

Associate Handbook

March 2023

RCI Imaging Center
1948 First Avenue NE
Cedar Rapids, IA 52402

RCI Business Services
1956 First Avenue NE
Cedar Rapids, IA 52402

www.RCIowa.com

This Associate Handbook has been prepared for your information and understanding of the policies, philosophies, practices, benefits, and expectations of Radiology Consultants of Iowa, PLC (RCI).

PLEASE READ IT CAREFULLY.

Upon completion of your review of this handbook, please sign the statement below, remove this page, and return it to your supervisor by the due date noted.

I have received and read a copy of the RCI Associate Handbook which outlines the policies, philosophies, practices, benefits, and expectations of RCI, as well as my responsibilities as an associate. I understand that I have access to this handbook electronically at any time.

I have familiarized myself, at least generally, with the contents of this handbook. By my signature below, I acknowledge, understand, accept, and agree to comply with the information contained in the Associate Handbook provided to me by RCI. I understand this handbook is not intended to cover every situation which may arise during my employment.

I understand that the RCI Associate Handbook is not a contract of employment and should not be deemed as such, and that I am an associate at will. I will contact my supervisor with any questions.

_____ _____

(Associate signature) (Date)

RADIOLOGY CONSULTANTS OF IOWA, PLC (RCI)

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Dear Associate:

Welcome to Radiology Consultants of Iowa!

We are excited that you have chosen to be part of the RCI family. You were offered a position here because we believe you have the desire and ability to contribute to the ongoing growth and success of our business and that you share a commitment to our vision.

RCI is committed to distinctive quality in all aspects of our business. As part of the team, we expect you to be honest and hardworking, to learn and grow in your position, to be positive and constructive in your attitude, and to lead by helping others be more successful in their roles.

The success of RCI depends on everyone working together as a well-functioning team. We strive to earn the trust and respect of our customers every day in order for them to speak well of us to their friends and family and to build their personal loyalty. Our patients demand high quality technology, professional care, and exceptional customer service. They want to be treated with compassion, respect, and dignity. What sets RCI apart in this community is our customer service, and you deliver that service!

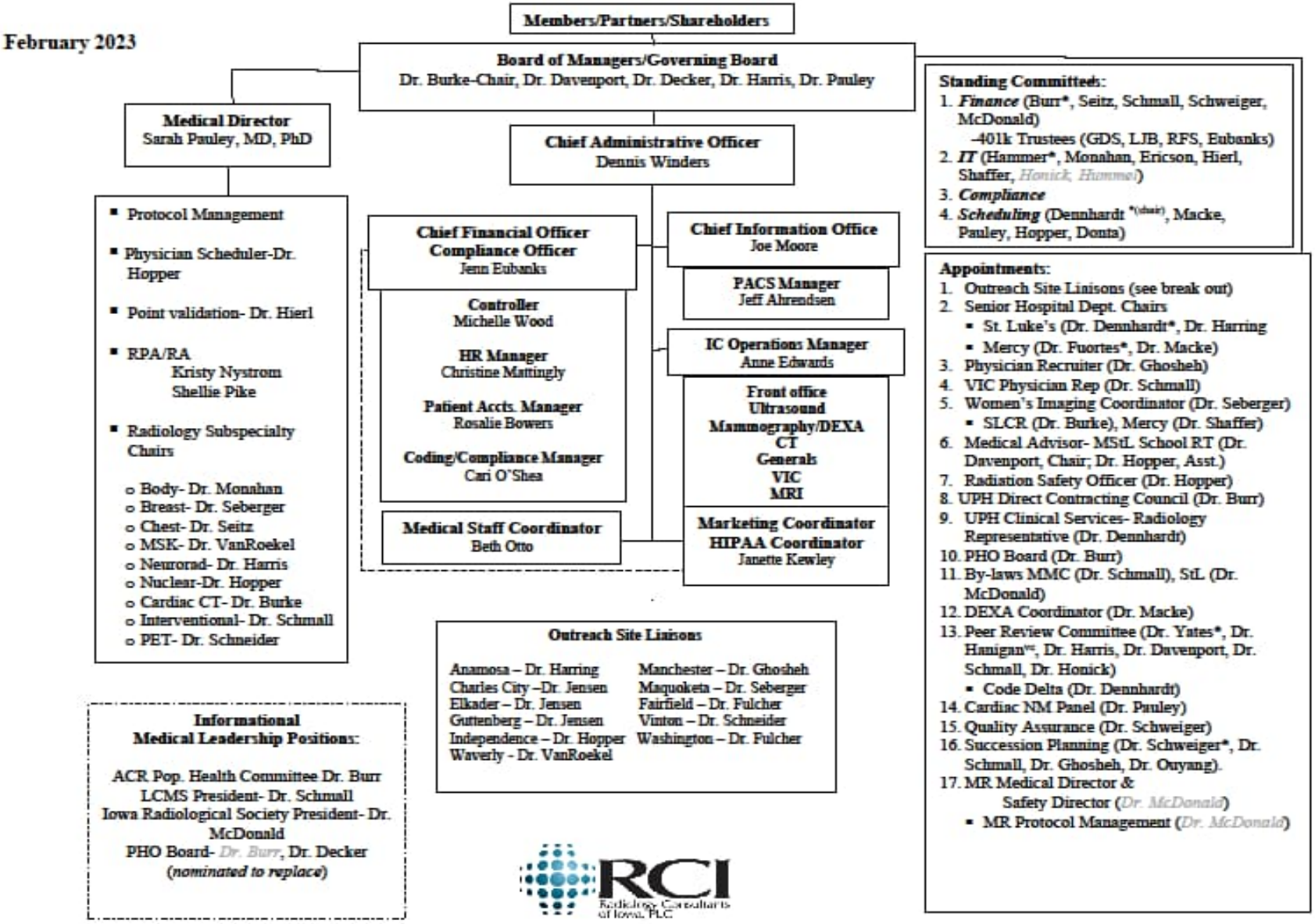
It is our hope that you find this work rewarding as you work to meet our patient's goals by exceeding their expectations every day, creating an exceptional, memorable experience.

