



Respect

Mission Statement

To provide superior quality healthcare services that: Patients recommend to families and friends, physicians prefer for their patients, purchasers select for their clients, employees are proud of, and investors seek for long-term results. We will realize this vision through our commitment to the following principles: service excellence, continuous improvement in measurable ways, employee development, ethical and fair treatment of all, teamwork, compassion, and innovation in service delivery.

Quality

Commitment

You are among a group of talented and dedicated professionals who work hard to provide quality care and service at Brooke Glen Behavioral Hospital (Facility). You have been carefully selected for your position and we hope you find your position a rewarding experience. We are very pleased you have decided to join us, and we look forward to a pleasant and mutually beneficial relationship.

This handbook highlights the goals, policies and benefits of the Facility. Please familiarize yourself with this Handbook so that you may know what the Facility expects from you and what you can expect from the Facility. The policies stated in this Handbook are guidelines only and are subject to change at the sole discretion of the Facility. From time to time, you may receive updated information concerning changes in policy. We welcome any suggestions or recommendations that would prove to be beneficial to all concerned.

The primary purpose of our mission is to provide quality service to those who have been entrusted to our care. One of the most important functions of that care is the protection of patients' personal and property rights. Any private or personal information regarding the facility, a patient, and/or family member, must be kept confidential. Current federal and state laws prohibit disclosure of certain information and it is recommended that you refer all questions concerning such matters to your department supervisor.

Although this Handbook contains much information about the Facility, its operation and its policies, questions may arise which are not covered by the Handbook. Please do not hesitate to bring your questions to your supervisor or to some other management person. You will be provided with all the assistance necessary to help you better understand our operational procedures.

Once again, I'm glad you have joined our family and wish you success with your employment at the Facility.

Neil Callahan
CEO

~IMPORTANT ~ Read Carefully~

This Handbook is designed to provide you with some information concerning the Facility and your job. The Handbook is not a contract modifying the at-will nature of your employment with the Facility. It is, instead, a set of informational guidelines and its provisions may be modified, revoked or changed at any time without notice. Employment by the Facility is not for a definite term and may be terminated by you or the Facility at any time for any reason. No employee or representative of the Facility has any authority to make any oral or implied agreement which changes or contradicts the at-will nature of your employment. The at-will nature of your employment can only be modified by an express written agreement signed by the CEO/Managing Director of the Facility.

~Employment~

Employment Policies

Equal Employment Opportunity Non-Discrimination Policy

It is the policy of the Facility to provide equal opportunity in employment to all employees and applicants for employment. No person will be discriminated against in employment on the basis of his or her race, religion, color, sex, age, national origin, disability, pregnancy, military status, or any other characteristic protected by applicable federal, state or local law.

This non-discrimination policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. It is also the policy of our Facility to admit and treat all patients on a non-discriminatory basis in accordance with state and federal law. The same requirements for admissions, assignment and transfer within the Facility are applied to all patients. There is no distinction in eligibility for, or in the manner of providing, any patient service provided by the Facility, or by others in or outside of the Facility. Staff privileges and the referral of patients to or from the Facility

are also granted in accordance with state and federal law.

Reasonable Accommodation(s) for Individuals with Disabilities

The Facility complies with the American with Disabilities Act and any applicable state laws providing for equal employment opportunity for qualified individuals with disabilities. The Facility may also provide a reasonable accommodation for disabled individuals in accordance with these laws.

Procedure for Requesting an Accommodation for a Disabled Person

Qualified individuals with disabilities may make requests for reasonable accommodation to their Supervisor or the Director of Human Resources. Following the receipt of the request, the Supervisor or Director shall meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the Facility might make to help overcome those limitations. The Facility may consult with a licensed health care practitioner to assist in assessing the individual's limitations.

Productive Work Environment and Harassment Policy

The Facility's policy shall

provide a work environment that is safe, conducive to good job performance and free from harassment and/or discrimination. The Facility prohibits any form of harassment, and specifically includes harassment based upon disability, age, race, sex, national origin, religion or any other basis protected by state or federal law. Improper interference with the employees' ability to perform their expected job duties will not be tolerated. Such conduct may result in corrective action up to and including immediate employment termination. A supervisor who fails to take prompt remedial action regarding instances of harassment that has been brought to his or her attention may result in corrective action.

Sexual Harassment

While all forms of harassment are prohibited, it is the Facility's policy to emphasize that sexual harassment is unlawful and is specifically prohibited. Each supervisor has a responsibility to maintain the workplace free of any form of sexual harassment. No supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment.

Other sexually harassing conduct in the workplace, whether committed by supervisors or non-supervisory personnel, is also prohibited. Such conduct includes, but is not limited to:

- a) Sexual flirtations, touching, advances, or propositions;
- b) Verbal abuse of a sexual nature, including inappropriate jokes;
- c) Graphic or suggestive comments about an individual's dress or body;
- d) Sexually degrading words to describe an individual; and
- e) The display in the workplace of sexually suggestive objects or pictures, including nude photographs.

Employee Complaint Procedure Regarding Harassment

Any employee who believes that the actions or words of a supervisor or fellow employee constitute unwelcome harassment has a responsibility to promptly report or complain as soon as possible to her/his supervisor. If the employee believes it would be inappropriate to discuss the matter with her/his supervisor, (s)he may bypass her/his supervisor and report it directly to the head of the department, Human Resources Director, same-sex member of Senior Management, or the CEO/Managing Director.

All complaints of harassment shall be investigated promptly and in an impartial and confidential manner by the supervisor and/or Human Resources Director. An employee's complaint will be kept confidential to the maximum extent possible. The employee will be advised of the findings and conclusions from the investigation.

Any employee, supervisor, or manager who is found, after appropriate investigation, to have engaged in the harassment of another employee will be subject to prompt corrective action, up to and including immediate employment termination.

Problem Solving Procedure

The Facility recognizes that in any organization employees may have concerns or problems. It is the policy of the Facility that all employees are permitted to ask that a concern(s) or problem(s) be reviewed in a prompt and professional manner. The Facility shall ensure that employees receive prompt and fair treatment. The Facility shall not allow retaliation, intimidation, coercion, or discrimination against any employee for filing a complaint.

STEP 1

Preferably, within 30 days following the incident or

problem given rise to your complaint(s), discuss the problems with your immediate supervisor and then document your specific concerns in writing. In most instances, a discussion with your supervisor may solve the problem to your satisfaction.

