The Madison

Personnel Policies

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WELCOME

We are pleased you have chosen to become an employee at The Madison. We hope your work here will be rewarding and you always remember that this community is home to our Residents.

We believe that working together harmoniously in the spirit of friendliness and cooperation is imperative to providing the best Resident care. We are proud our community is known to give the finest service to the sick, disabled and aged.

Our Golden Rule is to treat each Resident with the honor, respect, dignity and understanding we expect and to give each Resident the love and kindness we hope to receive.

Every department is essential for the smooth functioning of the entire community. Each member of our community makes an important contribution to Resident care and well-being. The work of some employees is very direct as would be that of registered professional nurse, licensed practical nurse, medication aide, certified nurse's aide and rehabilitation staff. The work of other employees is more supportive in nature and does not necessarily provide direct care to residents, however, does contribute significantly to Resident well-being.

Our healthcare team provides personal service for individuals under stress of illness, disabilities or age. Our care encompasses health promotion, prevention of disease or disability, care of the infirm, rehabilitation, teaching and emotional support to Residents and families. Nursing care is an integral part of total healthcare and is planned and administered jointly with medical, educational, recreational and welfare services.

This booklet is designed to inform you about our long term care community and its objectives. Our policies and the benefits you receive as an employee are included. Your responsibilities to the community, the Residents, and co-workers are explained in this booklet along with the community's responsibilities to you as an employee. PLEASE READ THIS BOOKLET CAREFULLY. A copy will be available in the business office for future reference.

The Administrator will have final authority for the interpretation of these policies where a dispute may arise. The community reserves the right to change or discontinue these policies and benefits at any time without notice.

These policies are the property of The Madison and are not for publication.

March 1, 2020

NOTICE TO EMPLOYEES

This handbook is intended to answer many commonly asked questions regarding policies at The Madison. If at any time you have questions that are not addressed in this handbook, consult with your direct supervisor or community Administrator.

Nothing contained in this handbook or in any other materials or information provided to you in connection with your employment create an employment contract. You are an at-will employee. This means you are free to terminate your employment at any time, for any reason, and The Madison retains the same right. No individual supervisor or manager can enter into a contrary agreement.

The Madison reserves the right to change or modify the contents of this handbook at any time without prior notice. This handbook replaces and supersedes all previous handbooks and policy statements issued to employees.

WORKPLACE CULTURE

The Madison is a healthcare community dedicated to the health and welfare of our Residents. It is necessary that our workplace maintain a professional atmosphere as well as one of warmth and friendliness. All employees are expected to contribute to promoting a congenial and cooperative atmosphere in which to work.

Our community, like other long-term care communities, operates 24 hours a day, 365 days a year. Therefore, our employees are not ordinary but people who understand the responsibilities of the community. They must be sympathetic to its work and share in the dedicated service of the community caring for our Residents.

Aging and disabilities may bring on personality changes and a degree of dependency. We realize the moral and spiritual obligations of caring for our Residents in a manner that is respectful to their dignity as human beings.

Employees must possess a ***Special Understanding*** of people. The more interesting everyday life is for our residents; the less likely they will live in the past. We all need reason to look forward to each day. It is important for us to remember and recognize the elderly have been independent most of their lives but with aging have lost some of their independence and self-reliance. This loss is a great threat to their emotional security.

Helping people to help themselves for as long as possible is a great act of kindness and compassion. In helping others, we never "order" them to do something, but rather we encourage, persuade, assure, suggest or request. We can accomplish much by asking rather than demanding. Approaching others with love, kindness, gentleness, compassion and patience is best.

EQUAL EMPLOYMENT OPPORTUNITIES

The Madison provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, creed, gender, national origin, age, marital or veteran status, sexual orientation, gender identity, disability, or any other legally protected classification.

This policy of equal opportunities applies to all terms and conditions of employment. This includes but is not limited to hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and training.

The Madison will make reasonable job-related accommodations according to all legal requirements to allow qualified candidates and employees with disabilities to perform the essential functions of their jobs and meet performance standards. Such candidates and employees must advise their direct supervisor or the Administrator of their needed accommodations.

All employees are responsible for ensuring The Madison's equal employment opportunity policy is implemented and maintained. Failure to comply with this policy will result in disciplinary action up to and including termination of employment.

STATE AND FEDERAL LEGISLATION

This employee handbook is subject to the provisions within State and Federal legislation pertaining to long term care facilities and assisted living communities and shall be considered a part of these work rules. Work rules are applicable to all covered employees.

ETHICS

Our primary goal is to provide kind, compassionate, care to our Residents in a complete and efficient manner. The Resident has every right to expect the best service possible. Community policy prohibits an employee to accept money or gifts or transact business with Residents, families or friends of Residents, or firms with whom the community conducts business. Therefore, you are requested not to accept tips or gratuities from or to conduct business of any kind with Residents, their families or friends. As a matter of proper ethics, do not witness Wills or other legal documents at the request of a Resident. Such procedures are not in the best interest of the community or the employee. Possible legal implications could result through allegations of undue influence being charged against the employee or the community. If asked to witness a document, politely decline on the grounds that community policy prohibits you from so doing.

CONFLICT OF INTEREST

All employees are expected to use good judgment, to adhere to high ethical standards, and to act in such a manner as to avoid any actual or potential conflict of interest. A conflict of interest occurs when the personal, professional, or business interests of an employee conflict with the best interests of community.

Employees. No one currently employed by The Madison will be allowed to perform private duty nursing or chore work for any person currently residing at the community without written permission from the Administrator.

Employees are required to obtain prior, written approval from the community Administrator before participating in outside work activities. Approval will not be withheld unless the outside work conflicts with the community's best interests. For example, outside work will not be authorized if such work prevents the employee from fully performing the work for which they agreed to upon hire with The Madison. This includes overtime assignments. Further, outside work will not be authorized when it involves work for current or potential vendors, suppliers, or competitors of The Madison if the work interfers or prohibits the employee's work or performance at The Madison.

No employee may solicit or accept gifts, lavish entertainment, or other benefits from current or potential vendors or suppliers of The Madison.

Any purchasing (of goods or services) done by The Madison from any employee, or from the family of any employee, may occur only after price comparisons have been made and a favorable price is documented. The price shall be reasonable and shall not exceed fair market value.

OPEN DOOR POLICY - PROBLEMS OR QUESTIONS

From time to time, problems or questions may arise during the course of your employment that affects staff relationships or work. Usually an understanding can be reached by discussing the situation. To maintain an open and productive working environment, employees are encouraged to discuss these matters with their immediate supervisor. If that is not workable, they may discuss the issue with the Administrator.

If an employee feels they are the victim of harassment, discrimination or unlawful treatment of any kind, take advantage of this Open Door Policy or the policy on Harassment and/or Sexual Harassment found in this Handbook. Each complaint will be investigated and confidentiality will be maintained to the extent it is consistent with an effective investigation.

WORK CONDUCT

Courteous and respectful behavior with others is expected. Employees are responsible for their behavior at all times. When interacting with Residents of The Madison, their friends and relatives, co-workers, management and the public in general, employees must conform their conduct to generally accepted standards of good behavior.

