

SECTION 1 - GENERAL EMPLOYMENT POLICIES/INFORMATION

EQUAL EMPLOYMENT OPPORTUNITY:

Menorah Life is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. Menorah Life prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. Menorah Life complies with the law regarding reasonable accommodation of handicapped and disabled employees.

Scope

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between Menorah Life and its employees, including:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working Conditions
- Wages and Salary Administration
- Employee benefits and application of policies

Responsibility

The management of Menorah Life will be responsible for the dissemination of this policy. Executives, Directors, supervisors are responsible for implementing equal employment practices within each department. Human Resources is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

It is the policy of Menorah Life to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Menorah Life will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. Menorah Life will make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job provided that any accommodations made do not impose an undue hardship on Menorah Life.

Any employees involved in discriminatory practices will be subject to termination.

AT-WILL EMPLOYMENT:

Your employment with Menorah Life is at-will. This means that neither you nor Menorah Life has entered into a contract regarding the duration of your employment. You are free to terminate your employment at any time, with or without reason. Similarly, Menorah Life has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at its discretion.

DRUG FREE WORKPLACE POLICY:

In the interest of residential safety and health, it is Menorah Life's policy to employ a work force free from use of illegal drugs and abuse of alcohol, either on or off the job. Any employee determined to be in violation of this policy is subject to disciplinary action, which may include termination for the first offense. It shall be a standard of conduct that employees shall not use illegal drugs or abuse alcohol. In order to maintain this standard, Menorah Life will establish and maintain a program summarized as follows:

1. Each new employee will be tested for illegal drugs as a condition of employment.
2. Employees will be tested after an on-the-job accident requiring medical treatment or lost time from work.
3. Employees will be tested upon reasonable suspicion based on job performance and/or behavior.
4. Employees will also undergo random testing.

A detailed policy, outlining the Drug-Free Workplace program will be maintained in the Human Resources Department for any employee to read.

EMPLOYMENT RESPONSIBILITY:

Employment of personnel is the responsibility of the Department Director with Administrative approval.

CONDITIONS OF EMPLOYMENT:

If an applicant is accepted for employment, he/she will be subject to the following conditions:

1. That he/she passes the communicable disease screening.
2. That his/her professional references meet Menorah Life's requirements and standards.
3. Influenza vaccination (or proof thereof).
4. That his/her Background Screening meets all state requirements for working in a long term care organization.
5. That he/she attends the general orientation.
6. That he/she properly complete, sign, and date the first section of the Immigration and Naturalization Service Form I-9. Applicants must provide documentation proving a legal basis for employment. Further, we are an E-Verify employer and provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.
7. Applicable licensure, certification, and/or registration requirements are met.

NEW EMPLOYEE ORIENTATION:

It is important that prior to beginning to work, each new employee become familiar with Menorah Life and his/her specific job. Prior to beginning work each new employee must participate in an orientation program. This program will be conducted in two parts:

Part One: The first part is a general orientation covering the philosophy of Menorah Life, non-technical aspects of the job, the employee benefits program, and all federal and state requirements for new employees.

Part Two: The second part of the orientation program is conducted by the employee's department and concentrates on specific information concerning the employee's job.

EMPLOYEE COMMUNICABLE DISEASE SCREENING:

For the protection of the new employee and the general safety and health of Residents and other employees, all new employees must be free from communicable disease which would interfere with the implementation of their assigned duties. After a job offer has been extended and before beginning work, the applicant must undergo a communicable disease screening which shall include a PPD test or chest x-ray.

The screening is performed by an Employee Health Nurse at Menorah Life's expense.

ANNUAL SCREENING:

Every employee is required to have an annual Communicable Disease Screening which includes a PPD test or chest x-ray. It is each employee's responsibility to report for his/her screening when it is scheduled. If you are unable to keep the scheduled time, prior approval must be given by your Department Director or disciplinary action will be taken. Please note!! Any annual merit increase due the employee will not be put into effect until the screening is complete.

All screening results are reviewed by Menorah Life's Medical Director. All medical information is maintained in a separate file to ensure privacy. Every applicant and employee must understand that the employment and annual screenings are brief and should not be considered a substitute for the more comprehensive physical examination performed by their own private physician.

INFLUENZA VACCINATION:

All employees, contract staff, and volunteers associated with Menorah Life or any of its affiliates are required to be vaccinated for the influenza virus on an annual basis or decline only if they present a documented medical contraindication to the influenza vaccine as defined by the United States Centers for Disease Control and Prevention (CDC). CDC defines a contraindication as a condition in a vaccine recipient that increases the risk for a serious adverse reaction. Individuals choosing not to accept the influenza vaccination for reasons other than a documented medical contraindication will not be permitted to work or volunteer at Menorah Life.

INTRODUCTORY PERIOD AFTER HIRE:

All employees are hired on an introductory period of 90 days (six months for management). During this period the employee has an opportunity to become familiar with his/her job and at the same time the Supervisor will be able to evaluate the employee's performance.

During the Introductory period an employee may be immediately released from employment if work, attendance or attitude is not satisfactory in any manner.

Upon completion of the Introductory period, the Supervisor will make a written evaluation of the employee's job performance and will discuss the evaluation with the employee.

At the end of the Introductory period, if the employee's work performance, attendance and attitude are satisfactory, the employee will be placed in the status for which he/she was hired. Menorah Life, however, reserves the right to terminate any employee during or after the Introductory period pursuant to its at-will policy and consistent with applicable law.

INTRODUCTORY PERIOD FOLLOWING TRANSFER/PROMOTION/DEMOTION:

Employees changing jobs due to transfer, promotion or demotion will be placed in a new introductory period for 90 days to evaluate their performance in their new positions.

At the end of the introductory period following transfer, promotion or demotion, the Supervisor will make a written evaluation of the employee's performance. If the employee does not perform satisfactorily during this appraisal period, the employee will be terminated if other arrangements cannot be made.

RELATIVES OF EMPLOYEES:

Relatives of employees may apply for positions at Menorah Life. However, if you and members of your family are employed by Menorah Life, you may not work in the same department unless working on a different shift.

PERSONAL RELATIONSHIPS:

Should two employees who work together or supervise each other enter into a personal, non-work related relationship, one or both employees may have to be transferred or subject to other personnel action. In addition, employees are prohibited from entering into any personal or business relationships with residents or family members outside of their professional employment status with Menorah Life.

JOB DESCRIPTIONS:

Each new employee will be provided with a copy of his/her job description which outlines the duties the employee is expected to perform. Employees changing jobs due to transfer, promotion, or demotion will also be provided a copy of their new Job Description. Menorah Life reserves the right to change content of a job description at any time.

EMPLOYMENT CLASSIFICATION:

Each employee is designated as either non-exempt or exempt from federal and state wage and hour laws relative to the payment of overtime. Non-exempt employees are paid an hourly wage and are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws. Exempt employees are primarily in management in professional and administrative positions.

