follow. The purpose of this handbook is to give you as many answers to questions about your employment with us as possible. Read your handbook carefully and become acquainted with the information.

This handbook is a guide to the general rules and regulations of the company. It is designed to tell you what is expected of you and in turn what you can expect from us. Follow guidelines in the Handbook; however, it is not a substitute for a mature and responsible attitude on your part. Do your work well and you will receive more than a paycheck. You will enjoy the feeling of a job well done.

Take care of your Handbook; keep it handy. It is put together to enable you to substitute new pages for old ones when changes are made. Additionally, a current copy of this manual is maintained at our corporate office for your review.

### **DISCLAIMER OF CONTRACTUAL OBLIGATIONS**

This employee handbook includes general policies of *Southern Medical Corporation* and *American Diagnostic Technologies*. Nothing contained in this handbook or any verbal statement should be construed as creating any type of employment contract, whether expressed or implied. This handbook and other documents referenced within are not contractual in nature and do not guarantee the continuation of employment or employment benefits.

The policies and other information contained in this handbook are subject to change at any time due to business needs. While the company will normally attempt to provide employees advance notice of any change, it reserves the right to alter these policies at any time without advance notice.

## **EMPLOYMENT POLICIES AND YOU**

### **EQUAL EMPLOYMENT OPPORTUNITY**

We are an equal opportunity employer. We will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to: veteran status, age, race, color, religion, sex, national origin, mental or physical disability, marital status, pregnancy, or use or non-use of tobacco products. This includes recruitment, hiring, job assignments, pay training, promotion and other terms and conditions of employment. If you have any questions regarding equal employment opportunities, you may discuss them with your supervisor.

#### *Immigration Law Compliance*

We are committed to employing only United States citizens and aliens who are authorized to work in the United States and do not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1988, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form (I-9) and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 within the past three years or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resource department.

#### *Religious Accommodation Policy*

We are committed to supporting equality of employment opportunity by affirming the values of diversity, nondiscrimination and inclusiveness. This commitment includes embracing religious diversity. We support the employment of qualified individuals, regardless of religious affiliation, in accordance with state and federal laws and regulations, including Title VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Commission Guidelines on Discrimination Because of Religion.

As part of our commitment, we will make good faith efforts to provide a reasonable accommodation of an employee's sincerely-held religious belief, unless SMC/ADT believes such an accommodation would create an undue hardship or is contrary to our commitment to diversity and inclusiveness.

### **INITIAL EMPLOYMENT**

All applicants must accurately complete an application. If an applicant is selected as a perspective employee, any employment status will be dependent upon the ability to provide necessary information and documentation. Perspective employees will not be considered an employee of the company until all favorable results are received from the following pre-screening process and an offer is extended:

- Previous employment and personal references must be provided and may be checked. References will become a part of the applicant's permanent record should he/she become employed.
- Two proofs of U.S. citizenship are required prior to employment and may be verified.
- Background investigations will be conducted on perspective employees at the expense of the company. Investigations may include, but may not be limited to state criminal history, federal criminal history, credit history, education verification, professional license or credentials verification, Department of Motor Vehicle (DMV) report, and social security number verification. (A credit report will only be obtained on persons

working in a capacity dealing with funds. DMS reports may be obtained on persons operating company vehicles.)

- Perspective employees will submit a urine sample for drug-screening analysis as the expense of the company if they wish to pursue a position with the company. You may also be required to provide doctor's contact information, pharmacy and proof of your prescription for medication if necessary.
- If applicable, evidence of current professional licenses, certifications and credentials will be required and will be verified.

### **PROBATIONARY PERIOD**

All new employees serve a probationary period of six months. During this period, you will be evaluated on job performance as well as your ability to interact with other people, professional conduct, and attendance. Completion of the probationary period does not guarantee continued or fixed employment. After the probationary period, any continued employment will remain at-will and may be terminated at any time, with or without cause by either party. Any PTO accrued during this period will not be granted or available until probationary period is complete.

### **PERSONNEL RECORDS**

A complete confidential record of your employment is kept on file with the administrative office. No employee may review the personnel file of another employee, other than those with security clearance in human resources. Furthermore, an employee may not remove documents from his personnel file.

To maintain accurate records, any change in name, address, telephone number, names of dependents, beneficiaries, emergency contact person, educational accomplishments and other personal data must be reported to Human Resources and your supervisor. Numerous forms have been made available to you via the *Employee Portal* on both the SMC website ([www.southernmedical.com](http://www.southernmedical.com)) and ADT website ([www.adtnuclear.com](http://www.adtnuclear.com)). Forms must be completed and the signed original forwarded to the Human Resources department. Available forms include, but are not limited to:

- Application for Employment
- Address Change Notification
- Federal Tax Withholding, W-4
- State Tax Withholding forms
- Direct Deposit Authorization
- Time Off Request
- Expense Report
- Check Request

### **PERFORMANCE EVALUATIONS**

New employees are normally evaluated for continued employment following the first six months of service and annually on their anniversary date.

An evaluation is intended to ensure proper focus and coordination of objectives. You and your supervisor should review past accomplishments, strengths, and potential, as well as areas of personal growth and development. During your evaluation, you are given the opportunity to participate in creating your career goals and addressing tasks that require more effort or a different approach. Your supervisor will guide you through the process to ensure your goals are consistent with your division's mission.

All completed evaluation documents will require your signature and the signature of your supervisor. These documents will be maintained in your personnel file. The existence and use of performance evaluations is not intended to and does not create a contract of employment.



Formal evaluations are used to provide feedback regarding performance and appropriate personal development. The performance evaluation process does not result in automatic raises. Salary adjustments may or may not occur in conjunction with performance evaluations.

### **OUTSIDE EMPLOYMENT**

It is expected that employees will be rested and attentive during work hours. Therefore, full-time employees must inform their supervisor in writing before beginning any type of outside employment.

### **WHAT WE EXPECT OF YOU**

When you accept a job at this company, you are agreeing to:

- Follow your assigned work schedule, which means you will be at the scheduled location and leave the location at your assigned times.
- Do your work according to procedures established by this company. (These may be different from procedures you have used elsewhere.)
- Accept instruction from your supervisor, director and management.
- Cooperate with co-workers.
- Use wisely and take proper care of equipment, buildings, and supplies.

### **CHAIN OF COMMAND**

Employees may have questions, commendations, complaints, or other information to report or they need assistance with. We are committed to providing caring quality service to our employees and sources for information. All employees are to be aware of the Chain of Command within the organization. Employees should first approach their immediate supervisor for assistance. If the situation is not resolved, the following chain of command should be followed:

- 1<sup>st</sup> The employee's immediate supervisor
- 2<sup>nd</sup> Director of employee's department
- 3<sup>rd</sup> COO/CFO
- 4<sup>th</sup> CEO/President

## **HEALTH AND SAFETY**

### **INFECTIOUS DISEASE CONTROL (IDC)**

Proper cleaning and disinfecting of equipment and facilities, using disposable gloves, lab coats and masks and proper hygiene, including hand washing, helps to protect both you and our patients from possible exposure to contaminants. SMC/ADT is committed to providing a clean safe environment for its patients and employees. Necessary supplies and training are provided to ensure employees are aware of the procedures to be applied when coming in contact with patients, equipment, facilities, exposures, airborne pathogens, spills or any other contaminants.