The Madison does not tolerate employee conduct which creates an intimidating, hostile, or offensive working environment. Any employee who intimidates, is hostile, or is offensive towards a Resident or prospective Resident of The Madison, friends or relatives of our Residents, another employee, management, the Administrator, or the general public with whom the employer interacts with or has relations with, will be subject to disciplinary action up to and including termination.

Employee conduct must be such as to inspire the complete confidence of our Residents, visitors, and outsiders with whom they come in contact. This requirement is especially important while on duty. Each employee must always be mindful as their actions reflect favorably or unfavorably on the community. Unbecoming conduct may be cause for termination of employment. In its sole discretion, The Madison reserves the right to determine the appropriate level of discipline up to and including termination of employment.

The following violations are examples of conduct which ***will*** result in immediate termination:

Breach of Resident and/or community confidentiality;
Mistreatment of a Resident or their relatives;
Intoxication on duty;
Use of intoxicant while on duty;
Use and/or abuse of controlled substances (unless prescribed by a physician, but including abuse or excessive use of such a substance);
Falsehood;
Neglect of duty;
Bringing any weapon onto community property;
Acts of physical aggression and/or verbal outbursts;

Violations of resident rights; and
Theft or willful damage to the property of the community, a Resident or co-worker.

Violations listed below are examples of conduct which ***may*** result in a reprimand, probation, or immediate termination of employment, depending on the severity and whether such violations have previously occurred:

Misuse of phone systems;
Use of profanity;
Sleeping while on duty;
Inability to maintain work standards listed in the job description;
Insubordination/criticism of authority or disloyalty to the community;
Accepting tips or engaging in a business transaction with a Resident/Others;
Repeated tardiness;
Excessive absenteeism;
Violation of community safety rules;
Misuse of time clock or possession of another employee's time badge;
Failure to follow all applicable safety rules, policies, regulations and laws;
Violation of any of these Personnel Policies; and
Failure to call or report for scheduled duty.

PERSONAL APPEARANCE AND CLEANLINESS

The Madison standards are reflected by your personal appearance. Cleanliness is an absolute necessity in our community and all employees are expected to be neat and well-groomed.

Food Service Personnel are required to wear clean, washable uniforms that are not used for duties outside the food service area. Hairnets are worn by all food service staff and must cover all hair. This includes covering facial hair such as beards and mustaches. Personal cleanliness and clean work habits are essential. Failure to adhere to The Madison sanitation standards may result in disciplinary action up to and including termination.

Uniforms are to be worn only during work hours. Different color uniforms may be worn by different departments. Proper underclothing must be worn. Professional nursing staff are expected to report for work in uniform. Crocs, croc like shoes, or opened toed shoes will not be permitted at work.

Excessive make-up, any jewelry that might result in a safety hazard and strong perfume are not permitted while on duty. Jewelry must be professional in appearance and appropriate in size and nature. The community reserves the right to prohibit ear gauges and to require that visible holes in earlobes caused by wearing ear gauges be covered with flesh-colored inserts. Similarly, the community reserves the right to adopt internal policies governing facial jewelry, such as eyebrow, nose, lip, and/or tongue piercings. The community further reserves the right to request that employees with tattoos cover such tattoos to the best extent possible.

Employees in violation of community policies may be required to remove any excessive and/or prohibited jewelry and may be sent home (without pay) to change as necessary for any violation of this policy. Violations also may subject employees to discipline up to and including termination. As legally required, reasonable accommodations for sincerely held religious beliefs will be made.

ALCOHOL, ILLEGAL DRUGS AND THE ILLEGAL USE OF DRUGS

To comply with the Drug-Free Workplace Act and to protect your safety and the safety of all, The Madison will enforce the following policy.

Employees may not possess, be under the influence of, or use any alcohol, intoxicant, narcotic, drug or controlled substance not legitimately prescribed by a medical doctor while on the job or on community property (including parking lots, adjacent parking lots, or surrounding buildings whether on or off duty.)

If any member of The Madison's management has reason to believe (which may be for example, the smell of alcohol on or from the employee) an employee may not be able to perform the duties of their job in a safe and productive manner; or, if in management's opinion their behavior on the job creates a risk to their safety and well-being, or that of other employees, Residents, the public, or to community property, the employee will be suspended from the workplace immediately.

Violation of this policy is considered to be a serious offense and will result in disciplinary action which may include immediate termination.

SMOKING AND USE OF TOBACCO PRODUCTS

Because The Madison recognizes the hazards caused by exposure to environmental tobacco smoke, as well as the health risks posed by all forms of tobacco products, it is the policy of this community to provide a tobacco-free environment for all Residents, employees, and visitors. This prohibition covers all forms of tobacco products, including oral/smokeless tobacco and e-cigarettes. Employees may not use tobacco products during work hours, or anywhere on The Madison's campus, including private vehicles parked in The Madison's parking areas. Employees interested in smoking cessation assistance should contact the Administrator. Employees found to be in violation of this policy will be subject to disciplinary action up to and including termination.

In accordance with Iowa's Smokefree Air Act The Madison enforces the following:

- Smoking is prohibited in public places (that is, any enclosed area to which the public is invited or permitted)
- Smoking is prohibited in all enclosed areas within places of employment, such as work areas, private offices, conference and meeting rooms, classrooms, auditoriums, employee lounges and cafeterias, hallways, medical facilities, restrooms, elevators, stairways and stairwells, and vehicles owned, leased, or provided by the employer, unless the vehicle is owned, leased, or provided by the employer for the sole use of the employee driver and used by that employee.
- If there has been a violation of the Iowa Smokefree Air Act, please contact management immediately so that the company may take prompt action. The Iowa Department of Public Health may also be reached at:
    - www.iowasmokefreeair.gov
    - 1-888-944-2247
- Retaliation against an employee, applicant for employment, or customer because the employee, applicant, or customer exercised any rights afforded under the law, registered a complaint, or attempted to prosecute a violation of the law is strictly prohibited.

HARASSMENT & RETALIATION PROHIBITED

Prohibited Conduct. The Madison expressly prohibits any form of unlawful harassment based on race, color, religion, creed, gender, national origin, age, marital or veteran status, sexual orientation, gender identity, the presence of disabilities, or any other legally protected characteristic. The Madison will not tolerate harassment, discrimination, or unlawful retaliation by employees in the workplace or through workplace relations. This policy includes management, supervisors, co-workers, Residents, Resident's families, vendors, contractors, or other third parties.

Sexual Harassment. Sexual harassment is prohibited at The Madison. With respect to sexual harassment, The Madison prohibits unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment;

- Submission to or rejection of such conduct issued as the basis for decisions affecting an individual's employment; or

- Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

With respect to sexual harassment, The Madison also prohibits:

- Sexually offensive comments, jokes, innuendos, and other sexually-oriented statements directed from one employee to another employee;

- Sexually-oriented pictures, photos and illustrations displayed in the workplace to the view of employees or the public.

Sexual harassment also includes harassment where the harasser is not an employee of The Madison but is a Resident, Resident family member, vendor, contractor, or a member of the general public. If an employee feels harassed by any of these people, they should report in the same manner as if they were harassed by a co-worker or a supervisor.

