November, 2009

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I. INTRODUCTION

This handbook provides information to employees at Family Health Care Clinic regarding various policies, practices and procedures that may apply to you. Neither this handbook nor its contents constitute, in whole or in part, either an express or implied contract or guarantee of continued employment between the Clinic, any employee or anyone else. Furthermore, the Clinic and its employees, acknowledge that their relationship is "at will" and that either party can terminate that relationship at any time for any reasons or no reason at all.

Because of the growing nature of our Clinic, Family Health Care Clinic reserves the right to modify, alter or eliminate any or all of the policies and procedures set forth in this handbook at any time.

II. EQUAL EMPLOYMENT

It is the policy of FHCC to provide equal employment opportunity without regard to race, color, creed, religion, sex, national origin, age and disability.

This statement reaffirms our position regarding non-discrimination in all matters relating to employment throughout FHCC including, but not limited to recruitment, employment, placement, promotion, demotion, transfer, termination, layoff, recall, rates of pay, and selection for training.

FHCC is strongly committed to and is actively committed to equal employment opportunity in the workplace. As such, this facility offers employment opportunities on a non-discriminatory basis to all qualified individuals, including those who may happen to be disabled. The facility will offer reasonable accommodation to disabled individuals, where appropriate, to permit them to perform the essential functions of their job.

If you have a disability that require some accommodation in the workplace, please talk with your supervisor or department manager so that a full understanding of the disability and an evaluation of the appropriate accommodation, if any, can be made. We will treat information concerning disabilities in a confidential manner consistent with the need to protect the safety and health of the other employees and the public.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor or department manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

III. PROHIBITION OF HARASSMENT INCLUDING SEXUAL HARASSMENT
It is the policy of our Clinic that everyone who is employed should be able to work in a setting free from all forms of unlawful discrimination, including harassment, on the basis of race, color, religion, gender (sex), national origin, age, disability or some other legally protected characteristic. This policy also applies to job applicants as well.

A. **Harassment**: Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, disability, some other legally protected characteristic, or that of his/her relatives, friends, or associates, and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. Adversely affects the individual's employment opportunities.

Harassing conduct includes, but is not limited to, the following:

1. epithets, slurs, negative stereotyping, denigrating comments or labels, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age, disability or some other legally protected characteristic and
2. written, electronic, or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, disability or some other legally protected characteristic and that is placed on walls, bulletin boards, or elsewhere on an employer's premises, or circulated in the workplace.

B. **Sexual Harassment**: The Equal Employment Opportunity Commission has defined sexual harassment as follows:

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.”
Normally an employee or applicant has up to 180 days from the last time that any such harassment occurs to file a charge with the U.S. Equal Employment Opportunity Commission. In States that have their own Commission, an employee or applicant may have up to 300 days from the last time that any such harassment occurs to file a charge with the Equal Employment Opportunity Commission or the State Commission.

Family Health Care Clinic will not tolerate Harassment in its work place. It is against the policies of our Clinic for anyone to harass someone who is employed by the Clinic or for someone who is employed by the Clinic to harass anyone else.

Anyone who believes he or she has been the subject of harassment or who has witnessed harassment should report the circumstances immediately to their supervisor, their office manager or the Personnel Officer. They may contact any of these sources without first contacting their supervisor. No one will suffer any adverse consequences for bringing the harassment to our attention. There will be no retaliation for either reporting the harassment or for cooperating in the investigation of the report.

Any such report will be cause for immediate investigation. Confidentiality will be maintained, consistent with the Clinic's need to conduct an adequate investigation and to take prompt corrective action to rectify any unlawful harassment that is found to have taken place.

Anyone who works for the Clinic and found in violation of this policy will be subject to discipline up to and including discharge.

This policy supercedes all other Clinic harassment/sexual harassment policies. An acknowledgment of receipt of the Harassment is on the following page.

IV. NO-SOLICITATION - NO DISTRIBUTION POLICY

A. Outsiders: Persons not employed by the Clinic may not solicit or distribute literature on Clinic property at any time, for any purpose. Specifically, non-employees are prohibited from soliciting funds or signatures, conducting membership drives or offering to sell merchandise or other services on Clinic property.

B. Charitable Organizations: Consistent with its health-care functions and responsibilities, the Clinic may from time to time authorize fund drives. Employee participation in such drives is voluntary. No other solicitations are authorized or permitted.
ACKNOWLEDGMENT OF RECEIPT OF HARASSMENT POLICY

I have received a copy of the Clinic's Prohibition of Harassment Policy. I understand that this policy constitutes "zero tolerance" by the Clinic.

I understand that by signing this receipt I acknowledge that the Clinic has “zero tolerance" for harassment connected with the workplace or for retaliation against anyone who reports harassment or cooperates in a firm investigation. I agree to abide by all terms of this policy. I understand that the Clinic has a complaint process which I may use to report harassment and that the complaint process is described in the Prohibition of Harassment policy.

___________________________  _____________________________
Signature                      Date
C. **Employees of the Clinic:**

1. Employees of the Clinic may not solicit during working hours for any purpose. At no time can employees solicit from patients or customers. Working time is defined in Paragraph D.

2. Employees of the Clinic may not solicit at any time patient areas such as waiting rooms, exam rooms, laboratory room; or in any other areas that would cause disruption of health-care operations or disturbance of patients, such as corridors, in-patient treatment areas, and rooms used by patients for consultations with physicians or meetings with families or friends.

3. Only during non-working time may employees engage in solicitations for charitable organizations or any other group or organization. Employees are prohibited from selling merchandise on Clinic property.

4. Employees may not distribute literature during working time, for any purpose.

1. Employees may not distribute literature at any time, for any purpose, in working areas. Working areas are all areas in the Clinic, except cafeterias, employee break rooms, and employee parking area.

D. **Working Time:** Working time includes the working time of both the employee doing the soliciting or distributing and the employee to whom the soliciting or distributing is directed. Working time does not include break, meal times, or any other specified periods during the workday when employees are properly not engaged in performing their work tasks.

V. **CONDITIONS OF EMPLOYMENT**

A. **RECRUITMENT AND SELECTION**

1. **Recruitment:**

   The Administrative Office is responsible for recruiting qualified candidates for employment. All qualified and interested applicants are urged to apply. Furthermore, we encourage employees to refer qualified candidates to the Administrative Office when positions become available. Those candidates possessing the minimum qualifications for the position will be carefully considered for those open positions listed on the candidate's application for employment.

   Typically, open positions will be advertised in the local newspaper, with a stated deadline for submitting applications for employment. If recruitment beyond the local
area becomes necessary, the Administrative Office will advertise in those communities that will produce the greatest number of qualified candidates.

2. **Standards of Selection:**

Family Health Care Clinic will select the most qualified candidate for the position regardless of the applicant's race, sex, religion, national origin, age, disability or veteran’s status. Every effort will be made to hire the most capable and responsible candidate who has a good character and work record. To be eligible for consideration, the candidate must, at the very least, possess the minimum qualifications for the position. The minimum qualifications are listed in the job description.

Because Family Health Care Clinic is Mississippi Company, every effort is made to select the most qualified candidate from the local area. However, sometimes it may become necessary to select candidates outside of Mississippi, if a qualified applicant cannot be located in the local area or the State of Mississippi.

3. **Political Activity:**

Because it is FHCC's policy to hire only the most qualified person for an opening, no person will be selected for any position in consideration either in whole or in part, for his support in a political party or of a candidate.

4. **Hiring Restrictions:**

Certain persons are not eligible for employment with FHCC. Specifically, persons who are voting members of the governing body or other major policy advisory body of the Clinic are not eligible for employment. Likewise, relatives of employees who hold authority and responsibility to recommend or approve personnel decisions over the position for which the relative is being considered are not eligible. Relatives include spouse, children, parent, uncles, aunts, nephews, nieces, grandparents, brothers, sisters, cousins, and in-laws. Further, no two persons from the same family or household shall be paid employees in the same local program without a written recommendation from the Chief Executive Officer and approval by the Clinic's governing body.

5. **Authority in Appointments:**

The FHCC Board has the authority to select for employment and to terminate the employment of the Chief Executive Officer. In turn, the Chief Executive Officer has the final authority to hire and terminate all other FHCC employees, and has the ultimate responsibility for the implementation of the Clinic's personnel policies and procedures. In making hiring, transfer, and promotion decisions, the Chief Executive Officer will give due consideration to the recommendations of the supervisory staff.
B. EMPLOYMENT PROCEDURES

1. General

All applications for employment must be sent to the Administrative Office for processing. Applications for employment will be accepted only when positions become available. No qualified applicant will be offered employment until all of the pre-employment procedures have been completed.

2. Pre-employment Interview

When positions become available, applicants will be asked to undergo a pre-employment or screening interview to determine whether they possess the minimum qualifications for the position. Those applicants found to possess the minimum qualifications for the position, will be referred to the appropriate department head or supervisor for an interview. The supervisor or department head will make a recommendation on whether the applicant should be given an offer of employment.

3. Credentials

a. Pre-employment: The applicant's prior employment history, educational background, and personal references will be investigated during the pre-employment process. Persons found to have falsified information by misrepresentation or omission of any facts on their employment application or whose references are not satisfactory will not be offered employment; or if employed, will be immediately separated from FHCC.

FHCC will make a written verification of the applicant's degree, license, or certification when the applicant is applying for a position that requires one or all of these requirements as a condition for employment. The written verification will be requested directly from the institution issuing the document.

Providers will be required to have full licenses and certificates, and be either Board Eligible or Certified in order to practice in the clinical setting. FHCC will verify these credentials upon completion of residency and the Board Eligible status.