Employees are expected to follow Infectious Disease Control (IDC) procedures at all times to ensure the health and safety of themselves, co-workers, patients, and visitors. Additionally, employees should avoid having any food or drinks, applying make-up or handling contact lenses in all work areas at any time. These activities should be handled in staff area, lounges, cafeterias, restrooms, or other non-patient care areas. If there is any aspect of IDC procedures you have a question about, do not understand or an incident occurs which you need to report, please contact your supervisor immediately.

## **INCIDENT REPORTS AND TREATMENT**

Any accidents or injuries occurring on the job or on company premises must be reported immediately, as soon as it happens, to both your supervisor and to the Human Resources Director. Reports must be recorded on an Incident Report form (located at Employee Web Portal on company website) by the employee and forwarded to the administrative office as soon as possible. Failure to report accidents or injuries in a timely manner may affect the availability of workers' compensation benefits. An incident report must be completed within 12 hours of the incident, and forwarded to Human Resources accompanied by full employee statement, pictures of incident, witness information and any other pertinent information. A claim number will be provided for any medical treatment needed or required relating to the incident.

First aid supplies are available to employees for treatment of minor injuries. Be aware of its location in your division. If any injury requires more extensive treatment, contact Human Resources concerning additional medical attention needed. The company reserves the right to have you examined by a physician of its choice after an incident at no charge to the employee.

## **SAFETY**

Safety is a vital concern. It is your right to perform your job without concern of injury to yourself, a co-worker, property or equipment. Your help is vital for your own protection and well-being and we insist upon safe methods and practices at all times. All employees must adhere to the safety guidelines established by the company. For employees that drive or operate a facility vehicle, the company reserves the right to request a driving record report.

## **USE OF EQUIPMENT AND VEHICLES**

When using facility equipment or vehicles, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines; this includes cleaning and upkeep of the equipment or vehicle by each user. Smoking is strictly prohibited in company vehicles. Employees are required to notify the supervisor immediately if any equipment or vehicle appears to be damaged, defective, or in need of repair. A physical inspection should be made on facility equipment or vehicles before and after operating. Any problem should be documented and reported to supervisor immediately.

Do not operate facility equipment or vehicle when experiencing any physical or mental impairment that may affect ability to operate or drive safely. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in corrective action up to and including the termination of employment.

Facility vehicles shall be used for official business only and shall be operated within the limits of traffic law and safety regulations. All facility vehicle accidents involving another vehicle are required to be reported immediately to the Human Resources Director and provide a **police report** as well as pictures of damaged company vehicle and environment.

When operating a personally-owned vehicle, \$100,000/ \$300,000/ \$100,000 coverage is strongly recommended.

## **PARKING**

Parking at the administrative office is provided for our employees. A great deal of our business is conducted at the location of our clients or customers. You are expected to respect parking areas designated for their patients, visitors, and employees. Employees of *SMC/ADT* working at the location of a client or customer should utilize approved free parking areas or park in approved areas at their own expense.

If using meter parking while at a business location, the employee will be responsible for any parking violations received. Violations received while in a company owned vehicle will be paid by the company and charged back to the employee.

## **RED LIGHT VIOLATIONS**

When operating a company owned vehicle, the employee will be held responsible for any red light violations received while operating the vehicle. The employee will be notified of the violation and any requests for appeal must be requested by the employee to the supervisor within 10 days of receiving notice of violation. The employee will be responsible for any penalties and/or delays that may be assessed due to appeals. The employer will evaluate the violation and if deemed at fault will pay the violation with a charge back to the employee through payroll deduction.

## **WIRELESS COMMUNICATION DEVICES**

The use of any wireless communications devices to read, write or send a text based communication while operating any motor vehicle is strictly prohibited. Wireless communication devices include cell phones, iPads, laptop computers, or any similar device.

## **SAFETY ON THE ROAD**

Many employees regularly drive their personal vehicles to accomplish assigned duties and are required to exercise personal responsibility to use seat belts and are encouraged to maintain a personal automobile insurance policy. Every employee who operates a vehicle for business purposes is required to exercise good judgment in its operation and to abide by traffic laws in the state where activity occurs. Any problem and/or accident should be reported immediately to supervisor and police authority (when another vehicle is involved).

The employer will not be responsible for an automobile's physical damage or liability occurring from accidents involving an employee's personal vehicle used in the course of business. The mileage reimbursement paid to employees for business use of personal vehicle contemplates the expenses of personal auto insurance coverage.

## **EMPLOYEE AND COMPANY PROPERTY**

The employer is not liable for any damage or loss of your personal property. The employee will be responsible for exercising proper care and judgment in storing and caring for their personal belongings.

Furnishings and equipment of the company or at the facility of a client of the company may not be removed from the premises without proper authorization from the responsible management representative. This policy is necessary to insure furnishings and equipment are used in designated work areas and are there when needed. It is necessary to maintain proper control and accurate inventory records of all company assets at all times.

## **SMOKING**

We are committed to providing a safe and healthy office environment and promoting the health and well-being of all employees, patients and contracted facilities. Consistent with this position, the company recognizes the mounting scientific evidence of the adverse health effects of tobacco smoke and the health hazards of environmental tobacco smoke. Therefore, it is our policy to strictly prohibit smoking in all company vehicles, as well as on all company and facility property. Employees working at the location of our clients or customers are expected to be respectful of the smoking policy implemented at their facility.

## **HOUSEKEEPING**

Trash and clutter in or around work areas is inconsistent with generally accepted principles of safety, security and efficiency. The pride we take in our offices also goes a long way in presenting a professional image to our clients or visitors. Therefore, employees are responsible for keeping their work areas in order and making sure equipment is clean and ready to use. Problems or conditions requiring special attention are to be reported promptly to your supervisor.

Desks, drawers, cabinets and other storage areas are to be neatly arranged. This helps to control quantities of supplies being stored and expedites the reordering process. Desktops and work counters should be kept uncluttered and completely cleaned off at the end of each day.

Refrigerators, sinks, microwaves and bathrooms should be kept clean at all times. Management reserves the right to dispose of any materials which remain in the visitor or staff areas that may create unsanitary conditions for others. Any mechanical problems are to be reported immediately.

It is essential that patient care areas are kept clean and orderly. Anytime you see anything in those areas that needs to be picked up, wiped off or cleaned, it is your responsibility to correct or report the situation as quickly as possible.

Company vehicles should be inspected at completion of each use. All paper, trash and personal items need to be removed, as well as any surface areas cleared. Smoking and tobacco use is strictly prohibited in all company vehicles. Management reserves the right to dispose of any and all items left in the vehicles after use, as well as hold employees responsible for smoke contamination.

## **WORKPLACE VIOLENCE**

We are concerned about violence in the workplace and have taken steps to help prevent incidents of violence from occurring. Any and all threatening behavior, threats or acts of violence by any employee or former employee against another employee, customer or visitor at any time, or while they are engaged in business with, or on behalf of, the company, on or off our premises is strictly prohibited.

