



# **Employee Handbook**

Approved May 9, 2022

## ABOUT THIS HANDBOOK

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with Olympic Community of Health. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. Olympic Community of Health adheres to the policy of employment at will, which permits the Organization or the employee to end the employment relationship at any time, with or without reason or notice.

No Organization representative other than the Executive Director may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this handbook, such as benefit plan descriptions and other separate yet related policies, are also described in separate Organization documents. These Organization documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general Organization guidelines. The Organization may, at any time, in its sole discretion, modify or vary from anything stated in this handbook.

This handbook supersedes all prior handbooks.

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## **Section 1 - Governing Principles of Employment**

### **1-1 Introduction**

For employees who are commencing employment with Olympic Community of Health ("Olympic Community of Health" or "the Organization"), on behalf of Olympic Community of Health, let me extend a warm and sincere welcome.

For employees who have been with us, thanks for your past and continued service.

I extend my personal best wishes for success and happiness here at Olympic Community of Health. Our mission is to solve health problems through collaborative action. We understand that our employees provide the services that our partners and community members rely upon, and who will enable us to create new opportunities in the years to come.

Celeste Schoenthaler, Executive Director

### **1-2 Open Door Policy**

One of our best tools in improving our relationship is communicating - talking and listening to each other. If you are having any problems, if you are just wondering about something, or if there is something you want to talk about, we want to listen and to talk to you about it. You can talk to anyone in this Organization, including the Executive Director or a supervisor or manager.

### **1-3 Equal Employment Opportunity**

Olympic Community of Health is an Equal Opportunity Employer that does not discriminate on the basis of race (WA law defines race to include traits historically associated or perceived to be associated with race including, but not limited to, hair texture and protective hairstyles... including afros, braids, locks, and twists), color, religion, national origin, citizenship or immigration status, age, sex, gender identity, sexual orientation, marital status, military or honorably discharged veteran status, physical, sensory or mental disability, the use of a trained service animal by a person with a disability, status as a victim of domestic violence, sexual assault, or stalking or any other status or characteristic protected by applicable federal, state or local laws and ordinances. Olympic Community of Health's management team and Board of Directors are dedicated to this policy regarding recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, termination, and general treatment during employment.

The Organization will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's: physical, sensory, or mental disability; sincerely held religious beliefs and practices; and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon the Organization's business operations.

Any applicant or employee who needs an accommodation in order to perform the essential functions of the job should contact the Executive Director to request such an accommodation. The individual should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The Organization then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made. The Organization will evaluate requested accommodations, and as appropriate, identify other possible accommodations, if any. The individual will be notified of The Organization's decision regarding the request within a reasonable period. The Organization treats all medical information submitted as part of the accommodation process in a confidential manner.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the Executive Director's attention. The Organization will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact the Executive Director. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to corrective action, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

#### **1-4 Non-Harassment**

It is Olympic Community of Health's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by or towards another employee, supervisor, vendor, customer or any third party on the basis of race, color, religion, national origin, citizenship or immigration status, age, sex, gender identity, sexual orientation, marital status, military or honorably discharged veteran status, physical, sensory or mental disability, the use of a trained service animal by a person with a disability, status as a victim of domestic violence, sexual assault, or stalking or any other status or characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by Olympic Community of Health.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on Organization premises, while on Organization business (whether or not on Organization premises) or while representing the Organization. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful and violates this policy.

#### **Harassment Defined**

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures, or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state, or local laws. Simply stated, not all harassment is unlawful but may violate organization policies; employees are expected to always act in a manner consistent with the intended purpose of this policy.

This policy prohibits unacceptable harassment or conduct in the workplace and at company sponsored business and social events. Additionally, harassment via social media, email, and text messages are within the scope of prohibited conduct; for example, a harassing post on an employee's private Facebook page violates this policy if it is about a co-worker or customer.

### **Sexual Harassment Defined**

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include, but are not limited to:

- unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
- requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
- obscene or vulgar gestures, posters or comments;
- sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
- propositions or suggestive or insulting comments of a sexual nature;
- derogatory cartoons, posters and drawings;
- sexually explicit e-mails, text messages or voicemails;
- uninvited touching of a sexual nature;
- unwelcome sexually related comments;

- conversation about one's own or someone else's sex life;
- conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
- teasing or other conduct directed toward a person because of the person's gender.

### **Reporting Procedures**

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to the Executive Director. If the employee is unable for any reason to contact this person, or if the Executive Director is unresponsive, the employee should contact the Board President.

Any supervisor or manager who witnesses an act of harassment or who receives a complaint of harassment and fails to take appropriate action, which includes reporting the act or complaint to the Executive Director, may be subject to corrective action.