FHCC will also verify the licenses and certificates for all of its LPNs, RNs, Nurse Assistants and Medical Assistants directly with the issuing institution.

Verification of employee's credentials will be completed within 90 days of the applicant's employment. Any information found to be inconsistent with the applicant's interview or application/resume will be grounds for immediate
termination.

b. **Post-employment Credential Checks**: At least bi-annually, the credentials of the Physicians, Dentists, Dental Assistants, Nurses, and Laboratory, Medical Records and Mid-Level Practitioners will be checked to make certain that the employees maintains active licenses, certificates etc.

4. **Selection Interview**: Candidates who possess the minimum qualifications for the position will be asked to interview with the supervisor or department head who supervises the position for which the applicant is being considered. The supervisor and/or department head will be responsible for the selection, training, and evaluation of the employee, along with disciplinary action. Supervisors can only recommend the employee's dismissal, with final approval in the hands of the Chief Executive Officer.

5. **Pre-employment Physical**: All applicants who have been given a conditional offer of employment will be required to take a pre-employment physical. The applicant must pass the physical examination as a condition of employment. Applicants will be given a physical examination administered by FHCC free of charge. However, if the applicant prefers to be examined by a physician of his/her choice, he/she will be required to pay the cost of the examination. Furthermore, if the applicant has been examined during the last 180 days, certified copies of the examination results can be forwarded to FHCC and used to satisfy the pre-employment physical examination requirement.

6. **Work Schedule**: Upon being hired, each employee is assigned a stipulated budgeted amount or amount stipulated on the salary scale for hours that he is expected to work each week. If the employee is available for work, and reports to work, FHCC will compensate the employee his weekly hours worked. The employee may be asked to work more than the number of regular working hours, in which case, the employee will be compensated for these additional hours by compensatory time or overtime pay. Overtime or Compensatory time does not apply to Professional and Management staff. This section does not constitute a contract of employment.

C. **CLASS OF APPOINTMENT**

There are various classifications of employees at FHCC:

1. **Permanent Full Time**: Permanent Full Time employees are employees who have completed their 90 day probationary period and are appointed to a full time position to work at least eight hours per day, and 40 hours per week. Permanent Full Time employees are eligible for all FHCC benefits.

2. **Permanent Part Time**: Permanent Part Time employees are employees who have completed the 90 day probationary period, who are appointed to an established position
for no set duration, and who regularly work at least 24 hours per week. Permanent Part Time employees are eligible for some FHCC benefits depending upon the number of hours worked each week (see Fringe Benefits section).

3. **Temporary Full-Time**: Temporary Full-Time employees are employees who are appointed to positions for a set duration (of hours, days, weeks or months) and who work eight hours per day, and 40 hours per week. Usually a temporary, Full Time employee is hired for a period less than one year. Employees in this category are **not** eligible for fringe benefits, except they will be paid for Clinic holidays.

4. **Temporary Part-Time**: Temporary Part-Time employees are employees who are appointed to positions for a set duration (of hours, days, weeks or months) and who work less than eight hours per day, and 40 hours per week. Employees in this category are not eligible for any fringe benefits.

5. **Interruption (Temporary)**: Intermittent Temporary employees are employees who are hired to fill positions on a short term, emergency basis, for a period of time not to exceed six months. Intermittent Temporary Employees are not eligible for any fringe benefits.

6. **Consultant**: An individual who provides expertise in a particular field and is not an employee of FHCC is considered to be a consultant or independent contractor. These individuals are not employees, and, therefore, are not entitled to any FHCC benefits.

D. **ORIENTATION**

In order to make your adjustment to our Company smooth and uninterrupted, we have developed an orientation program. You will receive orientation in two phases.

The first phase will be conducted by the Administrative Office and will include information about the history and purpose of FHCC, its organization, policies, procedures, and employees. The employee, if eligible will be offered a schedule of benefits for which they may participate. Other benefits such as Medicare, Social Security, Workmen Compensation, and State Unemployment Insurance will be discussed with the employee. The Employee will also be counsel on vacation, sick, and other types of leave that they may be eligible for during orientation. Employees will also be counseled on the Performance Improvement Program to include the clinical goals and objectives.

The second phase will be conducted by the employee's supervisor and department head. The employee will be oriented to the new work environment and the particular duties and responsibilities of the position for which the employee was hired.
E. **PROBATIONARY PERIOD**

All new, transferred, and promoted employees will be expected to successfully complete a 90 day Probationary Period. During this period, employees will be given an opportunity to learn their new duties and responsibilities, and their supervisor will be given the chance to observe the employee's skills and abilities.

Every thirty (30) days the employee will receive a performance evaluation, and will be counseled if there are problems with attendance, abuse of sick leave, job performance, ability to accept instruction and the like. Upon satisfactory completion of the 90 day Probationary Period, employees may be entitled to certain Clinic benefits. While the employee will receive periodic evaluation throughout this period, every effort will be made to notify those employees who the Clinic does not expect to pass the Probationary Period at least two weeks prior to the completion of the 90 day period.

Under unusual circumstances, the Chief Executive Officer may extend the 90 day Introductory Period for an additional period not to exceed 90 days. The employee will be notified if his or her Probationary Period has been extended.

VI. **WORKING HOURS**

A. **CLINIC HOURS**

1. **Work Hours:** FHCC operates from 8:00 a.m. to 5:00 p.m. Monday through Friday; and from 8:00 a.m. to 12:00 noon on Saturday at designated sites, except holidays. Special Requests for work hours different from this normal work schedule must be approved by the Chief Executive Officer or his designated representative. Administrative Office personnel are required to work the same work schedule as the clinical employees.

2. **Work Week:** A workweek consists of seven consecutive 24 hour periods beginning at 8:00 a.m. on Sunday and ending at 7:59 a.m. on the following Sunday. Hours worked during one workweek cannot be carried over into another workweek.

B. **LUNCH HOURS**

The lunch period for our facilities has been set from 11:00 a.m. to 2:00 p.m. Employees are permitted to take one unpaid hour for lunch sometime during this lunch period. Employees are encouraged to take their lunch during times that will not interrupt service to our patients. For example, a department with two employees should stagger their lunch period so that only one person is absent from the department at a time.

Employees will be expected to take a lunch hour every day, unless he receives prior approval from his supervisor. FHCC require the employee to take his lunch on FHCC's facility. If it
is necessary for the employee to leave the premises during lunch, the employee is asked to do the following:

1. Notify your supervisor in advance.

2. Provide the supervisor with information on how you can be contacted in the event of an emergency.

3. Sign in and sign out on the Sign In and Sign Out on a hand clock at locations where it is available and by Sheet at locations where there is no hand clock when leaving and returning from the facility.

While every effort will be made to grant the employee's request to take a lunch hour off premises, not every request can be granted. Rather consideration will be given to the work load, staffing, number of serious patients, etc.

C. BREAK TIME

Employees are permitted two fifteen minute breaks, one in the morning and another in the afternoon. While these breaks are paid, we kindly ask that you wait to take your break at times other than when (1) patients need assistance or (2) within one hour of arriving to work, within one hour of leaving for lunch, and within one hour of leaving for the day. Your breaks should be taken on the premises. Employees taking breaks as outlined above should keep in mind that they are to remain in their workstations otherwise until break time. Any time taken away from the workstation is considered part of the break.

D. ABSENTEES AND TARDINESS

1. Absences:

   We recognize that from time to time it may be necessary to be absent from a scheduled work shift because of a personal illness or injury.

   When this occurs, it is your responsibility to:

   a. Notify your immediate supervisor by 8:15 a.m. on each day that you plan to absent and provide your expected length of your absence.

   b. If your immediate supervisor is not available, you should notify the next highest supervisor on the organizational chart.

   c. If neither supervisor can be reached, you must notify the Administrative Office.
d. Failure to report to work and to call in for three consecutive business days will be considered voluntary resignation.

e. Any unexcused absence will result in termination. An unexcused absence is defined as a leave that is not covered by these policies and procedures and that has not been approved by the supervisor.

2. **Excessive Unscheduled Absences:**

We expect every employee to maintain good attendance. Whenever an employee is late or absent, someone else will have to perform his duties which causes an undue hardship on those employees who are present. Attendance records will be maintained on every employee, and disciplinary action, up to and including termination, will be taken against those employees who are excessively absent or late for work.

The following will be considered in determining excessive absences:

a. At the end of every quarter of the calendar year, attendance records will be reviewed. Quarters of the calendar year is as of:

   First Quarter: January, February March  
   Second Quarter: April, May June  
   Third Quarter: July August, September  
   Fourth Quarter: October, November and December

b. Six (6) episodes of unscheduled absences during a quarter are excessive. The number of episodes is six separate leave not to include concurrent days.

c. If an employee is absent excessively in any three consecutive months, the employee will be placed on probation for the next three months. If at the end of that period there is no change in the employee’s attendance, he/she may be terminated.

d. Any first day of an employee’s sick leave will be credited against vacation time earned. If no vacation time is earned, the first day of sick leave will be taken without pay. The second day of the same leave will be taken as sick leave or leave without pay. If the employee is experiencing an emergency such as bereavement, family surgery or hospitalization (immediate family member as defined under bereavement leave), or personal surgery or hospitalization, the employee may be approved for vacation time off. At no time will an employee be allowed to take sick leave for the illness of another family member.
3. **Tardiness:**

   All employees are expected to report to work on time, and may not leave work early or take a break unless authorized by his supervisor. The supervisor will be responsible for monitoring the employee's late arrivals and early departures. At the end of each work week, all late arrivals and early departures will be totaled. For each accumulated six minutes that the employee is late, or leaves early, he loses one-tenth of an hour of pay.