Furthermore, employees have a "duty to warn" their supervisor or other company official of any suspicious workplace activity, situations or incidents they observe or that they are aware of. This includes, for example, threats of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The company will not condone any form of retaliation against any employee for making a report under this policy.

## **EMPLOYEE CONDUCT**

### **RULES OF CONDUCT**

At all times while representing our company, disregard of or infractions of the standards listed below, not limited to rules, regulations or procedures, can be cause for immediate discharge.

- Conduct detrimental to patient care.
- Violations of rules, regulations, procedures, and/or policies.
- Under the influence of intoxicants or dangerous/illegal drugs; or has intoxicants or dangerous/illegal drugs in their possession.
- Failure to obey a reasonable order to carry out a reasonable request or assignment from an authorized supervisor.
- Gambling on work premises.
- Employee admits to or is found guilty in a Court of Law of pilferage or intentional destruction of company/hospital equipment, supplies or property.
- Use of abusive or vulgar language, is grossly disordered, strikes or threatens another person, participates in or initiates an altercation where physical contact between two or more people is involved.
- Repeated absences without notifying direct supervisor or department head.
- Divulging confidential company or patient information to unauthorized persons.
- Presence in an unauthorized work area during working hours, and/or unexplained presence anywhere in a customer's facility and/or on company property during off-duty hours.
- Conduct that disrupts the performance of duties and the transaction of company business.
- Disregard of dress code while on duty.
- Falsification of records.
- Smoking in restricted areas or in company vehicles.
- Theft.
- Unlawful or sexual harassment.

## **UNLAWFUL HARASSMENT**

Harassment is a form of employment discrimination that violates state regulations and laws set by the Equal Employment Opportunity Commission (EEOC). Harassment is unwelcome conduct that is based on race, color, sex (including pregnancy), national origin, ancestry, religion, disability or genetic information, marital status or age (40 years and older). Harassment becomes unlawful when it is so frequent or severe that it creates a hostile or offensive work environment, or when it results in an adverse employment decision (such as demoted stated or being fired). It is, therefore, a violation of company policy for any employee to engage in any such acts or behavior, and such misconduct will subject an employee to corrective action up to and including immediate discharge.

### *Types of Harassment*

Harassment is prohibited on the basis as listed above, including any other legally protected origin. Harassment may include, but is not limited to:

- Offensive jokes, slurs, epithets, or name calling;
- Offensive objects or pictures;
- Physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs;
- Retaliation for reporting harassment or threatening to report harassment.
- Interference with work performance and/or creating an offensive or hostile working environment;

### *Sexual Harassment*

Sexual Harassment does not have to be of a sexual nature, and can include discrimination due to a person's sex. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex. Sexual Harassment may include, but is not limited to:

- Offensive remarks or behavior about a person's sex.
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature;
- Making explicit or implicit threats or retaliation a term or condition of employment;
- Using forcible sexual behavior to control or affect the career, salary, or performance review of another employee;
- Visual offensive conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, or posters.

Employees are encouraged to inform the harasser directly that the conduct is unwelcome and must stop. Employees should report harassment to direct supervisor or management at an early stage to prevent escalation without fear of reprisal or punishment. Confidentiality will be maintained to the extent permitted by the circumstances.

### *Procedure for Reporting Harassment*

SMC has established the following procedure for reporting a complaint of harassment, discrimination or retaliation. The company will treat all aspects of the procedure confidentially to the extent reasonably possible.

- 1<sup>st</sup> Submit complaint as soon as possible after the incident to HR Director, preferably in writing
- 2<sup>nd</sup> Upon being advised that violation of policy may be occurring, HR Director will notify senior management and review the complaint with legal counsel to determine if violation of policy has occurred.
- 3<sup>rd</sup> HR Director may interview with complainant, respondent, and any witnesses. Once concluded, HR Director will submit a written report of findings to the company Senior Management and legal team.
- 4<sup>th</sup> After conclusive review of incident, Senior Management and HR Director will decide, if applicable, if disciplinary action is to be taken. The respondent will be informed of the nature of the discipline and how it will be executed.

## **PERSONAL APPEARANCE**

It is extremely important that employees conduct themselves in a professional manner at all times. To act and look professional is required by the shareholders and the management staff of *SMC/ADT*.

All parts of *SMC/ADT*'s central office, along with all *SMC/ADT* employee work areas, wherever they may be, should present a clean environment to those who visit.

### *Personal Hygiene*

Personal cleanliness is essential at all times. Clothing must be neat, clean and appropriate for the professional work done and the image projected of the company to its clients, visitors and patients. Hairstyles, clothing and jewelry should conform to the best business and professional standards. Perfume, cologne and any other odors should be minimal or obsolete to avoid adverse reactions to those around you due to allergies or sensitivity to smells. Standards of personal hygiene must ensure a safe, healthy environment for employees, customers and patients in the facility or the facility of a customer.

### *Uniforms*

Specific dress requirements will be designated by your supervisor or director. Many departments allow or require employees to wear scrubs. No scrubs may be worn by any employee with the name or logo of another facility printed on the material. A white lab coat is required for all personnel when in patient contact areas. Name tags must be worn by all technicians during working hours.

### *Grooming and Accessories*

Make-up should be used conservatively. Cosmetics should never be overwhelming. Common sense and good taste is expected. Patient care areas will dictate restricted use of jewelry, perfumes, and colognes. Your supervisor or department head will guide you in this area.

Employees may wear facial hair if well-groomed. Certain areas of work may require restrictions on length of hair and facial hair. Employees who choose to wear earrings must wear a simple style in a matched pair (up to one inch in diameter) in gold, silver, or colors that coordinate with clothing and one earring is worn on the bottom of each ear lobe.

## **PERSONAL PHONE CALLS**

Telephone and mobile communication can be, and often is, the most valuable tool of communication we have; however, it is also one of the most sorely abused.

Personal phone calls made from company lines should be brief and not interfere with incoming business calls. Any personal call which causes you to fall behind in your duties may result in disciplinary action up to and including termination.

Mobile devices should be on "silent mode" while in facilities. Incoming and outgoing phone calls on mobile devices should not be answered while providing patient care. nor while driving a company or personal vehicle.

## **INFORMATION & TECHNOLOGY SYSTEMS**

All software and technology furnished to you by *SMC/ADT*, or their affiliate clients and facilities including desktop computers, laptops, computer files, terminals, e-mail accounts, voicemail system and software are the property of *SMC/ADT* and intended for business use only. This technology and software, together with the internet, assist *SMC/ADT* in conducting business internally and externally. The equipment that makes up these systems, along with the data stored within, are and remain at all times, the property of *SMC/ADT* whether they are located in your home, at a remote location, on your mobile device, or in the office. As such, all messages, email or other communication created, sent, received, or stored in these systems, as well as all information and materials downloaded into *SMC/ADT* systems, are and remain the property of *SMC/ADT*. You should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email use is frequently monitored.

