

# **TRADITIONS BEHAVIORAL HEALTH**

## **EMPLOYEE HANDBOOK**

February 27<sup>th</sup>, 2006

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# Company Policy and Compliance

## GENERAL EMPLOYMENT POLICY

The purpose of this employee electronic handbook is to provide our doctors and staff with a reference to check from time to time on company policies. We post it on the web for ease and it also serves the purpose of helping possible applicants to get a sense of our values and priorities. It is our hope that this will provide us all with clarity and help us in our mission of providing an excellent environment for our doctors to work in as we partner with our customers in the treatment of the seriously and persistently mentally ill consumers that we serve.

TBH explicitly reserves its right, in its sole and absolute discretion, to change, limit, restrict, revise, eliminate or otherwise modify any of its personnel policies or practices at any time. Nothing in this handbook shall be construed to contradict your employment contract. In the case of a dispute arising from a perception that this document contradicts your employment contract, then your employment contract shall prevail.

## EMPLOYEE HARASSMENT AND DISCRIMINATION POLICY

It has and will continue to be a fundamental policy of **Traditions Behavioral Health** not to discriminate on the basis of race, ancestry, color, religion, sex, national origin, age, sexual orientation, medical condition, marital status, physical or mental disability, or status as a Vietnam era or special disabled veteran with respect to recruitment, hiring, training, promotion and other terms and conditions of employment. In addition, employment decisions shall comply with all applicable state and federal laws prohibiting discrimination in employment, including but not limited to: Title VII of the Civil Rights Act, as amended; Executive Order 11246; the Age Discrimination in Employment Act, as amended; the California Fair Employment and Housing Act, as amended; and the Americans with Disabilities Act.

Dr. Hayes, the President of Traditions Behavioral Health and all of our doctors and staff are committed to this non-discrimination policy.

All complaints of discriminatory treatment in violation of this policy should be brought to the attention of the employee's supervisor and Dr. Hayes, the President of Traditions Behavioral Health, so that an internal investigation may be undertaken.

It is the responsibility of each and every employee of **Traditions Behavioral Health** to give the policy of equal employment opportunity real meaning and full support.

**Traditions Behavioral Health** wants to provide a workplace free of unlawful harassment and discrimination of doctors and staff by other staff members or other agents of **Traditions Behavioral Health**. It is the responsibility of every employee to cooperate in reaching this goal. Unlawful harassment and discrimination is considered a serious act of misconduct and may subject an employee to disciplinary action, including discharge. However, it is not considered harassment or discrimination of any sort for members of Management to enforce **Traditions**

**Behavioral Health's** job performance requirements, its conduct standards or its policies and procedures.

## **HARASSMENT**

Harassment is defined as any unsolicited and/or unwelcome verbal, graphic, physical or other conduct, consent to or tolerance of which is made a term or condition of employment or of any employment-related action or decision, or which creates an intimidating, hostile or offensive working environment.

Harassment includes, but is not limited to age, marital status, sexual, sexual orientation, ethnic, religious or physical condition/appearance harassment. Any form of physical abuse or the threat of physical abuse is harassment. Any form of unwelcome sexual advance, whether physical, verbal, graphic or otherwise is harassment.

This policy applies to all doctors and staff. Managers and supervisors are responsible for ensuring that no employee engages in or is subjected to any form of harassment, and that any complaint of such harassment is addressed immediately.

If you believe you have been a victim of such harassment, you should promptly advise Dr. Hayes, the President of Traditions Behavioral Health. The problem will be investigated and dealt with professionally and in a confidential manner and appropriate action will be taken as soon as possible.

It is the policy of **Traditions Behavioral Health** that harassment in any of its forms is inconsistent with the aims and policies of **Traditions Behavioral Health**, and is prohibited. Such activity is considered to be improper conduct, and subjects any employee found to be participating in harassment to corrective action including termination for cause.

Both state and federal laws prohibit an employer from discriminating or retaliating against any person who:

- Opposes any employment practice forbidden under any particular statute, or
- Files a complaint, testifies, or assists in any proceeding under the statute.

## **COMPANY ETHICS**

It has always been the policy of **Traditions Behavioral Health** to comply fully with all laws governing its operations and conduct its affairs in keeping with the highest moral, legal and ethical standards.