   For example: An employee is six minutes late on Monday, Wednesday he is three minutes late and Friday he leaves three minutes early. For this work week, he loses two-tenth of an hour of pay or 12 minutes.

**VII. GENERAL CONDUCT**

**A. EMPLOYEE CONDUCT**

   As an employee of FHCC you are expected to be kind, courteous, and considerate with patients, the visiting public, and your fellow co-workers at all times. You will find that professional behavior will accomplish more and you will get more satisfaction out of your work.

   When people are ill, they are often irritable and/or possibly frightened. Accordingly, our patients must be treated with the utmost courtesy and understanding. Further, thoughtfulness and cheerfulness are important at all times. Employees should not be caring on personal conversations in the presents of patients. Personal conversations should not precede conducting your job. Your personal conduct often determines the reputation of the health center.

**B. NOISE, DISRESPECT, AND FOOD CONSUMPTION**

   Every employee should be aware that noise is disturbing to the sick, and is considered out of place in the Clinic. We ask that you refrain from gossiping, engaging in needless complaining, loud talking, playing music, boisterous laughing, chewing gum, talking on cell phone, texting or any other activity that would be disturbing to our patients and employees at work. Further, in order to maintain our professional image, all food and drinks must be consumed in designated areas only, and never in the clinical areas or any work area that involve contact with the public.

**C. SMOKING**

   Because Family Health Care Clinic, Inc. is dedicated to providing a healthy work environment for its employees, tobacco use (smoking, chewing or dipping tobacco) is not allowed in the workplace or on business property.
To maintain good relations with neighboring facilities, employees must refrain from the use of tobacco products on any neighboring properties (indoors and outdoors) and on neighboring streets.

Employees must also refrain from tobacco use when working outside the office or during business travel. Employees receiving visitors or vendors must ensure that their visitors or vendors understand and adhere to the tobacco-free workplace policy.

Employees who disregard the tobacco-free policy will be subject to disciplinary action. I am aware all employees are required to sign this Tobacco-Free Workplace statement to ensure knowledge and understanding of this policy.

D. TELEPHONE MESSAGES

Please ask your friends and relatives not to call you during working hours, except in cases of emergency. Turn off cell phones in areas where patients may be sitting, standing or examined. Exceptions to this policy are for the use of cell phones by providers for patient care.
E. PARKING

Parking is available to all employees. However, you must park only in areas set aside for employee parking. Further, we urge you not to leave valuables in cars, because FHCC assumes no responsibility for property taken from your car, or damage to your vehicle.

F. CONFIDENTIAL INFORMATION

As a health care facility, all of our patients expect and deserve the utmost confidentiality of their medical and personal information. Each FHCC employee is to maintain the confidentiality of all medical information about our patients. Consequently, all medical or personal information about patients that you see, read, hear, overhear or write about must never be discussed with persons outside of the clinic, among other employees who are not instrumental in the care of the patient or persons not authorized to receive this information. Because casual conversation about a patient can easily be overheard by an unauthorized person, you must be extremely careful when you discuss a patient’s medical status. Any violation of this policy will result in immediate termination. Employees are also expected to respect the confidentiality of employees surrounding reasons for tardiness or absences. Any information directed to the receptionist, assistant, supervisor, or person answering the phone should be kept in confidence or past on to the appropriate personnel.

G. CONFLICT OF INTEREST

1. Misappropriation of Funds and Irregular Practices:

   It is the responsibility of each employee to immediately report any instances of irregular practices involving patient services, travel expenses, time and attendance records, payroll, purchasing, personnel, and all other business and financial matters. The Chief Executive Officer or his designee will investigate these matters, take action to recover any losses, and initiate appropriate disciplinary action.

2. Outside Business Interests:

   Employees who wish to engage in outside business activities, whether for-profit or not-for-profit, in addition to their duties at the Clinic, must first notify their supervisor of their intentions. Sufficient information must be provided in order to determine if a conflict exists. The request will be evaluated for possible conflicts with the intent or purpose of the programs at the Clinic, as well as with the employee's duties and responsibilities, work schedules, and the needs of the Clinic. If a conflict exists, the employee will be asked to refrain from engaging in the outside interest, or resign his position with the Clinic.
3. **Gifts:**

Employees of FHCC are prohibited from accepting gifts, money, coupons, certificates, or gratuities from persons who have or are receiving benefits or services from the Clinic, or from their relatives or friends. Employees are also prohibited from performing services for our patients under contract or from otherwise benefiting from the services provided to the patient. Anyone wishing to offer such a gift should be referred to Administration, who will gladly accept the gift as a proper donation to the Clinic.

4. **Prohibition Against Political Activity:**

No employee of FHCC should directly or indirectly receive, or be in any manner concerned in soliciting or receiving any assessment, subscription or contribution of any political vote for any purpose whatsoever during Clinic duty hours.

H. **PERSONAL AND PROFESSIONAL APPEARANCE**

Cleanliness, good grooming, and professional attire are an absolute necessity at all times in the Clinic. Each employee is expected to dress professionally, in good taste and in accordance with the requirements of his position, and to maintain an appearance becoming of a health care professional.

**Professional Staff:** Physicians, Nurse Practitioners, Nurses, Dentists, Dental Assistants are required to dress in professional attire at all times. Guidance on what should not be worn is found under the “Office Staff” section of this policy. Nurses, Laboratory Technologists, Phlebotomists, Dental Assistants, Nurses Aides/Assistants and Medical Assistants are required to wear Clinic uniforms and must follow the prohibitions listed in the “Office Staff” section of this policy.

**Office Staff:** Administrative and Management personnel are required to dress in professional attire at all times.

At no time are the following to be worn to work:

- Jeans of any color or any kind (pants, skirts or jackets)
- Shorts (regular or walking)
- Short pants
- Mini skirts (above top of knee)
- Sleeveless blouses or shirts without jackets,
- T-shirts
- Sandals (where toes are exposed)
- Jewelry which is out of line with the uniform or dress, or with the safe and efficient care of our patients (dangling jewelry, multiple earrings, nose-rings, face-rings), rolled up or tied up scrub pant legs, colored shoe strings or colored socks.

VIII. **SAFETY**
Preventing accidents in and around the Clinic is extremely important. To reduce the possibility of injury to our patients, guests and employees, the Clinic makes every effort to provide safe working conditions and safe operating procedures for our equipment, and to encourage safe working practices. Each employee should be alert to unsafe conditions, equipment or methods of operations. If you see an unsafe working condition or an operational hazard, report it to management immediately so it can be eliminated.

If an employee, patient, or visitor is injured while on Clinic property; this injury must be promptly attended to and immediately reported to management. Regardless of how minor the injury, it should be reported so that measures can be taken to prevent more serious injuries in the future.

In addition to injuries or accidents, employees should immediately report the following to their supervisors:

1. Damage to any Clinic equipment or supplies.
2. Loss or theft of personal property or Clinic supplies and equipment.
3. Uncooperative behavior of visitors.
4. Telephone threats.
5. Any other occurrence which would have a bearing upon the efficient operation of the Clinic that may have legal implications, or that jeopardizes the reputation of the Clinic.
6. Any unsanitary or unclean condition on or near the Clinic premises

**IX. CAREER DEVELOPMENT AND PROMOTION**

**A. CAREER DEVELOPMENT AND MERIT INCREASES**

New employees will be counseled on career opportunities and goals. All employees are encouraged to participate in continuing education workshops, programs and conferences related to their particular job assignments. Employees will be given a fair and equal opportunity to advance within the Clinic.
B. TRANSFERS

On occasion positions may become available in other departments or units within the Clinic. When this occurs, employees who have successfully completed their Probationary Period are permitted to apply for an internal transfer to these positions. Interested employees should first notify their supervisor, then file a transfer request with the Administration Office.

1. Only the most qualified applicant for the position will be selected for a transfer. If per chance, two applicants possess equal qualifications, then the most senior applicant will be selected. If a more qualified candidate for the position did not apply for the opening, but would be willing to accept the transfer, the Clinic reserves the right to select this employee for the position.

2. Once selected, the employee has 90 days to learn the new position and to demonstrate that he can perform the duties and responsibilities of the job. The employee will continue to receive the same benefits he had prior to the transfer.

   If the employee does not perform the job satisfactorily after being in the position for 90 days, he will be returned to his former position if it is still available. If his former position is no longer open, FHCC will attempt to place the employee in another opening within the in the Clinic provided the employee is qualified to perform the new job. If there are no other job vacancies for which the employee is qualified, he will be laid-off until such time as a suitable position becomes available (but no longer than 12 months), after which time the employee will be terminated.

3. If the employee transfers to a new job at a lower skills level where there is no transfer of previously acquired skills, abilities and experience, the employee will be awarded the beginning rate of the new job. Further, the date he starts his new position will serve as his new evaluation date.

4. If the employee transfers to a new job at a higher skills level, the employee will be awarded the beginning rate of the new job which should be at least 5% more than the employee's current wage rate. The date the employee starts the new job will serve as his new evaluation date.

5. The Chief Executive Officer's Office will accept transfer requests only when a job becomes vacant.
6. An employee who has been selected for a transfer may be asked to stay in his current position until a replacement for his position has been found. We anticipate that this waiting period will not last more than 30 days, however, it could last longer depending upon the Clinic's success in filling the position.

C. TEMPORARY TRANSFERS:

Employees are normally hired for specific jobs, and in most cases, for specific shifts. However, because of the Clinic's continuous operation throughout the year, coupled with unexpected absenteeism and staffing requirements, the Clinic may temporarily transfer employees to other positions so that quality service can be provided to our patients. As a result, employees should expect to be transferred to another job, department or unit at any time. Employee may also be asked to rotate to different shifts and/or work weekends and holidays as the workload requires. Employees who refuse an assignment will be subject to disciplinary action, up to and including termination.