*SMC/ADT* strives to maintain a workforce free of harassment and sensitive to the diversity of its employees. Therefore, *SMC/ADT* prohibits the use of text, voicemail, computers, email and internet systems in ways that are disruptive, offensive to others, or harmful to morale. Further, you are expressly prohibited from abusing *SMC/ADT's* information systems.

Any non-work related use of the systems is prohibited. Examples of inappropriate use of the systems include, but are not limited to, the following:

- Threatening or harassing other employees in any manner;
- Using obscene or abusive language;
- Creating, displaying or transmitting offensive or derogatory images, messages, social media posts regarding sex, race, religion, color, national origin, marital status, age physical or mental disability, medical condition or sexual orientation or which in any way violate *SMC/ADT's* policy prohibiting employment discrimination and harassment in employment;
- Creating, displaying or transmitting "junk mail" such as comics, memes, gossip, or social media links;
- Creating, displaying or transmitting "chain letters"; and
- Soliciting or proselytizing others for commercial ventures or for religious, charitable or political causes. This includes "for sale" and "for rent" messages or any other personal notices.

You should not expect privacy with regard to *SMC/ADT's* information and technology systems. Any communication which is private, confidential or personal should not be placed on *SMC/ADT's* information systems. *SMC/ADT* expressly reserves the right to intercept, read, review, access, and disclose all email messages, to intercept, to listen, review, access, and disclose all voicemail messages and to intercept, read, review, access and disclose all computer files, including, but not limited to internet usage and web sites that you have accessed. Every time you use or log on to these devices you are consenting to such action. The reasons for monitoring include, without limitation, to investigate wrong-doing, to determine whether security breaches have occurred, to monitor compliance with policies, and to obtain work product needed by other employees.

*SMC/ADT* purchases and licenses the use of various computer software and technology for business purposes and does not own the copyright to this software or its related documentation. It is *SMC/ADT's* policy to acquire software through legitimate means and respect agreements concerning the use and copying of software. You may not use software on more than one computer without expressed approval and authorization of the Human Resources Director or Department Manager.

Security of *SMC/ADT's* information systems is a priority and the responsibility of all employees. You must sign off the computer you use when away from the computer for extended periods and at the end of each workday. Computer login usernames and passwords for network access, email, voicemail, and other applications should never be revealed to anyone unless requested by authorized *SMC/ADT* personnel.

You should notify your immediate supervisor, Human Resources Director, or any member of management upon learning of violations of this policy. While not all inclusive, any breach of the guidelines, statement or spirit of this policy, unless specifically authorized in writing by an authorized manager, may result in corrective action up to and including termination of employment.

### **CONFIDENTIALITY & SECURITY**

It is our policy to maintain a strict confidentiality and security policy. All employees are required to sign confidentiality and security agreements as a condition of employment, due to the possibility of being privy to company, client and/or patient information which is confidential and/or intended for company use only. All employees are required to maintain such information in strict confidence. This policy is intended to protect employees, the interests of the company in the safeguard of confidential, unique and valuable information from competitors or others and to protect the rights of our clients and patients under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) guidelines.

Should an occasion arise in which you are unsure of your obligations under this policy, it is your responsibility to consult with your supervisor. Failure to comply with this policy may result in disciplinary action, up to and including termination.

#### *Confidentiality of Information*

“Confidential Information” of a the company shall mean any and all information including, but not limited to; contracts, clients, patients, employees, business information, technical information, and/or ideas, that is or has been disclosed in writing or orally by an employee or representative of SMC/ADT to an employee or client which is either confidential or proprietary in nature.

All employees, including all employees working after hours or on weekends, contracted or non-contracted, are to report only to the area of the office where his/her job is performed. Any employee or representative of the company receiving or being aware of “Confidential Information” Regarding business or technical information, clients, employees or patients shall do the following:

- Maintain such “Confidential Information” in confidence and shall not disclose such to any third party during employment and thereafter;
- Not to use such “Confidential Information” other than in performance of employee’s job; and
- Disclose such “Confidential Information” to any others, only to the extent that such employees need to know such “Confidential Information” to carry out duties of their job.

Employees of the company shall agree to maintain confidentiality both during the term of their employment and thereafter and shall not, without the specific written consent of the company, disclose confidential information to any third party (except as required by law) or use it for an employee’s own purpose.

Due to the nature of the company’s “Confidential Information”, any breach of this policy would cause irreparable harm and the company shall therefore be entitled to equitable relief in addition to all other remedies available under law, including termination of employment.

#### *Security*

All employees, whether contracted or non-contracted, with key access to any company property or facility shall immediately return any key(s) to Administration upon termination of his/her employment.

## **PURCHASES AND EXPENSE REPORTING**

### **PURCHASING POLICY**

SMC/ADT Administration will act as the purchasing agent. All purchases, therefore, must be approved by Administration. Necessary business equipment and supplies will be furnished. Requisitions must be completed and submitted to your supervisor to determine necessity and appropriateness of any and all purchases.

All equipment, services, and supplies will be purchased and contracted from those companies or individuals offering the best opportunity in terms of quality, availability and price.

### **IN TOWN TRAVEL**

Employees will be reimbursed for necessary travel in connection with assignments in accordance with established practices. Each employee will keep a monthly log of travel expenses on the form provided by SMC/ADT, have these expenses approved by your supervisor and forward to our accounts payable department at least 2 days prior to the end of each month. Failure to document properly will result in the forfeiture of mileage expenses for business purposes.



## **OUT OF TOWN TRAVEL**

Employees may be allowed to travel to meetings and workshops out of town. These travel expenses for company business must be approved in advance. Expense items, such as air fare and hotel accommodations, are to be kept to a minimum so that others may have the opportunity to participate.

A detailed expense record, together with all receipts, must be maintained and submitted with the form provided by *SMC/ADT* for reimbursement of travel expenses. Failure to properly document expenses may result in forfeiture of business expenses.

## **REIMBURSEMENT REQUESTS**

*SMC/ADT* appreciates the importance of reimbursement of expenses and mileage in a timely fashion. We work very hard to ensure timely processing of requests and this is only made possible when the employee helps to ensure certain standards are met prior to submitting requests to the office. Here are a few general guidelines for reimbursements:

Expenses or mileage incurred must be approved in advance by your director to be eligible for reimbursement. Expense Report forms must be completely filled out, accompanied by attached original receipts, and turned in with the proper starting and ending odometer reading from the person's vehicle, completely filled out, and have signature of approval from your director.

Only completed and approved reimbursement requests are to be forwarded to the Accounts Payable Department located at the administrative office. Incomplete requests will delay the processing of reimbursement; therefore it is most beneficial for all parties if forms are completed according to standards prior to submission. All requests received by Wednesday at 5:00pm. will be processed by Friday at 5:00p.m. These forms are made available to you on the SMC website at [www.southernmedical.com](http://www.southernmedical.com). Forms must be completed and the signed original forwarded to the accounts payable department with all original documentation attached. Available forms include:

- Expense Report
- Check Request

## **WAGES AND SALARY ADMINISTRATION**

### **EMPLOYMENT CLASSIFICATIONS**

For purposes of wages, salary, and benefits administration, we classify employees as follows:

**Full-time regular employee:** One who fills a regular full-time position; he/she is scheduled to work a minimum of 40 hours per 7 days in a 14-day pay period. The 7-day period will be designated by your respective department head. Only full-time regular employees are eligible for our benefit package.