STEP 2

If the problem is not resolved at Step 1, an employee may arrange an appointment to meet with the department head/senior manager in order to reach a satisfactory solution.

STEP 3

If, for any reason, an employee is dissatisfied with the decision of the department head/senior manager, the employee may file a written complaint with the Director of Human Resources following the outcome of the meeting with the department head/senior manager.

STEP 4

If an employee is dissatisfied after receiving the decision of the Director of Human Resources, the employee may file a written complaint with the CEO/Managing Director following the outcome of the meeting with the Director of Human Resources.

STEP 5

If an employee is dissatisfied after receiving the decision of the CEO/Managing Director, the employee may file a written complaint with the corporate Human Resources Department.

Working Together

This Handbook shall not be construed as superseding the collective bargaining agreement between the Facility and the Union. Any provision in this Handbook, which conflicts with the collective bargaining agreement, shall not apply to employees of the Union.

Recruiting and Hiring

It is the policy of the Facility to hire individuals who are qualified or trainable for the essential functions of the applicable position with or without a reasonable accommodation. All decisions regarding the recruitment, selection and placement of employees are made on a nondiscriminatory basis, in accordance with state and federal law. Every effort will be made to hire new employees for positions which best utilize their abilities and in which they will be able to achieve both personal satisfaction and opportunity for growth. In no event shall a hiring of an employee be considered as creating a contractual relationship between the employee and the Facility and, unless otherwise provided in writing, such relationship shall be defined as employment at will, where either party may dissolve the relationship at any time. All vacant positions are

reported to the Human Resources Department. The initial interview of applicants for employment may be conducted by the Human Resources Department. If Human Resources determines that the applicant is eligible for employment, an interview shall be arranged between the applicant and the hiring department head. If the law requires that an employee be licensed or registered, (s)he will be asked to present evidence of current licensure or registration at the time of the interview. An employee must also present proof of a renewed license or registration to the department head during the course of employment.

Employment Status

For purposes of position management, resource allocation, salary administration, eligibility for overtime payments, and employee eligibility for benefits, the Facility classifies its employees as follows:

Regular Full-Time Employees

Employees who regularly work thirty-two (32) hours or more each week and are assigned as core staff on the Facility's position management plan. Such employees are eligible for benefits as governed by each benefit plan.

Regular Part-Time Employees

Employees who regularly work less than thirty-two (32) hours each week and are assigned as core staff on the Facility's position management plan.

Temporary Employees

Employees, both full or part-time, who may be hired to work for a limited period of time not to exceed 6 to 8 months. These employees are not eligible for employee benefits, unless required by state or federal law. The Facility may also engage students and/or interns who may be appointed by the Facility beyond the customary 6 to 8 month temporary assignment.

Students/Interns

These staff may be regularly scheduled to work either full-time or part-time hours. Students/Interns ordinarily receive no compensation for their services and are not eligible for employee benefits unless required by state or federal law.

Per Diem Employees

Employees with irregular and sporadic work schedules and/or are on-call for work in various unit/department locations based upon the fluctuating needs of the Facility. Per diem employees provide greater staffing flexibility for the Facility and may be offered a premium rate of pay as determined by local market conditions. Per diem employees may be eligible for leave of absences. Per diem employees are not eligible for employee benefits (e.g., medical, dental, LTD, Life, etc.), Paid Time Off, or the 401(k).

Citizenship and Immigration

All employees, upon being hired, must complete the employment eligibility verification form (I-9). Failure to complete the form or provide acceptable documentation will result in the withdrawal of any offer of employment.

Introductory Period

The first 90 calendar days after the date of hire are considered an introductory period. This period gives supervisors an opportunity to evaluate the ability with which employees perform their jobs. It also gives the employee an opportunity to decide if (s)he is satisfied with the job. At the end of this period, the supervisor will evaluate their employee's performance and may discuss the evaluation with the employee. No advance notice is necessary for the employee to resign or for the Facility to terminate the employee's employment, whether the employee is considered to be in or out of the introductory period. The Facility will usually request that the employee provide written notice prior to resigning employment. The introductory period is not intended to compromise the at-will nature of your employment.

When an employee transfers to a different job, (s)he will complete a new 90-day introductory period for job performance. For purposes of benefit calculation, the employee will use her/his original date of hire as long as there has not been a break in service.

The 90-calendar day introductory period may be extended one time at the discretion of supervisors and Human Resources Director. Employees will be notified as to the length of the extension and will be re-evaluated at the end of that period.

Orientation

An orientation program is conducted for all newly hired employees. The primary purpose of the orientation program is to acquaint new employees with Facility rules, policies and procedures, and to assess employee competency. Additional subjects to be covered in the scheduling of programs shall be determined by the Human Resources or

Nursing Departments.
Supervisors have a vital part in meeting the needs of new employees through on-the-job or unit/department orientation. New employees should feel free to ask questions at any time during orientation.

Working Hours

The Facility provides patient care 24 hours-a-day, 7 days a week. It is, therefore, the obligation and prerogative of the administration of the Facility to establish work schedules for all employees in order to provide care for patients around the clock.

Your schedule will be determined by your department head or supervisor according to department staffing requirements. Your supervisor will inform you as to your hours of work, days off, lunch time, rest periods, etc.

Time Reporting

If you are a non-exempt employee, you are required to record your work time each day, making sure to clock in/out for meal breaks with your Identification Badge. Exempt employees may be required to clock in once per day.

Employees should not leave their general work area except for meal periods and relief breaks which may be taken if the workload permits. If a non-exempt employee leaves the Facility grounds for the meal period, (s)he may be required to sign out and in. If gone more than 30 minutes, the department head must specifically approve the time entry. All non-exempt employees are required to sign out no later than 6 or 7 minutes after their work shift ends. Working additional hours without prior supervisory approval may be cause for corrective action. Filling out another employee's time record or falsifying one's own time record is prohibited and may be grounds for corrective action up to and including immediate employment termination. If you make an error on your time card, please notify your supervisor immediately. If you lose your time card you must report to Human Resources to secure a replacement.

Attendance and Punctuality

The Facility encourages habits of good attendance and punctuality on the part of its employees. Management recognizes that circumstances

beyond an employee's control may cause him to be absent from work for all or part of the day. However, unauthorized absences or tardiness will not be tolerated and may result in corrective action up to and including employment termination.