**Traditions Behavioral Health** will not tolerate violations of the law, illegal infringement on the rights of others, lying, cheating, stealing, gross negligence, misconduct, unethical behavior or any action which, in the judgment of Dr. Hayes, the President of Traditions Behavioral Health, is

contrary to the best interests, security, safety and well-being of **Traditions Behavioral Health**, its doctors and staff, patients or others with whom it does business.

### **COMPLIANCE PROGRAM**

It is **Traditions Behavioral Health's** policy to comply with all federal, state and local laws and regulations governing the provision of health care items and services. Accordingly, Traditions Behavioral Health has implemented a corporate compliance program. From time to time, Traditions Behavioral Health may distribute its compliance policy and ask you to indicate your acceptance and understanding. Dr. Sentenn, TBH's Medical Director, is the corporate compliance officer for Traditions Behavioral Health.

### **OPEN DOOR POLICY**

Whenever you have a problem or complaint or have any issue involving **Traditions Behavioral Health** policies outlined in this Handbook, we expect you to communicate directly with Dr. Hayes, the President of Traditions Behavioral Health by emailing: [drhayes2@tbhcare.com](mailto:drhayes2@tbhcare.com).

### **COMPANY COMMUNICATION**

It is important that every employee is accustomed with **Traditions Behavioral Health's** policies and initiatives. **Traditions Behavioral Health** uses a variety of means to communicate this important information to its doctors and staff. **Traditions Behavioral Health** may hold general employee meetings from time to time usually at the annual TBH conference and monthly doctor dinners. It is your responsibility to attend these meetings. In addition, you should read any communication that accompanies your pay stub, and emails that you will receive from time to time. It is a company policy that medical staff and administration check emails each work day.

You may receive other information booklets, such as your insurance booklets, from time to time. These booklets are yours to keep and take home so that your family may know more about your job and your benefits. In addition, you may receive letters from **Traditions Behavioral Health** or its authorized business partners. There is no regular schedule for distribution of this information.

# COMPANY GENERAL SAFETY

## GENERAL SAFETY

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all company activities. We want to protect you against industrial injury and illness. Report safety hazards or dangerous conditions to Dr. Hayes immediately. Below are some examples of safety rules that may be useful guidelines even for physicians in hospital and clinic environments

- Ask for assistance when lifting heavy objects or moving heavy furniture. You are not expected to do such things alone.
- Avoid overloading electrical outlets with too many appliances or machines
- Keep cabinet doors and file and desk drawers closed when not in use
- Keep your work area and the aisles clean and orderly
- Report to your supervisor if you or a co-worker becomes ill or is injured
- Sit firmly and squarely in chairs that roll or tilt
- Smoke only in designated smoking areas; there is no smoking in any company office
- Stack materials only to safe heights
- Start work on any equipment only after safety procedures and requirements have been explained and you understand them
- Use flammable items, such as cleaning fluids, with caution
- Use the right tool for the job, and use it correctly
- Use stairs one at a time
- Walk - don't run
- Watch out for the safety of fellow doctors and staff

## FIRE SAFETY

**Traditions Behavioral Health** has a fire evacuation protocol in place. Please speak your facility administrator and become familiar with the fire protocol at the site that you are assigned to.

## **COMPANY BENEFITS**

### **MATERNITY LEAVE**

Following 4 months of employment, all fulltime and part-time doctors and staff, male or female, are eligible for a maximum of eight weeks maternity leave without pay to care for a newborn or adopted child. Maternity leave does not run concurrently with any available FMLA. An employee must use their Paid Time Off (PTO) during this absence until it is exhausted or you return to work. Upon return, employment is guaranteed.

An employee does not accrue PTO during any leave of absence. If you exhaust all your PTO during any leave of absence, **Traditions Behavioral Health** will continue to cover your health and dental insurance costs until you return. You will be billed each pay period and are required to pay the health and dental premiums.

### **BEREAVEMENT**

Full time doctors and staff are eligible for three unpaid days bereavement time for an immediate family member's death. Immediate family members include spouse, children, parents, siblings, grandparents, parents-in-law, and siblings-in-law. Part-time doctors and staff are entitled to bereavement on a pro-rated basis.