Supervisors and managers at all levels are responsible to ensure that the work environment is free from sexual and other forms of harassment. Supervisors and managers who learn of sexual harassment, be it an individual employee complaint, personal observation, or any other source, should immediately notify the Administrator or the designated community Compliance Officer.

Complaint Procedure. Every employee of The Madison is responsible for creating an atmosphere free of discrimination and harassment whether of a sexual nature or otherwise. Further, each of us is responsible for respecting the rights of co-workers.

If you experience job-related harassment based on your sex, race, age or other factor, or you believe you have been treated in an unlawful, discriminatory or harassing manner at The Madison, immediately contact your Administrator or Department Head so that an investigation can be undertaken. If the Administrator and/or Department Head is the person responsible for the harassing conduct, contact the designated Compliance Officer of The Madison as posted in the community.

All persons involved in the complaint and the investigation will be advised to keep all information related to the complaint and the investigation confidential to the extent possible and consistent with an effective investigation.

Should The Madison determine that this policy has been violated, appropriate action will be taken against the offending person to end the offensive conduct up to and including termination of employment.

Retaliation Prohibited. Employees who report harassment or discrimination or who participate in an investigation of reported harassment or discrimination are protected from retaliation based on such activities. If you feel you are being retaliated against, which is in violation of this policy, immediately notify your Administrator and/or Department Head. If the Administrator and/or Department Head is the person responsible for the retaliatory conduct, notify the community's designated Compliance Officer.

YOUR JOB – EMPLOYEE RESPONSIBILITIES

Employment-at-Will. Each employee of The Madison is an at-will employee. This means that you can leave your employment at any time, with or without cause, and with or without prior notice, although The Madison does request adequate advance notice when possible.

Likewise, The Madison may discharge any employee, with or without cause, and with or without prior notice at any time, but will strive to provide advance notice when possible.

Further, no representative of The Madison, other than the Administrator, has the authority to enter into an agreement of employment for any specified period of time or to make any agreement contrary to the foregoing.

This lack of guarantee and lack of employment contract also applies to other benefits, working conditions, and privileges of employment with The Madison.

Work Week/Work Hours. The work week is the seven-day period beginning with first shift on Sunday and continuing to the beginning of first shift the following Sunday.

There are a number of different work shifts at The Madison. Generally, work schedules for each department are prepared two weeks in advance. Work schedules are kept in the office area of each department. You may make a copy of the schedule for personal use only.

If you must change your work schedule, you must have the change authorized by your department head or the Administrator, whichever applies.

Work Schedule. Hours of duty, assignments, meal times and days off are scheduled by the department head or immediate supervisor to provide uninterrupted services to Residents.

ATTENDANCE

Tardiness and Absences. Tardiness and absences are disruptive to the community and frequently place burdens on fellow employees. If an unexpected tardiness or absence is to occur, call your department head two hours prior to your work schedule or as soon as possible.

If your tardiness or absences cause an adverse effect on the efficiency and productivity at The Madison, you may receive disciplinary action, and if not corrected, terminated.

If it is necessary for you to be absent, find your own replacement employee and have the schedule change approved by your department head.

All employees not reporting to work in accordance with the community policy (who do not have an approved replacement) will be considered a no call/no show and will be subject to discipline, up to and including termination. Failure to call in and/or appear for two consecutively scheduled work days (no call/no show) will be considered a voluntary termination. Extenuating circumstances may affect this and should be reported to your supervisor at once.

Notification of Absences. When you know in advance that you will be absent from work, make arrangements with your department head or supervisor. Each time you are absent, call in two hours prior to your scheduled work time or as early as possible prior to your scheduled work time. Further, the employee must call themselves into work, this should not be done by a family member, friend, etc. **Text messages and/or E-mail messages are not acceptable forms of communicating notice.** Failure to follow the community procedure when calling in absences will result in an unapproved absence.

Unapproved Absences. All absences from your work must be approved by your department head or the Administrator unless otherwise permitted in the leave and time off sections in this handbook. Unless the absence is due to an emergency, approval for an absence (including vacation and/or personal days) must be obtained prior to the absence.

Understand that reported but excessive absences will result in discipline up to and including termination.

PERFORMANCE OF WORK TASKS

TASKS NECESSARY FOR CARE OF THE RESIDENTS AND THE EFFICIENT OPERATION OF THE FACILITY COMES BEFORE ANY OTHER CONSIDERATION.
Employees assigned to a specific area for duty must understand that they are subject to work in other areas when circumstances require. Assignment or variation in work schedules and work area is at the sole discretion of the supervisor or department head.

Each employee is expected to be at their assigned location to begin work at the scheduled time and to remain there until their scheduled work day is completed. Employees may not begin work prior to the time scheduled unless specifically authorized by the department head or the Administrator.

IDENTIFICATION

Identification badges are issued to all employees by the community. Employees are required to wear their badges in plain view at all times while on duty. A charge will be assessed for the replacement of lost identification badges. The loss of a badge must be reported immediately by the employee to their department head.

IN-SERVICE MEETINGS

In-service training and educational programs are conducted throughout the year. This includes online/computer based training and internet based educational programs which must be completed on-site at the community. On-site attendance for in-service meetings is mandatory for ALL employees and time will be compensated.

In-service meetings are generally held each month. Nursing staff may provide occasional training sessions in addition to the in-service meetings. Both in-service meetings and nursing staff training sessions apply toward certification hours for certified nursing staff.

Nurse Aides and Medication Aides are required to receive twelve (12) hours of educational training each year to remain certified for their jobs. Failure of employees to be certified or licensed in a position that requires it may result in the employee being placed on an unpaid leave of absence or possibly termination.

If you are unable to attend one of the training meetings, employees must make a written request to their Administrator or department head for an excused absence.

Unexcused absences for in-service meetings may result in disciplinary action. An absence without prior notification constitutes an unexcused absence.

Dietary in-service meetings may be held two to four times each calendar year. Unexcused absences for dietary in-service meetings may result in disciplinary action. An absence without prior approval constitutes an unexcused absence.

HEALTH EXAM REQUIREMENTS

Your employment at The Madison may require you to satisfactorily complete a post-job offer, pre-employment physical examination and tuberculin screening. This physical exam may be required by the State Department of Inspections and Appeals to assure that you are free of communicable diseases.

Hepatitis B vaccinations are available at the employee's request. Please see your department head or the Administrator for further details.

If required by state and federal regulations or facility policy, you may be required to satisfactorily complete a physical examination every four years to continue employment at The Madison. The results of your physical must be available to The Madison thirty (30) days prior to, or thirty (30) days after the fourth anniversary of their previous physical examination.

FACILITY PROPERTY

As an employee of The Madison, you have been entrusted with the supplies and equipment necessary to perform your duties. While your portion may seem small, the total financial investment in such property is significant. Therefore, each employee must exercise economical use of supplies and take good care of equipment. The efficient and economical use of supplies will be evaluated as part of each employee's merit rating which will be used to recommend their wage increase.

Theft and Destruction of Property. Of necessity, the community is open 24 hours a day. Employees, therefore, are urged to be alert to entry of unauthorized persons. If anyone is seen on-site who does not appear to be an employee, or who may be outside his/her regular working area, the person should be offered assistance in directing them to their destination. Employees shall refrain from abuse, theft, deliberate destruction of or tampering with community property and equipment as well as the property of fellow employees, Residents and visitors. Violations must be reported to the Administrator or department head immediately.