Any time that an employee is unable to report for work, the immediate supervisor, department manager or nursing office should be notified, in advance, to allow sufficient time for a replacement to be secured, unless you are granted an authorized medical leave, in which case different notification procedures apply [see Leaves of Absence policy].

Absence of 2 days or more because of sickness may require a doctor's certificate upon return to work.

Employees who are absent from work for 2 consecutive days or as determined by an applicable collective bargaining agreement without good cause and without giving proper notice to the Facility shall be considered as having voluntarily resigned.

Rest Periods

Employees may be permitted 15 minutes for a rest break in both morning and afternoon. Times for these rest breaks are scheduled in each department with the approval of your supervisor.

Meals

Non-exempt employees, or employees paid on an hourly basis, are expected to take one half-hour for a meal break each work shift. This time is your own and you are free to use it as you see fit. Please always take a full half-hour for your meal period unless advised by your supervisor to do otherwise. If you are nonexempt and required to work through your meal break, you will be paid for the worked time. You must ensure that your supervisor has approved your working through the meal period prior to working the extra time. In addition, it is your responsibility to report this worked time on your time record for that pay period.

Promotions and Transfers

The Facility may transfer employees from one job to another, either at their own request or as a result of a decision by management. Reasons for transfer may include, but shall not necessarily be limited to, fluctuations in department workloads, the more efficient utilization of personnel, increased professional opportunities, patient care needs, personal situations, etc. An employee will be eligible for a transfer if (s)he meets the minimum hiring requirements for the position, and is capable of performing the essential functions of the job, with or without a reasonable accommodation. In addition,

an employee should be performing in a satisfactory manner in his or her current job for a period of time, generally 6 months, prior to the request for a transfer. Employees who have received recent corrective action and/or a Performance Improvement Plan will generally not be referred for a transfer. Employees who wish to transfer from one department to another should consult their department head or supervisor. The department head or supervisor will contact the Human Resources Department and a referral to the hiring department head will be arranged.

The Facility encourages all employees to reach their full potential and therefore encourages opportunity for advancement within the Facility. Whenever possible, internal candidates shall be given preference in filling vacancies, however, the Facility shall select the best candidate for the position. An employee may be eligible for a promotional opportunity if (s)he meets the minimum hiring specifications for the position, and is capable of performing the essential functions of the job, with or without a reasonable accommodation. In addition, the Facility may consider past performance, attendance, compliance with Service Excellence standards, etc. Usually, employees will be

required to complete at least 1 year of employment in order to be considered for promotional opportunities or sooner at management's discretion.

Corrective Action Process

The Facility expects all employees to comply with the organization's standards of behavior and performance and to know that any noncompliance with these standards must be remedied. The Facility prefers to attempt to correct unacceptable behavior or unsatisfactory performance through a progressive corrective process. However, the Facility reserves the right to by-pass any progressive step(s) and impose the degree of corrective action, including immediate employment termination which it deems appropriate in the sole discretion of the Facility. It is also understood that there are certain rules of conduct that are so important that their violation usually should lead to the offender's immediate employment termination. The corrective action process is not intended to contradict the at-will nature of employment at the Facility.

Performance Improvement Plan

Any employee may be placed on a Performance Improvement Plan (PIP) when his/her performance has deteriorated and the supervisor

believes it is necessary to impress upon the employee the need for improvement. The PIP may be implemented at any time during an employee's employment at the Facility. Failure to gain a performance rating of satisfactory or better during this time period may result in transfer to another job more suited to the employee's capabilities or corrective action up to and including immediate employment termination.

Employment Termination and Resignation

As mentioned elsewhere in this handbook, all employment relationships with the Facility are on an at-will basis. Thus, although the Facility hopes that its relationships with employees are fulfilling and mutually rewarding, the Facility reserves the right to terminate the employment relationship at any time, with or without cause.

As an at-will employee, you are free to end your employment relationship with the Facility at any time, with or without cause. If you decide to end your employment, you are asked to give written notice of your intent to resign. Although we have no preset notice period, to minimize disruption, we do request that you discuss your resignation with your supervisor to determine an appropriate exit date. In many cases no notice period will be necessary, but in

some situations we might ask for a notice period, but no more than 4 weeks. While working out your notice period, payment for ESL days will not be authorized, unless required by state law.

Reduction in Workforce

Due to reduced patient census, reorganization, or for some other business reason, an employee may be subject to temporary or permanent layoff. An employee who is laid off will receive accrued PTO pay. An employee who has been given notice of layoff will not be paid ESL during the notice period, unless required by state law.

Exit Procedure

When leaving the employment of the Facility, an employee should contact Human Resources to make arrangements for an exit interview. At that time, arrangements will be made for the final paycheck, termination of benefits and other matters related to separation from employment. Payment of the employee's final paycheck will be made in accordance with state and federal law.

Medical Procedures

After accepting employment, new employees may be required to undergo a medical examination (or complete a medical history checklist) and

an alcohol and drug screen. Any offer of employment that an applicant receives from the Facility is contingent upon, among other things, satisfactory completion of this examination and screening and a determination by the Facility and its examining physicians that the applicant is capable of performing the essential functions of the position that has been offered, with or without a reasonable accommodation. An applicant under age 18 must have written permission from a parent or guardian to have the pre-employment tests and physical. All medical information will be held in a separate, confidential medical file.

As a condition of continued employment, and as required by applicable state and federal law, employees may be required to undergo periodic medical examinations, and/or alcohol drug screenings at times specified by the Facility. In connection with these examinations, employees may be requested to provide the Facility with access to their medical records. Medical examinations and diagnostic tests paid for by the Facility are the property of the Facility and shall be treated as confidential. However, records of such examinations will be available to public agencies or the employee's doctor, if required by law or regulation.

If the results of the medical examination or drug screening indicate that a new employee is not suited for employment with the Facility, then the employee may be terminated.

Conflicts of Interest

It is the policy of the Facility to prohibit employees from engaging in any activity, practice, or act which conflicts with the interests of the Facility or its patients. Situations which create an actual conflict of loyalty or interest or even the appearance of such a conflict must be avoided unless approved by the CEO/Managing Director. It is not feasible to specify all possibilities that may give rise to a conflict of interest. It will be up to the individual employee when in doubt to err on the side of reporting his/her problem. The following examples, however, illustrate the types of potential conflicts of interest:

Involvement, directly or indirectly, in outside commercial interests which could influence the decisions or actions of an employee and the performance of his/her job.