Following a successful introductory period, employees will be classified into one of the following categories:

- A. Regular Full Time Employee: An employee who works between thirty (30) and forty (40) hours weekly.
- B. Regular Part-Time Employee: An employee who is normally scheduled to work between twenty (20) and twenty nine (29) hours in a one week period.
- C. Regular salaried: An employee who is compensated for a professional, management, or administrative position (as defined by Federal Regulations) or special assignment according to job responsibilities, i.e. salary not based directly on hours worked.

- D. Part-Time: An employee who works less than twenty (20) hours in a one week period and who receives only those benefits required by law.
- E. Weekend Employee: An employee who commits to working a weekend only schedule. This employee may choose to receive a higher rate of pay and no benefits.
- F. PRN/Pool: An employee who works on an as needed - as available basis (agrees to work one (1) weekend shift per month) and has no regular schedule.

HOURS OF WORK:

Menorah Life provides Resident care and services 24 hours per day, 7 days a week. Due to the nature of our service, Menorah Life is required to have adequate staff at all times. For this reason, evening and night shifts as well as holidays are scheduled.

All employees are expected to work their assigned schedule. Employees are expected to assume their fair share of evenings, weekends and holidays. Employees should not be in the building at times when they do not have official work related business.

PERFORMANCE EVALUATION AND REVIEW:

- A. New Employee Introductory Period Evaluation: Following the 90 day introductory period, a performance appraisal will be completed by the new employee's immediate Supervisor or Department Director.
- B. Annual Evaluation: The job performance of each employee will be assessed annually by the employee's immediate Supervisor and reviewed by the Department Director or other person in management. Employees may be eligible for a merit increase at their annual evaluation. The amount of increase is subject to approval of Administration.
- C. Employees receiving a Suspension during their performance evaluation year are not eligible for a merit increase.
- D. Other Reviews: Performance appraisals are also required when employees complete the introductory period following promotion, demotion, or transfer and then annually from that date.

Performance evaluations are based upon many job related factors, including quantity and quality of work, knowledge of the job, initiative, attitude, attendance and personal conduct. The Supervisor's review with the employee will be a frank review of the employee's work performance. The Employee is encouraged to ask questions and submit recommendations. Two way communication is essential for the success of the performance appraisal process.

Performance evaluation results are considered when determining salary increases, promotions and/or transfers. Upon completion of the performance review meeting, the employee will be asked to sign the evaluation indicating that he/she is aware of its comments.

Employees do not have to wait until formal appraisal time to discuss their performance. If you have any questions, at any time, about how you are doing, or what you can do to improve your performance, please ask your Supervisor to meet with you in private. They will always try to help you in every way possible. You also may speak with others in management.

EMPLOYEES SUBJECT TO LICENSURE:

By state law, many positions require licensure, certification or registration. Employees in these positions must provide proof of current status to his/her Department Director or Supervisor and to Human Resources prior to starting work.

The employee is responsible for ensuring that licenses, certification or registrations are renewed in accordance with applicable laws and regulations. Renewal documents shall be presented to the Department Director for verification. Copies of renewal documents will be forwarded to Human Resources for filing in the employee's personnel record. Failure to provide Human Resources with a copy of appropriate licensure timely will result in a Suspension without pay. If an employee does not provide a copy of his or her certification/license within 14 calendar days of the licensure/certification expiration date, his or her employment will be terminated.

EMPLOYEE IDENTIFICATION:

Name tags must be worn while on premises. It is very important that our residents, visitors, Supervisors and fellow employees be able to identify each one of us as an employee. The first name tag is issued free. A payroll deduction of ten dollars (\$10.00) will be made for replacement of lost name tags.

PERSONNEL RECORDS AND CHANGES IN PERSONAL INFORMATION:

An employment file is maintained for each employee. It is very important that each employee inform Human Resources whenever there is a change in address or telephone number; marital status; change of name; change of number of dependents for tax purposes; insurance for beneficiary changes and the person to notify in an emergency. All personnel records are the property of Menorah Life and are considered personal and confidential to ensure that each employee's right to privacy is protected. Copies of personnel records cannot be reproduced without approval of the Chief Executive Officer. If an employee wishes to see his/her personnel record, he/she should make the necessary arrangements with Human Resources.

WASTE:

Employees should treat Menorah Life's property and supplies as carefully as they would their own personal property. Wasted time, material and supplies increase our operating costs which mean higher charges to Residents and less money available for employee benefits and salaries.

MAINTENANCE OF EQUIPMENT:

All Menorah Life employees are responsible to see that equipment is handled safely, with care, and kept in good working order and in its proper place. Employees who find that equipment is missing, damaged or defective should immediately call it to the attention of Supervisors or others in management.

MEALS AND WORK BREAKS:

MEALS:

The employee dining room has been provided as a benefit for employees to enjoy their meal and break time.

Full-time employees will be allowed a 30 minute unpaid meal period for lunch or supper meal.

WORK BREAKS:

Workload and staffing permitting, as determined by the Supervisor, employees are allowed two ten minute paid breaks daily. The ten minutes refers to the total time away from the work area. The time for work breaks cannot be accumulated and added to the lunch break or total hours worked. Break periods must be spent in the building since employees must be available in case of emergency. Meal periods and break periods are the only time smoking or cell phones are allowed.

PARKING:

Parking is available for employees in designated areas (see your Supervisor). Employees must park in the designated areas or risk having their cars towed away.

EMPLOYEE ENTRANCE AND ENTERING MENORAH LIFE:

All personnel shall enter and exit through a designated entrance. Marion and Bernard L. Samson and Toby Weinman employees enter and exit through the front door. A security guard may be on duty during the evening and night shift for your protection and assistance.

ACCOMMODATION FOR LACTATING MOTHERS:

For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. Menorah Life has designated the room located at the employee health clinic for this purpose. A small refrigerator reserved for the specific storage of breast milk is available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering.

Nursing mothers wishing to use this room must request/reserve the room by contacting Human Resources at 727-302-3794. Additional rules for use of the room and refrigerator storage are posted in the room. Employees who work offsite or in other locations will be accommodated with a private area as necessary. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

SECTION 2 - STANDARDS OF CONDUCT

ABSENTEEISM AND TARDINESS:

Every employee has an important role in the continual operation of our buildings. Therefore, it is very important that each employee be punctual and dependable. Absenteeism and tardiness not only create strain and ill feelings among fellow workers, they also greatly affect the service to the Residents. For these reasons, excessive absenteeism and tardiness (lateness) will not be tolerated. Absences and tardiness must be reported as follows:

1. It is your responsibility to personally call your direct Supervisor or Department Director giving as much notice as possible, but at least two hours. Call as soon as you know you will not be able to work or will be late.
2. Do not just give a message to whoever answers the phone: Be sure you speak with your Supervisor. If your Supervisor or Department Director is not available when you call, speak with the Supervisor on duty, then call back and speak directly with your own Supervisor.
3. If you are going to be off work for more than one day, you must call your Supervisor daily.
4. On the day you report back to work, you may, depending on instructions from your Supervisor, be required to bring a physician's statement stating:
 1. Reason for absence.
 2. Duration of illness.
 3. Date released to return to work.
5. At no time should you assume that your Supervisor knows that you are not coming in or that you will be late, nor should you have another person relay a message.