Welcome aboard. We look forward to your personal success and your valuable and unique contribution to the success of RCI! Please use this handbook as a ready reference as you pursue your career here.

Sincerely,

Dennis Winders
Chief Administrative Officer (CAO)

February 2023



RADIOLOGY CONSULTANTS OF IOWA, PLC (RCI)

Associate Handbook

NATURE OF EMPLOYMENT

Although this handbook is designed to provide information highlighting some of the aspects of our various benefits, policies and procedures, it is subject to change. The handbook is not intended to be contractual and will not alter or vary the nature of the associate's employment relationship. An associate's employment relationship is voluntary. The associate retains, at his/her discretion, the right to resign from employment when and for whatever reason he/she may determine. Similarly, according to Iowa law, the organization retains the same right to terminate employment without cause. Moreover, no representative of the organization has the right to alter or vary the voluntary nature of the employment relationship.

EQUAL OPPORTUNITY POLICY

Radiology Consultants of Iowa, PLC is an Equal Opportunity Employer. This means that equal opportunity is extended to all individuals without regard for age, sex, color, religion, race, national origin, citizenship, veteran status, current or future military status, sexual orientation, gender identification, marital or familial status, physical or mental disability, legal source of income, or any other status protected by law. This policy affirms RCI's commitment to the principles of fair employment and the elimination of all vestiges of discriminatory practices that might exist. We encourage all associates to take advantage of opportunities for promotion as they occur.

PRIMARY SOURCE VERIFICATION

Primary source verification will be performed on all employees of Radiology Consultants of Iowa, PLC upon hire and then yearly thereafter. Exclusions from OIG and SAM are also checked upon hire and then monthly thereafter.

ANNIVERSARY DATE

The anniversary date as an associate at RCI is the first day of work. The anniversary date is important for measuring tenure with the organization and qualification for certain benefits. If a position is terminated due to a reduction in work force, an associate will maintain his/her original anniversary date for tenure purposes if re-employed by RCI within one year of the termination.

EMPLOYMENT CLASSIFICATIONS

There are *four classifications* of associates.

1. *Full-time.* An associate who works a minimum of 70 hours per bi-weekly pay period on a regularly scheduled basis and earns benefits.

2. *Part-time.* An associate who works between 32 and 69.75 hours per bi-weekly pay period on either a regularly scheduled basis, or an irregular basis, and earns limited benefits.
3. *Non-scheduled.* An associate who normally works less than 32 hours per bi-weekly pay period on a flexible or "as needed" basis and earns limited benefits.
4. *Temporary or PRN.* An associate who works on a short term or temporary basis and does not earn benefits.

All associates are classified either *exempt* or *non-exempt* as determined by the Fair Labor Standards Act (FLSA). Generally, RCI's managerial, administrative, and professional positions are exempt from overtime requirements. Clerical, technical, or service employment positions will ordinarily be subject to overtime payments for hours worked above 40 in a work week. All associates are required to use the Time and Attendance system for accurate recordkeeping of the time he/she works.

PERFORMANCE EVALUATIONS

Your performance as an associate with RCI will be evaluated routinely. An initial evaluation may be conducted between three and six months after you begin employment. The purpose of a performance evaluation is to provide information in writing to you that will allow you to better understand your strengths and weaknesses and areas for future growth and improvement serving the business needs of RCI.

ASSOCIATE BEHAVIOR

DISCIPLINE

Associates are expected to conduct themselves in a professional manner. When inappropriate conduct occurs, management will investigate the circumstances and take appropriate action. Certain offenses may warrant immediate termination and others may initiate disciplinary action.

The following list of standards of conduct is provided for an associate's information and to help guide his/her behavior. It is not possible, however, to list a rule for every possible circumstance that might arise. Each situation must be viewed on its own facts. Nonetheless, the following is a list of examples of the types of conduct that normally will result in discipline. When such conduct occurs, management will investigate the circumstances and take appropriate action. Please be advised, however, that nothing in this policy alters the voluntary nature of the employment relationship.

1. Violation of any of the following rules may, depending upon the circumstances, justify immediate termination for the first offense:
   a. Inappropriate possession, carrying, sale or attempted sale, or being under the influence of unauthorized controlled substances while performing your position responsibilities during working hours or on employer premises.
   b. Being under the influence of or having possession of intoxicating beverages in violation of RCI policy during working hours on company premises.
   c. Stealing or attempting to steal property from any individual on company premises or stealing or attempting to steal property from RCI.
   d. Bodily assault upon any person or fighting on company property.
   e. Immoral or indecent conduct on company premises.

f. Possession of firearms or any dangerous weapons (or explosives) on company property.
g. Threatening, intimidating, coercing, or interfering with other associates.
h. Insubordination to supervisor, refusal to perform supervisor's assignments or directing abusive or threatening language at any supervisor, associate, or company representative.
i. Disclosing business information of a confidential nature to unauthorized persons, or any action by an associate that might create poor public relations or may be a material breach of the company's confidentiality or HIPAA policies.
j. Falsification of employment application, timekeeping system, or other company records.
k. Willfully falsifying timekeeping records for another associate.
l. Acts of sabotage, or other interference with company projects.
m. Defacing company property.
n. Conviction of a felony.
o. Sleeping during working hours (excluding breaks).
p. Absence for three consecutive working days without notification.
q. Participating in an unauthorized work stoppage or slowdown or interfering with normal operations.
r. Unsafe operation of equipment in a negligent manner or destruction of company property or the property of fellow associates.
s. Misappropriation of company property.
t. Violation of the company's equal employment opportunity or harassment policies.
u. Failure to comply with the Drug Free Workplace policy, including refusal to submit to an authorized drug screen.
v. Exclusion from working with the Medicare, Medicaid or any other public health care program.
w. Failure to pass a background check.
x. Failure to maintain licensure or certification required to perform job duties.