Acceptance by an employee or member of his/her family of gifts, entertainment or favors which go beyond common courtesies usually associated with accepted business practice and which could place the employee under obligation to a

vendor or other persons seeking to do business with the Facility.

Maintenance of an interest by an employee or a relative of an employee in a business with which the Facility is about to have dealings. It is incumbent upon the employee to disclose such an interest to his/her immediate supervisor so that the Facility's business interests can be assessed by someone who clearly has no self-interest in the matter.

Performance of work, even part-time, by an employee of the Facility in any other commercial enterprise that would be in conflict with the position held at the Facility.

Maintenance by an employee or a member of his/her family of an ownership interest, directly or indirectly, in any vendor which supplies goods or services to the Facility.

Use of Facility employees, material, equipment or other Facility property for personal purposes.

Using or revealing outside the Facility any confidential information concerning the Facility, or using for personal gain confidential or "insider" information obtained as a result of employment with the Facility.

Any employee intentionally violating this policy is subject to appropriate corrective action

up to and including immediate employment termination, and, if appropriate, the Facility may seek to recover any improperly gotten gains and/or encourage prosecution for any possible criminal offenses.

Outside Employment

The Facility recognizes the right of its employees to spend their non-working time away from the job as they please. It does, however, require that activities away from the job must not compromise the Facility's interests or adversely affect the employee's job performance and ability to fulfill all responsibilities to the Facility.

Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside employment causes or contributes to any of these situations, the outside employment must be discontinued and, if necessary, corrective action may be implemented up to and including immediate employment termination.

Employment of Relatives

The Facility may employ a relative or co-habitant of an employee provided the individual possesses the usual qualifications for employment.

However, those persons will not be given work assignments which require one to supervise, evaluate, or direct the work of the other. In addition, those persons are not permitted to have access to the Human Resources records of the other.

~Pay Practices~

Salary

A program of wage and salary administration is used by our Facility to maintain a just and fair relationship among the wages paid for the many types of work performed within the Facility. This program is administered in accordance with state and federal law.

It is the Facility's desire to maintain wage levels for its employees that are competitive with those paid for similar work by other similar facilities in this area. The wage program is reviewed periodically. If you have any questions concerning your pay rate, feel free to contact your supervisor or the Human Resources Department.

Performance Appraisals

A performance appraisal will normally be completed during or at the end of the first three months of employment and, thereafter, on an annual basis. The job performance of each employee shall be evaluated on the basis of attainment of previously set objectives and

goals. Factors considered in appraising performance include, but are not limited to: knowledge of the job, quantity and quality of work, promptness in completing assignments, cooperation, initiative, reliability, attendance, judgment, acceptance of responsibility, and meeting Service Excellence standards.

Typically, the person who directly supervises an employee shall be responsible for evaluating his/her performance. You will have an opportunity to see your evaluation during the performance review and you will sign your evaluation, indicating that your evaluation has been explained and discussed with you. During this review you should feel free to discuss your evaluation and your job with your supervisor.

If you have not received a performance review in accordance with the above time frames, it is your responsibility to notify your supervisor and the Human Resources department. This will help the Facility to ensure that the appraisal process is administered in a timely manner. A performance appraisal is not a contract or a commitment to provide a salary increase, a bonus, or continued employment. It is a communication process aimed at facilitating optimum employee performance.

Your appraisal is only one of several factors that the Facility uses in connection with compensation, bonuses, promotion and retention decisions.

Salary Reviews and Increases

The salary of each employee will be reviewed on a regular basis, and if a salary increase is granted, it will normally be effective on the common performance review date for non-union employees, or as determined by the collective bargaining agreement.

Shift Differential

Certain employees, because of the requirement of their position, must work varying shifts. For these employees, the Facility may provide shift differential(s).

Overtime

All non-exempt employees will be paid overtime in accordance with state and federal law. The Human Resources Department interprets the provisions of these laws and classifies all positions accordingly as exempt or non-exempt. Nonexempt employees are eligible for overtime pay for all hours worked over 40 hours in a work-week or on an 8/80 basis (please refer to the collective bargaining agreement); exempt employees are not eligible for overtime pay.

Call-Back Pay

From time to time, it is necessary that employees be

called back to the Facility to perform certain duties after their workday. Callback pay will be paid when the employee finishes his/her regular shift, goes home, and is called back for additional duties. It may not be paid when the employee's regular shift is continued without interruption. Department heads and exempt employees may not be eligible for callback pay.

Pay Day

All employees are paid on alternate Fridays. The computation of time for a particular pay period will be up to and including the preceding Saturday. Employees are encouraged to review their paychecks for errors. If an employee finds a mistake, (s)he should report it to her/his supervisor immediately. Lost paychecks must be reported immediately to the department head or to Human Resources. Authorization in writing must be given to the department head or to the Human Resources office in order for a paycheck to be released to another person.

~Benefits~

Paid Time Off and Extended Leave Banks

Paid Time Off Bank (PTO), which includes vacation,

holidays and sick time, and the Extended Leave Bank (ELB) are provided by the Facility. You may contact the Human Resources department to determine your eligibility for PTO and ELB and how the accrual process works. PTO hours can be used for religious observances and other holidays. The second component of the PTO policy is ELB. This bank may be used for an employee's extended illness (more than two days sick or disabled or as determined by the collective bargaining agreement) and some extended illness may be utilized as mandated by state law. Each year, PTO makes a certain number of days, depending upon employment status and length of service, available for your use through biweekly accruals. This time can be used in hours, days, or weeks for planned time off, according to the Facility's policy. This policy is designed to give you more flexibility in scheduling time away from work, reward outstanding attendance and increase availability of paid time off for extended illness. This policy was also developed to provide advance scheduling to enable optimum staffing.

Tuition Reimbursement

Tuition reimbursement is available to regular full-time benefit eligible employees. (Part-time employees may contact the Human Resources department to discuss eligibility). Course work must be directly related to job responsibilities or part of curriculum requirements for a degree in a job-related field. An "A" or "B" (or "Pass" in a pass/fail course) grade must be earned to be eligible for reimbursement.

If the employee leaves the Facility voluntarily or is involuntarily terminated within one year of receiving tuition reimbursement, the employee must repay the full amount reimbursed by the Facility. Likewise, if an employee's status changes to on-call or per diem before reimbursement, no reimbursement shall be due.