Employee Property. Employees are expected to safeguard their own personal property while on duty. The community will not be responsible for employee property which may be lost or stolen. Articles of value found on the premises will be turned over to the business office and with proper identification will be returned to the rightful owner. If you lose anything, report the loss to the business office.

LOITERING

Prior to or upon completion of the day's work, an employee is expected to leave the work area immediately to prevent any interruption of the next work shift.

VISITORS

Normally, employees may not entertain visitors during working hours. It is your responsibility to inform relatives and friends of this policy. If a visitor must call on you at work, it is important to meet with the visitor briefly during your meal break or rest break.

VOLUNTEERS

In some areas, volunteers may be used. When persons are willing to donate their time and talents, all employees are expected to accept them, cooperate with them and assist them in all ways possible.

EMPLOYEE DISCIPLINE

Disciplinary action is intended to correct unacceptable behavior, attendance issues, and provide opportunity for improvement. If discipline is deemed appropriate, disciplinary action may include any or all of the following actions in any sequence (depending on the individual situation and totality of the circumstances.) In some instances, immediate termination may be appropriate. The Madison reserves the right to by-pass any steps of the disciplinary process as warranted.

Verbal Warning and Disciplinary Documentation. When a violation of a work rule occurs, the Administrator and/or department head may visit with the employee about the incident. A verbal warning alerts the employee that the behavior in question is unacceptable and gives the employee an opportunity to demonstrate improvement. However, The Madison may consider the violation to be of such severity that immediate termination will occur.

The verbal warning will be documented and the employee will be presented a copy to read and sign indicating receipt of the documentation. The documentation will be placed in the employee's personnel file.

Written Warning. A written warning may occur when the violation is considered by management to be too severe for an oral warning. Or a written warning may occur when the employee has already been warned orally for the offense and has failed to demonstrate acceptable improvement.

The written warning will be documented and the employee will be presented a copy to read and sign indicating receipt of the documentation. The documentation will be placed in the employee's personnel file.

Final Written Warning. In cases where an employee has already received one written warning or where a violation of a work rule is severe, the employee may be given a final written warning. The final written warning will be documented and the employee will be presented a copy to read and sign indicating receipt of the documentation. The documentation will be placed in the employee's personnel file.

Suspension/Suspension Pending Investigation. In instances where immediate action is necessary to deal with a severe disciplinary problem (such as fighting, intoxication on the job, or gross insubordination) the Administrator and/or department head may have the employee leave the premises for a period of time so the matter can be investigated. This suspension may be with or without pay at the discretion of the Administrator. The suspension will be documented and the employee will be presented a copy to read and sign indicating receipt of the documentation. The documentation will be placed in the employee's personnel file.

Discharge. The Madison may discharge an employee for any reason including unacceptable work performance or misconduct. If the discharge is due to poor work performance problems, the employee will be notified of such problems prior to the discharge. An attempt will be made to give the employee advance written notice of work problems so that the employee might improve performance. If the services of an employee remain unsatisfactory, employment will be terminated.

The discharge will be documented and the employee will be presented a copy to read and sign indicating receipt of the documentation. The documentation will be placed in the employee's personnel file.

COMPENSATION & BENEFITS

Full-Time Employee. At The Madison a full-time employee is one who works an average of at least thirty (30) hours in a work-week. Full-time employees share weekends and rotating shifts when necessary and are eligible for full-time employee benefits.

Part-Time Employee. At The Madison a part-time employee is one who works an average of fewer than thirty (30) hours in a work week. Part-time employees share weekends and rotating shifts when necessary and are eligible for part-time employee benefits.

Changing Personnel Records. It is essential that employee personnel records are maintained current. Promptly report any change in name, address, telephone number, marital status, dependents, payroll changes or persons to contact in case of emergency, etc. in writing to the Administrator.

TIME CLOCKS

Each employee is responsible for clocking his or her own time. The community will pay wages only for authorized time. No employee is authorized to clock in more than seven (7) minutes before the employee's shift begins or more than seven (7) minutes after the employee's shift ends, unless the employee has prior approval from the Administrator.

An employee clocking in or out for another employee will be subject to discharge. All time clocked will be reviewed and approved by the department head and Administrator before an employee will be paid.

ALL employees are required to clock in and out whenever leaving the premises on personal or facility business.

Each employee will be issued a time badge for the purposes of identification and clocking hours. This badge is required to be appropriately displayed during working hours. A fee for replacement will be charged.

OVERTIME POLICY

The Madison is subject to the Fair Labor Standards Act (FLSA) requirement that hourly, non-exempt employees are compensated for all hours worked. It is this community's policy that hourly, non-exempt employees will receive one and one-half (1-1/2) times their average base rate(s) of pay for all hours worked over forty (40) hours per work-week. Salaried employees exempt from overtime rules under the Fair Labor Standards Act will not receive overtime pay.

PAY DAY

Employees are paid bi-weekly, every other Wednesday. Payroll is processed the week following the end of the two-week pay period with paychecks issued Wednesday the week following. Paychecks and paystubs will be available in the business office. Checks can be picked up during business office hours on pay day.

Payroll checks will be **given only to the employee** unless the employee has provided the business office prior written authorization to release their check to another person. Under this circumstance, the employee's written authorization and signature of person taking your check must be kept in the employee's personnel file.

Advances. There will be no payroll advances. It is the employee's responsibility to maintain their own wage records/pay stubs. If you have any questions regarding your paycheck, please discuss them with the Administrator.

Direct Deposit. Direct deposit is available and we encourage all employees to participate. Direct Deposit offers the convenience and safety of having your funds deposited electronically into your designated bank/savings accounts. Funds are available to the employee on the pay date. Pay stubs will be available in the Business Office on pay day Wednesday.

PAYROLL DEDUCTIONS

Social Security, Federal, and State withholding taxes are deducted from your payroll check according to law. The community will pay an equal amount on your behalf to the Employer's Social Security Account with the U.S. Government.

Invalid W-4 Forms. Under the Treasury Regulations, The Madison will not knowingly use an invalid W-4 to calculate withholdings and reserves the right to reject an invalid W-4. According to the Internal Revenue Service, a W-4 is invalid on its face when there are regular withholdings taken throughout the year and there is a sudden, dramatic departure from the employee's prior withholding amount.

If an employee submits a W-4 The Madison reasonably believes to be invalid, it reserves that right to take the following actions:

- Tell the employee that the W-4 is invalid and ask for a new W-4.
- When the employee does not provide a valid W-4, The Madison will withhold taxes as if the employee were single and claiming no withholding allowances; or, if a prior Form W-4 is in effect with respect to the employee, The Madison will continue to withhold in accordance with the prior valid W-4.

All The Madison employees are further notified:

- When an employee submits a W-4 that eliminates all withholding requirements (claims "exempt"), the employee must verify on the W-4 form:

  (1) that they were entitled to a full refund of all income taxes withheld as a result of no prior year income tax liability, and
  (2) that they expect a full refund of taxes for the current year as they do not expect to have an income tax liability.