### **MILITARY RESERVE OR NATIONAL GUARD LEAVE OF ABSENCE**

Doctors and staff who serve in U. S. military organizations or state national guards may take time off from work to fulfill this obligation, as permitted by law, and will retain all of their legal rights for continued employment under existing laws. Non-exempt doctors and staff have the option of taking the leave without pay or applying any available Paid Time Off (PTO) to the leave. Military leave for exempt doctors and staff will be paid (although their salary may be offset by any military pay received) unless the leave is for a full week or more; if the leave is unpaid, exempt doctors and staff will have the option of applying any available PTO.

### **JURY DUTY**

It is your civic duty to report for jury duty whenever called. If you are called for jury duty, **Traditions Behavioral Health** will permit you to take the necessary unpaid time off, as required by law.

### **ATTENDANCE**

Regular attendance is considered an essential function of your job. You are expected to be at your jobsite and ready to work at the beginning of your assigned shift.



## **ABSENCE OR LATENESS**

From time to time, it may be necessary for you to be absent from work. Traditions Behavioral Health recognizes that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your scheduled work hours may arise.

If you are unable to report to work, or if you will arrive late, please contact your on site supervisor immediately. If you know in advance that you will need to be absent, you are required to request this time off directly from your supervisor. Whenever you are late or absent it is crucial that you contact Lisa Palmer at TBH so that your PTO and the facility bill (when indicated) can be adjusted.

In the event of an unexpected absence or late arrival, telephone and request to speak with your supervisor directly. Notifying the switchboard operator, answering service, voice mail or a fellow employee is not sufficient. If your supervisor is not available when you call, you may leave the information with the Dr. Hayes, the President of Traditions Behavioral Health. If you are unable to call in because of an illness, emergency, or for some other reason, be sure to have someone call on your behalf, if possible.

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

**Traditions Behavioral Health** provides full time and part time (32 hours per week and over) doctors and staff with Paid Time Off (PTO) from work. PTO is a combination of vacation, sick, and personal time.

- New doctors and staff must wait 30 days before using any accrued PTO.
- PTO may be taken as the hours are accrued, as approved by your supervisor or they may be accrued throughout the year and taken at your convenience.
- PTO requests must be submitted to your immediate supervisor at least 4 months prior to the scheduled time off if you would like TBH to provide coverage with another on site doctor. Otherwise please provide as much notice as possible. Never less than one month
- See Exhibit B of your contract for PTO schedule.
- If you are either sick or on vacation on a day that you are scheduled to work, you will be charged the number of hours you would have worked all day.
- PTO is not accrued during an employee's long-term absence such as during a maternity leave, FMLA, or extended sick time. The accruals will resume when you return to work.
- Unused accrued time will be cashed in at the time you sever your employment with Traditions Behavioral Health, but at no other time.

- **Traditions Behavioral Health's** doctors and staff may be allowed to alter their schedule in a particular week in lieu of taking PTO. Schedule alterations are at the discretion of your immediate supervisor or Dr. Hayes, the President of Traditions Behavioral Health and based on the needs of **Traditions Behavioral Health**, its customers and the needs of the consumers we serve.
- PTO is accrued per pay period.

## **WORKER'S COMPENSATION**

Workers' compensation coverage is designed to provide you with benefits for injuries that you may suffer in connection with your employment. If you are injured while at work, and such injury is compensable under the applicable law, you will receive benefits in accordance with state law requirements.

Coverage begins when you become a company employee and continues during your employment with Traditions Behavioral Health.

### **What are the benefits?**

- Authorized medical care to address the injury or work-related illness, including doctor bills, medicines, hospital costs, and fees for lab tests, x-rays, and crutches.
- Rehabilitation services necessary to return to work (for example, physical therapy) are also covered.
- Partial payments for lost wages can also be made after you are off work due to the injury for the statutorily mandated time.

Failure to report immediately to Traditions Behavioral Health an accident that results in an injury, no matter how slight, could result in a loss of benefits. All injuries, no matter how slight, must be reported immediately to Lisa Palmer to assure timely reporting of your injury. You must tell Lisa Palmer what, where, when, and how the injury happened - enough information so that medical treatment can be arranged for you. In an emergency, go directly to one of the medical facilities nearby. You will be required to furnish **Traditions Behavioral Health** with written statements regarding any work related accident so **Traditions Behavioral Health** may accurately document the incident and insure benefits are provided.

Fortunately, most claims are handled routinely. Workers' compensation benefits are scheduled in accordance with state law. If you think that you have not received all of the benefits that you believe are due, please contact Lisa Palmer.