Flexible Benefits Summary

The insurance benefits are available to all employees who are classified as regular full time employees. Part Time (unless grandfathered in) and Per diem employees are not eligible for employee benefits. Benefit coverage begins 30 days after hire date. A variety of plans are available and are partially paid by the Facility. Many of the benefits described below are covered in detail in official policy documents which are modified from time to time and which are readily available

for employee inspection through the Corporate Benefits department. These official texts are controlling documents and govern any conflicting statements made in this Employee Handbook or by any management member. The policies and benefits described below may be modified from time to time. The Facility will try to keep you informed of changes that occur, but we may not be able to do so. Therefore, before relying on a statement made in this Handbook, you should consult with Human Resources as to whether the statement is current. We reserve the right to alter, reduce, or eliminate any practice policy or benefit in whole or in part without notice or consideration.

Declination of benefits may result in money back in the employee's paycheck.

Following is a listing of the coverage available.

Employee Assistance Program and Work-Life Assistance

Confidential telephonic or face-to-face consultations, referrals and information are available to Facility employees and their families to assist with personal, family and work-related issues. Specifically, the program provides assistance in the areas of personal problems/pressures, financial concerns, child care, eldercare, parenting concerns,

college/continuing education, adoption issues, time and stress management, relocation concerns, retirement planning, etc. Please contact Human Resources for further information.

Flexible Benefits Summary

FLEXIBLE BENEFITS PLAN

Medical

- \$1000 Deductible Plan
- \$500 Deductible Plan
- \$200 Deductible Plan
- Aetna HMO

Dental

- \$1,000 Annual Maximum Plan
- \$1,500 Annual Maximum Plan

Vision

- Vision Service Program (VSP)

Flexible Spending Accounts(FSA)

- Healthcare FSA (up to \$3,000/yr.)
- Dependent Day Care FSA (up to \$5,000/yr.)

Basic Life Insurance

- 1 Times your annualized salary or \$10,000

*Accidental Death &
Dismemberment Insurance
(AD&D)*

- One times your annualized salary (provided at no cost to you)

Personal Accident

Long Term Disability (LTD)

Upon approval, benefits shall be paid based upon a percentage of your base pay, up to a maximum monthly benefit.

- 90 Days Plan – Benefits begin after 90 days of disability
- 180 Days Plan – Benefits begin after 180 days of disability

Dependent Life Insurance

- Spouse
- Child(ren)

Retirement Savings Plan

A contributory 401(k) plan is available to all employees (with the exception of per diem employees) who are regularly scheduled to work at least 20 hours per week, have completed one month of service and are also age 21 or older.

Optional Continuation of Group Health, Dental and Flexible Spending Accounts

If you or the Facility terminates your employment, you will have the option to continue your group health insurance coverage pursuant to the Consolidated Omnibus Reconciliation Act of 1986 (COBRA). You will have a certain period of time after your termination to decide whether to continue the coverage by your payment of the required premiums. At the time of termination, additional information will be given to you regarding COBRA requirements. If at any time you would like additional information on your rights and obligations under COBRA, please contact your Human Resources department.

Leaves of Absence

It is the policy of the Facility to grant extended leaves of absence under certain circumstances. Request and approvals for a Leave of Absence (LOA) must be in writing. Full-time and part-time employees who have successfully completed their 90-day introductory period may request a leave of absence. Employees are eligible for leaves of absence as required by the Family and Medical Leave Act (FMLA) if they have completed at least one year of service; have worked at least 1250 hours in the previous 12 months; and work at a facility with 50 or more employees or as provided by state law.

Leaves of absence could fall under one of the following categories: Medical, Parental, Family Care, Personal or Military. Employees not eligible under the FMLA will not be assured a position upon conclusion of their leave. The Facility requires that an employee contact the third party administrator (contact Human Resources for details) for approval of a medical LOA. The third party administrator will work with your health care practitioner to review the circumstances of your LOA.

Employees may pay employee-only premiums or full premiums for healthcare benefit continuance depending on the type and length of leave

chosen. The maximum period to continue benefits is usually up to 6 months. Accrual benefits, such as PTO and ESL, do not accrue during unpaid LOAs or paid absences beyond 30 days.

Special Absences

Military

A military leave of absence will be granted if an employee enlists, is inducted, or is recalled to active duty for a period of up to five years. Employees who serve in the uniformed services, including the voluntary or involuntary performance of duty in active duty, training for active duty, initial active duty for training, inactive duty training, full-time National Guard duty, and periods of absence for fitness for duty examinations are entitled to re-employment and all other requirements applicable to state and federal law.

Deaths or Funerals

In the event of a death in your immediate family (i.e., mother, father, grandchildren, mother-in-law, father-in-law, brother, sister, spouse, or child), you may be granted a paid leave of up to three consecutive days or as determined by an applicable collective bargaining agreement. In the event of a death in your extended family (i.e., brother-in-law, sister-in-law, aunt, uncle, niece, or nephew) you may be eligible for one day of paid absence or as determined by an applicable collective bargaining agreement.

Jury Duty

If you are called to serve as a juror, notify your supervisor and submit a copy of your summons to the Human Resources Department as soon as you receive it. You will be paid for your absence up to a maximum of 5 days, but you must sign over to the Facility the court-paid stipend.

~Facility Premises & Work Areas~

Safety and Security

The Facility strives to provide a safe and healthy work environment for all employees. Employees are expected to comply with all safety and health requirements whether established by management or by federal, state, or local law. If you identify an unsafe condition in the work area or with the equipment, notify your supervisor or department head immediately. Also, if you are injured while at work, you must immediately report this injury to your supervisor, the Loss Control Coordinator, or Human Resources.

The Facility strives to maintain security for our property, employees, patients, and persons visiting its premises. Security is the responsibility of all employees. Identification badges are issued to all

personnel and must be worn at all times while at work. Employees must obtain prior approval to remove Facility property from the premises. The Facility reserves the right to conduct reasonable searches when necessary to maintain security. The Facility's search can include, but is not limited to: patient care areas, employee lockers, desks, files, or any other area or article in the Facility's premises. All offices, desks, computers, files, lockers and so forth are the property of the Facility and are issued for the use of employees only during their employment with the Facility. Employees hold no expectation of privacy with regard to any Facility-provided equipment, including, but not limited to computer drives, e-mail, voice mail, etc.

While the Facility will attempt to protect employees and their property on the Facility premises, employees must exercise reasonable care for their own protection and that of their personal property. The Facility will assume no responsibility for employee losses resulting from robbery or theft, including while the employee is away from the premises on Facility business.