**Part-time scheduled employee:** One who is employed to work less than 35 hours per 7 days in a 14-day pay period; part-time employees are not eligible for any benefits, holiday pay or otherwise.

**PRN employee:** One who is employed to work on an "as needed" basis; PRN employees are not eligible for any benefits, holiday pay or otherwise; PRN status expires if employee has not worked hours in 90 days, and must be rehired to reactivate status.

### **LENGTH OF SERVICE**

This is the period of time you have been employed by *SMC/ADT*. Length of service is determined by the number of continuous years and months which has passed since your date of hire.

## **HOW SERVICE IS DETERMINED**

A hire date is established on the date of your first employment by *SMC/ADT*. Your length of service is the period between your hire date and the present date.

Approval absences do not count against your length of service; neither do they break your continuous service record. Absences that can be approved are:

- PTO
- Personal Illness
- Military Leave
- Educational Leave
- Maternity Leave
- Absence without pay for not more than 30 days
- FMLA

## **WORK SCHEDULE**

Your supervisor will make up your work schedule. You are assigned a time to report for work, a time for breaks and a time to leave work. You may not work at any other time without prior approval from your supervisor.

It is extremely important that a schedule be maintained which allows for full coverage. This means that you may be asked to adjust your schedule to maximize staff support. This will allow *SMC/ADT* the flexibility needed in a service oriented organization. In case of emergency or other need, your supervisor may require you to change your schedule and/or work overtime.

The *SMC/ADT* Administrative office hours are Monday through Friday, 8:00 a.m. until 5:00 p.m.

## **ATTENDANCE**

Everyone must report to work regularly and on time; otherwise, you throw an extra workload on fellow employees. Poor attendance will affect your chance for salary increases and its grounds for discharge.

Rules of attendance are as follows:

- Report promptly to your work station at assigned time.
- Call your supervisor if you are going to be late prior to the start of your shift.
- Call your supervisor as soon as you know you will be unable to report for work (prior to the start of your shift). Do not wait until the last minute. Do not call anyone else and ask them to tell your supervisor – speak directly with your supervisor.

## **REPORTING WORK HOURS**

A time sheet is a legal document, therefore your record of absences and hours worked must be accurate. You should record both absences and hours worked on your employee time sheet. Your weekly hours are to be recorded as they occur with your signature and the date, and sent to your supervisor.

If a time clock is utilized with a time card, it is imperative that employees' clock in and out at all times, your signature and date included (if applicable). There are no exceptions to this rule. Forgetting to clock in or out must be brought to your supervisor's attention immediately. Other business related circumstances, which may require a revision to your time card, must also be brought to the attention of your supervisor immediately. If approved, the supervisor must correct the error and update and initial your card. Unapproved errors will not be paid.

It is always the employee's responsibility to ensure their time is reported on time and accurately. Falsely reporting your work hours or co-worker's hours will be grounds for termination.

All timesheets or time cards for a single pay period must be submitted to your supervisor and/or director by noon on the Monday following the last day of a pay period. Supervisors/Directors must have all approved timesheets or time cards submitted to the Payroll Department no later than noon on the following Tuesday. Work hours or new hires not reported correctly and in a timely manner may not be processed at the regularly scheduled time; therefore this may cause the delay in processing the issuance of funds until the next payroll cycle to the employee. It is the employees' responsibility to document time off on their timesheet or card. Failure to do so may result in paid time off hours being overlooked. If employee fails to report time off, it will be adjusted on the next pay cycle.

### **OVERTIME**

Because *SMC/ADT* operated 24 hours every day, it is sometimes necessary for you to work overtime. This is done only when authorized by your supervisor or director prior to occurrence. When required to work overtime, you are notified by your supervisor as far in advance as possible. Overtime compensation will be based on your classification.

### **WAGES AND SALARIES**

You are hired to perform a specific series of tasks. We expect to pay you at a rate that is competitive with your skill level in this locality.

Automatic raises are not assumed in this organization. Everyone is paid on the basis of the prerequisites in which they were hired, continuing education, the tasks in which they perform, and on the manner in which they perform these tasks.

Budgetary considerations or marginal performance on your part may necessitate little or no salary increase. However, some departments may offer incentive increases in salary for acquiring additional registries or certifications in their field of study with which make them invaluable to their position.

Bonuses are not paid routinely.

### **PAY PERIODS**

All employees will be paid on Friday's on a bi-weekly basis via Direct Deposit. When a payday falls on a holiday, employees will be paid on the last workday prior to the regular payday. Any changes or updates to Direct Deposit information must be received by the Payroll Manager no later than noon on the Tuesday after the pay period ends.

Employees' compensation information is considered to be a highly confidential matter. Anyone discussing salary may be terminated for breach of confidence.

### **PAY CHECKS**

Pay checks will be processed in accordance with state and federal regulations regarding withholdings, garnishments and reporting. Withholdings from your paycheck, which are required by law, include: federal income tax, state income tax and social security and Medicare tax. You may authorize further deductions for insurance, additional federal income tax or other miscellaneous items approved by *SMC/ADT*. Garnishments and tax levies against your checks must be withheld by *SMC/ADT* when court ordered.

All pay stubs indicating your earnings and deductions for each pay period will be accessible by the employee through the online website *smc.greenemployee.com* or *adt.greenemployee.com*. Employees can log in to their individual account to review all pay stubs and yearly W2's.

Paychecks are released only to the employee for whom they are intended. You may not pick up another employee's paycheck without written consent from that employee, as well as approval from your supervisor.

## **PAYROLL/STATUS CHANGES**

In the event an employee's wages, salary, or position changes a Payroll/Status Change Notice form must be completed and approved by the employee's supervisor and/or the director of that division. This notice must be forwarded to the Payroll Department as soon as possible before the change will take effect.

- Promotion may result in immediate wage increases. Your supervisor will explain any new wage rate.
- Demotions may affect your pay.
- Position transfer in the same salary range does not result in a salary change.

Employees can complete an Employee Change of Address form found on the company website.

- Reporting address changes in a timely manner will shorten any delays in receiving company documentation and benefits information on your behalf. The Payroll Department must be notified immediately of a current employee's change of address and any terminated employee's change of address through January 31<sup>st</sup> of the following calendar year.