2. When a supervisor determines that a performance, attendance, timeliness, or behavior problem needs to be addressed, any or all the actions listed below may be taken to deal with the situation. This is not a stepwise approach. The level of action taken will depend on the severity of the problem.
   a. Informal Discussion. Bringing the problem to the associate's attention should be enough to prompt the associate to correct it willingly.
   b. Written Disciplinary Action and Counseling. The supervisor would meet with the associate and (a) review the problem, (b) permit the associate to present his/her views on the problem, (c) advise the associate that the problem must be corrected, and (d) inform the associate that failure to correct the problem will result in further disciplinary action which may include discharge.
   c. Suspension.
   d. Termination.

DRUG FREE WORKPLACE POLICY

RCI takes seriously the problem of drug and alcohol abuse and is committed to provide a working environment that is free of the effects of substance abuse or the effects of the use of alcohol or illegal drugs. This policy applies to all associates of RCI, without exception, including part-time and temporary associates.

No associate can possess (unless new and un-opened as with delivery or gifting) or consume any alcoholic beverage on any property owned by or leased by RCI, or in any vehicle owned or leased by RCI. No associate may use, possess, sell, transfer, or purchase any drug or other controlled substance which may alter an individual's mental or physical capacity. The exceptions to the prohibition of use are over-the-

counter medications and legal drugs which have been prescribed to that associate, which are being used in the manner prescribed and do not result in impairment. The positions of most associates at RCI directly or indirectly impact patient care. The proper diagnosis and treatment, and the safety of the patients are the preeminent concerns of RCI. Therefore, RCI will not tolerate associates at work who report for duty while impaired or become impaired while at work by use of alcoholic beverages or drugs, whether legal or prescribed.

All associates should report evidence of alcohol or drug abuse to a supervisor. As a result of RCI's concerns regarding its patients, any failure by an associate to report observations of impairment of another associate may result in disciplinary action for the non-reporting associate.

Associates who violate the Drug Free Workplace Policy will be subject to disciplinary action up to and including termination of employment with RCI.

SMOKING / VAPING

RCI endeavors to provide a healthy environment, and therefore prohibits any form of tobacco consumed in company buildings. ***Additionally, no smoking or vaping is allowed within twenty-five (25) feet of any exterior entranceway or the air intake units for either building.***

NON-HARASSMENT POLICY

RCI is committed to providing a work environment dedicated to the promotion of patient care values. One such way to accomplish this is to maintain a working environment that is free from harassment of any kind or character. All associates should understand that even if harassment comes from a vendor's representative or other non-associate while at the workplace, this improper conduct should be reported to RCI. Additionally, harassing conduct is not consistent with RCI's desire to promote collegial working relations between all associates.

Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion, disability status, gender, sexual orientation, or any other legally protected characteristic or status is not acceptable and will not be tolerated. All associates are expected and required to abide by this policy. Additionally, RCI will investigate all complaints of harassment in an effort to appropriately correct such conduct so as to foster and maintain a working environment that is free from such conduct and distraction.

As a part of this policy prohibiting harassment, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when:

1. submission to or rejection of such sexually based conduct is made either explicitly or implicitly a term or condition of an individual's employment; or

2. submission to or rejection of such sexually based conduct by an individual is used as the basis for decisions about employment, promotion, transfer, selection for training, performance evaluations, benefits, or other terms and conditions of employment; or

3. such sexually based conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment or substantially interferes with an associate's work performance.

If an associate feels that he or she has been harassed on the basis of his or her sex, race, ethnicity, national origin, age, religion, disability status, gender, sexual orientation, or any other legally protected characteristic or status, such improper conduct should be reported to RCI.

The harassment reporting mechanism provides that the associate who believes that he or she has been harassed deliver to the Chief Administrative Officer (CAO) a written statement of complaint providing details as to the time, date, and nature of the conduct, specifics as to comments or actions, and witnesses. Upon receipt of a complaint, the CAO will promptly review the complaint and all details with the associate submitting the complaint and, thereafter, will promptly undertake reasonable efforts to investigate all facts and circumstances. If sufficient facts supporting the complaint are determined to exist, the complaint will be deemed founded. Also, at the conclusion of the investigative process, the CAO will deliver to the associate submitting the complaint a written determination regarding the complaint. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.

Note: in the event that the CAO is out of the office for any extended period, or is the alleged harasser, or if the CAO is not available and the associate believes that immediate action is necessary, the complaint should be presented to the Chairman of the Board of RCI.

Reasonable people may have differing points of view regarding conduct of others. In order to foster and maintain a working environment free from harassing conduct, no person filing a complaint of harassment will be disciplined or otherwise have their employment, or the terms and conditions of their employment with RCI, adversely affected.

If a complaint is determined to be founded, RCI will undertake the corrective action that it deems appropriate so as to address the situation and to foster and maintain a working environment free of harassing conduct. The corrective action undertaken by RCI will be based upon the totality of the circumstances and may include termination of the harasser from employment.

ABUSIVE PATIENTS OR VISITORS

When in the course of our business relationship with a patient or other person associated with our practice, the individual becomes verbally abusive or threatening in their manner, the following protocol should be followed:

1. If it becomes obvious that further discussion is not productive, a supervisor should be asked to speak with the individual to attempt to reason with him or her.
2. If the patient/person has become abusive or, if after talking to the supervisor, continues to be threatening and/or unreasonable in their behavior, they should be politely asked to leave the building.
3. If they do not calm down and they continue to refuse to leave the building, they should again be politely asked to leave. If they do not promptly leave, call 911 and indicate that someone is trespassing and needs to be removed from the building as soon as possible.

PLEASE NOTE:

Associates are expected to use good judgment in recognizing that calling the police which may result in the arrest of a patient or visitor is a serious consequence and must be carefully evaluated based on the degree of disruption that the offender is causing to both staff and other patients. The company is

prepared to support the appropriate actions taken by our associates in the course of their duties to prevent verbal or physical harm caused by disruptive patients and/or visitors.

DRESS CODE FOR RCI IMAGING CENTER

Technical and clinical staff are expected to dress in a manner appropriate to a health care facility, in a clean uniform and matching long sleeved undershirt or scrub jacket if desired.

1. Jewelry and nail polish should be conservative.
2. Fragrances, such as perfume, body spray, body powder or scented lotion, should be used in moderation in consideration of patients and co-workers who may have a sensitivity to fragrance.
3. Uniform attire must be in accordance with the current color scheme and style.
4. Footwear will be conservative, close-toed, and coordinate with the uniform color. Socks or stockings will be worn.