- A W-4 claiming "exempt" from withholding is only good until February 15 of the calendar year following the year in which there is no withholding. Thus, an employee must execute a new W-4 by February 15 of each calendar year to avoid having any income tax withholding.
- Upon receipt of a “lock-in” letter from the IRS, The Madison must disregard a submitted W-4 and any W-4s subsequently executed by the employee and follow the required IRS' withholding instructions, unless the new W-4 would withhold more than the IRS requires.
- The penalties for filing a false W-4 include a $500 civil penalty, a $1,000 fine and imprisonment for up to one year.

WAGE GARNISHMENTS

The Madison is required to satisfy all garnishment notices when delivered. Garnishments will continue until the community has received the appropriate notification from the issuing entity that the garnishment obligation has been satisfied or discontinued. At best, garnishment notices are a nuisance requiring excessive time to process. This places unnecessary demands on time for administrative handling. The community will conform to applicable federal and/or state laws and regulations relating to garnishments.

PAY INCREASES

Pay increases, including Cost of Living Adjustments (COLA raises), are not automatic, annual events. When granted a pay increase, the amount will be based on the employee’s job duties, longevity and performance.

EXPENSE REIMBURSEMENT

The Madison will reimburse employees for Administrator pre-approved expenses incurred on behalf of the community. Expense reimbursement forms are available in the business office. All requests for reimbursement must be in writing and a receipt for each expenditure must be attached to your request. No expenditure will be paid without a paid receipt or cancelled check. Requests for expense reimbursement should be turned in to the Administrator for payment.

BENEFITS

Benefit Plan.
Full-time employees who work or are expected to work at least thirty (30) hours a week and have completed sixty (60) days of employment with The Madison are eligible to participate in the employer's Benefit Plan.

When you become eligible for the Benefit Plan, an employee may enroll in the health insurance plan within thirty (30) days of their eligibility date. If the decision is made to participate in the plan later, employees will only be permitted to do so if they meet one or more of the following requirements and do so within thirty (30) days of one of these events:

- Meet the **new hire eligibility waiting period** of the first of the month following sixty (60) days from date of hire.

- At **Open Enrollment** which occurs the month prior to the employer's plan anniversary; or

- During **Special Enrollment/Life Event** such as marriage, divorce, legal separation, birth or adoption of a child, change in child's dependent status, death of spouse, child or other qualified dependent, change in residence due to an employee employment transfer or loss of coverage.

Upon hire, employees receive a Benefits Package which includes details about the Benefit Plan. The Benefit Package provides a summary of the products and coverage options available through The Madison. If you have any questions regarding eligibility, contact your Administrator.

If any statement in this Handbook or in the Benefits Package is in conflict with the plan documents, the plan document will control. If there is a conflict between an insurance contract and either the plan document or the Benefits Package, the insurance contract will control.

Continuation of Health Insurance (COBRA). Should employment terminate with The Madison, an employee may be eligible for continuation of health insurance coverage when certain events occur. Also, a spouse and/or dependent child(ren) insured in The Madison group health plan may be eligible for continuation coverage when certain events occur.

Complete information about the circumstances under which the employee, a spouse and/or dependent child(ren) may become eligible for continuation coverage will be provided to the employee at the time they become covered in The Madison group health plan.

PAID TIME OFF BENEFITS

PTO

The Madison has established a PTO program that combines vacation, sick, holiday, bereavement and jury duty into a single accrued benefit. Employees shall accrue prorated PTO based on the amount of hours worked. To accrue PTO, an employee must work a minimum of 20 hours per pay period. PTO hours are not included as time worked for purposes of calculating overtime. PTO shall be accrued based on all hours worked.

The Madison PTO benefits will accrue in the table that follows:

Years Complete	PTO Earned for Each Hour Worked	Maximum Days the Employee can Accrue
Hire Date to 1 Year	.0424	11 Days
1 – 3	.0500	13 Days
3 – 8	.0692	18 Days
8+	.0769	20 Days

PTO must be taken in 4 or 8 hour increments. A maximum of up to 176 hours of PTO may be accumulated.

Accrued PTO from hire date may be used by a non-probationary employee after 6 months of employment for unscheduled holidays, bereavement (as designated in the bereavement policy), jury duty and sick leave (as designated in the sick leave policy)

If the employee qualifies to use PTO for either sick or vacation time, they must use available PTO before taking unpaid time off.

VACATION

PTO can be used for vacation after 1 year of continuous employment. Vacation requests must be submitted in writing per the community policy. Requests are to be submitted to and approved by the employee's supervisor. Our goal will be to schedule vacation in accordance with the request.

Priority in vacation scheduling will be based on the needs of the community with the decision of the Administrator being final.

If an employee resigns, has worked at The Madison for at least one consecutive year and provides us two or more weeks' notice as required in the resignation/termination section, they will be paid available unused PTO provided they work their notice period or are excused from working the notice. We retain the right to choose between these two options. If an employee quits without providing the required notice or terminates for any other reason except retirement,

they will forfeit paid vacation benefits. Employees will not be allowed to take vacation time during their resignation notice.

SICK

After 6 months of employment an employee can use PTO for an unscheduled absence due to illness on the second consecutive scheduled day of the absence. Sick time does not retro back to the first day of the illness.

Employees will not be paid more PTO than they would average in a normal work week.

In order to receive sick pay, the following requirements must be met:

1. Your supervisor must be notified as soon as possible before the scheduled start of work. Failure to give proper notice could result in the employee being unable to use available PTO.
2. A physician's certificate is required for three (3) or more scheduled work days of illness or at the request of the Administrator. Employees who have been absent from work for three (3) or more scheduled work days due to illness also may be required to provide a physician's or health care provider's written release to return to work.
3. Any employee abusing the PTO and sick time policy will be subject to disciplinary action which may include termination.
4. The use of PTO in this manner, other than FMLA, does not excuse the employee from possible consequences and the employee may be subject to discipline in accordance with the applicable attendance and/or discipline policies.
5. Employees may not be able to return to work if there are restrictions put in place by their physician.

HOLIDAYS

When accepting employment at The Madison, each employee must agree to work at least half of all holidays during the calendar year. The Administrator and department head will attempt to accommodate employees' holiday scheduling wishes as much as possible, however, we all understand we are a healthcare community that operates 24 hours a day, every day of the year and must be staffed.

Employees working on the following seven (7) holidays will be paid at double time:

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

Any employee working the day's third shift will receive holiday pay for working the eve of each holiday. For example: Working third shift Christmas Eve, will be paid as holiday pay. Working third shift the day of the holiday (i.e. Christmas Day), will not be paid as holiday pay. This applies only to the third shift each day.

Holiday pay is premium pay and will not count towards overtime and overtime will not be paid on holiday hours.

LEAVES OF ABSENCE

Leaves of absence for absences from work which are not otherwise covered by the community's Family and Medical Leave Policy may be granted to any employee after 90 days of continuous service. Leave of absence for disabilities caused by pregnancy or child birth will be granted as required by applicable law. A leave of absence must be approved by your department head and the Administrator. Requests for a leave of absence must be, when practicable, in writing at least two (2) weeks in advance of departure date and include effective date, date of return, and a brief description as to why the leave is needed.