## **EMPLOYEE BENEFITS**

### **EMPLOYEE BENEFITS ELIGIBILITY**

#### **VERY IMPORTANT BENEFITS INFORMATION**

#### **READ CAREFULLY**

The policies contained in this section are intended to provide a general overview of the benefits packages available to employees, regardless of company, division, or position. *These policies and benefits will differ depending on the division or company of which the staff member is employed. Employees should expect to encounter staff having roles in both SMC and ADT, as well as some differences in policy, administration, and procedures between companies and divisions.*

**Eligibility or availability of components of the benefit package may depend on the employee's Employment Classification, hours worked, and entity or division for which an employee is hired. Specifics regarding employee benefits will be made available to eligible employees by the supervisor or human resources representative during the new hire process and can be located in the appropriate Benefits Summary literature.**

### **ACCRUED PAID TIME OFF (PTO)**

Time off is vitally important to the employee. PTO is granted to eligible full-time regular employees in appreciation of past service and to provide the employees with a period of needed rest and relaxation. If you are eligible to accrue PTO time, there are a few rules you should be aware of:

- Accrual rate is based on the starting date of hire for new employees and will continue to be accrued on each anniversary date following continuous service of eligible employees.
- PTO should be scheduled at least 2 weeks in advance and will be arranged as closely as possible to the time you desire.
- PTO requests will be subject to change and will be granted based on length of service, seniority and in the best interest of the company.
- PTO time must be taken in increments of not less than one half day.
- PTO time will be paid at your regular compensation rate.
- PTO time may not be carried over to another year.
- PTO will not be available until 6 months of continuance employment is complete.
- PTO will not be considered overtime. Overtime is based on the total number of hours actually worked.

Where applicable, PTO will accrue as follows for eligible SMC employees:

<u>Length of Service</u>	<u>Accrued PTO Time</u>
0-1 years service	2 days (16 hours)
After 1-4 years service	12 days (96 hours)
After 5-9 years service	17 days (136 hours)
After 10 or more years	25 days (200 hours)

Certain employees of SMC/ADT may work in a position which utilizes a different Paid Time Off plan, instead of or in addition to the above. Additionally, SMC manages the operation of several heart catheterization laboratories and cardiac programs nationwide, which may utilize a market specific mutually acceptable system similar to this. With that said, some employees may accrue at a different rate and be able to utilize other forms of paid time.

### **BENEFITS REINSTATEMENT FOR REEMPLOYMENT**

SMC/ADT recognizes that former full time employees may be rehired to a new or similar position. Under certain conditions, defined within this policy, a reemployed employee shall have certain benefits reinstated to them. To be eligible for reinstatement of benefits and tenure, a full time employee must have had satisfactory performance and continuous full time employment for at least two years upon leaving the Company, have voluntarily left the

Company in good standing and return to the Company full time within six months of the last date of full time employment. Reinstatement of benefits shall be as follows:

- a. PTO accrual at the rate attained as of the previous separation, with no accrual added for the period of separation;
- b. The new service date shall be determined by adjusting the original hire date of full time employment by the time the employees was not employed full time by the Company; (Example: If the time period between the separation and reemployment is four months, an original employment date of April 4, 2009 would be adjusted to August 4, 2009.)
- c. The adjusted hire date will be used to determine eligibility for benefits such as accrued sick, long term disability coverage and participation in the company 401K retirement plan.
- d. Rehired full time employee would be eligible for health/dental/ vision benefits the 1<sup>st</sup> of the month following 30 days of full time reemployment.

### **PAID HOLIDAYS**

The following holidays are observed as paid holidays for eligible full-time employees:

New Year's Day  
Good Friday  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

If you are eligible for paid holidays, there are a few rules you should be aware of:

- Holidays occurring on Saturday will be observed on the Friday before.
- Holidays occurring on Sunday will be observed on the following Monday.
- If an unexcused absence occurs either the day before or the day after the holiday, the employee will not be paid for the holiday. An unexcused absence for the purpose of this policy is a non-documented illness, the failure to report for work, or any other non-planned unpaid leave.
- Holidays will be paid at your regular compensation rate.
- Holiday pay will not be considered overtime. Overtime is based on the total number of hours actually worked.

### **SICK LEAVE**

When you become ill, we want to know that we have anticipated your needs and prepared a policy that protects your wages. Where applicable, policies regarding sick leave for eligible employees are as follows:

- An eligible employee accrues sick leave after three months of continuous service at the rate of one-half day per month (1.85 per pay period). For new employees, your hire date must be before the 15<sup>th</sup> day of the month to accrue any sick time for that month.
- Sick pay is the employee's normal salary for a regular work day.
- Evidence of illness or accident may be required by the supervisor or department head to authorize sick pay. A doctor's certificate is the usual acceptable evidence of illness or accident.
- Unused sick leave is not convertible into cash, time off, or vacation. However, accumulated sick leave above 30 days will be purchased back at the end of each calendar year.
- Sick leave must be taken in increments of one half day (4 hours).
- Sick pay will not be considered overtime. Overtime is based on the total number of hours actually worked.

## **FUNERAL LEAVE**

Funeral leave may be granted for up to three days for full-time employees to attend the funeral of a member of the immediate family, which includes mother, father, sister, brother, spouse, or child. Funeral leave may be granted for one day for full-time employees to attend the funeral for mother-in-law, father-in-law, or grandparents. Time off to attend any other funeral must be requested according to regular procedure and if approved must be covered by some form of earned paid time or taken without pay.

## **FAMILY AND MEDICAL LEAVE ACT OF 1993**

The Family and Medical Leave Act of 1993 (FMLA) requires employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

Unpaid leave must be granted for any of the following reasons:

- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son, daughter, or parent, who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the employee’s job.

At the employee’s or employer’s option, certain kinds of paid leave may be substituted for unpaid leave.

The employee may be required to provide advanced leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is “foreseeable”.
- An employer may require medical certification to support a requested for leave because of a serious health condition, and may require a second or third opinion (at the employer’s expense) and a fitness for duty report to return to work.

For the duration of FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan”. The employee must contact the payroll department to make arrangements regarding their benefits (i.e. health, dental vision, etc) if not receiving a paycheck. If arrangements aren’t made, policies will be cancelled at the end of the month. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA
- Discharge or discriminate against any person for opposing any practice made unlawful for FMLA or for involvement in any proceeding under or relating to FMLA.

The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any Sate of local law or collective bargaining agreement which provides greater family or medical leave rights.

## **OTHER EXTENDED LEAVE**

If an employee needs to be away from work for an extended period of time due to health or other reasons, his/her supervisor should be contacted for the proper procedure.

Other paid leaves of absence may be approved by department heads as follows:

- **Jury Duty pay** – The difference between the court pay and your regular pay is granted when you show your court papers to your supervisor. Immediately upon return to work, take your court papers showing payment received to our payroll clerk.
- **Subpoenaed Witnesses** - Handled exactly the same as Jury Duty.
- **Election Commissioner of Clerk** – Secure prior approval from your supervisor for time off to service at the polls. Supervisors grant leave when the absence does not leave their department short of help. Immediately upon return to work, take your papers showing dates served and payments received to our payroll clerks and you will be paid exactly the same as Jury Duty.
- **Emergency Blood Donations** - By an employee to a member of his/her immediate family is done with full pay. Get approval from your supervisor to authorize payroll department to pay you for the time you are off. Regular blood bank donations are to be made during your no-work
- **Military Leave** - Leaves of absence without pay for military or reserve duty are granted to full-time and part-time employees. If applicable, you may choose to use your accrued time during the leave of absence. If you are called to active duty, Reserve, or National Guard training, submit copies of your military orders to your supervisor as soon as possible. These copies will be maintained in your personnel record. You will be granted military leave of absence without pay for the period of military service, in accordance with state and federal laws. If you are a reservist, you are granted time off without pay for required military training. Your eligibility for reinstatement after completion of your military duty or training is determined in accordance with applicable federal and state laws.