D. PROMOTION:

Whenever possible, we will seek to promote our employees from within our Clinic, provided the employee possesses the necessary skills, abilities, experience, licenses, certificates and educational requirements. Only those employees who have successfully completed their Probationary Period and who possess the necessary skills and job requirements will be considered for a promotion. The most qualified candidate for the position will be selected. If two equally qualified candidates apply for the same job, longevity with the Company will be the determining factor in making a promotion decision. Employees who have been selected for promotion will be given 90 days to learn the position, and to demonstrate that they are capable of performing the new job. Employees promoted, will continue to receive the same benefits they enjoyed prior to the promotion. Wage increases for promotions may be granted depending upon all of the circumstances.

Not all position changes will be considered to be a promotion. Rather, to be classified as a promotion the employee must either move from a position in one classification to a position in another classification having a higher maximum salary, or his current position is reclassified to a position having a higher maximum salary.

E. JOB SECURITY

Employees are expected to constantly upgrade their current skills through in-service education, performance improvement measures, and length of service goals. While we strive to maintain stable employment for all of our employees, there may be the occasional time when our service requirements fall below our current staff levels. When this happens, it may be necessary to reduce our staff level to meet our needs. Every effort will be made to give
you advance notice of the Clinic’s need to reduce its staff.

X. WORK RULES/DISCIPLINARY PROCEDURES:

Work rules are necessary in every organization and they must be followed. When these rules are not followed, FHCC applies a progressive disciplinary policy in order to give employees an opportunity to improve their performance where appropriate. Typically, performance or behavior problems or policy violations are addressed through verbal counseling, written warnings, suspension or probation, and if the previous steps are unsuccessful, could ultimately result in termination. There are circumstances, however, where the severity of the problem may require that the disciplinary process be accelerated to suspension or termination. While termination is the last resort, there are circumstances in which immediate termination without progressive counseling may be appropriate.

The following are examples of work rule violations that will result in termination:

1. Theft from fellow employees, the Clinic, or the patients, the customers, or any other form of dishonesty.
2. Neglect or abuse of patients.
3. Refusal to perform assigned duties, and refusal to obey a legitimate order of a supervisor, or insubordination.
4. Reporting to work or working in an intoxicated or drugged condition, possession, transfer, sale or consumption of alcoholic beverages, intoxicants or any kind of illegal drug or stimulant.
5. Unexcused absence from work.
6. Falsifying time cards, personnel records, or any other Clinic records. Supplying false or misleading information when applying for employment or at any time during employment. Misuse of time cards, punching in or out for another person on his or her time card or allowing another employee to punch your time card in or out for you in your absence.
7. Possession of firearms, weapons, or explosives on Clinic property.
8. Illegal, immoral or indecent conduct, soliciting persons for immoral purposes or the assisting and/or abetting of any of the above.
9. Soliciting or accepting tips or personal gratuities from patients or visitors.
10. Fighting on Clinic premises, coercion, intimidation or threats of any kind.
11. Disrespectful conduct, using vulgarity or failing to give quality service in a courteous manner.
12. Deliberate violations of safety or security protections.
13. Unauthorized entry into or exit from Clinic premises at any location, at any time.
14. Unauthorized removal of Clinic records or property from the premises.
15. Any act which could have a detrimental effect on the operation or profitability of the Clinic, including but not limited to lying, misrepresenting or concealing pertinent facts from management.

The following are examples of work rule violations that will result in disciplinary actions:
1. Failure to maintain effective interpersonal relationship with peers, subordinates or management.
2. Disclosing personal, confidential or proprietary information.
3. Sleeping or loafing on the job.
4. Excessive absenteeism or tardiness.
5. Inadequate performance of job duties and responsibilities.
6. Failure to comply with Clinic policies, safety requirements or procedures, operational manuals or standards.

The following is a list of disciplinary steps.

1. **Verbal Counseling**: Typically, the first step in the disciplinary process is a verbal counseling. During verbal counseling, the supervisor will meet with the employee to discuss his conduct or performance. The discussion will be documented and will become a part of the employee's permanent personnel file.

2. **Written Warning**: The second and possibly the third step in the disciplinary process will be a written warning. In most circumstances, an employee will receive a verbal counseling before he receives a written warning. However, circumstances may be sufficient to warrant a written warning without the benefit of a verbal counseling. A copy of the written warning will be sent to the Chief Executive Officer who will review the warning and place it in the employee's personnel file.

3. **Suspension**: A fourth step in the disciplinary process will be suspension. However, circumstances may be present which will prompt the Clinic to initiate a suspension without having completed steps 1, 2 or 3 in the disciplinary process. Further, it may also be necessary to suspend an employee without pay, if the Clinic finds it necessary to conduct an investigation into the employee's performance or conduct. If, following the investigation, it is determined that the employee did not violate the Clinic's work rules or engage in unsatisfactory performance sufficient to prompt disciplinary action, the Clinic will reimburse the employee for the hours lost as a result of being on suspension.

4. **Probation**: As an alternative to suspension, the Clinic may place the employee on probation for up to three months. While an employee is on probation, a reoccurrence of the offense which lead to his probation may result in immediate termination.

An employee who has been placed on probation two times and a third probation is warranted, the employee will be terminated.

5. **Termination**: This is the final step in the disciplinary process.

**XI. RATING OF EMPLOYEE'S PERFORMANCE**
A. **Policy**: Evaluations will be completed by the immediate supervisor and reviewed by the employee twice annually. Supervisors may perform appraisals more frequently; during and at the conclusion of a new employee's Probationary Period, prior to promotions, due to unacceptable or unsatisfactory job performance, when a supervisor leaves the department; and prior to any recommendation for a salary adjustment.

B. **Procedure**:  
Rating an Employee's Performance  
1. A Performance Indicator Form is filled out during an evaluation.  
   - **E - Excellent**: Employee is performing this duty or responsibility above expected performance, professionally, technically and attitudinally.  
   - **G - Good**: Employee is performing this duty or responsibility as expected for maximum performance, professionally, technically and attitudinally.  
   - **F - Fair**: Employee needs improvement in this area but is both willing and capable of improving for various reasons, or the employee is unwilling or uncooperative about this particular responsibility.  
   - **P - Poor**: Employee needs considerable improvement and although he/she may be willing, may not be capable of improving for various reasons, or the employee is unwilling or uncooperative about this particular responsibility, and has expressed no interest in improving.  

Duties: A duty is a function that should be performed daily, weekly or periodically.  
Responsibility: A responsibility is a function that requires monitoring, review, judgment, conduct, appearance, and development of an employee relative to his or her overall function with the job.  

2. In addition to the Performance Indicator Form, a Performance Appraisal Form is also filled out. This form is designed to measure the work habits of staff and their attitude and approach to their job.  
   
   In a service organization; tact, courtesy, appearance, good will and other characteristics are just as important as technical ability.  

Assessment:  
   a. **Performance Indicator Form**  
      
      | RATING | RECOMMENDED ACTION |
      |--------|--------------------|
      | P - Poor | One P (Poor) rating will require counseling for bad performance. Two or more P ratings will require the employee to be placed on probation for not more than 30 days and then be reevaluated and terminated if no improvement. |
      | F – Fair | Fair ratings in any category require specific consultations between staff and supervisor and the Chief Executive Officer when necessary to determine the cause of inadequate performance and the need for personal development, greater assistance or guidance form the |
supervisor, improvement in equipment, work conditions, etc.

G - Good  Good ratings are welcomed and should be pursued by both staff and supervisor. However, evaluators are cautioned against using this indicator too freely. Do not rate a person's performance as good because their work habits are good and they happen to be a nice person.

E - Excellent Excellent marks are given only if the employee has shown above expected performance in a duty or responsibility. Excellent can merit an increment increase in salary according to salary scale, and in exceptional performance it may, if possible merit a promotion with an increase in salary depending on availability of funds and openings.

b. **Performance Appraisal Form**

<table>
<thead>
<tr>
<th>RATING</th>
<th>RECOMMENDED ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsatisfactory</td>
<td>Probation, not more than 30 days, reevaluation with termination if no signs of improvement.</td>
</tr>
<tr>
<td>Mediocre</td>
<td>Counseling with severe warning that further deterioration could subject employee to probation and termination. Counseling recommended.</td>
</tr>
<tr>
<td>Fair</td>
<td>Counseling between supervisor, staff and Executive Director to get to cause of Fair performance indicators.</td>
</tr>
<tr>
<td>Good</td>
<td>Performing duties and responsibilities as expected. Employees should be commended for good performance.</td>
</tr>
<tr>
<td>Excellent</td>
<td>The ideal element in FHCC staff performance. Employees should receive special recognition among fellow employees, commended for outstanding performance, and if and when possible provided an opportunity for advancement.</td>
</tr>
</tbody>
</table>

**EMPLOYEE ANNUAL INCREASES**

Annual increases are two part. The first 2% is an increase in cost of living. All employees are eligible for the cost of living increase. The cost of living increase is given at the first of the fiscal year February 1.

The next 1% increase is on time and attendance. Time and attendance is by leave documents, time sheets and sign in sign out process. An employee who does not correctly document to these forms or process will forfeit consideration for this increase. The personnel office will track the time and attendance and the records will stand for themselves. If an employee has more than six unscheduled leave in any three-month period or is on probation for time and attendance within the last twelve-month period, he/she will not be eligible for this increase. In addition, if an
employee is tardy more than six times in a quarter are on probation for tardiness in
the last twelve months, he/she will not be eligible for this increase. At the end of
each pay period, it is the responsibility of the employee to use the sign in sign out
device and to submit signed time sheets and leave request forms to the Personnel
Officer. Anyone attempting to falsify the sign in sign out device or any other time
and attendance document will be terminated. All employees are expected to sign in
by 8:00 am each morning. Because physicians are expected to complete hospital
rounds, it is expected that they should sign in no later than 9:00 am on any given
morning. However, it is the understanding that there is occasional discrepancies.