A leave of absence is granted without pay and employees are not entitled to paid holidays, jury duty, bereavement leave, or PTO accruals during the period of the leave. Employees are required to use any available PTO time and exhaust all PTO before taking unpaid time off.

Employees who fail to return on the agreed expiration date or who have not requested and obtained an approved extension for valid reasons will be considered self-terminated and will forfeit all accrued benefits, seniority and job rights.

Following the completion of the leave of absence due to an illness, injury, pregnancy or any other medical disability, but prior to returning to work, the employee who has taken leave will be required to provide the community with their physician's or health care provider's written release to work. Employees may not be able to return to work if there are restrictions put in place by their physician.

The approval of a leave of absence does not guarantee the employee granted such leave restoration to the position and/or shift which was held prior to the leave except when required by law.

BEREAVEMENT LEAVE

The Madison understands the deep impact that personal loss caused by the death of a person significant to us has on life. During this time of bereavement, employees who have completed their 90 day probationary period can use up to three days of PTO for the purpose of arranging or attend the funeral of an immediate family member. For the purpose of this policy, immediate family member is defined as father, mother, sister, brother, father-in-law, mother-in-law, wife, husband, child, grandparent, and grandchild. The employee's department head should be notified immediately of such an event and the department head will notify the Administrator
The supervisor may request documentation to support leave time. Additional unpaid time off also may be granted for an employee to travel.

The community will also consider requests for unplanned, paid PTO or unpaid time off to attend the funeral of a close relative or friend who does not meet the definition of immediate family. Requests should be submitted to the department head and/or Administrator and will be considered and decided on a case-by-case basis with consideration of all circumstances.

JURY DUTY

When an employee is called for jury duty, they should notify their department head as soon as possible. Time will be granted for this service. If the jury pay is less than your salary at the community, the difference will be paid by the community when the employee endorses their jury duty check payable to the community and submits it to the business office. Arrangements will be made to pay the employee for this time. If the employee is excused from jury duty any part of the normal work day, the employee should report to work and check in with their supervisor to complete their shift. Employees failing to meet these stipulations will forfeit jury duty pay.

MILITARY LEAVE POLICY

The Madison will grant military leaves of absence as required by law and by the needs of any full-time employees who are members of a military service. We request that employees notify the Administrator as far in advance as possible of their need to take leave.

A military leave of absence is granted without pay. Employees are not entitled to paid holidays, jury duty pay, paid bereavement leave or PTO accruals during the military leave of absence.

The employee on military leave of absence is responsible for any benefits costs they would have normally paid while employed or to the extent that other employees on a leave of absence are responsible for such costs.

An employee may elect to continue health plan coverage for up to eighteen (18) months after military leave begins or for the period of service, whichever is shorter. For military service of less than thirty-one (31) days, the employee only may be required to pay the usual employee share of the premium. If military service is longer than thirty-one (31) days, the employee may be required to pay up to 102% of the full premium.

Reenlistment or any other voluntary extension of the tour of duty may affect the leave of absence. On return from a military leave of absence, the employee will be reinstated as required by law subject to the following conditions:

1. The employee must apply for reinstatement within the time frame provided by the law. Returning employees should contact the Administrator and make it clear that reinstatement is being requested.

2. Employees will be asked to furnish a copy of military orders showing the date of service from duty and a certificate showing satisfactory performance of duty.

FAMILY AND MEDICAL LEAVE

If the community qualifies for FMLA, then it is the community's policy to provide unpaid family and/or medical leave to eligible employees in accordance with the requirements of The Federal Family and Medical Leave Act (FMLA.) The FMLA provides that an eligible employee may take up to twelve (12) weeks of unpaid leave during a 12-month period for any of the following reasons:

1. For the birth and care of a newborn child,
2. Placement of a child with the employee for adoption or foster care,
3. To care for a spouse, child or parent who has a "serious health condition,"
4. In the event the employee is unable to perform the essential functions of his/her job due to a "serious health condition," or
5. To care for a current military service member or veteran.

The 12-month period within which eligible employees may take family and/or medical leave under this policy will be a "rolling" 12-month period which will be measured "backwards" from the date on which an employee takes any family and/or medical leave.

EXAMPLE: An employee makes a request to take family leave to care for their father who has a serious health condition. The period of the family leave is scheduled to begin on March 1st. During the previous 12-month period measured "backwards" from March 1st, the employee has already taken eight (8) weeks of family and medical leave. The employee would, therefore, be eligible to use up to four (4) weeks of family leave to take care of their father.

This policy shall apply to all leaves of absence requests made by eligible employees for absences which are covered by this policy.

Employee Eligibility:

In order to be eligible to take family and/or medical leave, an employee must have:

1. Worked for the community for more than twelve (12) months; and
2. Worked at least 1,250 hours for the community during the 12-month period.

Notice Requirements:

An employee requesting family and/or medical leave must give the community at least thirty (30) days advance notice if the reason for the leave is foreseeable based on expected birth, placement of a child for adoption or foster care, or planned medical treatment. If thirty (30) days advance notice is not possible, given the particular circumstances of the employee's request for family and/or medical leave, the employee must give the community notice of the request for leave as soon as is practicable, but no later than one (1) or two (2) business days from the time when the employee first learns of the need for a leave of absence from work. Employees must make a reasonable effort to schedule a foreseeable or planned leave of absence so that it does not unduly disrupt the community's operations.

Medical Certification:

The community will require medical certification from the employee's health care provider if the employee requests family leave to care for a child, spouse or parent with a "serious health condition," if the employee requests family and/or medical leave on an intermittent or reduced leave basis or if the employee is requesting medical leave because the employee is unable to perform the essential functions of his/her job duties due to a "serious health condition." In addition, the community at the community's expense, may request another medical certification from a second health care provider designated by the community. The community may also require a final and binding medical certification from a third health care provider selected jointly by the employer and the community and paid for by the community.

Employees who have been unable to work due to their own "serious health condition" will be required to provide the community with a written release to return to work from a health care provider before returning to work following the completion of their medical leave of absence.

Definition of "Serious Health Condition":

In order to take family leave to care for an ill or injured parent, spouse or child, the employee's parent, spouse or child must have a documented "serious health condition." In order for an employee to take medical leave, the employee must have a documented "serious health condition" which prevents the employee from performing the essential function of their job. The Family and Medical Leave Act defines a "serious health condition" to mean an illness, injury, impairment or physical/mental condition involving:

1. Inpatient care in a hospital, hospice or residential medical care facility;

2. Any period of incapacity requiring an absence of more than three (3) calendar days from work, school, other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or

3. Continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three (3) calendar days.

Leave Requests:

All requests for family and/or medical leave should be submitted to the Administrator or your department head. Leave request forms and medical certification forms may be obtained from the Administrator. The community's family and medical leave of absence forms and medical certification forms must be used for all leave requests made under this policy.

Substitution of Leave:

Employees will be required to substitute their available time off benefits for an equivalent portion of their approved medical leave taken under this policy.