Vendors and guests must sign in and identify themselves at the main reception area. Former and off-hour employees must also sign in and are not permitted to loiter and socialize during business hours.

Workplace Violence

The Facility is committed to providing a work environment that is free of violence. Any acts or threatened acts of violence will not be tolerated. All Facility employees must share the responsibility for maintaining a safe work environment. Any employee with knowledge regarding potential workplace violence must immediately report such information to his/her supervisor or Human Resources. Anyone engaging in such acts will be subject to corrective action up to and including immediate employment termination, and may also be personally liable for civil or criminal offenses.

The Facility's designated Safety Manager is responsible for and oversees the entire security operation of the Facility. The Safety Manager, in conjunction with the Senior Management, shall monitor policies dealing with the security of the workplace. Their duties include establishing relationships with the proper authorities, developing a plan to mitigate workplace violence and serving as the central focus for dissemination of information. Additionally, the Safety Manager is involved in safety meetings/committee, where issues related to security are presented for discussion and resolution.

The Safety Manager's responsibilities include securing our Facility, patients, visitors, and personnel. In addition, the Safety Manager implements crime prevention programs that also include ensuring a fair and impartial investigative process. All security incidents are investigated, and forwarded to Risk Management, the Safety Manager and, possibly the Patient Safety Committee, for follow-up and eventual disposition.

For purposes of this Employee Handbook, violent behavior is defined as (this is not an all inclusive list of violent behaviors):

The actual or implied threat of harm to an individual, group of individuals, or relatives of those individuals.

- The possession on Facility property of weapons of any kind, unless specifically authorized by Facility, or the brandishing of any object that could reasonably be construed as a weapon.
- Loud, angry or disruptive behavior that is clearly not a part of the typical work environment.
- Callous or intentional disregard for the physical safety or well being of others.
- Willful destruction of Facility or employee property.
- Commission of a violent felony or misdemeanor on Facility property.
- Any other conduct that a

reasonable person would perceive as constituting a threat of violence.

Again, the Facility asks that any employee who is subject to, witnesses or has knowledge of actions that could be perceived as violent acts, or has reason to believe that such actions may occur, is required to report it immediately to his/her manager, the House Supervisor, Human Resources Director, or Senior Management member.

Solicitation and Distribution

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time or in-patient care areas at any time. Employees who are not on working time may not solicit employees who are on working time for any cause or distribute literature of any kind to them. The following definitions apply to solicitation and/or distribution at the Facility:

- Solicitation refers to approaching others with a request or plea for a monetary contribution; urging participation in a cause; selling merchandise; or collecting money or other things of value

for non-Facility related activities.

- Distribution refers to providing or circulating literature, brochures, or other written or printed materials connected with a solicitation effort. This includes directly handing materials to individuals, as well as leaving quantities of materials at Facility for individuals to pick up.
- Working time is when either the employee who is soliciting or the employee being solicited is on working time. Working time does not include scheduled breaks, meal periods or the times before or after work.
- Patient care area includes all areas in which patients receive care, such as patient rooms, treatment rooms, testing areas, laboratories, diagnostic areas, offices, group rooms, pool, creative arts area, patient lounges, examining rooms as well as all other areas in which patients are receiving treatment or are likely to be disturbed or their care disrupted, such as corridors and patient sitting rooms.

Non-employees are prohibited from soliciting and/or distributing materials on the Facility's premises at any time.

Smoking

Smoking is prohibited in all interior areas of the building. Smoking is permitted externally only in designated areas.

~Employee Standards of Conduct~

Service Excellence

The Facility shall recognize key Service Excellence standards that are designed to provide the optimum in service to our customers. These Service Excellence standards are available for all employees at the Facility. Each employee is required to make a commitment to demonstrate these critical behaviors and incorporate them during daily interactions with customers.

The Facility seeks to employ professionals who are equally committed to demonstrating behaviors that reflect our Service Excellence standards. In addition, the Facility supports ongoing communication of our Service Excellence expectations in all areas of our business (e.g., day-to-day patient interactions, new employee orientation, annual employee evaluations and competency assessments, the Facility Standards of Conduct, Employee Handbook, program presentations throughout the year, etc.). Any employee who fails to adhere to these Service Excellence standards is subject to corrective action up to and including immediate employment termination.

Behavior of Employees

Certain rules and regulations regarding employee behavior are necessary for the efficient operation of the Facility and for the benefit and protection of the rights and safety of all. Conduct that interferes with Facility operations, brings discredit on the Facility, or is offensive to patients or fellow employees will not be tolerated.

The Facility has established policies and procedures that address our corrective action process. The decision to impose corrective action, and the particular level of corrective action to be imposed, are exclusively determined by the Facility. Some or all of the corrective action steps may be skipped or otherwise modified on a case-by-case basis. The Facility's policy regarding corrective action shall not alter the at-will nature of employment.

The following are examples of certain types of behavior and conduct that could lead to corrective action up to and including immediate employment termination (please note that this is not intended to be an all-inclusive list):

- 1) Verbal or physical abuse/threats, intimidating, swearing, or coercing behavior directed toward (or in the presence of) a patient, visitor or Facility employee.

- 2) Fighting or striking another person while on Facility premises or during work hours, except in self-defense against an unprovoked assault.
- 3) Non-compliance with any established Facility policy or work rules.
- 4) Theft or inappropriate removal from Facility premises property that belongs to or is in the possession of a Facility employee, patient or visitor.
- 5) Possessing, consuming, or being under the influence of alcohol, illegal, illicit or controlled substances, or intoxicants while on duty or on Facility premises.
- 6) Illegally selling or distributing unauthorized substances at the Facility.
- 7) Falsifying records, including false or misleading information on job application, resume, work reports, official documents, patient records, etc.
- 8) Falsifying or destroying any timekeeping record, recording time on another employee's time record, accessing time report for another employee, allowing another employee to record time on one's own time card.
- 9) Willful destruction or damage to Facility property or supplies, or the property of an employee, patient, or visitor.
- 10) Possession of weapons, firearms or any other hazardous or dangerous devices on Facility property.
- 11) Unauthorized reading or disclosure of patient health information.
- 12) Absence of two or more calendar days without being approved by the Facility; frequent or excessive tardiness or absence as defined by the Facility; failure to observe department call-in procedure; or failure to notify the supervisor on each separate day of unexpected absence, whether or not consecutive.
- 13) Any other misconduct which affects the quality of patient care service.
- 14) Insubordination, including refusal to do assigned work or refusal to perform work in the manner described by a supervisor without proper justification.
- 15) Sleeping during work hours.
- 16) Gambling on work hours, on the premises, or during work hours.
- 17) Inattention to duties or unsatisfactory job performance.
- 18) Violation of any Facility safety and health rules or standards.
- 19) Negligence or inconsiderate treatment in the care of patients.