Information Technology and Administrative staff are expected to dress in traditional corporate attire. When working with patients, white lab coats should be worn.

All associates are expected to wear a company-issued name badge when working with patients.

DRESS CODE FOR RCI BUSINESS SERVICES

Business casual clothing is acceptable for associates when working at the Business Services Office. Personal neatness, proper hygiene, and tasteful dress are an important part of the image to be projected to our patient community.

Business casual guidelines:

1. All clothing must be clean and in good repair.
2. Pants, jeans, cropped pants, dresses and skirts are acceptable.
3. Skirts or dresses should be knee-length.
4. Tops may include plain sweatshirts and t-shirts. Logos, phrases or pictures that are unprofessional or that might be offensive to others are prohibited. If in doubt, don't wear it.
5. Appropriate seasonal footwear is required to be worn.
6. Fragrances, such as perfume, body spray, body powder or scented lotion, should be used in moderation in consideration of co-workers.

It is expected that all associates understand and respect the need for professional appearance. Managers will be responsible for assuring that dress code guidelines are followed.

CONFIDENTIALITY AND COMPLIANCE

HIPAA - PRIVACY

The Health Insurance Portability and Accountability Act (HIPAA) requires that the minimum necessary patient information be used and/or disclosed when handling Protected Health Information (PHI). Any information related to a patient is considered protected. Even the fact that the patient had a procedure performed is protected and must not be discussed nor overheard outside the few people within the organization who need the information to perform their patient care tasks. Each associate is required to participate in HIPAA training within the first month of employment at RCI and in-service training sessions as scheduled. See RCI's *HIPAA Policy and Procedures* for more information.

HIPAA - SECURITY

The Health Insurance Portability and Accountability Act (HIPAA) also requires that all associates understand the security policies related to the computer technology they use to perform their jobs and that they strictly comply with those policies and procedures. All associates are required to sign the *RCI Computer and Telecommunications Use Policy* and agree to follow the guidelines designated therein. Remote and at-home users are also required to sign the *RCI Associate Agreement for Remote Access* agreement and abide by its guidelines.

RED FLAG RULES

The Federal Trade Commission requires that policies and procedures be in place to prevent and identify Identity Theft. Each associate should use his or her best efforts to assure that identity theft is not occurring at RCI. If you suspect an identity theft has occurred, please refer to RCI's *Red Flag Identity Theft Detection & Prevention Policy and Procedures*.

COMPLIANCE

Federal regulations require that all Medicare and Medicaid policies be followed when working within those programs including coding and billing. Any associate who has a concern about any practice of RCI must bring that concern to the attention of their supervisor immediately. It is RCI's policy to be compliant with all Federal regulations. Managers are required to follow-up on any concern brought to their attention and report it to the CAO, CFO or anonymously by letter to the RCI Board of Directors giving as many specifics as necessary.

NONDISCLOSURE POLICY

In the course of business operations, an associate will receive private information about RCI. This information could include but is not limited to the following:

- Financial information
- Computer programs
- Strategic plans
- Formulas
- Processes
- Ideas
- Inventions (whether patentable or not), and

- Other technical, business, financial, customer, and product development plans, forecasts, strategies, and information.

Each associate agrees to hold RCI's proprietary information in confidence and take reasonable precautions to protect it from disclosure. Associates will not divulge any such proprietary information to any third person; will not make any use of this information except in conjunction with the conduct and discharge of his/her duties as an associate of RCI; and will not transport or send copies of proprietary information.

Associates may make disclosures required by law or court order provided reasonable efforts are made to limit disclosure and adequate notice has been provided to RCI to participate in any legal proceedings.

Immediately, upon any request by RCI at any time, associates will return or otherwise turn over to RCI all proprietary information, all documents or media containing proprietary information, and any or all copies.

Failure to adhere to this policy could result in immediate discharge and possible legal action by RCI.

PAYROLL POLICIES

EMPLOYMENT RECORDS

It is important that an associate's employment records be kept up to date. It is the associate's responsibility to notify the Human Resource Specialist if there are changes in any of the following:

1. Name
2. Home address
3. Telephone number
4. Marital status
5. Emergency phone number
6. Number of dependents
7. Beneficiary for any employer-provided benefits
8. Military status
9. Social security number

WORK HOURS AND REPORTING

The normal workday is eight (8) hours for non-exempt associates with 40 hours being a normal work week. Exempt associates may be required to work more hours than scheduled, as the work dictates. While associates are generally expected to work the number of hours stated above, RCI does not guarantee specific hours in any given day or week. An associate's schedule will be determined by the supervisor.

Overtime work is only performed when necessary and approved in advance by management. Associates are expected to work necessary overtime when requested to do so, and non-exempt associates will receive time and one-half pay for time worked exceeding 40 hours in any given work week. All overtime payments will be included in the paycheck for the pay period in which the overtime was worked. Exempt associates are not entitled to overtime pay.

All associates will be trained to use the Time and Attendance System to record hours worked and the use of certain benefit hours. A confidential PIN will be assigned to each associate to allow them access to the system. This PIN should not be shared, and non-management associates are prohibited from modifying another associate's timecard. Supervisors will verify and approve the hours on the timekeeping system for payment with each bi-weekly payroll processing.

PAYDAY

Associates are paid once every two weeks (typically 26 times annually). The standard pay period is fourteen (14) consecutive days beginning 12:01 a.m. Sunday morning and extending 14 days through 12:00 Saturday night.

Daily attendance is recorded on the Time and Attendance system. The law recognizes that timekeeping systems must, of practical necessity, be based on a designated portion of an hour, rather than to the precise minute. Therefore, the timekeeping system computes time worked to the nearest quarter hour for regular and overtime hours.

Exempt associates, because of the type of work they do, have more flexibility in their schedule. It is expected that exempt associates work at least 40 hours a week, or some other defined schedule as approved by administration. Paid leave should be taken when an exempt associate is gone for an entire day.