The remaining 2% increase will be based on performance. The first 1% of this
increase will be based on job duties to include productivity. Providers are expected
to meet the minimum productivity standard to qualify for this increase. All other
employees are expected to meet the minimum performance of duties. Supervisors
should pay close attention to an employees performance throughout the year. If an
employee does not satisfactorily carry out their job duties, this increase should not be
given. The remaining of this 1% of the performance increase is based on the
employees general responsibilities such as attending general and departmental
meetings and carrying out the scope of their job responsibilities to include anything
the supervisor request of them within the scope of his/her job responsibility. It is
very important that employees participate in in-service as it is essential to fulfilling
your job duties and responsibilities. If an employee fail to attend meetings and carry
out their general responsibilities, they will not be eligible for this increase.

This increase is in the fall of the year no earlier than August and no later than
October. Employees hired during the fiscal year will be considered the following
fiscal year.

All increases are subject to the availability of funds.
XII. CONFLICT RESOLUTION PROGRAM

Problems arising in the workplace can often times be easily resolved through effective communication. If you have a complaint or suggestion for improvement, we invite you to come to us immediately. We cannot resolve your problems or hear your suggestions until you come talk to us. Our door is always open. In an effort to streamline the resolution of problems and complaints, the Clinic has established a Conflict Resolution Program. Employees who have completed their Probationary Period are eligible to participate in the Clinic's Conflict Resolution Program. To be effective, the program’s procedures must be closely followed:

1. **Step 1:** Any employee who believes that he has a problem or conflict to resolve must first discuss it with his/her immediate supervisor within three working days of the action which is the basis of his complaint. The employee is required to provide a full and frank explanation of the problem. The supervisor will give a written reply to the employee within three working days after the meeting.

2. **Step 2:** If a mutually satisfactory solution to the problem is not reached in Step 1 of the program, the employee must contact the next higher level supervisor within three working days of receiving his immediate supervisor's reply. The next higher supervisor will consider the employee's problem and give a written reply within three working days after the meeting.

3. **Step 3:** If the employee is not satisfied with the resolution in Step 2, the employee must next discuss the matter with the Chief Executive Officer (CEO). This must be done within three working days after receiving a reply from the second level supervisor. The CEO will communicate his decision to the employee as soon as is reasonably possible. The decision of the CEO is final except in matters involving claims of illegal discrimination, which can be brought to the Grievance Committee of the Board.

4. **Step 4: Request for Review:** Employees who have unresolved grievances can appeal to the Grievance Committee of the Board of Directors. The request for review must be made within seven working days after the employee receives notification of the employment decision. The Chairman of the Board will issue a decision as soon as is reasonably possible. The decision will be binding. If an employment action is reversed the Dispute Resolution will calculate any losses to the employee.
XIII. SALARIES/WAGES

A. **Wages and salaries:** It is our goal to attract, retain, and reward competent employees at all levels. To attain this goal, we will pay our employees competitively within the job market for similar skills, training, qualifications, and abilities, taking into consideration the relative value of the job to the Clinic, as well as how the employees performs in their job.

1. Salary ranges, including a minimum and a maximum, are set for each position in the Clinic. The Chief Executive Officer recommends the salary range which are approved by the Board of Directors.

2. Various factors can affect the employee's salary or wage each year: the employee's performance, outside market conditions, and/or change in the duties and responsibilities of the position. Consequently, at least annually, the employee's salary will be reviewed by the Clinic. During the annual review, the employee, supervisor and the CEO will meet to discuss the employee's performance.

B. **Salary increases following promotion:** An employee who has successfully completed the 90 day Introductory Period for the new position into which the employee was promoted will be considered for a salary increase. If granted, the employee will receive the minimum salary for the new classification based on the Salary Scale.

C. **Adjustment of Compensation:** In very rare circumstances, an employee's salary may have to be adjusted downward. This may occur when the employee is demoted to a lower paying position because of poor performance, is transferred to a lower paying position without transferring any skills, or the duties and responsibilities of the employee's position have changed.

XIV. SALARY SCALE POLICY

The salary scale is established by grades and steps. Grade is the level at which the minimum salary is established for each position. Step is the beginning salary in each grade and is determined by the minimum requirements for each position plus the number of years required. Step is also determined by the number of years an employee has worked with the Clinic. If an employee meets minimum requirements, he/she always begins in step 1 of the appropriate grade. For each additional year of experience, an additional step is added.
An employee may progress from one step to the next if: (1) he/she has successfully completed 90 days Probationary Period and/or (2) annually thereafter. An employee may receive a merit increase by step based on outstanding performance in job duties and responsibilities. All step increases will be contingent on the availability of funds and approval by the Board.

XV. PAYROLL PROCEDURES

A. **Pay Period**: All employees will be paid on a bi-weekly basis (every two weeks). The employees will receive their paycheck on Friday of the week following the end of the payroll period.

B. **Distribution of Pay Checks**: Usually, payroll checks are distributed between the hours of 12:01 p.m. to 5:00 p.m. If the employee is not scheduled to work on the payday, the employee is permitted to send a representative to the Clinic to pick up the check or ask the Chief Financial Officer to mail the check to the his/her residence. The employee must accompany the request with a written note, either authorizing the representative to pick up the check, or authorizing the Chief Financial Officer to mail the check. If your check is being mailed, please include a self-addressed, stamped envelop, as the Clinic cannot be responsible for the employee's payroll check if it is lost in the mail. If a holiday falls on a payday, the payroll check will be distributed the day before the holiday.

C. **Payroll Adjustments**: While the Clinic takes great pride in making certain that the employee receives the correct pay every pay period, occasionally adjustments have to be made. Every effort will be made to issue a supplemental check as soon as possible.

D. **Payroll Advances**: Unfortunately, the Clinic is unable to provide payroll advances.

XVI. EMPLOYEE BENEFITS

A. **Workmen's Compensation**: All employees are covered by Workmen's Compensation Insurance on the first day of their employment. Eligible employees may receive partial payment of wages lost due to injury or illness incurred in the workforce, or death benefits in the event of loss of life.

B. **Social Security**: The Clinic will contribute an amount equal to the amount of social security taxes withheld from each employee's check. The time of deposit and maximum participation are outlined in IRS publications and are subject to frequent changes.

C. **Unemployment Compensation**: Under certain circumstances, employees who have left their employment with the Clinic may be eligible for unemployment compensation in accordance with the provisions set forth in the Laws of Mississippi.
D. **Major Medical Insurance**: FHCC offers a comprehensive medical health insurance plan to eligible employees and dependents. All full-time and permanent part-time employees who work at least 20 hours per week are eligible to participate in the group health insurance plan, after having completed the 90 day Probationary Period. FHCC will pay 67% of the monthly insurance premium. The remaining 33% will be deducted from the participating employee's checks. The deductions will be deducted twice monthly. Because there are 26 pay periods, there will be at least two pay periods per year that there will be no deduction for this benefit.

E. **Retirement**: The Clinic offers to all eligible employee pre-tax dollars contributed to the retirement savings plan. To encourage employee savings, the Clinic will match up to 4% of the employee's contributions to the savings plan. The organization will contribute 1% in the first year of an employee’s employment, 2% in the second year of employment, 3% in the third year and 4% in the fourth year of employment and thereafter according. The organization will match the retirement deduction not to exceed 4% in the eligible category up to the amount of income consistent with the social security maximum salary deduction and contribution. At the point there are no deductions for social security, there will be no match for the retirement plan. This will not preclude the employee from contributing up to his/her legal maximum per year. The deductions will be deducted twice monthly. Because there are 26 pay periods there will be at least two pay periods per year that there will be no deduction for this benefit.

F. **Disability Insurance**: The Clinic also offers to eligible employees a Disability Insurance program, which provides certain benefits to eligible employees who are unable to work because of a qualifying disability. Employees interested in participating in this program, must elect to do so. The Clinic will pay 50% of the cost of the monthly premium with the remainder deducted from the employee's paychecks twice monthly after an employee has completed the 90 day Probationary Period. The deductions will be deducted twice monthly. Because there are 26 pay periods there will be at least two pay periods per year that there will be no deduction for this benefit. The deductions will be deducted twice monthly. Because there are 26 pay periods there will be at least two pay periods per year that there will be no deduction for this benefit.

All other voluntary deductions with the exception of credit union will be schedule two times per month.

An employee will not be eligible for voluntary benefits until after he/she has completed the probationary period.

**Enrollment/Disenrollment Period**: The enrollment and disenrollment period for all benefits will be during the month of December. New employees are eligible to enroll within 30 days of employment. If they opt not to participate in all or any of the benefits within 30 days of hire, they will become eligible again in January of the next year. An employee will not be eligible for benefits prior to the completion of the probationary period.

G. **Holidays**: All full-time employees will be eligible for eight (8) straight time hours of holiday
pay at his regular rate of pay even if they are not scheduled to work on the holiday (sick, vacation or other scheduled leave). The Holiday is also prorated for non-contractual employees based on the hours work. The employee whose regularly scheduled work hour do not fall on the holiday, the employee will not be paid for the holiday. Holiday pay does not include contractual employees. The holiday pay is not counted as hours worked for purposes of calculating overtime. We recognize the following holidays:

1. New Year's Day
2. Martin Luther King's Birthday
3. Memorial Day
4. Good Friday
5. Independence Day
6. Labor Day
7. Thanksgiving Day
8. Thanksgiving Day Following
9. Christmas Eve
10. Christmas Day

If any of these holidays falls on a Saturday or Sunday, the preceding Friday or the following Monday will be the recognized holiday. Further, if the employee is scheduled to work on the holiday, he will receive his regular pay for the hours worked, plus the holiday pay.