If the above procedures are not followed, no PTO benefits will be paid. Employees with excessive absences or tardiness (absences greater than one incident every other month and tardiness in excess of two per month) will be subject to disciplinary action up to and including termination.

ABSENCES FROM THE WORK AREA:

When an employee finds it necessary to leave the department, the employee must notify his/her Supervisor and receive approval.

ILLNESS WHILE ON DUTY:

Employees who become ill while on duty should inform their Supervisor, who will determine the proper course of action. If the Supervisor determines that the employee should not remain on duty, the employee should immediately leave the work area and:

1. Go home for rest or treatment.
2. Seek the assistance of a private physician.
3. Seek assistance at a medical clinic or hospital.

Our employee health nurse is not able to provide personal health care services for employees due to the requirements of the nurse practice act.

GRATUITIES:

Under no circumstances may an employee accept a gratuity, tip or gift from a Resident, Resident's friend or family, or vendor. Acceptance of a gratuity, tip or gift is grounds for immediate dismissal.

PERSONAL APPEARANCE AND UNIFORMS:

Personal appearance is an important aspect of providing professional care. All employees are expected to keep themselves neat, clean, and well-groomed at all times. The appearance of employees is also an important part of public relations. To Residents and visitors, employees represent Menorah Life. Employees are expected to use good taste in selecting the clothes they wear on the job, avoiding extreme styles. Modesty should guide choice of skirt length and style of neckline. Hair styles of employees are expected to be conservative, in good taste, clean and well kept. Open toed and/or open heeled shoes should not be worn in the following departments: nursing; physical therapy; dietary; and environmental services. Please check with your department for its dress code. (*Nurse's clogs are an exception to this requirement) Flip flops are not allowed in any department (see your orientation folder for the entire policy).

If you are required to wear a uniform it will be your responsibility to be certain your attire is neat and clean daily.

SMOKING:

Menorah Life, Inc. is a smoke-free facility. Smoking is not permitted on our campus. Smokers may smoke only off campus during meal periods.

SOLICITATION:

In order to prevent disruptions in the efficient operation of Menorah Life, interference with patient care, employees' work and inconvenience to our patients and their visitors, the following rules will apply to solicitation and distribution of literature on Menorah Life's property.

Employees may not solicit for any purpose during working time or in "patient care areas" during non-working time. Employees may not distribute literature for any purpose during working time or in areas where employees perform work or in "patient care areas" during non-working time. Distribution of literature includes the circulation or passing of any petition or notices or other printed material for retention by employees. Solicitation for any reason must be authorized by the Chief Executive Officer who will approve only in writing.

“WORKING TIME” includes the working time of both the employees doing the solicitation or distribution and the employees to whom it is directed. Working time does not include meal periods, coffee breaks or other breaks from work. “Working Areas” include all patient care areas, patient’s rooms, hallways, elevators, corridors, labs, and other areas where employees perform patient care activities. “Patient care areas” include patient’s rooms, therapy rooms and any other space where patients receive treatment.

CELL PHONE USAGE:

Employees must limit usage of cell phones/electronic devices to breaks and meal periods. Employees may only use cell phones in private space away from residents and common work areas. Receiving and placing personal calls, texts, and other electronic device usage is disruptive to others and interferes with staff’s ability to ensure delivery of quality resident care and services to residents, family members, and visitors. Employees who violate this policy will be subject to disciplinary action up to and including termination of employment.

WEAPONS AND EXPLOSIVES:

Employees are prohibited from displaying, carrying or using firearms or other weapons or explosives or dangerous items anywhere inside Menorah Life’s facilities. Employees violating this policy will be terminated.

ETHICAL CONSIDERATIONS:

In order to prevent a conflict of interest employees may not establish personal or business relationships with the residents or residents’ family members.

PERSONAL BUSINESS:

Employees may not conduct personal business during their work time. If a salesman, relative, friend, collector or other business representative wishes to see or speak with you, request that this be done at your home. Employees are not permitted to conduct or utilize Menorah Life’s equipment, including telephones, for private business. Cell phones and other electronic devices may only be used during lunch and personal break periods.

PERSONAL MAIL:

Employees may not have their personal mail sent to Menorah Life.

PERSONAL TELEPHONE CALLS AND VISITORS:

Personal telephone calls will normally not be routed to employees on duty. Only calls of an emergency nature will be referred through the department supervisor. Friends and relatives are not permitted to call or visit employees during working hours. In cases of emergency, the employee will be called to the lobby. Employees may use personal cell phones only in designated employee break areas during breaks and meal times.

COMPUTERS, ELECTRONIC MAIL, AND VOICE MAIL USAGE:

Menorah Life makes every effort to provide the best available technology to those performing services for Menorah Life. In this regard, Menorah Life has installed, at substantial expense, equipment such as computers, electronic mail, voice mail, pagers and telephones. This policy is to advise those who use our business equipment on the subject of access to and disclosure of computer-stored information, voice mail messages and electronic mail messages created, sent or received by Menorah Life employees with the use of Menorah Life’s equipment.

This policy also sets forth policies on the proper use of the computer, voice mail, electronic mail, pagers, and telephone systems provided by Menorah Life.

Menorah Life property, including computers, electronic mail, voice mail, pagers and telephones should only be used during work hours for conducting Menorah Life business unless authorized by the Chief Executive Officer.

Information and messages stored in these systems will be treated no differently from other business-related information and messages as described below.

The use of the electronic mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations. Further, the electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability. In addition, the electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

Although Menorah Life provides certain codes to restrict access to computers, voice mail and electronic mail to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended for business use, and all computer information, voice mail and electronic mail messages are to be considered as Menorah Life records and therefore the property of Menorah Life and all its entities.

SOCIAL MEDIA:

Menorah Life, Inc. recognizes that employees are involved in social networking and blogging as related to their personal activities on their own time. It is, however, the right and duty of Menorah Life to protect itself from unauthorized disclosure of information, as well as to uphold its reputation and public image.

Employees are prohibited from the following:

- * "Friending" or otherwise engaging residents or families on social media;
- * Taking unauthorized photos, videos, or audio recordings of residents, resident living areas, or resident belongings;
- * Transmitting any electronic media image or recording of a resident, resident living areas, or resident belongings;

Furthermore, employees recognize that:

- * During parties and events, photographs, videos and any other recordings should be taken by approved Menorah Life employees, as appointed by Administration.
- * Any privacy or confidentiality breach must be immediately reported to Administration or Human Resources.
- * If contacted by the media or press about their post that related to Menorah Life business, employees are required to refer them to Administration.

that call for electronically-stored evidence. Therefore, Menorah Life must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. Because Menorah Life reserves the right to obtain access to all voice mail and electronic mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that Menorah Life or its designated representatives will not have a need to access and review this information. Individuals using Menorah Life's business equipment should also have no expectation that any information stored on their computer, whether the information is contained on a computer hard drive, computer disks or in any other manner will be private.

Menorah Life has the right to, but does not regularly monitor voice mail, electronic mail, paging and telephone messages. Menorah Life will, however, inspect the contents of computers, voice mail, electronic mail, and other communication devices in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means.