20) Violating Facility standard regarding socialization with patient(s) during or following treatment.

21) Violating the Facilities smoking practices.

22) Failure to abide by set standards for lunch or break periods, and/or working unauthorized overtime.

23) Failure to notify Facility, in a timely manner, of any sanctions or criminal convictions received by the employee during their employment. The particular sanction or criminal conviction may also lead to corrective action or immediate employment termination.

24) Any other serious event that Facility deems as a major infraction of employee conduct or work rules.

In addition to the above examples of serious workplace infractions, the Facility may utilize the corrective action process for other employee issues. Employees are encouraged to refer to the Facility's policy, which may be obtained from the Human Resources Department.

When an employee believes that a previous corrective action issue(s) has been corrected, they may make a written request to their supervisor or HR to have the

matter investigated. If after conducting an investigation the supervisor and/or HR determines that the employee has successfully resolved the previous issue(s), a written notice shall be placed in the employee's HR file indicating employee's progress. Nevertheless all Employee Reports, including the written notice regarding the employee's positive progress, will remain part of the employee's HR file.

Confidentiality

All patient health information (PHI) is to be maintained confidentially and the release of such sensitive patient information must comply with all state and federal laws as well as our Facility's policy(s). Proper procedures for the disclosure of PHI can be very complex and any employee who is uncertain of how to handle such matters must contact his/her supervisor or the Facility's privacy and security officer prior to disclosure of any PHI. Employees have a duty to respect patients' privacy and confidentiality by acting responsibly in using and/or disclosing PHI. Any employee who fails to comply with the Facility's policy regarding disclosure of confidential or private information, may be subject to corrective action up to and including immediate employment termination.

Any employee concerned about unauthorized disclosure of PHI must report this information to his/her supervisor or the Facility's privacy and security officer. In addition, employees concerned about unauthorized disclosure of PHI may access the Facility's Problem Solving Procedure. The Facility shall not allow retaliation, intimidation, coercion, or discrimination against any employee for filing a complaint, including those assisting in an investigation of such matters.

In addition to disclosures of PHI, employees have an obligation to maintain business-related and employee information, which includes, but is not limited to all written, verbal and electronic information. Employees must not disclose any confidential or proprietary information except as required by law or as authorized by your supervisor. If you are uncertain of whether or not information is considered confidential or proprietary, do not be afraid to ask your supervisor a question prior to disclosing such confidential information.

Personal Appearance

The Facility requires appropriate dress and grooming at all times while working. An employee's dress and grooming should be appropriate to the work situation. We are confident

that each employee will use his or her best judgment in selecting appropriate attire. The Facility requires that employees avoid radical departures from conventional dress and grooming. Employees are expected to present a professional image at all times. As a general rule, if an employee is uncertain if an article of clothing will be acceptable, most likely it will not be suitable. In other words, if you are in doubt, don't wear it. You may contact your supervisor or Human Resources department for the Facility's dress code guidelines.

Employees are expected to keep themselves neat, clean and well groomed at all times. The appearance of an employee is also an important part of public relations. Employees are expected to monitor their personal appearance to ensure that it does not adversely impact upon patient care. To patients and visitors alike, our employees are the Facility.

Employees are expected to use good taste in selecting the clothes they wear on the job – avoiding extreme styles. Employees are not permitted to wear clothing which contains information (including solicitation, slang slogans, potentially offensive comments, etc.) which may be disruptive to patient care or the work environment. Use cosmetics moderately and avoid strong fragrances which

may be offensive to other people. Hair should be clean, combed, and neatly trimmed or arranged. Sideburns, mustaches and beards should be neatly trimmed. Employees are expected to be conservative in the selection and amount of jewelry they wear.

Employees failing to adhere to this policy may be subject to corrective action up to and including immediate employment termination.

Employee Sanction(s)

All staff are required to report sanctions, convictions, suspensions, censures or revocation (sanction) action taken against them by any federal, state, local, or other professional entity(s). The sanction may include but are not limited to infractions against professional licensure, certification, registration, criminal history convictions, history of child abuse, managed care organizations, Medicare, Medicaid, or any other Facility payor or provider, etc. Employees shall report sanction and/or felony convictions that have occurred during the past 7 years. A conviction record may not necessarily be a bar to employment - other factors shall be taken into consideration by the Facility. In the event a current employee of the Facility has action taken against him/her during her/his employment,

(s)he is required to report the incident(s) within 72 hours of its occurrence to the Director of Human Resources.

Property Damage

If an employee willfully damages Facility property or the property of a co-worker, (s)he may be subject to corrective action, up to and including immediate employment termination.

Personal Finances

In the event that garnishment or similar proceedings are instituted against an employee, the Facility will deduct the required amount from the employee's paycheck. The amount deducted from an employee's disposable earnings will not exceed that permitted by law. No employee will be subject to termination solely on the basis that his/her earnings have been subjected to a single wage garnishment. Multiple garnishments, excluding garnishments for child support, may lead to corrective action up to and including employment termination.

Personal Telephone Calls and Mail

The Facility's telephone and mail systems are available during working hours for effective communication with employees, patients, visitors, and other business associates.

The Facility's telephone and other systems should not be used for personal telephone calls or personal mail except in cases of emergency. Instruct relatives and friends not to contact you by telephone at the Facility while on duty unless it is an emergency. Incoming personal calls will be transferred to your department only in cases of emergency.

Electronic Media

Access to electronic media (e.g., telephone system, pagers, e-mail, Internet, local area network (LAN), frame relay network, wide area network (WAN), etc.) has been provided to staff members for the benefit of the organization and the customers it serves. Every staff member has a responsibility to maintain and enhance the Facility's public image, and to use electronic media in a productive manner. These electronic media tools are Facility assets just like the desks and computers and are to be used at all times only for legitimate business purposes.

Electronic media, specifically e-mail, fax, and voice mail offers no guarantee of employee privacy. The Facility has the right to inspect the content of any information, including e-mail messages sent or received. Electronic media offers no guarantee of employee confidentiality. Employees should exercise significant caution when

managing sensitive information. It is a violation of this policy to communicate identifiable patient information using Internet, including external e-mail messages.