#### **CONTINUATION OF BENEFITS**

Taking approved leave under this policy will not result in a loss of any employment benefits accrued prior to the date on which leave began. The employee is NOT entitled to accrue benefits during any period of FMLA leave. This includes seniority, vacation, or any other benefit entitlement based on length or time of service.

During the pendency of the FMLA leave, it is the *responsibility of the employee* to contact the Payroll Department as soon as possible. You must speak to this department no later than the first payroll following your leave. Employees must make arrangements for continuation of insurances or any other deductions, including any monies paid by the employer on your behalf via payroll deductions. Employees must submit payment for the employee's portion of any insurance premiums incurred during any unpaid portions of the leave. If the premiums are not paid, employee's coverage may be terminated.

#### **PAID AND UNPAID LEAVE**

An employee requesting leave under the FMLA is required to exhaust all accrued benefits for paid time. Any additional weeks of leave necessary to attain the twelve (12) work weeks required under this policy will be provided without compensation. If an employee carried a short or long term disability insurance plan, any claims or questions must be directed to their appropriate insurance carrier.

#### **RETURN TO WORK**

Generally, we will restore the employee to the position held when leave began, or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment. If however, the employee is designated as a "key employee", a salaried employee in the highest paid 10% of all compensated employees, then that person may be denied restoration to his/her position on return from leave if denial is necessary to prevent substantial and grievous economic injury to the operation of the company and the employer has notified the employee of the intent to deny restoration on this bases.

If the basis for Family Medical Leave was a serious health condition of the employee, the employee will be required to produce a release to work from their physician.



During the pendency of the leave, the employee is required to contact the Human Resources department at least once every thirty (30) days to report on the employee's status and intention to return to work.

### **MEDICAL AND DENTAL APPOINTMENTS**

Employees are encouraged to plan personal medical and dental appointments at times that do not coincide with busy time periods during the day. Try to make appointments very early in the morning or very late in the afternoon, or perhaps during your lunch period.

Please give at least 1 week written notice (with the exception of medical emergencies) to your immediate supervisor for approval of any commitment you plan to make which will take you away from the office during the business day. A doctor's note may be required for approved.

## **OTHER EMPLOYEE BENEFITS**

### **HEALTH INSURANCE**

All full-time employees are eligible for health insurance benefits under the group's insurance plan. This plan includes major medical, hospitalization and prescription coverage. SMC/ADT pays the majority of the premium for participating employees; any dependent you wish to add will be at your own expense and premium may only be paid through automatic bi-weekly payroll deduction. Specifics regarding eligibility and plan information should be made available to you during the new hire process and can be located in the Benefits Summary literature.

Upon termination of full-time employment, insurances remain in effect until the last day of that month and payment of any remaining balance due for premiums will be withheld from their last pay check. In addition, health insurance benefits will be offered to the former employee under the Cobra plan. Premiums for elected Cobra coverage will be the sole responsibility of the former employee and may be subject to an additional 2% administrative charge.

### **DENTAL INSURANCE**

All full-time employees are eligible for dental insurance benefits under the group's insurance plan. This plan includes coverage for preventative maintenance and restorative or corrective services. SMC/ADT pays the majority of the premium for participating employees; any dependent you wish to add will be at your own expense and premium may only be paid through automatic bi-weekly payroll deduction. Specifics regarding eligibility and plan information should be made available to you during the new hire process and can be located in your Benefits Summary literature.

Upon termination of full-time employment, insurances remain in effect until the last day of that month and payment of any remaining balance due for premiums will be withheld from their last pay check.

### **VISION INSURANCE**

All full-time employees are eligible for vision insurance benefits under the group's insurance plan. This plan includes eye exams and prescriptive eyewear. Any vision coverage elected will be at your own expense and the premium may only be paid through automatic bi-weekly payroll deduction. Specifics regarding eligibility and plan information should be made available to you during the new hire process and can be located in your Benefits Summary literature.

Upon termination of full time employment, insurances remain in effect until the last day of that month and payment of any remaining balance due for premiums will be withheld from the last pay check.

### **SHORT & LONG TERM DISABILITY**

Eligible full-time regular employees will be provided both short and long term disability insurance at no cost to the employee. Employee becomes eligible for these benefits on the 1<sup>st</sup> of the month following the first year of

consecutive full time employment. Specifics regarding eligibility and plan information should be made available to you during the new hire process and can be located in your Benefits Summary literature.

### **LIFE INSURANCE**

Eligible full-time regular employees will be provided a life insurance policy at no cost to the employee. Employee becomes eligible for these policies on the 1<sup>st</sup> of the month following the first year of consecutive full time employment. Specifics regarding eligibility and plan information should be made available to you during the new hire process and can be located in your Benefits Summary literature.

### **VOLUNTARY BENEFITS**

An array of optional insurance policies may be elected from the specified carrier in addition to the eligible full-time employee's other benefits at a discounted rate. These policies may be chosen at time of hire, or during the Company Open Enrollment period. These discounted policies will be the responsibility of the employee and will be paid via bi-weekly payroll deduction.

Upon termination of full time employment, insurances remain in effect until the last day of that month and payment of any remaining balance due for premiums will be withheld from their last pay check. The insurance carrier will send the former employee notification of termination of benefits and the former employee will be eligible to continue coverage at their own expense.

### **SOCIAL SECURITY**

The employee portion of your Social Security tax is deducted from your paycheck. SMC/ADT matches your Social Security payments dollar for dollar.

### **RETIREMENT PLAN**

The company provides retirement benefits to employees who meet the eligibility requirements for participation. This information should be made available to you during the new hire process and can be located in your Benefits Summary literature.

## **PERSONAL DEVELOPMENT**

### **ORIENTATION**

Shortly after you are employed, you will begin your orientation process. Your supervisor will assign your duties and make certain you are trained to carry them out. If there is anything you do not understand, go to your supervisor for the answer. Every supervisor has a complete job description on file for department positions as well as the protocol relating to the position.

### **PERFORMANCE EVALUATIONS**

Regular evaluations of your work performance are done by your supervisor. The first one is at the end of your first six months. Thereafter, evaluations are done annually.

The purpose of an evaluation is to help you learn your strong points and where improvements are needed. Evaluations are conducted privately. You have the opportunity to discuss your work openly with your supervisor.

### **EMPLOYEE/EMPLOYER COMMUNICATION**

SMC/ADT believes open, two-way communication among its employees is important for good work relations. Feel free to discuss with your supervisor any problems that affect your work. Your supervisor and other administrative staff will help you resolve a work related problem as promptly and fairly as possible. Please refer to the Chain of Command for problem resolution.