The contents of computers, voice mail, and electronic mail and other electronic devices properly obtained for some legitimate business purpose, may be disclosed by Menorah Life if necessary within or outside of Menorah Life.

Given Menorah Life's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient.

Menorah Life's management will review any request for access to the contents of an individual's computer, voice mail, electronic mail, pagers, or telephones prior to access being made without the individual's consent. In addition, the Director of Health Information will be responsible to review any request for resident information prior to the release of that information.

Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including termination.

RESIDENTS' PERSONAL TELEPHONES:

Under no circumstances may an employee use a Resident's personal telephone. Any employee violating this policy may be immediately terminated.

TELEPHONE ETIQUETTE:

When answering the telephone, give your department and name. Communication which is clear and courteous will be regarded as the proper way to talk on the telephone. Put a smile in your voice! If there is uncertainty as to the correct answers to the caller's questions, get his/her name and number and call back promptly with an answer.

PERSONAL PACKAGES:

Employees should not bring personal packages into the working area without specific written permission from their Supervisors. Since Menorah Life reserves the right to inspect personal packages taken out of Menorah Life, this policy will help to eliminate delays and embarrassment.

NO ACCESS POLICY:

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Employees are not permitted access to interior working areas of the facility when they are not working. Employees are expected to remain in non-work areas prior to the beginning or following the conclusion of their shifts.

GAMBLING:

Gambling of any type on Menorah Life's premises is prohibited.

HARASSMENT:

Menorah Life is committed to maintaining a work environment that is free of discrimination and, accordingly, we will not tolerate harassment of employees by any individual.

Harassment consists of unwelcome conduct, whether verbal or physical that is based upon an individual's protected status such as gender, race, religion, national origin, age or disability, or any other protected group status. Menorah Life will not tolerate harassment based on the protected categories listed above that affects tangible job benefits or that interferes unreasonably with an individual's work performance or that creates an intimidating, hostile or offensive working environment.

This policy clearly prohibits sexual harassment. Unwelcome sexual advances, requests for sexual favors and other physical, verbal or other conduct based on sex constitute sexual harassment when:

1. Submission to the conduct is an explicit or implicit term or condition of employment;
2. Submission to or rejection of the conduct is used as the basis for an employment decision; or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include sexual propositions, sexual innuendo, suggestive comments, sexually oriented kidding or teasing, jokes, gestures, display of visual or printed materials, such as calendars and pictures, and any physical conduct such as patting, pinching, or brushing against another's body and sexually oriented language.

We encourage employees not to tolerate behavior that may become harassment. Instead, the first time unwelcome behavior occurs, the employee should ask that the behavior stop. In the case of extreme behavior or, if an employee does not feel able to address the behavior a referral should be made to the Director of Human Resources who will address the issue before it gets to the level of harassment.

If you believe that you have experienced or witnessed harassment you are to immediately notify the Director of Human Resources at 345-2775, or the Chief Executive Officer of Menorah Life. Menorah Life prohibits retaliation against anyone for reporting sexual harassment, for making a complaint of harassment or, for cooperating in a harassment investigation.

investigation will be conducted in a confidential manner, to the extent possible. Any individual found to have violated this policy and to have engaged in harassment will be subject to disciplinary action up to and including termination.

POLITICAL AND SOCIAL ACTIVITIES:

Employees are encouraged to participate actively in political and social affairs. However, such personal activities may not be conducted on Menorah Life's premises or during working hours.

Also, employees must not identify themselves as representatives of Menorah Life in any type of personal political activity. Personal social activities of employees, including off duty employees, should not be conducted in working areas.

RELIGIOUS PRACTICES:

Menorah Life exists in order to provide a Jewish home for the elderly. Employees have a professional obligation to respect Menorah Life's Jewish practices and to help maintain a Jewish environment. The following are examples of how this is done:

All food prepared or consumed in the building must be Kosher. Any food purchased or prepared outside the building may only be stored and/or consumed in the employee dining room or on the employee patio. Please see your Department Director with questions about what practices are permitted.

The Jewish Sabbath is celebrated Friday evening and all day Saturday. This is a quiet time during which only work essential to Resident care and comfort is performed. Your Department Director can give you details.

Jewish religious holidays are observed. Your work may be affected but many holidays do not affect our routine at all. All employees should be aware of the holidays and what is required. Jewish cultural and social activities are provided for residents. Please see your Department Director for additional details.

In-service training will be provided to help you understand these practices. It is not necessary for employees to become expert, but you should be sensitive to Menorah Life's special environment and act accordingly.

FOOD AND DRINK AT WORK AREA:

Food and drink are not to be consumed in the work area. Employees may eat their meals in the employee dining room or on the outdoor patio. Employees are not permitted to eat the refreshments or food provided for the Residents. This includes food in the dining room, kitchens or on the nursing unit.

PROPERTY CONTROL:

Protection of the rights and property of Residents, employees, visitors and Menorah Life is a primary responsibility of all employees.

Any employee who is shown to have consumed or improperly removed the property of Menorah Life, any Resident employee or visitor without authorization by Administration may be terminated, without exception. Criminal prosecution of each case will be actively considered.

purses should be left in your locker or assigned area. Lockers must be locked with a key type lock and removed at the end of each shift. Employees should have no expectation of privacy as it relates to Menorah Life property.

Menorah Life reserves the right to inspect packages coming in or going out of the building or lockers at any time.

Personal property must never be stored in a resident's room. Failure to comply with this requirement will result in disciplinary action up to and including termination.

CONFIDENTIAL INFORMATION:

In the process of performing one's work, it is possible to read or hear information regarding Residents, Menorah Life and others which must be considered confidential. Menorah Life follows all Federal HIPAA (Health Insurance Portability & Accountability Act) regulations regarding the confidentiality of resident information. Do not discuss resident information except as it applies to your job. Even casual conversation with other employees may be overheard and thereby violates the right of privacy of others. These are legal and professional concerns that require compliance. Be particularly careful about your conversations in elevators, dining rooms and other public places.

At times Residents and their families seek advice. Please always refer them to the appropriate nurse, social worker, other professional or management person. Violation of this policy will result in disciplinary action up to and including termination.

PRIDE IN YOUR WORK AREAS:

All employees should take pride in their work areas and common areas throughout Menorah Life. Keep your area clean and equipment and tools in their proper place. As you walk the halls, stairways, elevators, lobbies, etc., pick up paper and other litter that may be on the floor. Remember, this is your home while you are at work, and it is the home of the Residents at all times.

COURTESY:

Please be courteous at all times to all people. The public, employees, visitors and Residents should be shown every courtesy in word and deed. An abrupt manner of speaking either in person-to-person communication or over the telephone is simply not the mark of a professional. Any act of kindness we may render enhances public relations. Always address the Resident in a respectful manner. Remember, you represent Menorah Life!

RULES OF CONDUCT:

Menorah Life expects employees to adhere to the highest standards of conduct at all times in dealing with residents, families of residents, other visitors, employees, and supervisors/management. Menorah Life reserves the right to discipline or discharge anyone for violation of its rules. As an employee at-will, you may be terminated at any time and for any reason, subject to the law.