**Eligibility:** To be eligible for holiday pay, the employee must be a permanent employee, and work his last scheduled work day before and after the holiday.

It is the policy of the Family Health Care Clinic that an employee work the day before and the day after a Holiday. There are some exceptions to this policy as describe below.

When there is a one day holiday and the employee misses the day before the holiday (unless in case of bereavement for an immediate family member, jury duty, military leave, surgery or hospitalization) he/she will lose the holiday pay. When there is a one day holiday and the employee misses the day after the holiday (unless in case of bereavement for an immediate family member, jury duty, military leave, surgery or hospitalization) he will not be paid for the day after the holiday. Another exception is in the event of surgery of hospitalization of an immediate family member. For purposes of this policy, the immediate family is considered to be the father, mother, brother, sister, spouse, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandchildren and grandparents. If the employee works a portion of the day before the holiday, he/she will be paid a proportionate portion of the holiday. If the employee works a portion of the day after the holiday, he/she will be paid for the portion of the day worked.

When there is a two day holiday and employee misses the day before the holiday (unless in case of bereavement for an immediate family member, jury duty, military leave, surgery or hospitalization) he/she will lose the first holiday pay. When there is a two day holiday and the employee misses the day after the holiday (unless in case of bereavement for an immediate family member, jury duty, military leave, surgery or hospitalization) he will lose the second holiday pay. Another exception is in the event of surgery of hospitalization of an immediate family member. For purposes of this policy, the immediate family is considered to be the father, mother, brother, sister, spouse, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandchildren and grandparents. If the employee works a portion of the day
before the holiday, he/she will be paid a proportionate portion of day one (1) of the holiday. If the employee works a portion of the day following the holiday, he/she will be paid a proportionate portion of day two (2) of the holiday.

This policy does not preclude the supervisor from approving of disapproving any leave surrounding the Holiday.

The employee will also forfeit the holiday pay if he is scheduled to work on the holiday, and does not report to work.

The employee is not entitled to take an alternative holiday, where the employee is scheduled to work on the holiday, but will receive the holiday pay in its place.

H. **Credit Union**: As part of the employee's benefit package, permanent status employees who work at least 20 hours per week are entitled to membership in the Member’s Exchange Credit Union. A number of advantages are offered for becoming a member of the Member’s Exchange Credit Union. Some of them include: automatic payroll deductions to savings accounts, loans, checking accounts, and savings accounts.

I. **Cafeteria Plan**: The Clinic offers to eligible employees the opportunity to participate in a Cafeteria Plan where certain benefits are purchased with pre-tax dollars. Eligible employees who have chosen to participate in this program can select from a range of benefits including life insurance, cancer insurance, and intensive care insurance. The benefits are paid through payroll deductions.

J. **Paid and Unpaid Leaves of Absence**:

   1. **Vacation**: In recognition of and to show our appreciation for your past service, the Clinic offers paid vacation to all full-time and permanent part-time employees. The employee will receive eight (8) straight time hours of pay at his regular rate of pay for each day of vacation taken. Vacation is not calculated as hours worked for purposes of calculating overtime. The employee's anniversary date of hire is used in calculating the amount of vacation benefits.

      a. Vacations for full-time employees will be paid according to the following schedule:

      1 through 4 years of service . . . . . . . 10 days vacation        Earn .83 days per month

      5 through 9 years of service . . . . . . . 15 days vacation         Earn 1.25 days per month

      10 years of service or more. . . . . . .  20 days vacation      Earn 1.67 days per month

      b. Vacations for permanent part-time employees will be paid according to the following schedule:
1 through 4 years of service: 6 days per year for 24 hours worked per week  
8 days per year for 32 hours worked per week

5 through 9 years of service: 9 days per year for 24 hours worked per week  
12 days per year for 32 hours worked per week

10 years of service or more: 12 days per year for 24 hours worked per week  
16 days per year for 32 hours worked per week

2. **Earning Vacation Benefits**: Once the employee successfully completes the 90 day Probationary Period, the employee will begin earning monthly vacation benefits, retroactively back to the first day of employment.

3. **Using Vacation Benefits**: Because vacation is in to give the employee a chance to rest or break from the job, vacation days earned and not used by the beginning of the employee’s next anniversary date cannot be converted to cash. If unusual circumstances occur which would require the employee to postpone his vacation plans into the next anniversary year, or would otherwise prevent the employee from taking his vacation during that year, such as staffing shortages or departmental problems, the employee, with the approval of the CEO, is permitted to carry over the unused vacation into the following year. No employee can carry over more than 2 years of vacation through February 2007. No more than 1 ½ years of vacation can accumulate February 2007 through January 2008. After February 2008, no more than 1 year of vacation can accumulate. After February 2008, if there were no circumstances that prevented the employee from taking all or a portion of his vacation in the current year, any earned, but unused vacation time will be lost.

To facilitate scheduling, all employees should indicate first, second, and third choices in writing before the quarter’s deadline date. Each request received will then be scheduled depending on when the request was received by the employee’s supervisor. The Clinic normally will not accept a vacation request for a particular quarter whose deadline date has already passed. However, the Clinic does have the option of honoring the request, if staffing levels and work loads permit. Any request for vacation after the deadline date will be considered unscheduled leave.
Employees who terminate their employment with the Clinic before the end of the anniversary year, and before earned vacation days have been used, will receive the following reimbursement for these vacation days:

(i) If the employee dies, retires or is forced to terminate due to disability, all unused vacation days earned as of his last anniversary date, plus a prorated amount from time of last eligible vacation (no more than two years) to the day of termination, will be paid to the employee or his estate.

(ii) If the employee chooses to quit, due to his own choice, or if discharged before his vacation anniversary date, he will be paid only those unused days earned as of his last anniversary date.

4. **Scheduling Vacation**: While the Clinic will make every effort to approve the employee's vacation request, the Clinic reserves the right to schedule vacations in such a way as to assure adequate patient service and proper staffing. Consequently, vacation scheduling must be coordinated with department schedules and other vacation requests. The following guidelines have been established to help the employee schedule his vacation.

5. **Deadline dates for scheduling vacation**: Vacations must be scheduled during one or more of the four calendar quarters. To facilitate this process, the Clinic has set four deadlines dates (one for each quarter) by which the employee must submit his vacation request for each of the 4 quarters. They are as follows:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Deadline Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Quarter</td>
<td>August 15 (October, November, December)</td>
</tr>
<tr>
<td>Spring Quarter</td>
<td>November 15 (January, February, March)</td>
</tr>
<tr>
<td>Summer Quarter</td>
<td>February 15 (April, May, June)</td>
</tr>
<tr>
<td>Fall Quarter</td>
<td>May 15 (July, August, September)</td>
</tr>
</tbody>
</table>

No vacation leave requests will be granted for the quarter once the quarter deadline has passed.

(a) To facilitate scheduling, all employees should indicate first, second, and third choices in writing before the quarter's deadline date. Each request received will then be scheduled depending on when the request was received by the employee's supervisor. The Clinic normally will not accept a vacation request for a particular quarter whose deadline date has already passed. However, the Clinic does have the option of honoring the request, if staffing levels and work loads permit. Any request for vacation after the deadline date will be considered unscheduled leave.
(b) Only one vacation request during the summer quarter will be accepted and approved for each employee.

(c) Depending upon the staffing needs of the Clinic, FHCC may find it necessary to limit vacation requests to only a certain number of each classification during any particular quarter.

(d) Further, only a limited number of vacation requests for frequently requested dates will be granted each year. In order to encourage fairness in vacating scheduling, approval for popular weeks will be rotated each year so that everyone has the opportunity to take vacation during the more desirable periods. For example, if you are granted a long vacation this summer, then someone else will be given first choice next summer.

(e) Employees transferring to another department or unit have no guarantee that they will be permitted to take previously scheduled vacation because of possible conflicts. However, every effort will be made to honor their prior requests.

(f) Employees are permitted to cancel their vacation requests, and are permitted to change their vacation request during the previously scheduled quarter only if the employee changes are for a time where there is no conflict. Any change after the deadline for submitting a request will be considered unscheduled leave. If an employee is asked to change for conflict reasons, the leave is not considered as unscheduled.

6. **Sick Leave**: The Clinic recognizes that employees may need time off from work to care for their own personal illnesses or injuries. In order to reduce the employee's loss of pay when this occurs, the employee is awarded a certain amount of paid sick leave each year. The amount of sick leave earned will depend upon the employee's employment status. The employee will receive 8 hours of pay for each full day of absence at the employee's straight time regular rate of pay. Effective February 1, 2006, the first sick day or eight hours of sick leave credited against vacation earned. If there is no vacation earned, the first day of sick leave will be time off without pay.

**Full time employees**: Employees working 40 hours or more each week will earn 8 hours of sick leave for each month of employment or 12 days per anniversary year. The employee will not be reimbursed for earned, but unused sick leave at the end of the anniversary year, or when the employee separates from employment.

**Permanent Part-Time employees**: Employees scheduled to work 24 hours per week, will accrue five (5) hours per month or 7 ½ days per anniversary year. Employees scheduled to work 32 hours per week will accrue six (6) hours per month,
or 9 days per anniversary year. The employee will not be reimbursed for earned, but unused sick leave at the end of the anniversary year, or when the employee separates from employment.