The paycheck stub details the hours being paid, rate of pay, earnings, deductions and year-to-date totals. Notify the Human Resource Specialist immediately if you find an error on your paycheck.

Payday is generally the Thursday following the end of the payroll period. Direct deposit of an associate's paycheck is available and encouraged. Electronic checks will typically be distributed via RCI email the same day direct deposits are made.

PAYROLL DEDUCTIONS

Mandatory Federal and State taxes will be deducted from gross wages with each payroll processing. To accurately calculate tax deductions, the Federal and State W-4 withholding forms should be completed on or before the first payroll date. Associates may complete new W-4 forms at any time.

Associates may elect other voluntary deductions such as: cafeteria deductions for medical, dental and vision insurance, medical or dependent care reimbursement or AFLAC. As well as 401(k) contributions, 401(k) loan payments, voluntary life insurance or RCI corporate rate MAC membership.

Associates will receive an annual Wage and Tax Statement (IRS Form W-2) for the preceding year on or before January 31st. If the associate's deductions are incorrect for any pay period, or on the W-2, the Human Resource Specialist should be notified immediately.

REPORTING A WORK ABSENCE

In the event an associate is unable to be at work when scheduled, that associate shall report directly to his/her supervisor as soon as possible. In the absence of the immediate supervisor, the appropriate administrator shall be notified.

When possible, it is helpful to report in advance your inability to be at work and the length of time you anticipate being gone. Absence for three consecutive working days without notifying the supervisor is considered voluntary termination of employment.

Routine personal appointments should be scheduled during non-working hours whenever possible. When it is necessary to be away from work, a minimum of 48 hours in advance is needed to evaluate whether patient or work responsibilities will allow the absence to be approved.

Associates are required to identify and record certain benefit hours used on the Time and Attendance system.

ASSOCIATE BENEFITS

RCI periodically evaluates the benefits provided to associates and may make changes from time to time. For details on certain benefits, associates are encouraged to refer to the Summary Plan Description which would take precedent over information provided in the associate handbook.

MEAL PERIODS AND REST PERIODS

Every effort is made to allow associates at least a 30-minute meal period each working day. At such times the associate is not required to perform any work duties. The meal period, in these instances, is not considered to be paid working time.

When possible, a 15-minute rest period is supplied during each 4-hour work period. This is intended as a benefit to the associate and may not always be possible. Rest periods are paid working time and are not always achievable because of the workload or other circumstances. Associates will be required to remain on company property during their paid rest periods.

Meal periods and rest periods are not cumulative and should not be combined to extend a break or to leave early without prior approval from the supervisor.

HOLIDAYS

RCI recognizes certain days throughout the year as paid holidays.

Holidays Observed:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving Day
Christmas Eve (offices close at noon; maximum 4 hrs. of Holiday)
Christmas Day

***Eligibility*:** Only active full-time associates qualify for full Holiday Pay. Part-time associates receive one-half of the holiday benefit. An associate being paid salary continuation will receive 60% of the full or part-time benefit.

***Weekend holidays*:** When one of the listed holidays falls on a weekend, the employer will select a substitute day or authorize additional paid leave hours in lieu of closing the offices.

***Holiday pay during paid leave*:** If a holiday falls within an approved paid leave period, the associate who qualifies for Holiday Pay will be paid Holiday Pay rather than paid leave for the related holiday.

Pay for working the holiday: All associates are encouraged to take the scheduled holidays off; however, it is recognized that occasionally the workload may not allow this. In these situations, associates will be paid for the holiday plus any hours they work.

Workdays in excess of 8 hours: When a holiday falls on a day when an associate would normally have worked more than 8 hours, the associate is only paid for 8 hours of Holiday Pay. The associate may request (but is not required) to use paid leave to complete their normal day.

PAID LEAVE

RCI recognizes the need and desire for associates to take time off work. Paid leave has been established to allow associates to take time off for vacation, personal/family needs, or illness.

***Eligibility*:** All full-time, part-time, and non-scheduled associates are eligible to earn paid leave. Temporary/PRN associates are not eligible to earn paid leave.

Earning Paid Leave Hours: Associates earn paid leave, prorated on the number of hours they are **paid** in each bi-weekly pay period, including regular hours, paid leave hours, and holiday hours. Paid leave is not earned on overtime hours or hours paid as part of Salary Continuation.

After completing the 4th, 14th, and 24th years of service, a full-time associate will begin earning an additional week of paid leave per year, as shown in the following schedule.

Years of Employment Completed	FT Paid Leave Hours	Hourly Earning Factor
Years 0 - 4	128	.0616
Years 5 - 14	168	.0809
Years 15 - 24	208	.1000
Years over 24	248	.1193

A new associate begins earning paid leave when he/she starts employment. Paid leave may be used after 60 days of employment. If an associate terminates before completing 60 days of employment, he/she will not be entitled to receive any earned paid leave. Terminating associates who have been employed at least 60 days will earn paid leave through their termination date. Unused paid leave hours, after the associate's termination date, will be paid out in the final paycheck.

***Using Paid Leave*:** Hourly associates may request to use paid leave from 0.25 - 40 hours in a work week, provided this request is for time away from work. Paid leave requests should be entered into the Time and Attendance system to verify that earned hours are available.

When an hourly associate takes less than a day of leave, total paid leave hours and worked hours may not exceed their scheduled hours for that day, unless pre-approved by a supervisor.

Payment of paid leave will be computed at the associate's current straight time hourly rate of pay. Overtime pay is computed on worked hours only.

Associates are expected to use paid leave for all absences from work resulting in the associate working less than their scheduled hours, with the following exceptions:

1. Company Paid Absences, such as company business and meetings, continuing education, bereavement, and jury duty.
2. A low patient volume or workload that has been pre-approved by the supervisor as unpaid time off.

3. Time off because the office or department was closed (i.e. bad weather, computer downtime) can be taken as unpaid time off for non-exempt employees. Exempt employees are encouraged to continue to work as they are able but will receive normal pay if work was performed that day.