Continuation of Insurance Coverage and Benefits:

During the period of leave, the community will continue the employee's group health insurance at the same level and under the same conditions as if the employee had continued working. Where appropriate, employees will be required to make arrangements with the community to pay their required share of the cost of the health insurance premiums (and the cost to continue their coverage under other fringe benefit programs established by the community) while on leave.

Employees will not accrue PTO, or be eligible for holiday pay, jury duty pay, or paid bereavement leave during the period of the family and/or medical leave.

Returning to Work After Leave:

Following the completion of family and/or medical leave, an employee will be returned to their former position or to an equivalent position with equivalent pay, fringe benefits and working conditions. However, if the employee on leave is a salaried employee and meets other conditions established by the Family and Medical Leave Act and returning the employee to their former position or to an equivalent position would result in a substantial or grievous economic injury to the community, the employee on leave may be denied reinstatement.

If you have any questions concerning this policy, please contact the Administrator.

TECHNOLOGY/SOCIAL MEDIA

Computer/Internet Use Policy. This policy applies to ***all*** employees when they are using computers or Internet connections supplied by the community, whether or not during work hours, and whether or not from the community's premises.

1. **No Privacy.** The community provides computers and Internet connections for business purposes: specifically, care plans/ MDS, or service plans payroll, business correspondence, DCI and Nurse Aide registry background checks. You should use those computers only for community business. The community has the right, but not the duty, to monitor all communications and downloads that pass through its computers at its sole discretion. Any information retained on the community's computers may be disclosed to outside parties or to law enforcement authorities.

2. **Improper Activities**. You may not disseminate or knowingly receive harassing, sexually explicit, threatening or illegal information by use of the community computers including offensive jokes or cartoons. You may not use the community computers for personal or commercial advertisements, solicitations or promotions. You are responsible for safeguarding your password for the system. Passwords should not be printed, stated online, or given to others. Users are responsible for all transactions made using their passwords. The community is not responsible for the actions of individual users.

3. **Nature of E-mail.** E-mail resembles speech in its speed and lack of formality. Unlike speech, e-mail leaves a record that is often retrievable even after the sender and recipient delete it. If you would not want your family to read your message on the front page of the newspaper, do not send it by e-mail.

4. **Intellectual Property of Others.** You may not download or use material from the Internet or elsewhere in violation of software licenses, or the copyright trademark and patent laws. You may not install or use any software especially that obtained over the Internet without written permission from the Administrator.

5. **Report Violations.** If you observe or learn about a violation of this policy, you must report it immediately to your department head or Administrator.

Failure to comply with the foregoing Internet Use Policy is subject to discipline including loss of access to the community computers, discharge from employment, and possible legal actions for damages or indemnification.

Social Media. The Madison defines social media as online interactions on social networking sites, in comments on Websites and any other public or quasi-public interactions online.

Employees need to make sure they are fully aware of the risks -- especially those that threaten our and your hard-earned reputation. This is a fast-changing world and you will need to exercise

judgment in many areas. When combining personal and professional material, employees must rise to The Madison standards in what they post, comment on or otherwise share, making careful use of privacy settings on social media sites.

Unacceptable Use. Use of The Madison technology, networks and internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Distributing, or creating disruptive, offensive, harassing, or threatening documents or messages, including offensive comments about race, gender, appearance, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Harassment of any kind is prohibited.
- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate community business.
- Sharing your Logon-ID or passwords.
- Engaging in private or personal business activities including excessive use of social media, video streaming, instant messaging or chat rooms.
- Accessing or attempting to access data for which you are unauthorized either inside or outside the corporation.
- Disparaging, profane or abusive language.
- Downloading or transmitting copyrighted materials without permission from the copyright holder. Even when materials on the network or the Internet are not marked with the copyright symbol, employees should assume all materials are protected under copyright laws unless explicit permission to use the materials is granted.
- The intentional or unintentional revealing of community confidential material to people, both inside and outside the community, who do not have a need to know that information. Confidential Material is information which is not generally available to the public and is available to you only because of your status as an employee, contractor, temporary worker, or other worker at The Madison.
- Processing, distributing, transmitting, storing or displaying electronic material which is obscene, pornographic, profane, sexually explicit, libelous or defamatory.

Responsibility and Enforcement. It is the responsibility of every technology user of The Madison to know these guidelines, and to conduct their activities accordingly. Employees are encouraged to immediately report abuses to their department head or to the Administrator. Employees who abuse or violate these guidelines are subject to disciplinary action. Some violations may constitute criminal offenses, as outlined in local, state, and federal laws; The Madison will carry out its responsibility to report such violations to the appropriate authorities.

The Madison owns the rights to all data and files in any computer, network or other information system used in The Madison and to all data and files sent or received using any company system or using The Madison access to any Technology network. Users should never consider electronic communication to be either private or secure. The Madison has the right, but not the obligation, to monitor any and all aspects of its technology systems including reviewing e-mail sent and received by users. Users understand that The Madison may use automated software to monitor material created, stored, sent or received on its computer network.

Employees are responsible for any The Madison equipment they have possession of. Users must make every effort to protect laptops, USB drives, etc. from loss or theft. Should loss or theft occur the user should report it to their department head or Administrator immediately.

CELLULAR TELEPHONES/PERSONAL TELEPHONE CALLS

While at work, employees are expected to exercise the same discretion in using personal cell phones as they use with company phones. Excessive personal calls or text messaging during the workday, regardless of the phone used, interferes with and detracts from quality and safe care of our residents. Employees should limit all personal calls and text messages to meal and/or break times and any such calls/texts must be made/received in the employee lounge. Employees should ensure that their friends and family members are aware of this policy. In the unusual event of an emergency or anticipated emergency that may require immediate attention, employees should notify their department head in advance to obtain permission to receive/make personal calls/text messages that would otherwise violate this policy

Camera Phones. To ensure that our Resident's privacy rights are in no way compromised or violated. Employees are strictly forbidden from using their cellular telephone (or any other recording device) to take photographs, videos, or otherwise recording Residents and Resident property while in the workplace.

Violations. Employees found to have violated this policy will face disciplinary action up to and including termination.

GENERAL INFORMATION

Telephone Answering Procedures. On occasion, an employee may be asked to answer the telephone. Under such circumstances, it is important to remember that the only impression many people will receive of our community is the one they receive when the telephone is answered. The right way to answer the telephone is as follows: With a pleasant and distinct voice say, "Good morning (afternoon or evening), the community name and your name." This way the caller knows they have the right number and knows the name of the person with whom they are speaking. If the person being called is not in, ask the caller if you may take a message.

Job Vacancies. To be considered for another position at The Madison, employees must meet the specifications of the position, be capable of performing the essential functions of the job, with or without a reasonable accommodation, be an employee in good standing in terms of overall work record including satisfactory job performance.

Hiring of Relatives. The hiring of an employee's immediate relatives is discouraged within the community. Such decisions are ultimately made by the Administrator on an individual basis.

Workplace Relationships. It is the responsibility of each employee to promote a productive work environment and to work with others to maintain a culture of respect and harmony. Personal relationships must not interfere with or adversely impact job performance, job behavior, morale or credibility of The Madison. Professional standards must be maintained.

Employees may not work directly for or supervise individuals with whom they are involved in personal or dating relationships. Individuals who are involved in a dating relationship are required to conduct themselves in a professional manner. This policy applies to all employees without regard to gender or sexual orientation of the individuals involved.