Employees working more than 24 hours in numbers but less than 40 hours per week will receive sick leave on a prorated basis of full-time hours worked. The employees will not be reimbursed for earned, but unused sick leave at the end of the anniversary year, or when the employee separates from employment.

7. **Emergency Personal Leave**: Employees may be eligible for an unpaid emergency personal leave of absence to take care of unexpected or urgent personal matters. The employee's supervisor or the CEO may grant personal leave for up to three (3) working days. The employee must make a request in writing before the leave is to be taken. If this is not possible, the employee must submit the written request before the conclusion of the leave period.

8. **Jury Duty**: FHCC encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees selected for jury duty or subpoenaed for court appearances will be excused from work without loss of pay or benefits for each day he serves as a juror. If daily juror's fees are less than your daily wages earned at your straight time rate for the number of hours served as a juror, you will be reimbursed the difference. You must notify your supervisor promptly upon receipt of a jury summons.

An employee who is subpoenaed as a witness may choose leave without pay or annual leave and retain the witness fee. Employees will not be entitled to a paid leave for court appearances when the employee is a defendant or is a plaintiff in a matter unrelated to the business of FHCC.

9. **Leave to Vote**: Employees who are unable to vote in federal and state elections during their regularly scheduled shift because of their work schedule or where they live, the Clinic will grant the employee up to one half hour of paid leave to vote. The leave must be requested three working days prior to taking leave.

An employee will not be eligible for a leave to vote, in order to work at the polls during election.

10. **Leave for Training and Education**: The Clinic will advance or reimburse employees for leave to attend workshops and seminars identified and approved by administration within the skill level, and the duties and responsibilities of the employee's position. Such workshops will include attendance at National and State Associations for which the organization maintains membership. Approval for time off, plus the cost of the training will be made in accordance with staffing needs, work schedules, approved
work programs and Clinic budgets. Requests for training must be made in writing two weeks before the scheduled leave. Employees approved for this leave, will be paid their straight time rate of pay for their regularly scheduled shift, for each full day on leave.

11. **Administrative Leave, Local/Out of Area:** On occasion, there is a need for employees, particularly management staff, to attend meetings, conferences, and workshops related to health care. If these events are held within the State of Mississippi, employees attending them will be eligible for Administrative Leave/Local. If the event is held out of the State of Mississippi, employees attending them will be eligible for Administrative Leave/Out of Area. Employees eligible for Administrative Leave/Local or Out of Area, will be paid their straight time rate of pay for their regularly scheduled shift for each full day on leave. All administrative leave is approved by the CEO.

12. **Bereavement Leave:** Full-time and permanent part-time employees will be paid up to three (3) days time off with pay to attend the funeral of a member of their “immediate family.” Temporary employees will be paid for any scheduled work day following the death of a family member, not to exceed one day. For purposes of this policy, the immediate family is considered to be the father, mother, brother, sister, spouse, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandchildren and grandparents. Bereavement leave will be granted only during the five days following the day of death of the family member.

**H. Medical Leave/Maternity Leave:** A medical leave of absence will be granted to employees who cannot work because they are pregnant or have suffered from an occupational or non-occupational illness or injury or serious health condition. The Clinic requires satisfactory documentation supporting the request for leave.

1. Where the need for leave is foreseeable, the employee must provide written notice of the request for leave thirty (30) days in advance of the leave. If the need for a leave is not foreseeable, the written notice must be provided as soon as is reasonably possible.

2. A request for medical/maternity leave must be accompanied by a written statement from the employee's physician certifying that the employee is pregnant or is suffering from an illness or injury and stating the physician understands the duties performed by the employee in connection with his/her work. For an employee suffering from an occupational or non-occupational illness or injury, the statement must establish the probable period of leave time required for the employee's recovery and return to work. For a pregnant employee, the statement must establish a date up to which the employee can safely work in a pregnant condition - (a pregnant employee will be allowed to work as long as the employee's physician certifies that
she is physically able to work and as long as she is able to meet the business requirements of the Clinic). A copy of the Certification of Health Care Provider can be obtained from the General Manager.

7. Medical/maternity leave may be granted for a period of not more than six weeks. Employees with extended medical problems may be granted additional time off up to not to exceed 12 weeks in total or three months. Employees on a medical/maternity leave of absence will be retained on the employment roll for a period of up to 3 months. Employees who do not return after being off more than 3 months may be terminated. If there is no earned leave available to allow for paid leave, the employee will take the leave without pay.

4. Employees on medical/maternity leave should indicate their availability to return to work two weeks prior to the date they plan to return.

5. Employees who desire to return to work from a medical/maternity leave of absence must present to the Clinic a medical release from their physician certifying their ability to return to work with or without a reasonable accommodation.
6. Employees returning from a medical/maternity leave of absence will be offered reinstatement to their original or equivalent position with equivalent pay, benefits, and other employment terms. The Clinic may find it necessary to deny reinstatement to certain highly compensated employees, but only if we find it necessary to avoid substantial and grievous economic injury to our operation.

7. An employee will not receive pay for time missed during his/her medical/maternity leave except to the extent he/she is eligible to receive sick or vacation pay. An employee may use whatever vacation pay he/she has available during this leave.

8. During a medical/maternity leave, employees may continue to participate in our group health plan under the same conditions as if they continued to work. We will make arrangements with employees requesting leave for the continued payment of the employee’s share of the medical premium. If an employee fails to make premium payments as arranged and becomes in arrears for more than 30 days, coverage will terminate. The employee may resume coverage when he or she returns from leave without having to re-qualify for insurance coverage.

I. Family Leave

Employees may be eligible for an unpaid leave of absence for one or more of the following reasons: to care for a spouse, child, or parent of the employee, if the spouse, child or parent has a serious health condition; placement of a child with the employee for adoption; or to care for a newborn child. The Clinic may require satisfactory documentation supporting the request for leave.

1. Where the need for a leave is foreseeable, and if some or all of the leave will be unpaid, we require that written notice be provided to the General Manager 30 days in advance, or if 30 days advance notice cannot be given, as soon as is reasonably possible. Depending upon the circumstances, we will require that you furnish the Clinic with a medical certificate to support your need for a leave due to the serious health condition of you or your family member. Medical certification forms are available in the General Manager’s Office. At the end of your leave, you may be asked to present a doctor’s certificate of fitness of return to work. If you are unable to return from leave of absence because of a serious health condition, medical certification may be required.

2. Family leave may be granted for up to twelve (12) weeks.

3. Employees who do not return upon expiration of their family leave may be terminated.

4. If the employee returns to work within twelve (12) weeks during any twelve (12)
month period, the Clinic will reinstate the employee returning from a family leave to the same position or a position equivalent to the position that employee held before the leave began with the equivalent pay, benefits, and other employment terms. The Clinic may find it necessary to deny reinstatement to certain highly compensated employees, but only if we find it necessary to avoid substantial and grievous economic injury to our operation. If the employee does not accept the same or equivalent job, he/she may be terminated.

5. If the employee returns to work after being on family leave for more than twelve (12) weeks during any twelve (12) month period, the Clinic will attempt to reinstate the employee to the same position or a position similar to the position that the employee held before the leave began if such a position is available. If the employee does not accept the position offered, the employee may be terminated.

6. An employee may use available vacation and other paid leave toward family leave.

7. Employees may take intermittent leave or may work a reduced leave schedule to reduce the usual number of hours per day or per work week. Intermittent or reduced leave schedules must be medically necessary or specifically approved by the Clinic.

8. After paid leave is exhausted, any additional leave, if available, under this policy will be unpaid.

9. Employees who take advantage of family leave will be eligible for any employment benefit that accrued prior to the start of the leave.

10. Employees who request family leave should consult with their manager for details on the availability of leave time.

11. The Clinic will not interfere with the exercise of any right provided under the Family and Medical Leave Act.

**12-Month Period**

For the purposes of the Medical/Maternity and Family Leave portions of this policy, the 12 months which is used to calculate leave limits or reinstatement rights is a rolling 12 month period measured backward from the date the employee uses any family leave.

**Insurance**

3. If the employee is insured through the Clinic provided Medical Plan, for the first twelve (12) weeks of leave, the Clinic will fund that portion of the employee's
premium for insurance coverage which it would fund if the employee was actively working for the Clinic so long as the employee pays the remaining portion of the premiums. The employee must give the Clinic his portion of each monthly premium payment by the 5th of the month in which the premium is due. If the necessary amount is not received by the Clinic within thirty (30) days of the date it is due, the Clinic will either cancel insurance benefits.

2. After the first twelve (12) full weeks of leave, insurance coverage may be continued during the remainder of the leave of absence (for up to 18 months from the beginning of the leave) under the COBRA provision if the employee pays the cost of the coverage.

3. The Clinic will either cancel insurance benefits or issue a COBRA offer (if that is required by law) when an insured employee is discharged after not returning to active work for more than three (3) months.

J. Military Leave

If you are a member of the military reserve or National Guard and are called to serve active duty, are a member of the military reserve or National Guard and are called to serve the annual two weeks of active duty/training; or enlist in the armed services, you will be granted a military leave of absence.

If you are a Reserve/National Guard member called for active duty, you should notify your manager as soon as possible after you receive your orders so you can be placed on military leave. All others should notify their managers in writing prior to the commencement of the annual two-week duty or commencement of enlistment.

If you are called to serve the annual two weeks of active duty/training, you will continue to be covered by and participate in all employee benefit plans and programs for which you are eligible. Employees will be restored to the same or an equivalent position upon your return from leave.