Violations of any guidelines listed in the Facility's Electronic Media policy may result in corrective action up to and including immediate employment termination. Employees are asked to sign and acknowledge that they have reviewed and agree to comply with the Electronic Media policy.

Alcohol and Drugs

The Facility recognizes that illegal drug use and alcohol abuse can adversely affect the performance of employees in the workplace. Therefore, the Facility is committed to providing a drug-free workplace. To achieve a healthy, safe, and productive work environment, the Facility has adopted the position that prospective and current employees must be free from the effects of or evidence of illegal drug use, and/or abusive alcohol consumption or other intoxicants. The Facility's drug and alcohol program includes testing in the following situations (this is not an all-inclusive list): post-offer/pre-employment, for reasonable suspicion, and following a serious on-the-job accident. In the event that a prospective or

current employee tests positive, the employee may request to have a re-test done at his or her own expense. This second test must be comparable or better than the initial alcohol and/or drug test and must be approved in advance by the Facility.

It is the Facility's policy that the unlawful manufacture, distribution, sale, possession, use or presence in the body in any amount detectable by a drug test of a controlled substance/illegal drug by any employee is prohibited. The policy further prohibits the bringing in, consuming of, or being under the influence of alcohol by any employee while on duty or conducting Facility business off-premises, unless in conjunction with authorized Facility events. No prescription drug use is allowed on the Facility's premises by any employee other than by the employee for whom the drug is prescribed by a licensed medical practitioner, and is to be used only by the employee in the manner and quantity prescribed. Additionally, the employee is to notify his/her supervisor and/or Human Resources if he/she is taking a prescribed medication which may influence his/her ability to perform his/her job functions and/or compromise his/her safety or that of another individual. Violation of this policy may result in corrective action up to and including immediate employment.

The Facility has an Employee Assistance Program that provides confidential counseling and referral services to eligible employees. Additionally, benefit eligible employees may have other benefits for treatment programs that are explained in the Benefit Plan Description. It is the employee's responsibility to seek assistance through available programs prior to any violation of Facility policy. Employees who seek assistance or enter a rehabilitation program after violating the Facility's policy regarding illegal drug use may still be subject to corrective action, including immediate employment termination.

For the protection of Facility employees and patients, and to help prevent the possession, sale, and use of illegal drugs on the Facility's premises, in keeping with the spirit and intent of the Facility's Substance Abuse policy, the Facility reserves the right to conduct reasonable searches when it suspects that there has been a violation of the Substance Abuse policy. The Facility's search can include, but is not limited to: patient care areas, employee lockers, desks, files, or any other area or article on the Facility's premises.

Social Media

If activities on social media sites impact BGBH, its employees, services, customers, relationships or reputation, BGBH has a legitimate business interest in monitoring and responding to those activities, whether such media is used in or outside the workplace.

~Miscellaneous~

Corporate Compliance Program

The Corporate Compliance Program establishes standards regarding the Facility's compliance with applicable laws governing relationships among hospitals, other institutional health providers, physicians, employees, etc.

The Facility has designated a local Compliance Officer who has been appointed by the CEO/Managing Director. The UHS Compliance Committee (consisting of Corporate Officers) shall ultimately be responsible for supervising the work of the Compliance Officers and maintaining the standards of conduct — subject to the ultimate authority of the UHS Board of Directors. Any individual may contact their local Compliance Officer or the Corporate Compliance post office box and/or toll free 800 number which provides staff a confidential way to raise concerns. The Corporate Compliance contact information is:

Universal Health Services, Inc.

P.O. Box 61823 King of Prussia, PA
19406-8823 1-800-852-3449

For more details regarding the Corporate Compliance program, please refer to the Corporate Compliance brochure. Copies are available at your local Human Resources office or by contacting the post office box or 800 number listed above.

Please note that the Facility also has an internal Problem Solving Procedure for employee complaints which may not related to fraud, abuse, etc.

Human Resources Records

A Human Resources file is maintained for each employee of the Facility. In order to ensure you receive all benefits to which you may be entitled under all conditions of employment, it is important that your records be kept current at all times. If there is a change in your marital status, number of dependents, address, telephone number, or legal name, please notify the Human Resources Department in writing. This information will be incorporated into your Human Resources file.

Staff Requests for Exclusions from an Aspect of Patient Care

Facility recognizes that an employee may request an accommodation to not participate in certain aspects of patient care procedures or treatments for cultural, religious, or ethical reasons. However, the Facility's primary responsibility is to the patient and, therefore, the Facility will ensure that a patient's care will not be negatively affected. The Facility shall review any staff member's request for exclusion from an aspect of patient care and the employee shall be notified of the Facility's decision as soon as possible.

Matching Gifts Program

The Facility shall match full-time employees' gifts to an eligible institution (accredited private and state colleges, universities, graduate and professional schools located and operating in the United States) on a dollar-for-dollar basis up to \$500 in a calendar year. Gifts will be matched throughout the year, and applications may be submitted at any time. Applications may be obtained from the Human Resources Department. Please contact the Human Resources department to review the policy.

Suggestion Program

The Facility encourages employees to present to management constructive suggestions for the improvement of operations and to recognize all employees whose suggestions are properly submitted and accepted. A suggestion is defined as a constructive idea that might help solve a problem, improve operations or procedures, or make the Facility a better place to work.

To be considered for evaluation, all suggestions must be submitted in writing to the Human Resources or to your Facility Suggestion Program.

~Acknowledgment~

I acknowledge that I have read and received a copy of the Brooke Glen Behavioral Hospital 2012 Employee Handbook. I am aware that it is my responsibility to review this Handbook and to be aware of and understand all of its provisions. I understand that I should consult my direct supervisor regarding any questions not answered in this Handbook. I am aware that the information, policies and benefits described here are subject to change at any time and that revisions to this Handbook may occur without prior notice and without consideration. I understand that the revised information may supersede, modify or eliminate existing policies. I understand that it is my responsibility to be aware of any changes or modifications to this Handbook.

Furthermore, I acknowledge that this Handbook is not a contract and is not a guarantee by the Facility of the conditions and benefits which are described by it. The information contained in this booklet is designed to serve only as a reference to the Facility policies and procedures.

I acknowledge that this Handbook is not a contract modifying the employment at-will nature of my employment with the Facility and I agree to abide by the policies and procedure discussed within.

Employee Signature

Print Name

Date _____

Human Resources Representative

Date _____

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