### **Investigation Procedures**

Every report of perceived harassment will be fully, and promptly investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

### **Retaliation Prohibited**

In addition, the Organization will not allow any form of retaliation against individuals who report unwelcome conduct to management, or who cooperate in the investigations of such reports in accordance with this policy, or employees associated with a complaining employee or witness, such as a spouse. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

## **1-5 Drug-Free and Alcohol-Free Workplace**

To help ensure a safe, healthy, and productive work environment for our employees and others, to protect Organization property, and to ensure efficient operations, Olympic Community of Health has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Organization.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale, manufacture, or distribution of controlled substances (including medical marijuana), drug paraphernalia or alcohol by an individual anywhere on Organization premises, while on Organization



business (whether or not on Organization premises) or while representing the Organization, is strictly prohibited. Employees and other individuals who work for the Organization also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work, and verified they are able to do safely. However, this exception does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, except as permitted by and in accordance with applicable law. This restriction does not apply to responsible drinking of alcohol at business meetings and related social outings.

Although Washington State has legalized marijuana for medicinal or recreational purposes, the Organization is not required to allow the medicinal or recreational use of marijuana in the workplace. Marijuana use or being under the influence is strictly prohibited on Organization property and while conducting Organization business.

OCH reserves the right to require employees to submit to drug testing to detect the presence of alcohol, illegal drugs, pursuant to state or federal law, or other controlled substances if it has reason to believe that an employee may be under the influence of such substances or is currently using such substances. Refusal to consent to such a test may result in disciplinary action up to and including dismissal.

Violation of this policy will result in corrective action, up to and including discharge.

The Organization maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid corrective action for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of any Organization employee, including themselves.

## **1-6 Workplace Violence**

Olympic Community of Health is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Organization and personal property.

Olympic Community of Health does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, Olympic Community of Health specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, Olympic Community of Health does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that before engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Organization policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

### **Prohibited Conduct**

Threats, threatening language or any other acts of aggression or violence made toward or by any Organization employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious, or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Organization premises, including the Organization's parking lot.

### **Procedures for Reporting a Threat**

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede Olympic Community of Health's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation, or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Organization determines, after an appropriate good faith investigation, that someone has violated this policy, the Organization will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for the Organization to be aware of any potential danger in its offices. Indeed, the Organization wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

If you have obtained an Order for Victim Protection that includes Olympic Community Health as your workplace, immediately provide a copy of the order to Human Resources or your supervisor. Orders for Victim Protection include the following types of court orders – protection order, no contact order, restraining order and anti-harassment order.

## Section 2 - Operational Policies

### 2-1 Employee Classifications

For purposes of this handbook, all Olympic Community of Health employees fall within one of the classifications below:

#### **Classifications:**

**Full-Time Employees** - Employees who regularly work at least 32 hours per week who were not hired on a short-term basis.

**Part-Time Employees** - Employees who regularly work fewer than 32 hours per week who were not hired on a short-term basis.

**Hourly Employees** – Employees who work irregularly, are paid on an hourly basis, and are not eligible for paid benefits including medical coverage, holiday pay, or retirement contributions. These employees are typically non-exempt.

**Short-Term Employees** - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term employees generally are not eligible for Organization benefits but are eligible to receive statutory benefits unless otherwise provided by law.

**Acting/Interim Appointments** - Acting and interim appointments are temporary appointments made in an emergency, due to the absence or resignation of an employee, to support the growth and development of employees, or during a workload peak. The Executive Director and/or Board of Directors will appoint individuals to acting appointments and will determine the compensation and terms of service for acting appointments.

#### **FLSA Status (exempt or non-exempt):**

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same monthly salary regardless of hours worked. Actual hours worked by exempt employees will vary from day to day and week to week. An employee who is not exempt from the overtime provisions of federal and state laws is considered non-exempt. Non-exempt employees are entitled to receive overtime for all hours worked beyond 40 in a workweek and may be entitled to certain meal and rest periods. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

## **2-2 Employee Service Credit**

"Length of service" refers to the length of time that employees spend as active full-time or part-time employees with Olympic Community of Health. Service begins on the day they become full-time or part-time employees.

Length of service may be used in determining certain employee benefits, such as time-off benefits. Employees will not lose credit for service with the Organization provided their last day of service was within 60 days of again becoming an active employee. The Executive Director will discuss this issue with any rehired employees upon hire.

## **2-3 Your Employment Records**

In order to obtain their position, employees have provided personal information, such as address and telephone number. This information is contained in their personnel file.

Employees should keep their personnel file up to date by informing the Executive Director of any changes. Employees also should inform the Executive Director of any specialized training or skills they acquire, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problem.

## **2-4 Working Hours and Schedule**

Olympic Community of Health normally is open for business from 8:00 to 5:00, Monday through Friday. Due to the nature of community-based work, employees may be asked, on occasion, to work on weekends or evenings.

Although working days and hours may vary, employees will be assigned a work schedule and will generally be expected to begin and end work according to the schedule. To accommodate the needs of the business, at some point Olympic Community of Health may need to change individual work schedules on either a short-term or long-term basis.

Employees will be provided meal and rest periods as required by law. A supervisor will provide further details.

Employees are required to take a meal period of at least 30 minutes which begins no less than two hours nor more than five hours from the beginning of the shift. Meal periods are generally unpaid but may be paid when you are required to remain on duty on the premises or at a prescribed work site in the interest of the organization.

You are provided a rest period of not less than 10 minutes for each four hours of working time. Rest periods are scheduled as near as possible to the midpoint of the work period.