## **YOUR SUGGESTIONS**

*SMC/ADT* is interested in any suggestions that will make your job easier and more efficient. We are constantly pursuing new methods for improving existing operations. If you have a suggestion, your supervisor or department head wants to hear it. All ideas will be carefully considered.

## **PROMOTION**

Whenever possible, vacant positions are filled by promoting qualified employees. Many things are considered in promotions including your work and attendance record, interests, attitude, years of service and ability to take on more advanced work.

## **EDUCATION BUDGETING**

*SMC/ADT* will budget for personnel to attend meetings/workshops each year. The amounts will vary according to the length, topics, and importance to our organization. Requests for workshop attendance should be submitted to the immediate supervisor for determination of appropriateness and written approval.

## **INTER-DEPARTMENT TRAINING**

In-service training is available in the form of classes, seminars, film presentations, meetings and individual instruction. Each job description will be assessed regularly. Each division of our company will have regularly scheduled staff meetings directed by the supervisor or director.

## **CONTINUING EDUCATION**

Attendance and reimbursement for any continuing education classes or seminars by an employee must be approved in writing by the employee's supervisor prior to courses attendances.

Any and all expenses, approved by *SMC/ADT*, incurred for employee educational training (including associated travel expenses) will be reimbursed to *SMC/ADT* at a prorated portion by the employee receiving such training if they leave *SMC/ADT's* employment within 12 months of said training. Employees are required to sign a commitment to this effect before he/she is allowed to attend any such educational meeting.

## **TUITION REIMBURSEMENT PROGRAM**

To receive benefits under the Tuition Reimbursement Program, an employee must meet the following criteria for eligibility:

- Employee must be full-time status and remain full-time during the course
- Employee must remain in good standing
- Employee must be actively employed
- Employee must have at least two years of continuous full-time service with *SMC/ADT*
- Course(s) must not interfere with existing job responsibilities and/or duties.

Eligible Courses – The requested course must be to either improve the employee's current work responsibilities or to further their career with *SMC/ADT*. Courses not related to current or potential work assignments will not be considered.

Reimbursement – Reimbursement will be 50% of the cost of the course and books, not to exceed \$250 per course. An eligible employee must receive written permission, prior to the first day of class, from their director to schedule the course and be approved for reimbursement. Upon course completion, the employee must submit proof of tuition payment (tuition fee bill), minus any grant money received, for the course and proof of course completion (report card) with at least a grade of "C" or better. Upon submitting the required documentation, the student will be directly reimbursed by *SMC/ADT*.

### TERMINATION CLASSIFICATIONS

Employment is based upon continuing mutual consent; either the employee or the employer is privileged to terminate employment at any time, with or without cause or notice. It is important for the employee's record that separation is brought about properly. There are four main termination classifications:

**Resignation:** An employee initiates termination and provides at least two weeks written notice to the supervisor. The requested two-week period allows the supervisor to make arrangements for replacement.

**Quitting:** An employee terminates employment without notice or with less than the requested two week's notice. An employee, who is absent for any amount of time from their position without notifying their supervisor, may be considered to have resigned without notice.

**Discharged:** An employee's termination is initiated by the employer. An employee who is terminated forfeits a favorable employment record and loses the opportunity for reemployment with the employer.

**Reduction in Workforce/Layoff:** Certain circumstances may make a reduction in work hours or layoff necessary. The employee will be notified by the supervisor as soon as possible if this occurs. The employee may contact us regarding the possibility of reassignment to another position or department, though reassignment cannot be guaranteed.

### FINAL PAYCHECK UPON SEPARATION

Final paychecks to employees upon separation will be subject to the following policies, payments, and deductions when applicable:

**Earned Wages:** All amounts due under the terms of employment are paid to an employee upon separation by the next regularly scheduled payday or within fifteen (15) days, whichever occurs first.

**Accrued Paid Time Off (PTO):** All amounts due will include payment of accrued, but unused time, if applicable.

**Sick Days:** Unused sick days will not be paid upon separation under any circumstances.

**Benefit Expenses:** Employee benefits are withheld from payroll twice per month. Upon separation, employees elected benefits remain in effect until the end of the month. Therefore, any amounts due to employer through the end of the month for benefit premiums or loans will be deducted from the final check to an employee upon separation.

**Education Expenses:** Any and all company approved education expenses incurred will be reimbursed to the company at a prorated portion by the employee receiving such training if separation occurs within 12 months of said completion. Education expenses include, but are not limited to Continuing Education and other tuition expenses. Employees are required to sign a commitment to the effect before he/she is allowed to attend any such educational courses. Any amounts due to employer for prorated reimbursement will be deducted from the final check to an employee upon separation.

**Other Expenses:** Any amounts due to employer for other expenses will be deducted from the final check to an employee upon separation. These expenses may include, but are not limited to cost of property not returned to company (cellular telephone, pager, laptop, equipment, etc.), cost of any personal expenses which may appear on a bill received by the company, or any other expenses incurred which the employee would normally be responsible for repaying to the company.

## **TERMINATION OF BENEFITS**

The employee's elected insurance coverage will remain in effect through midnight of the end of the month in which the employee terminates. Any premiums owed through the end of the month will be withheld from the employee's last paycheck.

Additionally, any voluntary insurance (i.e. Colonial) will become the sole responsibility of the employee. Any funding of this related voluntary insurance will cease upon employee's termination.

## **COBRA BENEFITS**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) was enacted to provide continued health coverage at group rates to individuals who lose coverage due to certain "qualifying events".

COBRA requires employers with 20 or more employees who have health insurance plans to offer either 18 or 36 months of continued health coverage to former employees and/or their family members who were covered under the employer's health plan on the date of a "qualifying event." Continued coverage is on an employee paid basis. Continuation privileges must be granted to benefits employees had while employed; these include medical, dental and prescription drug plans, but not life insurance and long-term disability insurance.

Qualified employees and their family members may elect 18 months of COBRA continuation coverage if they experience a "qualifying event." These "qualifying events" may either be voluntary or involuntary. Qualified family members (but not the employee) may elect 36 months of COBRA continuation coverage if they lose regular coverage because of:

- Death of the employee
- Divorce or separation of employee and spouse
- Employee becoming entitled to Medicare
- Dependent child ceasing to qualify as a covered dependent under the provisions of the plan

COBRA was implemented to make it possible for individuals to maintain affordable health coverage when they find they are no longer covered by their employer's plan.

## **EXIT INTERVIEW**

An exit interview may be scheduled for outgoing employees. The purpose of this interview may be to review information regarding eligibility for benefits, ensure all necessary forms are completed, to collect all company property that may be in the employee's possession (for example, credit cards, keys, etc) and/or to provide the employee an opportunity to discuss their job-related experiences.

## **REFERENCES AT TERMINATION**

No references will be given by telephone after employment is terminated. We will provide a written reference at the employee's request prior to the last day of employment.

## **REPORTING EMPLOYEE ADDRESS CHANGES**

Reporting address changes in a timely manner will shorten any delays in receiving checks, W-2's, employee benefit or any company wide documentation. The Payroll Department must be notified immediately of a current employee's change of address and any terminated employee's change of address through January 31<sup>st</sup> of the following calendar year.