Menorah Life recognizes that each disciplinary situation is unique. Therefore, Menorah Life retains the right to treat each incident on an individual basis at its discretion.

In considering the discipline to be utilized in a particular case, Menorah Life will consider the severity of the event, the cost involved to Menorah Life, the interval between violations of a similar nature by the same employee, other violations, the employee’s length of service, and make a decision based upon the legitimate business needs of Menorah Life in the sole discretion of its management and impact on the efficient operations of the organization.

Menorah Life:

- 1. Documented Counseling
- 2. Written Warning
- 3. Suspension
- 4. Demotion (if applicable)
- 5. Combination of the above
- 6. Termination

In order to give employees a general idea of the forms of conduct that may subject them to discipline, up to and including discharge, the following are listed as examples of the most serious offenses which might subject an employee to immediate termination. Of course, these examples are not all-inclusive, and Menorah Life retains the right to discipline and/or discharge any employee for any reason it believes is detrimental to or not supportive of the effective and efficient operation of Menorah Life.

- < Theft of property belonging to residents, employees or Menorah Life.
- < Deliberate destruction, abuse, damage, or defacing of residents or employee’s property or Menorah Life’s property, supplies, tools or equipment.
- < Unauthorized use of property belonging to Menorah Life, residents or employees, including use of resident’s personal telephone.
- < Falsification of any Menorah Life reports or records, including time cards and employment applications, financial records and medical records.

- < The presence, possession, sale, purchase (this includes attempts), use of alcohol or illegal

drugs on Menorah Life premises or reporting to work under the influence of these substances.

- < Committing any act of violence or threatening any act of violence against residents, employees, supervisors, or the general public.
- < Abuse, neglect or exploitation of a resident.
- < Fighting or provoking a fight on Menorah Life property or otherwise creating, encouraging or participating in any disorders or violence which interferes with and/or disrupts resident care or any services provided by Menorah Life.
- < Misconduct which violates common decency or ethics, including abusive, insulting, threatening, offensive or harassing language or conduct toward residents, employees, supervisors or the general public.
- < Possession of firearms, explosives or other dangerous weapons on Menorah Life premises.
- < Unauthorized duplication of or use of keys or any other devices for locking or securing Menorah Life's property or premises.
- < Excessive absenteeism and/or tardiness.
- < Failure to report to work without bonafide reasons or without prior notice or leaving work without authorization.
- < Deliberately causing spoilage of work, damage to property, wasting of materials or restricting work.
- < Accepting a gratuity, tip or gift from a resident, resident's family or vendor and engaging in any other action considered to be a conflict of interest.
- < Other unacceptable conduct, as determined by Menorah Life.
- < Intentionally and without proper authorization, using or taking possession of a prescription medication from Menorah Life supplies, Residents, or through the use of Menorah Life prescription, ordering, or dispensing systems.

SECTION 4 - WAGE AND SALARY ADMINISTRATION

SALARIES AND WAGES:

Menorah Life makes every effort to see that salary and wage rates are competitive with wages paid to employees holding similar positions requiring like standards of education, training, experience, skill and responsibility. On this basis, the prevailing salary scale and wage range for every position or job has been established.

BASIS OF WAGE INCREASES AND PROMOTIONS:

Promotions and pay increases are based, in general, on performance, attendance, attitude, initiative and ability, with length of service being a factor.

There are no automatic pay increases based upon length of service alone.

PAY PERIODS AND PAYDAY:

Employees are paid by check every week. Each pay period begins on Sunday and closes a week later on Saturday at midnight. Paychecks are issued the Friday following the end of the pay period. Direct deposit for paychecks is available for all regular employees.

DISTRIBUTION OF PAYCHECKS:

Employees should make every effort to pick up their paychecks in person. If this is not possible, please make advance arrangements with Supervisors. Checks will not be released to any third party without written authorization and a picture I.D.

TIME CLOCKS:

Employees are required to clock in or out no more than seven (7) minutes before they are scheduled to report for work or after the end of the shift, unless specifically authorized by their Department Directors or Supervisors. Our expectation is that an employee clocks in by the start of their shift and clocks out when the shift ends. Employees may never work unless they are clocked into the time clock system. Clocking in more than 7 minutes late will result in your pay being docked and will be considered when assessing attendance. Clocking in more than seven minutes early may result in overtime and requires supervisory approval. Repeated failure to clock in and out will result in disciplinary action.

OVERTIME:

It is the policy of Menorah Life not to regularly schedule overtime. However, there are times when the operation of Menorah Life will require overtime. Your cooperation is requested in making yourself available for overtime whenever necessary. The basic work week consists of a 40 hour week in a seven day period.

Employees working over 40 hours will be paid at the rate of time and one half their regular rate of pay for the hours over 40. Non-productive time, (paid time off) is not included towards the overtime calculation.

All overtime requires prior authorization and approval by the Department Director. Failure to obtain approval for overtime will result in disciplinary action.

PAYROLL DEDUCTIONS:

Revised 3/2018

Several payroll deductions are required by law. These include Federal Withholding Tax and Social Security (FICA). These deductions are shown on the pay stub. Employees may also authorize other deductions including Group Health Insurance, Dental Insurance, checking/savings deduction, and Tax Sheltered Annuity deduction.

PAY ADVANCES:

It is the policy of Menorah Life not to give payroll advances. The only exception will be in the case of extreme hardship. The extreme hardship must be established and the advance approved by the Administrator or Chief Executive Officer.

PAY COMPLAINT PROCEDURES:

Employees who believe their pay has been improperly paid should contact the Director of Human Resources immediately to request an investigation. The employee will be asked to specify in writing, the circumstances of the error and whether it has occurred on other occasions. A review of pay records and interview with your supervisor or manager will be conducted to determine if a pay correction is necessary. The resolution will be documented (including confirmation on the part of the employee that the situation has been resolved) and placed with the employee's pay records.

INCOME TAX STATEMENTS:

By January 31st, W-2's (Wage and Tax Statements) for the prior calendar year will be distributed to employees.

The statements will also be mailed out to the last known address of former employees.

WAGE GARNISHMENTS:

Menorah Life and all employers are required by law to deduct certain garnishments and legal salary attachments from employee paychecks. All employees are expected to keep their financial affairs in order to prevent salary attachments.

DISTRIBUTION OF TERMINAL PAYCHECKS:

Final paychecks will be mailed to employees using the address on file with the Payroll Department.

JURY DUTY PAY: See Employee Benefits.

SOCIAL SECURITY:

Social Security taxes are deducted from employee paychecks as required by law. Menorah Life matches your deductions dollar for dollar.

SHIFT DIFFERENTIALS:

Some positions assigned to weekends only, 3-11 and 11-7 shifts are paid a shift differential. This is discussed with employees filling these positions during the hiring process.

EFFECTIVE DATE OF SALARY INCREASES:

Salary increases, and other salary adjustments, will be effective on the first day of the pay period.