Doctors and staff returning to work after being absent due to an injury must report to their supervisor or Dr. Hayes, the President of Traditions Behavioral Health prior to beginning work

and must bring a release to return to work completed and signed by their health care provider prior to returning to duty.

**UNEMPLOYMENT BENEFITS**

If you become unemployed, you may be eligible for unemployment compensation, under certain conditions, for a limited period of time. Unemployment compensation provides temporary income for workers who have lost their jobs, due to no fault of their own. Be sure to indicate **Traditions Behavioral Health** as your employer when applying for benefits through the State Department of Employment & Training.

**HOLIDAYS**

**Traditions Behavioral Health** offers 12 paid holidays a year:

- |                        |                                       |
|------------------------|---------------------------------------|
| New Year’s Day         | Labor Day                             |
| Martin Luther King Day | Columbus Day                          |
| President’s Day        | Veterans Day                          |
| Memorial Day           | Thanksgiving Day and the Friday after |
| Independence Day       | Christmas Eve and Christmas Day       |

**REIMBURSEMENTS**

Some company doctors and staff are required to travel to different company locations. You must have written authorization prior to incurring an expense on behalf of **Traditions Behavioral Health**. To be reimbursed for all authorized expenses, you must submit an expense report, with receipts, that has been approved by your supervisor. See your supervisor for details.

**EMPLOYEE REFERRAL PLAN**

**Traditions Behavioral Health** encourages doctors and staff to refer people for employment at **Traditions Behavioral Health**. **Traditions Behavioral Health** offers a \$2000.00 referral bonus for any employee that can successfully refer a candidate for hire, if the doctor is hired full time and remains on board at TBH in a full time capacity for at least six consecutive months. Please see your immediate supervisor or Dr. Hayes, the President of Traditions Behavioral Health for an employee referral form.

# COMPANY RULES AND REGULATIONS

## SUBSTANCE ABUSE

**Traditions Behavioral Health** strives to provide its doctors and staff with a safe workplace. The use of illegal drugs or abuse of prescription drugs or alcohol may put you or others at risk of harm or injury. You are expected to be in suitable mental and physical condition while at work, allowing you to perform your job effectively and safely. **Traditions Behavioral Health** has established the following guidelines with regard to use, possession, or sale of alcohol or illegal drugs:

- Manufacture, possession, use, distribution, sale, purchase, or transfer of or being under the influence of, illegal drugs is strictly prohibited while on **Traditions Behavioral Health's** premises or while performing company business. The consumption of alcohol on premises or while performing company business is also prohibited. It is a violation of **Traditions Behavioral Health's** policy for you to report to work or to work under the influence of alcohol or illegal drugs.
- To the extent allowed by applicable state law, **Traditions Behavioral Health** may maintain screening practices designed to prevent hiring individuals who use illegal drugs and to identify those doctors and staff under the influence of illegal drugs or alcohol during work time.

If you are under a physician's care and are taking any prescribed drugs, which could impair your ability to perform your job, you may be required to submit written authorization from your physician in order to perform your required duties.

## WORKPLACE VIOLENCE

As part of striving to maintain a safe workplace, **Traditions Behavioral Health** prohibits violence or threats of violence in the workplace. The "workplace" is broadly defined to encompass buildings which **Traditions Behavioral Health** and its customers own and in which it leases space.

**Prohibited conduct includes, but is not limited to:**

- Injuring another person physically
- Engaging in behavior that creates a reasonable fear of injury in another person
- Engaging in behavior that may subject another individual to extreme emotional distress
- Possessing any dangerous substances, including firearms, explosives and other weapons while on company premises or engaged in company business

- Doctors and staff possessing protective sprays must comply with legal requirements governing their possession and use
- Damaging property intentionally
- Threatening to injure an individual or damage property. Threats can be direct statements as well as intimidating remarks or gestures, “stalking” or other menacing behavior

**Traditions Behavioral Health** encourages doctors and staff to promptly report incidents of potential violence or threats of violence and to suggest ways to reduce or eliminate risks. Traditions Behavioral Health requires records of incidents to assess risk and to measure progress.

**Traditions Behavioral Health** is committed to the policy that no reprisal is taken against any employee who reports or experiences workplace violence.

Doctors and staff who commit violent acts, make threats, or who otherwise violate this policy are subject to discipline and may be terminated. **Traditions Behavioral Health** may also seek the prosecution of those who engage in violence on its premises.