If an actual or potential adverse effect on the workplace arises as a result of the employment of individuals involved in a dating relationship or there is a violation of this policy, the matter must be discussed with your Administrator. The Madison reserves the right to take prompt action which may include transfer or termination of employment.

Bulletin Board. Work-related information and notices will be posted on the staff bulletin board including such items as notices of job openings. Check with your Administrator for the location of the bulletin board as it should be checked frequently for important notices. The bulletin board is not for posting personal items.

Meals and Breaks. Employees are eligible for a thirty (30) minute unpaid meal break when scheduled for a minimum of six (6) hours. All employees must clock in and out at the time clock for meal breaks. The meal period will be scheduled for each employee. Employees abusing the scheduled thirty (30) minute meal break will be subject to disciplinary action. Employees are required to leave their normal workstation and are expected to be completely relieved from duty during the meal break for an uninterrupted meal break. In the event an employee is required to work during their meal break, the employee must provide their Supervisor with a Time Card Adjustment form to be paid for the missed meal break time.

As resident needs allow, employees will be allowed one ten-minute break for shifts of 4-5 hours and two ten-minute breaks for scheduled shifts of 5 1/2 hours. At no time will the combining of break(s) and meal break(s) be permitted. Employees are NOT to clock in or out for the ten-minute break(s.)

NO employee may use or be in the possession of any other employee's badge. Possession of any other employee's badge may be grounds for immediate termination.

Please see the Administrator and/or department head for community specific rules regarding meal breaks and rest breaks.

Restricted Areas. Only authorized persons of the department are permitted in certain areas, such as the medication room and kitchen.

Parking. Parking facilities are provided and employees are required to use the area designated for them.

SAFETY/SECURITY

Accidents and Safety. In the interest of protecting our Residents, visitors and employees from injury due to accidents, prescribed safety rules and common safety practices shall be observed by employees at all times. All accidents, no matter how minor, must be reported to the department head, Administrator, or the charge nurse on duty immediately. An accident report must be filed, signed and submitted to the Director of Nursing or Administrator before leaving the community at the end of your shift.

Employees are expected to acknowledge and, if necessary, respond to the door alarm systems to ensure the safety of our Residents.

Fire and Evacuation Procedure. Fire rules and evacuation procedures are posted for all employees. You must become familiar with these regulations and understand the role you are to play. Every precaution has been taken for the prevention of fires. It is important for you to be constantly alert to any condition or hazard that could cause a fire. Be sure you know the location of and how to operate the fire extinguishers and fire pull stations.

Worker's Compensation – Accident & Injury Reporting. The Madison insures its work- force in accordance with the workers' compensation laws of the State of Iowa. If an employee is injured on the job and loses time from work, the employee will be entitled to apply for compensation in accordance with the Workers' Compensation Law.

All accidents or injuries, however small, must be reported when they occur. An employee accident report must be prepared by the injured employee and forwarded to the Administrator. Refer to the community Workers' Compensation policies. If any employee needs treatment for a work-related injury, they should report to the Administrator prior to initiation of treatment by the authorized company physician. If the Administrator is not available, please report to the nurse supervisor on duty prior to physician treatment.

Severe Weather. Our commitment to our Residents requires a high standard of performance on the part of all The Madison employees. If snow or other adverse weather conditions threaten your ability to report to work in a timely manner, employees are encouraged to plan ahead and take all precautions necessary to safely arrive at work by their designated start time.

TERMINATION OF EMPLOYMENT

Our hope is that your employment with The Madison will be fulfilling both personally and professionally. In the event, however, employment with our organization is terminated, we ask you to provide appropriate notice.

Voluntary Termination. Employees voluntarily terminating their employment with The Madison are required to provide their department head and the Administrator at least a two (2) weeks written notice prior to their termination date.

Supervisory and professional personnel (RNs, LPNs and Department Heads) voluntarily terminating their employment are required to provide the Administrator at least a thirty (30) day written notice prior to their termination date.

Employees voluntarily terminating without proper notice or not working their entire notice period will forfeit all rights to their available PTO.

Employees will not be approved to take vacation time during their resignation notice period.

An employee voluntarily terminating his or her employment before completing one full year of employment is not eligible to receive accrued PTO, and therefore, will not be paid available PTO on their final paycheck.

Involuntary Termination. In the event of an involuntary termination of employment, available PTO benefit will not be paid.

Exit Interview. When an employee leaves the employment of The Madison for any reason, they are encouraged to conduct a confidential exit interview with their department head or the Administrator. This interview provides a private opportunity for the employee to share information about our community, to return company property, and to complete their personnel record. The interview will be conducted at a time that is mutually convenient for the department head, or Administrator, and the employee.

Final Paycheck. In the event employment terminates for any reason, voluntary or involuntary, the employee's final paycheck for all wages earned less any lawful deductions will be issued on the next regular pay day for the pay period in which the wages were earned.

SEXUAL HARASSEMENT POLICY & ACKNOWLEDGEMENT FORM

I acknowledge that I have received, read and understand the Sexual Harassment and Retaliation policy of The Madison. I understand that in the event I experience or witness any conduct that may be in violation of the policy, I should contact my department head, the Administrator, or the community's designated Compliance Officer. I understand that I will not be retaliated against either for making a complaint under the community's sexual harassment policy or for participating in an investigation of a complaint. I understand that retaliation against other employees for making a complaint or participating in an investigation of a complaint is prohibited. I also understand that failure to comply with the policy could result in disciplinary action up to and including termination of employment.

_____

Employee Signature

_____

Date

EMPLOYEE ACKNOWLEDGMENT

I have received and read a copy of the Employee Handbook of The Madison.

I understand the policies contained therein and I have had an opportunity to ask questions about and discuss the policies. I fully understand the policies governing any employment with The Madison and I agree that I will conform to these policies.

I understand that these policies take precedence over any previous policies issued by The Madison.

I also understand and agree that The Madison reserves the right to change or alter the terms of these policies at any time.

I also understand and agree at-will employment is for no definite time period and regardless of the time and manner of payment of my wages or salary may be terminated at any time by The Madison or me, with or without cause and without any previous notice.

I also understand that no representative of The Madison other than the Administrator or the Administrator's designee has the authority to enter into an agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

_____

Employee Signature

_____

Date

CONFIDENTIALITY AGREEMENT

During the course of my employment with The Madison, I may learn or have access to information concerning a Resident's condition, personal or financial affairs.

I agree that this information is strictly confidential and should only be discussed with persons who have a need to know and are authorized to know. Further, I will not discuss such information with fellow employees unless they have a need to know in order to perform their job and authorized to know.

Therefore, I agree that during my employment with The Madison Resident information will not be disclosed by me to anyone not authorized to know or who does not have a need to know in order to perform their job unless authorized to do so by my immediate supervisor or the Administrator of The Madison. I will respect the privacy rights of all Residents. I will not take any photographs or recordings of Residents of any nature and will not post any information regarding a Resident's personal or health-related information on any form of social media

If found to have violated this policy, I further acknowledge I will be subject to disciplinary action up to and including termination.

_____

Employee Signature

_____

Date