A maximum of 240 hours of unused paid leave may be carried over from year to year. Any unused paid leave in excess of 30 days (240 hours) will be forfeited by the associate when processing the final payroll of the calendar year or may be donated to the *Donated Paid Leave Program.*

PAID LEAVE PAYOUT

At the sole discretion of RCI, eligible associates may annually request up to 40 hours of paid leave to be paid out in addition to their actual worked time on the last paycheck in November. To receive any paid leave payout, eligible associates must request between 8-40 hours, in whole-hour increments, and, subsequent to payout, must have a balance of at least 80 hours left in their paid leave bank.

This opportunity allows associates greater flexibility in the use of earned paid time off, however, we continue to promote, support and recommend the use of paid leave for actual time off work throughout the rest of the year. A Paid Leave Payout Request Form should be filled out by the associate, with a signature obtained from their supervisor, and returned to the Payroll Specialist before November 10th. The associate shall decide whether they would like their normal 401k salary deferral to apply to this amount. All regular payroll taxes will apply.

DONATED PAID LEAVE PROGRAM

A program has been established whereby associates may confidentially contribute some of their earned paid leave to a fund to be used by associates who qualify for assistance. Associates wishing to contribute to or request assistance from this program are directed to contact their supervisor or HR for specific guidelines.

HEALTH, DENTAL AND VISION INSURANCE

RCI offers health, dental and vision insurance options to associates who are scheduled to work a minimum of 750 hours per year (approximately 15 hours per week). The associate is required to pay for a portion of the insurance elected, as determined by the Administration and Board of RCI. This is accomplished with a pre-tax payroll deduction. Enrollment forms are distributed to new associates. Associates interested in the health, dental and vision insurance options need to contact the Human Resource Specialist.

All full and part-time associates meeting the minimum hours requirement above, along with their spouses and dependents, are offered the option to join RCI's health, dental and vision insurance plans at the time of employment or if a specific qualifying event occurs that results in their unplanned loss of alternate coverage. In addition, RCI offers an open enrollment period each year, whereby associates and their dependents can change their elections and/or enrollment status for the following plan year. **Note: Spouses can be added to dental and vision plans during open enrollment. Spouses may NOT be added to RCI's health insurance during open enrollment if the associate did not choose to enroll the spouse in the plan when the associate was hired.**

FLEXIBLE REIMBURSEMENT PLAN

RCI recognizes that the need for medical insurance and dependent care varies among associates. In order to provide a flexible benefit package which may be tailored to individual needs, a calendar year flexible reimbursement plan has been established. Through this plan, an associate may elect to have pretax payroll deductions set aside to pay for qualifying medical and dependent care expenses.

Eligibility: Associates are eligible to participate in the plan if they are regularly scheduled to work a minimum of 750 hours per calendar year.

Plan enrollment: Human Resources will provide the initial election form and a detailed Flexible Reimbursement Plan Summary to new associates as part of the new associate processing. Thereafter, during open enrollment each year, new election forms for the following year are distributed to all eligible associates. The election to participate in the plan in subsequent years must be made before the start of the plan year. A qualifying event will allow associates to enroll in the plan at the time of the event. Refer to the *Flexible Reimbursement Plan Summary* for qualifying events, as well as details regarding the expense reimbursement process, or talk to the Human Resource Specialist.

BEREAVEMENT LEAVE

During bereavement, a difficult time for all concerned, RCI has established a policy to compensate associates for loss of earnings due to an absence relating to a death in the immediate family.

Eligibility:

1. An associate must have completed 3 months of continuous scheduled full-time or part-time service in order to qualify for paid bereavement leave.
2. Earned paid leave or uncompensated time off will be granted to an associate with less than three months of service.
3. This benefit does not apply if the death in the immediate family occurs while the associate is on a leave of absence, layoff, or other authorized unpaid absence.

Amount of leave:

Bereavement leave is intended to allow time for the associate to attend the funeral and to take care of business related to the death. It is not to be considered automatic time off. If more than the stipulated time off is needed, paid leave should be used.

1. Immediate family of the **employee**: Spouse, children, stepchildren, parents, stepparents, guardians, mother-in-law, father-in-law, brothers, sisters, stepmother-in-law, stepfather-in-law, grandparents - up to 24 hours, based on normal working schedule.
2. Other family members of the **employee**: Brothers/sisters-in-law, grandparents-in-law, uncles, aunts, nieces or nephews - up to 8 hours.
3. Scheduled part-time associates will receive a benefit proportionate to the number of their normal scheduled hours (e.g.: associates working 50% of the time will receive 50% of the benefit).
4. Other absences related to the death of a friend or other relative must be taken as paid leave.

Computation of payment for absences:

1. Pay for bereavement leave is computed at the regular hourly rate based on the associate's schedule.

2. Time off granted in accordance with the bereavement leave policy shall not be counted as "worked" time for the purpose of computing overtime.

Procedure:

1. Notify supervisor of the death and anticipated length of absence.
2. Record the bereavement leave on the Time and Attendance system.

JURY DUTY

The following policy has been established by RCI to recognize that it is the civic responsibility of every citizen to serve as a juror when called upon to do so.

Philosophy: An associate should not suffer a total loss of income in the performance of civic responsibility.

Eligibility: All full-time and part-time associates.

Time off: If an associate receives a summons for jury duty, the associate is allowed the necessary time off from work to report for jury duty. If he/she is not selected as a juror, he/she is expected to return to work as scheduled after being excused by the court.

Pay: Full-time associates will be compensated straight time pay for the hours missed while on jury duty, less the court fee received for jury duty, up to a maximum of 80 hours per subpoena. Part-time associate's compensation will be proportional to the number of hours paid in the four weeks prior to jury duty, less the court fee received for jury duty.

Other subpoenas: Subpoenas for other legal matters, such as to be a witness in a judicial proceeding not relating to work, are not regarded as jury duty and are not covered under this policy.

Procedure:

1. Notify your supervisor and provide a copy of the subpoena to your supervisor and HR as soon as possible after receiving your jury duty notice.
2. Record the Jury Duty hours on the Time and Attendance system.
3. When the associate receives the check from the court, a copy must be given to the Human Resource Specialist and the appropriate amount will be deducted from the associate's gross pay in the next available paycheck.