## **WORKPLACE EXPECTATIONS**

When each employee is aware that he or she can fully depend upon fellow workers to follow expected standards of conduct, then the organization becomes a better place to work for everyone. If you have a question regarding any work or safety standard, please see Lisa Palmer for an explanation.

The occurrence of any of the following activities, as well as violations of any of **Traditions Behavioral Health’s** rules or policies listed in this Handbook or elsewhere, may subject you to disciplinary action, up to and including termination of employment. These lists are not all-inclusive. They merely provide guidelines.

- Any act of dishonesty, including, but not limited to, falsification or misrepresentation on your application for employment or other work records, lying about sick or personal leave, giving false reasons for a leave of absence, alteration or falsification of company records or medical records or other company documents, including prescription documents.
- Any act of illegal harassment, whether sexual, racial, or other.
- Any discriminatory action against co-workers or patients.
- Any discourtesy to co-workers or patients.
- Violation of Patient Rights for confidential medical records and communications to the extent provided by law.

- Failure to keep proper time records or alteration of your own or other's time records, or attendance documents.
- Altering another employee's swipe card time records or attendance documents.
- Insubordination or refusing to obey instructions issued by Lisa Palmer pertaining to your work.
- Willful or negligent action at work that endangers the life or safety of another person or willful violation of any company rules or deliberate action that is extreme in nature and is obviously detrimental to Traditions Behavioral Health's efforts to operate continuously and profitably
- Willful violation of security or safety rules or failure to observe the safety rules or safety practices identified in this handbook.
- Excessive absences or lateness.
- Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of Lisa Palmer.
- Failure to immediately report damage to, or an accident involving, company equipment.
- Failure to maintain a neat and clean appearance or any departure from accepted conventional modes of dress or personal grooming as explained in this handbook.
- Interfering with the work of another employee on the job.
- Use of obscene or abusive language.
- Unauthorized soliciting for another business during working hours and/or in working areas.

### **DRESS CODE AND PERSONAL APPEARANCE**

You create the image many people will have about **Traditions Behavioral Health**. We would like our doctors and staff to adhere to a professional look that upholds the values of **Traditions Behavioral Health** and supports our commitment to quality care for our patients and the public.

- Business attire – dress slacks, pants, khaki pants, skirts, dresses, pantsuits
- Jeans are acceptable when they are the norm at a clinic

- Business style shoes
- Nametag with job title

**THE FOLLOWING ITEMS ARE EXAMPLES OF WHAT MIGHT NOT BE ACCEPTABLE ATTIRE: [Not exhaustive list]**

- High top sneakers
- Tight fitting pants or skirts
- Leggings
- Miniskirts
- Low cut blouses
- Cropped tops
- Blouses or shirts with logos other than Traditions Behavioral Health logo
- Bermuda shorts
- Dress shorts or Shorts
- Overalls

**Traditions Behavioral Health requires you to observe the following :**

- Wear your name tag with your job title
- No excessive perfume
- Men are required to wear socks
- All clothing items for all job categories are to be clean and neat

**OUTSIDE EMPLOYMENT**

Outside business activities and employment are discouraged generally and prohibited where such activities conflict with, result from, depend upon, are substantially similar to or adversely impact your main duties with Traditions Behavioral Health.

Exceptions may be made for volunteer civic and social-type activities or reasonable so-called “pro-bono” work.

Any such activity must be disclosed to and approved by the Dr. Hayes, the President of Traditions Behavioral Health and shall be written in your employment contract.

### **SOLICITATION**

No one is permitted to post notices or written material on company or customer property without the express written approval of the Dr. Hayes, the President of Traditions Behavioral Health, and no one is to circulate or distribute any solicitous materials of any type in work areas or during work time. Any form of solicitation or disruption of doctors and staff is strictly prohibited.

**Traditions Behavioral Health** believes, furthermore, that you should be able to do your work undisturbed by any requests for donations, offers to sell merchandise, requests for funds to purchase merchandise or requests for contributions to any cause. If you voluntarily wish to make donations, or fund gifts or parties on behalf of other doctors and staff or yourselves, you may do so only on your own time.

This prohibition includes, but is not limited to, solicitations for money, services and time. It includes the sale of goods. It also includes raffles and other so-called fund-raising activities.