SECTION 5 - EMPLOYEE BENEFITS

The following is a list of employment benefits available to Menorah Life employees based on job category. Please see individual descriptions in this handbook or get more details from Human Resources.

Benefits

Health Insurance
Life Insurance
Dental Insurance
Vision Insurance
Retirement
Direct Deposit
Paid Time Off (PTO) for:
Holidays, Sick Days, Vacation
Cash Payment for Unused PTO Days
Tuition Reimbursement
Bereavement Time
Employee Referral Program
Parking
Social Security
Worker's Compensation Insurance
Discount Programs
Employee of the Month and Year Incentive

PAID TIME OFF (PTO):

Employees in a regular position of 20 or more hours each week (excluding pool and most weekend employees) are entitled to participate in our PTO program (Paid Time Off). This program allows our employees to accumulate hours towards time off for a variety of reasons that include: holidays, sick time, personal time, and vacation. General guidelines require employees to be employed for a period of time prior to using accumulated hours. See the entire policy in your orientation packet for details.

PTO DONATION/EXCHANGE:

Menorah Life, Inc. recognizes that employees may, at times, experience a situation which results in the exhaustion of their Paid Time Off (PTO) hours due to a "medical emergency". Accordingly, Menorah Life has established a Policy that allows employees to donate PTO to other employees who have exhausted their PTO and who meet certain guidelines. Please contact Human Resources for a copy of the policy and further details.

GROUP HEALTH INSURANCE:

All employees hired into a regular position of 30 or more hours per week are eligible to participate in the Group Health Insurance Program.

Menorah Life assumes a large portion of the cost of this program for eligible employees. Employees who desire to have dependent coverage for their spouse or dependents shall bear the expense for family coverage. Employees will pay for this coverage by payroll deduction. A description of the current programs is available online and will also be maintained by Human Resources where it is available to all employees.

The effective date of coverage is the first day of the month following completion of 60 days of employment or transfer to a regular position of 30 or more hours per week. Employees must enroll in the program or decline participation through a computer enrollment program annually.

LIFE INSURANCE, ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE:

All employees hired into a position of 30 or more hours per week are eligible for Life Insurance benefits equal to their annual salary. The insurance also provides coverage for accidental death and dismemberment. Menorah Life pays the entire cost for this coverage. The effective date of coverage, after enrollment, is the first day of the month following completion of the 90 day introductory period or the first day of the month following 90 days in a benefit eligible position.

DENTAL INSURANCE:

All full-time regular (30 hours or more) employees are eligible to enroll in the Dental Insurance Program. The cost varies. The effective date of coverage is the first day of the month following completion of 60 days of employment or transfer to a benefit eligible position. Employees must enroll in the program in order for coverage to become effective.

VISION INSURANCE:

All full-time regular (30 hours or more) employees are eligible to enroll in the Vision Insurance Program. The cost varies. The effective date of coverage is the first day of the month following completion of 60 days of employment or transfer to a benefit eligible position. Employees must enroll in the program in order for coverage to become effective.

SUPPLEMENTAL INSURANCE PROGRAMS:

All employees hired or transferred into a regular position of 30 or more hours a week will become eligible for participation in a supplemental insurance program that includes a variety of insurances such as: disability, accident and hospitalization insurance. Insurance costs are paid through payroll deduction and participation is voluntary. Employees may enroll during the first sixty days of employment/or transfer into a regular position of 30 or more hours a week. When an employee enrolls in this coverage it will become effective on the 1st of the month following 60 days of employment.

RETIREMENT PROGRAM:

Because Menorah Life is a not-for-profit charitable organization, all employees are eligible to enroll in the Tax Sheltered Annuity Program (TSA) under Federal Tax Section 403(b). Through this program, an employee may have a portion of his/her income withheld from his/her paycheck without paying Federal Income Tax. These funds can be used for certain savings, investment or retirement plans and are taxable only when withdrawn. Human Resources will maintain the information for this program. Employees may enroll upon completion of their 90 day introductory period with an effective date of the first day of the month following the introductory period.

REFERRAL BONUS

Menorah Life takes great pride in our recruitment and selection process - a process which resulted in you, our valued employee, joining our organization. Past history demonstrates that the best sources for candidates are often found through our existing employees. As a result, Menorah Life offers a Referral Bonus Program as part of our recruitment and selection process. See Human Resources for details on the referral process and bonus amounts.

HOLIDAYS:

Each employee shall receive time and one half their regular rate of pay when **required** to work on any of the following six holidays: (unless the holiday is part of the regular schedule of a "Weekend Only" employee).

1. New Year's Day *
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Christmas Day *

*Employees working New Year's Eve and Christmas Eve will also be paid holiday differential.

TUITION REIMBURSEMENT:

The development, motivation, knowledge and skill of our employees are vital to the continued success of Menorah Life and we encourage employees to undertake outside academic work to improve their skills and job performance. Accordingly, we will provide financial assistance to regular full time, and salaried employees after one year of employment. Complete details can be obtained from Human Resources.

BEREAVEMENT LEAVE:

Regular full-time benefit eligible employees having completed their 90-Day Introductory Period shall be granted a maximum of three (3) days off with pay, not to exceed their regular weekly hours, in order to arrange and attend the funeral of a member of their immediate family. The immediate family is defined as a spouse, child, parent, brother or sister.

IN-SERVICE EDUCATION:

Continuing Education programs are regularly scheduled. The programs will cover information to assist each employee to improve performance.

Certain continuing education programs are required by the government or Menorah Life for all employees. It is the responsibility of every employee to attend these mandatory programs. Failure to attend will result in disciplinary action. The many opportunities for continuing education will be listed on the employee bulletin board and in the employee newsletter.

Employees will receive credit for time spent in continuing education programs. If the time spent in mandatory in-service programs exceeds the regular 40 hour week, and if the employee is an hourly paid employee, the employee will be paid at time and one-half their regular rate of pay.

If an employee wishes to participate in a continuing education program outside our properties, he/she may be eligible to receive reimbursement for the seminar and paid time. The appropriate request form must be completed by the requesting employee and approved by management. Request forms are available from Department Directors.

LEAVES OF ABSENCE:

Under special circumstances, employees may request a leave of absence (LOA). Generally speaking, LOA's will fall into one of three categories, each having different rules involving approval from Administration.

- A. Military Leaves of Absence: Military leaves are granted in accordance with the regulations of the Military Selective Service Act. Orders from proper military authorities must accompany the request upon military service. Military leaves other than the usual two weeks annual training (general recall or other national/state emergency) will be administered in accordance with the Military Selective Service Act and FMLA regulations.

- B. The Family and Medical Leave Act: Menorah Life fully supports the Family and Medical Leave Act of 1993 and FMLA regulations. Generally, the FMLA (effective August 1993) makes available to eligible employees up to 12 weeks of unpaid leave per year under specified circumstances. Leave may be taken upon the birth of the employee's child; upon the placement of a child with the employee for adoption or foster care; when the employee is needed to care for a child, spouse or parent who has a serious health condition when the employee is the primary caretaker; when the employee is unable to perform the functions of his/her position because of a serious health condition; or when called away for Military Leave. Employees will be required to take any accumulated paid time off hours as part of the 12 weeks of leave.