FAMILY AND MEDICAL LEAVE

To comply with the Family and Medical Leave Act (FMLA) of 1993, RCI provides Family and Medical Leave to qualifying associates. In summary, the FMLA allows an eligible associate to take up to 12 weeks of leave for a qualifying circumstance and be returned to the same or equivalent position with the same or equivalent compensation.

Eligibility: The FMLA allows employers to apply the benefits of the act to associates who have been employed for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the start of the leave. RCI may allow the use of FMLA to associates with less than 12 months of employment for any of the qualifying circumstances listed below.

Qualifying Circumstances: An eligible associate is entitled to a Family or Medical Leave (FML) under the following circumstances:

- Birth of a son or daughter of the associate and in order to care for such child;
- Placement of a son or daughter for adoption or foster care;
- Serious health condition of a spouse, son, daughter, or parent requiring the associate to care for such person;
- Serious health condition of the associate that makes him/her unable to perform the functions of the position.

Notification of Request for FML: Associates must notify their supervisor as soon as possible of their intent to use FML. The supervisor will notify the Human Resource Specialist, who will send the associate relevant information regarding their leave. If the associate fails to give timely advance notice when the need for FML is foreseeable, the company may deny the taking of FML until 30 days after the date the associate provides notice to the company of their need.

Duration of Leave. An eligible associate will be offered up to 12 weeks of leave during a 12-month period. The 12-month period will be a "rolling" 12-month period, measured backward from the date an associate uses any FML, and does not need to be contiguous.

Paid Leave. Family or Medical Leave is integrated with paid leave. Earned paid leave must be used for FML, after which the FML is unpaid. Associates will not earn paid leave while on unpaid FML, Salary Continuation, or Long-Term Disability.

SALARY CONTINUATION

After 30 days of a qualifying sickness or disability, associates working at least 30 hours per week are eligible for Salary Continuation payments from day 31 through day 90.

Salary Continuation payments will be calculated and paid based on 60% of the associate's scheduled hours (without overtime) in the 4 weeks prior to the disability, if the associate is 100% disabled. If the associate is partially disabled and unable to work his/her normal schedule, the associate will be paid his/her actual hours worked, plus 60% of the hours unable to be worked. These payments will continue until the associate is medically released to work or becomes eligible for Long-Term Disability. Regular payroll deductions will continue to be deducted from all Salary Continuation payments.

The Salary Continuation policy will work in conjunction with the Family and Medical Leave policy. After a medical absence of 12 weeks, RCI cannot guarantee that the same position of employment will remain available.

LONG TERM DISABILITY

The employer provides, at no cost to the associate, Long-Term Disability insurance for all associates working a regularly scheduled minimum of 30 hours per week. This benefit will pay 60% of the associate's salary for a qualifying disability, after a 90-day elimination period. An enrollment form and plan description booklet will be distributed to new associates.

Any time an associate is away from work, notification of the absence must be given to the supervisor as soon as possible. If the illness or injury will prevent the associate from working for more than 90 days, eligible associates should complete a Long-Term Disability Claim Form obtained from the Human Resource Specialist, as soon as possible.

Associates will be required to use any earned paid leave for the first 30 days of their disability. During the 31st – 90th day of disability, the Salary Continuation benefit will apply for eligible associates. After the 90th day, approved Long-Term Disability will apply.

- Paid Leave will not be earned during any unpaid leave, Salary Continuation, or Long-Term Disability leave.
- Associates continue to be eligible for their health, dental, vision and life insurance during Long-Term Disability and are responsible for their portion of these premiums in addition to their other payroll deductions.

LIFE INSURANCE

Eligibility: All scheduled full and part-time associates, regularly working a minimum of 17 hours per week, are provided group term life and accidental death and dismemberment insurance.

Amount: Life insurance is provided in the amount of: **(a)** the associate's annual base salary, rounded to the next thousand dollars; or **(b)** $50,000, whichever is less. In addition, all full-time associates working more than 35 hours per week receive $5,000 of life insurance on the associate's spouse, and $2,500 of life insurance on each dependent child from live birth until their twenty-sixth birthday.

Taxable and Nontaxable Benefit: Since the term life insurance on an associate's spouse and dependent(s) is non-contributory (paid by RCI), a portion of the cost of this insurance is a taxable benefit to the associate and will be added to the associate's taxable income, and deducted back out after taxes, near the end of each calendar year. The cost of the associate's individual non-contributory life insurance is not taxable to the associate.

The enrollment form and summary plan description are distributed to new associates.

Voluntary Contributory Life Insurance is also available for associates. An associate choosing this additional coverage pays for it with a payroll deduction, after taxes. Information about this insurance is distributed to new associates. Thereafter, with a qualifying event or during open enrollment each year, associates with existing voluntary life insurance are eligible to increase employee and spouse coverage or add voluntary life coverage. These changes or additions would be subject to underwriting.

AFLAC INSURANCE

RCI allows its associates access to AFLAC supplemental insurance. The premium for this insurance is 100% paid by the associate, with a pretax payroll deduction. The respective pretax payroll deduction will occur without any claim submission needed by the associate.

Any associate may request the name and phone number of the AFLAC agent from the Human Resource Specialist.

MEDICAL MALPRACTICE INSURANCE

RCI provides medical malpractice insurance in the event a lawsuit is filed against an associate for a work-related incident.

Eligibility: All medical personnel (e.g. technologists) are covered under RCI's corporate insurance policy.

Effective date: Coverage is effective on the first day of employment.

Amount of coverage: The practice maintains $9,000,000/$11,000,000 of medical malpractice coverage. Therefore, all medical personnel have $9,000,000 of coverage for services performed for the physicians, as long as the aggregate limit of $11,000,000 has not been exhausted for the policy year. This coverage does not apply for any services performed outside of the direction of the physicians of RCI.

Termination of employment: Claims that occurred during your employment but were reported after your termination of employment are also covered.