### **GIFTS**

Advance approval from Dr. Hayes is required before an employee may accept or solicit, for his or her personal benefit, a gift of any kind from a customer, supplier, vendor representative or patient. If you receive an unsolicited gift from a customer, vendor, supplier, or patient notify Dr. Hayes immediately.

### **PERSONAL PHONE CALLS AND MAIL**

Generally, doctors and staff are not permitted to use personal cell phones or pagers during working time. They must not interfere with your work. You are permitted to make limited local area calls on company or designated telephones for essential personal business, but are encouraged to do so during meal breaks or rest periods only. Emergency calls regarding illness or injury to family members, or calls for similar reasons may be made at any time. Incoming urgent calls will be directed to you. No unauthorized personal outgoing long distance calls are allowed.

### **THEFT**

Internal theft is a serious concern for **Traditions Behavioral Health**. Although taking small items of company property may seem inconsequential, the cumulative effect can be very large. Losses from theft directly affect the ability to increase salaries and can jeopardize the long-term profitability of **Traditions Behavioral Health** or its customers



Property theft of any type will not be tolerated. We consider any unauthorized use of company services or facilities or the taking of any company property for personal use to be property theft. The following list of examples is not all-inclusive, but provides illustrations of several activities which are unacceptable:

- Use of company copy machines and fax machines for personal use. The office copiers and fax machines are not provided as a free service to doctors and staff. If you wish to use a company copier or fax machine, contact Lisa Palmer for permission. Minor use of course is acceptable from time to time.
- Use of computers. **Traditions Behavioral Health's** computers (the personal computers in the office and laptops made available for work away from the office) are to be used exclusively for business purposes unless you receive permission from Lisa Palmer.
- Use of Long Distance Telephone Service. You are not permitted to make unauthorized personal long distance telephone calls.
- Taking of company property. No item purchased or supplied by or for **Traditions Behavioral Health** should ever be removed from company premises without express authorization from your immediate supervisor or Dr. Hayes, the President of Traditions Behavioral Health. This applies to all company property including, but not limited to, medical equipment and supplies, manufacturer's product samples, computers, and even pens and paper.
- Taking of property of fellow doctors and staff. No items belonging to another company employee may be taken without his/her permission under any circumstances.

### **ELECTRONIC WORKPLACE POLICY**

Within **Traditions Behavioral Health's** offices, doctors and staff may be provided access to a variety of electronic devices designed to improve efficiency and productivity. Such devices include, but are not limited to voice mail, electronic mail, personal computer and/or Internet/Intranet access systems (collectively, "Electronic Media").

Electronic Media are to be used for **Traditions Behavioral Health** business purposes only and may not, under any circumstances, be accessed or utilized for personal reasons. Additionally, all Electronic Media, including all files and messages sent, received, composed, and/or stored on any computer system are the property of Traditions Behavioral Health and will be treated as such. Any employee who sends a personal message on these systems should be aware that such message will be viewed as a business message and not a personal, confidential message. Accordingly, all doctors and staff waive any right to privacy in communications via Electronic Media and acknowledge that Traditions Behavioral Health has the right to enter these systems and review, copy, or delete any messages with or without notice.

All doctors and staff who have access to Traditions Behavioral Health's Electronic Media and computerized capabilities are required to provide their supervisor with all pass codes/passwords and to immediately notify their supervisor whenever a pass code/password is changed or new pass codes/passwords are created. Private pass codes/passwords do not guarantee confidentiality. The use of passwords to gain access to these systems is for the protection of Traditions Behavioral Health, not you.

**Traditions Behavioral Health's** confidential information should not be transmitted via Electronic Media outside **Traditions Behavioral Health** or even to doctors and staff within **Traditions Behavioral Health** unless such recipients are authorized to receive such information. To protect **Traditions Behavioral Health's** proprietary information, doctors and staff should not leave Electronic Media on their screens when they leave their desks. Doctors and staff must not copy and send via Electronic Media any information or software that is protected by copyright or other intellectual property laws.

The use of Electronic Media to download, send, or forward to others any discriminatory or threatening messages, ethnic or racial slurs, indignities, obscenities, sexual or offensive comments, off-color jokes, lewd graphics or pictures, or anything that may be construed as harassment or disrespect for others is strictly prohibited. Furthermore, no employee may use Electronic Media to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matter. Doctors and staff violating this policy or otherwise misusing Electronic Media will be subject to disciplinary action, up to and including termination of employment.