Eligibility:

To be eligible for leave under the FMLA, an employee must have been employed for at least 12 months and must have worked at least 1,250 hours (an average of about 24 hours per week) during the 12 month period before leave may be requested.

Employment of Both Spouses: Should both spouses be employed by Menorah Life, they are limited to a total of 12 weeks of leave for the birth or adoption of a child or for the care of a sick parent.

Intermittent Leave:

An employee needing leave because of his/her own serious health condition or the serious health condition of a child or parent may, if medically necessary, take leave intermittently or on a reduced leave schedule that reduces the employee's usual number of hours per work week or per work day. Menorah Life will require medical certification to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse or parent.

Employee Notice:

When the need for leave is foreseeable based on planned medical treatment, the employee must provide reasonable prior notice, and make effort to schedule leave so as not to unduly disrupt the department's operations. Employees are required to provide 30 days' notice before the date the leave is to begin, except if the emergency/condition requires the leave to begin in less than 30 days, in which case the employee must provide such notice as is practicable.

Certification:

Menorah Life may require medical certification to support a request for a LOA for an employee's own serious health condition or to care for a seriously ill child, spouse or parent. Certification must include the date on which the serious health condition began, the probable duration, appropriate medical facts, a statement that the employee is needed for the care and an estimate of the time. For the employee's own medical leave, the certification must include a statement that the employee is unable to perform the functions of his/her position.

Rights during LOA:

Taking a LOA under the FMLA will not deprive the employee of any benefit accumulated before the leave, nor does it entitle the employee to any right or benefit other than that to which the employee would have been entitled had the employee not taken the leave.

Reporting Back After LOA:

Failure to report back to work following a LOA shall be considered a voluntary resignation. The employee must contact his/her Department Director 10 days prior to return from the LOA to confirm the date of return. Upon return from leave the employee will be restored to the same or an equivalent position with equivalent employee benefits, pay, and other terms and conditions of employment.

The above is a summary of the major highlights of the Family and Medical Leave Act of 1993. Menorah Life's approved Policy and Procedure covering the Act should be consulted for the complete details. The policy should be available upon request to your Department Director or Human Resources. Requests for LOA's must be made in writing to your Department Director. All LOA's must be approved by the Administrator.

PERSONAL LEAVES OF ABSENCE:

Other LOA's differ from the leave approved under the FMLA in that the employee is responsible for paying the complete health insurance premium, no benefits will accumulate and there is no definite commitment to reinstate the employee to a certain job. In such cases the return to duty shall be made to the most suitable opening and to as nearly similar conditions as possible. Personal leaves may be appropriate in those instances when an FMLA leave does not apply. A Personal Leave may be granted for a period not to exceed 6 weeks.

In some instances, an extended LOA (considered a Personal Leave) may be requested when the 12 weeks allowed under FMLA is not sufficient to cover the emergency/condition. This leave would begin after completion of the leave under FMLA regulations and would fall in the category of a personal leave.

All requests for a leave must be made in writing to the Department Director. All leaves must be approved by the Administrator. Decisions on leaves will be based upon the compelling need for the leave, the employee's record, and the current staffing needs of the facility. No more than one leave will be available in a 12 month period without special circumstance Federal Regulations for FMLA leave, compliance with regulatory requirements and authorization of the Administrator.

Before being allowed to return to active duty, all employees who have been placed on LOA due to illness, injury or physical condition (including pregnancy) must present a statement from a physician that they are capable of returning to work. Work restrictions will be considered in compliance with all Federal guidelines. Menorah Life reserves the right to have the employee examined for work clearance whenever there is a question raised as to the ability of the employee.

Failure to report back to work following a LOA shall be considered a voluntary resignation.

GROUP HEALTH INSURANCE DURING A LEAVE OF ABSENCE:

During FMLA taken by an eligible employee, Menorah Life will maintain Group Health Insurance by continuing to pay the employer's contribution. Employees must pay their portion of the premium, if applicable. During a Personal Leave the employee is responsible for paying the entire premium. In all cases, financial arrangements must be made with Payroll.

DISCOUNTS:

Employees of Menorah Life may participate in special programs offered by area tourist attractions and other businesses. Membership cards and other information are available in Human Resources.

JURY DUTY/PAY:

An employee who is required to serve jury duty will be provided time off with pay. The employee will be paid his/her regular rate of pay for the time spent on jury duty.

When an employee receives an official notice for jury duty, they must notify their supervisor immediately by providing a copy of the notice. Depending upon the needs of Menorah Life, management may request that the employee be excused from the jury duty.

GRIEVANCE PROCEDURE:

A grievance is a matter of personal concern or dissatisfaction to an employee. Without exception it is a fundamental policy of Menorah Life to treat all employees fairly. Good working relationships depend upon open communication between employees, Supervisors and Administration. To this end, any employee who feels or thinks he/she is being treated unfairly is entitled to be heard. Good relationships are easier to achieve in an atmosphere where problems and opinions can be openly discussed. To this end, a simple three step procedure has been set up to allow employees, on an individual basis, to bring their work related complaints to the attention of management.

- Step One: The employee discusses the problem with his/her Supervisor.
- Step Two: If the problem is not resolved by discussion with the Supervisor, the employee discusses the problem with the Department Director.
- Step Three: If the grievance is not resolved with the Department Director, the employee requests a meeting with the Administrator. The decision of the Administrator is final.

Once an employee has discussed his/her grievance with his/her Supervisor, the employee does not need the permission of the Supervisor to visit the Department Director or Administrator. The employee must put his/her grievance in writing. The Supervisor and Department Director must respond to the grievance within seven working days.

Filing a grievance will in no way affect an employee's job security.

JOB POSTING:

All new or vacant positions are available to current employees who have completed their 90 day introductory period. Menorah Life maintains a (Positions Available) listing on the main employee bulletin board. Employees wishing to apply for one of these positions may contact the appropriate Department Director to apply.

SERVICE AWARDS:

Menorah Life presents a Service Award each time an employee completes another five years of service. Awards are presented at different times each month.

EMPLOYEE OF THE MONTH AND EMPLOYEE OF THE YEAR:

Menorah Life recognizes its outstanding employees through its Employee of the Month and Employee of the Year program. Nominated individuals are reviewed by management and an employee of the month is selected. Annually, an employee of the year is selected from the previous twelve (12) employee of the month recipients. Honorees receive extra benefits, cash and/or other recognition.

SECTION 6 - SAFETY AND SECURITY

SAFETY:

All employees must always be on the alert for any condition that may be hazardous to the safety of residents, visitors and employees. Safety rules are for employee protection as well as for residents and visitors. Each employee can do his/her part by always being on the alert for unsafe conditions and by following the safety rules. Supervisors are responsible for informing their employees of the safety rules and precautions related to their jobs. All employees should report immediately to their Supervisor any condition believed to be unsafe or in need of corrective action. There is a Safety Committee staffed and operated by employees.