WORKER'S COMPENSATION

If an associate is injured at work, RCI will pay the associate's normal compensation for the first three days of absence, based upon the associate's normal schedule. After three days, the associate will receive benefits for a compensable injury, as provided by law. Regardless of how minor it may seem, if an associate is injured at work, the associate must notify his/her supervisor immediately and complete a Workers' Compensation *First Report of Incident or Injury Form.* This report must be given to the associates manager who will send it to Human Resources. In the absence of the associate's manager, the form should be given directly to Human Resources. Human Resources will submit to the Work Comp Insurance carrier.

RETIREMENT PLAN

RCI provides a 401(k) Plan for eligible associates. There are three types of contributions that can be made to an associate's 401(k) Plan account, as described below.

Associate Contributions: After 3 months of employment, associates over the age of twenty-one are notified that they are eligible to participate in RCI's 401(k) Plan as of the 1st day of the next month. At that time, associates are automatically enrolled to defer (contribute) 3% of their compensation each pay period, unless they select an alternate option, as described in their enrollment materials. The auto-deferral of 3% will automatically increase by 1% each January, up to a maximum of 6%, unless the associate opts out of this auto-increase program. Detailed information regarding enrollment and investment options are mailed to the associate's home address. Associates may contribute up to 100% of their paycheck on either a pre-tax basis or as a taxable Roth contribution, up to the annual maximum amount allowed by the IRS for that calendar year.

Employer Matching Contribution: If an associate elects to contribute to the 401(k) Plan with a payroll deduction, the employer will also contribute to the associate's account. The employer's contribution will equal one-half of the associate's contribution, or 3% of their compensation, whichever is less. An associate who contributes 6% of his/her compensation will earn the maximum employer match.

Profit-Sharing Contribution: Associates become eligible for any discretionary employer paid profit-sharing contributions on the 1st day of the month immediately following the associate's 2-year anniversary date. The associate must work a minimum of 1,000 hours in the calendar year and be 21 years of age to receive this contribution.

Loans: Associates may borrow against their 401(k) account under certain circumstances.

Details of the 401(k) Plan are described in the Summary Plan Description which is given to new associates as they become eligible. Additional copies can be requested from the Human Resource Specialist. An annual report is distributed to all participants of the plan.

REIMBURSEMENT FOR ASSOCIATE EXPENSES

Certain associate expenses are reimbursable by the company, including but not limited to mileage, meals, miscellaneous expenses and clinical uniform attire. Appropriate documentation, including the date, business purpose, and description of the expense must be approved by the associate's supervisor and submitted to the Accounting Department for payment.

Mileage using an associate's personal vehicle will be reimbursed for approved business travel at the current IRS business mileage rate. All individuals driving for RCI business must maintain a valid driver's license and adhere to the *Driver Safety Policy for RCI*. Meals while on business travel can be reimbursed as taxable pay through the timecard system with supervisor approval. A flat rate of $15 for LUNCH PAY and $25 for EVENING MEAL PAY is set up on the timecard system. Associates are required to pay for their own meals and will be reimbursed the appropriate flat rate in their next paycheck.
All requests for reimbursement for mileage driven for work purposes (that is not associated with an overnight stay, continuing education or training) should be submitted on the current year's "Mileage and Expense Reimbursement Request" form. Every effort should be made to submit requests to Accounts Payable by the 5th of the month after the end of the month in which the mileage was driven. For example, if mileage was driven in January, we request you submit the form to Accounts Payable by February 5th.
NOTE: Mileage and/or travel expenses associated with an overnight stay, continuing education or training should **not** be submitted on the new form, but instead on a "Business Travel Expense" form. Every effort should be made to submit the form and associated receipts to Accounts Payable by the end of the month in which the travel occurred.

CLOTHING ALLOWANCE

1. The company provides each full-time Imaging Center associate who is required to wear uniform attire per the dress code, a clothing reimbursement allowance of up to $240 each calendar year ($120 for regular part-time associates).
2. This allowance is to be used to reimburse the associate, or vendor specified below, for purchased clinical uniform attire and work shoes as described in the dress code. Compression hose or compression socks that are worn at work are considered uniform attire, but normal hose or socks are not. This allowance may not be used to reimburse the purchase of street clothes.
3. Uniform attire and work shoes may be billed to the employer for payment if purchased at the following stores:

- K Jean's Uniform and Apparel, Cedar Rapids, IA
- Fitting's Unlimited, Cedar Rapids, IA

4. Uniform attire and work shoes, initially paid for by the associate, should be submitted to Accounts Payable for reimbursement by completing a current year's "Mileage and Expense Reimbursement Request" form and attaching the original paid itemized receipt(s).
5. Every effort should be made to submit expenses to Accounts Payable by the end of the month in which the item(s) were purchased.
6. Any unused uniform allowance at the end of the calendar year will not be carried forward.

CONTINUING EDUCATION & TRAVEL REIMBURSEMENT

RCI encourages associates to increase their position-related skills and knowledge through participation in professional conferences, meetings, and other continuing education activities.

1. Each year, a monetary budget will be established for each department and will be administered by the department manager.
2. Prior to registering for a conference or meeting, the associate must submit a written request to their department manager for approval.
3. For non-exempt associates, travel to a seminar which does not require an overnight stay and which is a requirement of your employment, is "hours worked" for both the hours at the seminar and the travel time for the most direct route to and from the seminar. These hours WILL be used in computing overtime for the work week. Every effort should be made to adhere to a 40-hour work week.
4. Following approval of continuing education activities, an associate may request reimbursement of expenses by completing a travel expense form which documents the following:
    - Name of associate
    - Date(s) of event
    - Where the event took place
    - Business purpose or name of seminar
    - Amount spent for meals, lodging, transportation, registration, entertainment and miscellaneous.

    The Internal Revenue Service requires that detailed receipts must be attached for the following expenditures:
    - Lodging (detailed)
    - Airplane and rental cars
    - Meals – allowed on overnight travel or business meetings only
    - Registration fee
    - Other individual business expenditures

    The company will not reimburse the associate for meals or lodging for spouses who may accompany the associate, hotel movies, or other non-business expenses.

    Personal auto mileage for business purposes will be reimbursed at the current IRS allowable rate. All individuals driving for RCI business must maintain a valid driver's license and adhere to the *Driver Safety Policy for RCI*.