### **PERSONAL PROPERTY**

**Traditions Behavioral Health** is not liable for the security, care, safety, loss or damage of any employee's personal property, vehicle or their contents at any time.

### **VISITORS**

If you are expecting visitors, request permission from your on site supervisor before giving your visitor access to areas that are not typically open to the public.

### **CONFIDENTIALITY AND ANTI-PIRACY**

Confidential Information is defined as any item, tangible or intangible, that is valuable, special, and unique property of Traditions Behavioral Health. Confidential information consists of proprietary information and information that is not generally available to the public and gives one who uses it an advantage over competition. Confidential information may include methods, products, trade secrets, formulae, resources, databases, internal office structure, personnel and financial data, price lists, technical data and information, marketing, marketing research and practices, patient lists, business plans, prospects, and personal/medical or financial information concerning patients. Confidential information can be in any form and on any medium, whether written or otherwise tangible. Proprietary information can be information that you, acting alone

or together with any other persons, may discover, create, develop, or improve while employed by Traditions Behavioral Health. Any unauthorized disclosure of the aforementioned by you will result in irreparable harm to **Traditions Behavioral Health** and accordingly, you will be disciplined for such disclosure up to and including termination.

- Employee shall not, during the term of his or her employment or thereafter, disclose to others or use any confidential information belonging to either **Traditions Behavioral Health** or a patient except as authorized in writing.
- Employee acknowledges that a violation of this confidentiality policy could result in legal action taken by **Traditions Behavioral Health** against you in order to compensate for damages in accordance with state law. This may include recovery of reasonable attorney's fees and costs.
- You have signed a confidentiality statement in your employment contract. That agreement will be binding on you individually and in your capacity as a partner, joint venture, employee, agent, consultant, officer, director, shareholder or other equity owner, or debtor or creditor of a corporation, associations, or other entity.
- That agreement in no way alters the "at-will" employment status.

#### **Health Insurance Portability and Accountability Act (HIPAA)**

It is the policy of **Traditions Behavioral Health** to remain current in our compliance program with HIPAA regulations. You will receive training related to your job responsibilities regarding the policies and procedures of the HIPAA Privacy and Security Rule. These are an important aspect of the position you hold; therefore you must adhere to the policies and procedures required by HIPAA and this office.

## **PAYROLL**

### **MANDATORY DEDUCTIONS FROM YOUR PAYCHECK**

**Traditions Behavioral Health** is required by law to make certain deductions from your paycheck. Among these are your federal, state, and any local income taxes and your contribution to Social Security and Medicare. These deductions will be itemized on your check stub.

The amount of these deductions will typically depend on your earnings and on the information you furnish on your W-4 Form regarding the number of dependents or exemptions you claim. Any change in name, address, marital status, or number of exemptions must be reported to Lisa Palmer immediately to assure proper credit for tax purposes. The W-2 Form you receive for each year indicates the dollar amounts that were deducted for these purposes.

If you claim more than 10 exemptions, **Traditions Behavioral Health** is required by law to report your name and the number of exemptions you have claimed to the Internal Revenue Service.

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained whenever **Traditions Behavioral Health** is ordered to make such deductions.

### **ERROR IN PAY**

If you believe an error has been made in your paycheck, tell Lisa Palmer immediately. He or she will research the problem and correct any errors as soon as possible.

### **DEDUCTIONS YOU AUTHORIZE FROM YOUR PAYCHECK**

It is possible for you to authorize Traditions Behavioral Health to make additional deductions from your paycheck. The amount of these deductions will also be reflected on your pay stub. Examples could include employee benefits contributions and 401(k) deductions.

### **DIRECT DEPOSIT**

**Traditions Behavioral Health** offers direct deposit. An employee's paycheck can be directly deposited into an account of your designation. For enrollment information please contact Lisa Palmer.

### **OVERTIME PAY**

Every company job is classified as being either exempt or non-exempt from applicable federal and state wage and hour laws.

- **Non-exempt status:** Non-exempt status means an employee is subject to the specific provisions of the Federal Fair Labor Standards Act (FLSA), which covers many aspects of pay and work schedules, such as minimum wages, hours of work and overtime.