This policy only applies if the leave is initiated by the military and Reserve/National Guard. The organization will not guarantee employment for employee initiated military leave or employee initiated Reserve/National Guard. All leave for Military purposes or Reserve/National Guard must be approved by the President and CEO.
K. Annual Physical

Because of the nature of our business, employees will be asked to take an annual physical. Employees will be required to pass the physical examination which will be administered by FHCC free of charge. An employee is permitted to use a physician of his choice, provided that he assumes the cost of the physical. Employees who do not successfully pass the physical, must work with his physician in taking the necessary steps that will enable the employee to perform his job safely for himself, other employees and the Clinic's patients.

XVII. PERSONNEL FOLDERS

A personnel folder will be prepared for each employee. The personnel file may include:

1. The original application of employment.
2. The work reference checks—two or more.
3. A copy of the written notice of employment showing the position title, salary, effective date, beginning date of probationary period, fringe benefits, deductions, and location of employment.
4. Employment Agreement (Job Change Form).
5. Record of all title and salary changes.
7. Cautionary letters, reprimands or other disciplinary action records.
8. Grievances submitted and action taken (may be kept in confidential file).
9. Signed statement by the employee that he/she has reviewed the personnel policies pertaining to conflict of interest, nepotism, and employee conduct.
10. Confidentiality Statement
11. Harassment Statement
12. Receipt of Policy Statement

Time and attendance records, travel, leave accrual and usage, and other documents relating to pay should be maintained in the accounting section. Individual files will be handled as confidential information at all times and kept in the Administrative Office. Employees who wish to review documents in their personnel record should make an appointment with the Administrative Office.

XVIII. EXPENSE REIMBURSEMENT

All expenses to be reimbursed must be pre-approved by the Chief Executive Officer. Expenses incurred by the employees for necessary FHCC activities, i.e. travel, etc., are reimbursable. Request for reimbursement shall be made on the appropriate form and submitted to CEO for approval. The employee will be responsible for supplying receipts or other appropriate documentation of his expenses.
XIX. EMERGENCY POLICY MANUAL

The Emergency Policy was prepared by the Administrative Department of the Family Health Care Clinic, in the interest of safety for its employees. Its intent is to instruct all persons in each department as to the proper actions to take in the event of a fire or other emergency. It is each person’s responsibility to know the proper action to take and procedures to follow if an emergency situation occurs. It could be your life that is saved by taking the proper action.

A. Emergency Evacuation Procedures

1. Upon detection/discovery of a fire or other emergency situation, IMMEDIATELY NOTIFY the Front Desk Receptionist. If a fire emergency pull is at hand, pull the level down.

2. Begin evacuation of the building IMMEDIATELY upon hearing the firm alarm, utilizing your assigned exits. The receptionist will notify the Fire Department by dialing 911.

3. When out of the building assemble in the parking lot entrance or vacant area adjacent to the clinic. Assembly should be in your office groups/patients/clients.

4. Roll will be taken to assure that everyone is out of the building.

5. Remain in your group until notified by a proper authority of the next action to take. You will be instructed to either go home or return to work when the emergency condition is over.

B. Responsibilities

1. Intercom System Operator: Upon receipt of notification of a fire/emergency, first call the Fire Department (911). The receptionist will then make the following announcement over the telephone intercom system: “There is a fire/emergency in the building: Follow your emergency evacuation plan immediately.” The receptionist is now to leave the building. In the absence of an intercom, a designated person will alert everyone to the emergency situation.
2. **Department Supervisors**: Upon receipt of the fire/emergency evacuation notice, the supervisors shall be certain that all members and patients/clients of the department proceeds immediately to follow the prescribed evacuation plan. When safely out of the building and at the meeting point, a roll will be taken immediately to make sure all department members and patient/clients are present and accounted for. If anyone is not present or accounted for, you should immediately notify one of the emergency coordinators. Make sure No One reenters the building for ANY REASON.

3. **Department Fire Captain**: Upon receipt of a fire/emergency evacuation notice, the Department Fire Captains will assist in making sure all persons are safely out of the building. (The Department Supervisors are designated as Department Fire Captains). In the event the Department Supervisor is absent, the person in charge of the department that day will assume the duties and responsibilities of the Department Fire Captain.

4. **Emergency Coordinators**: Upon receipt of a fire/emergency evacuation notice, the Emergency Coordinators will go immediately to the front entrance of the building. When the Fire Department arrives, the Emergency Coordinators will give the first responding units all the information available (i.e. where the fire is located, type and severity of the fire, missing or unaccounted for person and third probably location, and other emergency data). Coordinators shall know the location of the electrical main cut off for advising the Fire Department.

5. **All Family Health Care Clinic Employees**: Upon receipt of a fire/emergency evacuation notice, all employees shall follow the evacuation procedures in a quick and orderly manner. DO NOT RUN.

C. **Bomb Threats**: Anyone in any department could receive a bomb threat over the telephone at any time. Therefore it is necessary for everyone to be able to react in as calm a manner as possible. It is very important for the receiver of such a call to obtain exact and pertinent information from the caller. If you receive such a call you should:

1. Attempt to secure as much information as possible from the caller.
2. Listen to the entire message and record it carefully.
3. Immediately report the threat to your supervisor or person in charge.
4. The department head should be notified.

DO NOT PANIC. Notify only your CEO or person in charge and the department head. DO NOT “SPREAD THE WORD."

Upon the order of the department head; law officials, the fire department, Executive Director, the staff will be notified of the threat. Each member of the staff will immediately, upon notification:
1. Carefully survey their desk and surrounding area for any object which appears unusual.
2. **DO NOT TOUCH OR MOVE ANY UNFAMILIAR OR UNIDENTIFIED OBJECT.**
3. Report the location of the object to the nearest Department Supervisor.

*Evacuate the building the same as for a fire drill.*

**D. Tornado Emergency Procedures:**

**SEVERE WEATHER NOTIFICATION:**

**Tornado “Watches”** (conditions are right for the formation of a tornado)

1. Your supervisor will notify you that the area is under a Tornado watch.
2. Review your "safe area" location indicated on the designated floor plan.
3. Be alert for other warnings indicated by outside sirens, communication over the interoffice speaker system or word from your supervisor.
4. The weather radio will be monitored to keep you abreast of weather conditions.

**Tornado “Warning”** (A tornado has been sighted in the area)

1. Notification of a watch condition will be communicated to your supervisor.
2. If life threatening conditions exist you will be notified over the office speaker system to move to a safe area or take immediate cover under your desk or table.
3. Your supervisor will be in charge of the "safe area."

**SAFE PRACTICE**

1. **DO NOT PANIC.** Panic can cause injury to you and/or your fellow employees, and patients.
2. When taking shelter in a safe area, sit crouched with your back against the wall, face down and hands clasped behind your head.
3. If you are not able to reach your designated safe area during a tornado warning, join another group near you.
4. Stay away from windows and large glass areas.
5. Do not use the phone.
6. A steady siren blast of 3 to 5 minutes means an emergency exists.
7. If you should sight a tornado immediately notify the Executive Director so others throughout the office may be alerted.
8. Know what actions you should take during a Tornado Emergency. Drill will be performed to assure procedures are known.
9. The exit doors and interoffice doors should remain open during a tornado warning to equalize pressure conditions.
ASSIGNED RESPONSIBILITIES:  
**Department Supervisor.**

1. Once a tornado watch is phoned to you, review the tornado emergency procedures with your employees.

2. Should you receive a Tornado Warning and the Chief Executive Officer indicates evacuation is possible, have your employees move to the designated safe area.

3. Should there be a life threatening condition, as indicated by phone or over the loudspeaker move your people to a safe area indicated for your department. If time permits take cover under your desk.

4. The Department Supervisor will be responsible for maintaining order and keeping his/her employees calm.

5. If your group is located in a safe area with window blinds, close blinds.

**XX. DRUG FREE WORK PLACE POLICY**

The Family Health Care Clinic is committed to providing a Drug Free Work Place.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Family Health Care Clinic's workplace. Violation of such prohibition is grounds for immediate termination of employment.

**XXI. SEPARATION FROM EMPLOYMENT**

Employment with FHCC is based on mutual consent, either the employee or the Clinic is permitted to terminate the employment at any time for any reason, or for no reason at all. In all circumstances, it is important for FHCC to have advance knowledge of an employee's desire to resign his position. There are several types of separation procedures:

A. **Resignation:** Employees who decide to resign their position with the Clinic are asked to provide at least two weeks advance notice of their resignation to their supervisors. Supervisors and department heads (and certain professional employees) are expected to give at least four weeks written notice of their intention to resign their position with the Clinic.

B. **Resignation without Proper Notice:** Employees who fail to given proper advance notice of their intention to resign will not be eligible for rehire.
Employees who are no call, no show for three consecutive workdays without prior approval from the supervisor will be considered to have voluntarily resigned their position with the Company, and will not be eligible for rehire.

C. **Termination for Lack of Work**: On very rare occasions, employees may be terminated for lack of work, or insufficient funding. Every effort will be made to give the employee two weeks advance notice of the termination. Employees with a good work record who have been terminated for lack of work, will be eligible for rehire.

D. **Involuntary Termination**: Involuntary termination occurs when employees have been terminated for having violated the Clinic's work rules or for poor performance. On most occasions, employees involuntarily terminated from the Clinic will not be asked to work beyond the date of termination. Should this occur, the employee will receive two weeks of pay at the employee's straight time rate of pay on the next payday. In very rare circumstances, employees may be asked to work up to two weeks beyond their termination date. The employee will be paid for the extra days worked. A supervisor and department head may recommend an employee's termination, however, it must ultimately be approved by the Chief Executive Officer.

E. **Involuntary Termination of Introductory Period Employees**: The Clinic will attempt to, but will not always be in a position to give a two week advance notice of the employee's termination from employment while still undergoing the Introductory Period.