SECURITY:

Doors are locked in the evening for resident and employee security. Although Menorah Life has a security system, employees should report any suspicious acts, acts of apparent vandalism or theft, to their Department Director or Supervisor or the switchboard operator immediately. Menorah Life reserves the right to inspect packages, purses, containers, vehicles, equipment or other items taken to or from Menorah Life by employees, residents or visitors.

FIRE:

Fire is the greatest possible danger. Each employee is responsible for helping to prevent fire. Everyone must be continually on the alert as thoughtlessness and carelessness are the main causes of fire. Fire extinguishers are located throughout facility and their locations should be noted by each employee. Any employee discovering a fire is required to follow the procedure as outlined in the Menorah Life's Fire Procedure Manual. It is essential that each employee review his/her departmental fire plan. The emergency code for fire is "CODE RED". The all-clear code is "CODE RED, ALL CLEAR". All employees must attend fire safety in-service training programs.

DISASTER:

Menorah Life has a detailed Disaster Plan. All employees should become familiar with the Disaster Plan's contents. A copy is located on the common drive. The code for a disaster is "Code D".

RESIDENT ELOPEMENT:

Occasionally when a resident leaves the building without notifying employees we may use our emergency code to enlist help in looking for our resident. On those occasions you will hear an announcement. The operator will announce "Code Silver". Your department director will review your role in this situation with you during your department orientation.

HURRICANES (AND OTHER EMERGENCIES):

During times of emergency related to potential natural disasters such as (but not limited to) hurricanes or tornadoes, it is the responsibility of Menorah Life to ensure continued quality care to our residents regardless of weather conditions. Therefore, certain employees are designated as "essential staff" and must report to work as scheduled or directed unless informed otherwise. In some instances essential staff may be required to report to work outside their regular work schedule.

The policy of the Menorah Life regarding Hurricanes is:

1. Department Directors, Supervisors and essential staff must report to Menorah Life when there are Hurricane Warnings.
2. All other employees scheduled to work must report for their scheduled shift or earlier if requested and available.

Failure to report for a scheduled shift may result in disciplinary action up to and including termination. Please refer to Menorah Life's Disaster Manual for additional instructions.

The safety of our employees is a significant concern during an emergency. Therefore, Menorah Life extends an invitation to all employees and immediate (residing in within an employee's household) family members, to take shelter at the Nursing Center in the event of a hurricane.

ACCIDENTS TO VISITORS:

If an employee witnesses or discovers an accident in which a visitor is injured, he/she should assist the visitor in every way possible and notify the Nursing Supervisor on duty as soon as possible.

ACCIDENTS TO RESIDENTS:

If a resident is involved in an accident, notify the nurse in charge of the station or other management person who will see the Resident and complete an Incident Report.

ACCIDENTS TO EMPLOYEES AND WORKERS' COMPENSATION:

Menorah Life provides Workers' Compensation insurance to protect all of our employees from the result of accidents incurred during working hours, as prescribed by state law. All accidents which occur while on duty, must be reported to your Department Director or Supervisor. Employees injured on the job will be referred to the employee health nurse, (or the Nursing Supervisor on duty) for evaluation. The injured employee will be provided first aide, if appropriate, or directed (sent) to receive the required medical attention. Your Department Director/Supervisor will help fill out an Injury Report to document the injury prior to the end of your shift. Failure to follow this procedure can result in loss of rights and benefits under Florida Workers' Compensation Law. Payment cannot be guaranteed without proper reporting. Menorah Life participates in a managed care program for Workers' Compensation.

LIGHT DUTY PROGRAM:

For employees who have been injured on the job, Menorah Life will provide "Light Duty" positions, when possible, and when the medical condition of the employee so permits. The value of this program to the employee is that the employee maintains his/her working relationship with Menorah Life and does not suffer the loss of income or benefits. Assignment to a position will be based upon indicated work restrictions. This policy will be administered in compliance with applicable law.

The Light Duty program is not intended to be a long term solution, but rather a reasonable period of time to allow employees to recover and assume their regular duties.

RETURN TO WORK AFTER INJURY:

Employees returning to work after a work related injury must have a doctor's written note indicating that they may return to work, the date and any specific restrictions. The employee must report to Human Resources with the note prior to returning to any position.

SECTION 7 - RESIGNATIONS/TERMINATIONS

RESIGNATIONS:

Full and part-time employees are required to give two weeks working notice when planning to resign. Management employees are required to give one month. All notices should be in writing, stating the last day to be worked and the reason for termination. The notice will give the Department Director so a replacement can be secured and all of the benefits due to the employee can be determined. No PTO requests will be approved after an employee resigns, however, previously approved requests will be honored.

In addition to explicit notice to resign, the following will also be considered as voluntary resignations:

1. Failure to report back from a leave of absence as scheduled.
2. Failure to return from vacation as scheduled.
3. Walking off the job for whatever reasons without permission.
4. Absent without notification.

It is the employee's responsibility to see that all tools, keys, uniforms, instruments or other Menorah Life property is turned in prior to receiving his/her final pay check.

Normally, the effective date of termination is the last day worked. If the employee resigns while on approved leave, the date of termination shall be the last day of scheduled absence, unless the employee specifies a resignation date which is prior to the expiration date of the absence.

TERMINAL PAY:

The final paystub will be mailed to the employee's home address as listed with Human Resources.

TERMINATIONS:

When terminations are necessary, absolute fairness is the goal sought by Menorah Life; fairness to the employee and fairness to the organization.

TERMINATION FOR NON-PERFORMANCE:

Employees may be terminated for unsatisfactory performance as well as for violations of Menorah Life's rules of conduct. While Menorah Life reserves the right to terminate an employee at any time, efforts will be made, to the extent possible, by the employee's supervisor to advise the employee of the inadequate performance and to allow the employee the opportunity to improve his or her performance.

HEALTH INSURANCE FOLLOWING RESIGNATION OR TERMINATION:

Employees leaving the Menorah Life may continue participation in the Health and Dental plans in accordance with the COBRA laws. Additional information can be obtained in Human Resources. Employees must pay the entire premium for this coverage continuation. If the premium is not paid, the insurance will lapse.

PTO PAYOUT:

Employees who choose to resign following completion of one year of employment will be eligible to receive a pay out of all PTO hours over 40. In order to be eligible an employee must give appropriate notice of resignation. As a result, an employee who leaves with no notice or is terminated from employment for cause will not be eligible for PTO pay out. Employees being terminated as a result of position elimination or workforce reduction are eligible for a pay out of all PTO hours above 40 provided they have completed one year of service.

EMPLOYMENT REFERENCES:

It is Menorah Life's policy to release only the dates of employment and position held.

SECTION 8 - OTHER INFORMATION

VOLUNTEERS:

There are many volunteers providing essential and vital services to Menorah Life. They are here to supplement, not to replace, our paid employees. Since the activities of volunteers improves resident lives in many ways, it is important for all employees to have open and cooperative working relationships with our volunteers.

PRESS RELATIONS:

Inquiries from newspapers, radio and television stations and other sources of public information are to be referred to Public Relations, the Nursing Supervisor on duty or other management person. The Director of Public Relations is the only employee ordinarily authorized to represent Menorah Life to the media.