If you are in a "non-exempt" position and you perform overtime work, you will be paid one and one-half (1-1/2) times your regular hourly wage, as defined by the Fair Labor Standards Act, for any time over eight hours in one day or over forty hours per week that you work.

- **Exempt status:** Exempt status means an employee is exempt from certain provisions of the law such overtime pay. All TBH doctors are exempt and shall not be required to work overtime.

### **PAYROLL WORK WEEK AND HOURS**

As governed by federal wage and hour laws, the payroll workweek is a seven-day period that begins on a specified day of the week at 12:01 a.m. and ends seven days later at 12:00 midnight. This time period defines the workweek. Traditions Behavioral Health's workweek begins on Monday and ends on Sunday. **Traditions Behavioral Health's** paydays occur (select whatever is appropriate – biweekly, semimonthly or monthly).

## **EMPLOYEE MAINTENANCE**

### **YOUR PERSONNEL FILE**

Keeping your personnel file up-to-date is important to you with regard to pay, deductions, benefits, and other matters. If you have a change in any of the following items, please be sure to notify Lisa Palmer as soon as possible:

- Change of beneficiary for insurance and retirement plans
- Driving record or status of driver's license, if you operate any company vehicle
- Emergency telephone number
- Exemptions on your W-4 tax form
- Home address
- Home telephone number
- Legal name
- Marital status
- Number of dependents

### **ACCESS TO YOUR PERSONNEL FILE**

**Traditions Behavioral Health** understands that there may be times when you want to review the contents of your personnel file. Our policy for access is as follows:

- Upon request and within 1 day advanced notice, you may review the contents of your worksite personnel file with Dr. Hayes, the President of Traditions Behavioral Health present. You may photocopy any documents in your file.

### **PERFORMANCE EVALUATION PROCESS**

**Traditions Behavioral Health** believes it is important to give its doctors and staff feedback on their performance periodically. In addition, our performance evaluations provide a forum for doctors and staff to reiterate their successes, strengths and areas for improvement. This exchange of information is vital to the development of each employee and **Traditions Behavioral Health**.

You will receive an introductory performance evaluation after the first 90 days of employment at **Traditions Behavioral Health**. This probationary period is a time to determine if you are right for your position, and if your position is the right fit for you.

Dr. Hayes and your on site supervisor and our medical director Dr. Sentenn will be observing your effectiveness in performing your work. The Evaluation Process provides you with an opportunity to talk about the job and your personal goals and gives **Traditions Behavioral Health** an opportunity to give you pinpointed feedback on your work.

The annual performance evaluation is generally conducted during your service anniversary month to coincide with one's anniversary date.

Performance Evaluations may also be conducted in the event of promotion; change in duties and responsibilities, or at **Traditions Behavioral Health's** discretion.

### **CORRECTIVE ACTION AND TERMINATION**

Usually, an honest, open discussion between Dr. Hayes and the TBH employee physician or staff member that is intended to clarify expectations will be enough to help you correct a performance or conduct problem. However, there will be times when more formal corrective action is needed.

In some cases, Traditions Behavioral Health may, but is not required to, follow a progressive discipline approach. Progressive discipline is an approach in which deficiencies in performance and/or conduct lead to increasingly severe corrective action including termination, if required. Progressive discipline may include oral warnings, written warnings, a final written warning, suspension and termination.

It is important to note that many circumstances may not warrant the use of progressive discipline. Likewise, any or all steps listed above may be omitted within the sole discretion of **Traditions Behavioral Health**. **Traditions Behavioral Health** retains the decision to utilize or modify progressive discipline. Exercising a progressive discipline on a case-by-case basis does not alter the fact that employment is at-will.

### **RESIGNATION**

While we hope that you will continue to enjoy and benefit from your employment with **Traditions Behavioral Health**, we realize that from time to time it may become necessary for a physician or staff member to leave his or her job. You must comply with all aspects of your contract at the point of resignation and unless otherwise indicated give 120 days notice. Non-physician staff are required to give two months notice at the time of resignation.

### **EXIT INTERVIEW**

In instances where you leave our employment, **Traditions Behavioral Health** may wish to discuss your reasons for leaving and/or any other impressions that you may have about **Traditions Behavioral Health**. During the exit interview, you should express thoughts freely. **Traditions Behavioral Health** hopes that this exit interview will help facilitate an amicable separation, as well as provide insights into possible improvements we can make.