Olympic Community of Health offers flexible working schedules and the option to telework. Employees will be required to sign a telework agreement policy upon hire.

## **2-5 Timekeeping Procedures**

Employees must record their actual time worked for payroll and benefit purposes and for tracking toward expense codes. Non-exempt employees must record the time work begins and ends, in the system as prescribed by management.

Altering, falsifying, or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave, or personal business. Based on the nature of the Organization's funding, exempt employees must also track start and end times and expense codes.

It is the employee's responsibility to approve and submit time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

## **2-6 Overtime**

Like most non-profit organizations, Olympic Community of Health experiences periods of extremely high activity. During these busy periods, additional work is required from all of us. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) their normal hourly wage for all time worked in excess of 40 hours each week, unless otherwise required by law.

Employees may work overtime only with prior management authorization.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Monday and ends 168 hours later at 11:59 pm. on the following Sunday. Paid holidays, paid time off, and other paid leave time do count toward hours worked when calculating overtime.

## **2-7 Travel Expectations and Time for Employees**

The work of Olympic Community of Health involves engagement and relationship building with partners throughout the Olympic region and the state. Travel is a routine part of our day-to-day

business. Please refer to the full Travel Policy for details, expectations, reimbursement, and rules for travel.

## 2-8 Safe Harbor Policy for Exempt Employees

It is Olympic Community of Health's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for Olympic Community of Health. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; flexible spending account contributions; state, federal or local taxes; social security; voluntary contributions to a retirement plan; and other reasons allowed by law.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- partial day absences for personal reasons, sickness or disability;
- an absence because the Organization has decided to close a facility on a scheduled workday;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness, or disability.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to the Executive Director. In the event of an error, we will make every attempt to adjust the error no later than your next regular pay period.

## **2-9 Your Paycheck**

Employees will be paid monthly for all the time worked during the past pay period. Pay periods are the 26<sup>th</sup> day of one month through the 25<sup>th</sup> day of the following month, and payday is the 5<sup>th</sup> day of each month.

Payroll stubs itemize deductions made from gross earnings. By law, Olympic Community of Health is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received and account for any reimbursement requests.

If there is an error in any employee's pay, the employee should bring the matter to the attention of the Executive Director immediately so the Organization can resolve the matter quickly and amicably.

Paychecks will be given only to the employee, unless the employee requests that they be mailed or authorizes in writing that another person may accept the check.

## **2-10 Direct Deposit**

Olympic Community of Health strongly encourages employees to use direct deposit. Authorization forms are available from the Executive Director.

## **2-11 Salary Advances**

Olympic Community of Health does not permit advances on paychecks or against accrued paid time off.

## **2-12 Performance Review**

Depending on the employee's position and classification, Olympic Community of Health endeavors to review performance annually at the employee's anniversary or another annual date. A positive performance evaluation does not guarantee an increase in salary, a promotion, or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

New employees and employees granted promotions will receive performance reviews after three (3) months to take stock of performance in their new role and to discuss early successes and challenges.

In addition to these formal performance evaluations, the Organization encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

## Section 3 - Benefits

### 3-1 Benefits Overview

In addition to good working conditions and competitive pay, it is Olympic Community of Health's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, insurance, and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs Olympic Community of Health provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits in this handbook merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Executive Director. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, Olympic Community of Health (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the Organization intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

Of note, many of the employee benefits are described in terms of number of "days" accrued or taken. One (1) day is commensurate with the current FTE and schedule of the employee. Regular full-time and part-time employees are eligible for benefits. Hourly employees are only eligible for sick leave in accordance with Washington State law.

If employees have any questions regarding benefits, they should contact the Executive Director.

### 3-2 Paid Holidays

All regular employees will be paid for the following holidays (actual or observed):



New Year's Day

Martin Luther King, Jr. Day

President's Day

Memorial Day

Independence Day

Labor Day

Veterans' Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

When holidays fall or are celebrated on a regular workday, eligible employees will receive one (1) day's pay at their regular straight-time rate. Eligible employees who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they work that day.

If a holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the holiday (at the regular straight-time rate) in lieu of the vacation day.

If a holiday falls within a jury duty or bereavement leave, the eligible employee will be paid for the holiday (at the regular straight-time rate) in lieu of the leave day.

If an employee is required to work on a holiday, they may take the holiday leave and pay on an alternate day within the same pay period. This requires pre-approval by the employee's supervisor.

Hourly employees are not eligible for holiday pay.

### **3-3 Paid Vacations**

Olympic Community of Health appreciates how hard employees work and recognizes the importance of providing time for rest and relaxation. Olympic Community of Health fully encourages employees to get this rest by taking vacation time. Full-time employees accrue paid vacation time as follows:

During the first partial calendar year of employment and the first five (5) full calendar years of employment, full-time employees accrue one (1) vacation day per month or twelve (12) for a full calendar year. Employees accrue leave monthly following the month worked.

Beginning with the sixth-year anniversary date until the day before the employee's eleventh year anniversary date, employees accrue the equivalent of sixteen (16) days per year.

Beginning with the eleventh-year anniversary date, employees accrue the equivalent of twenty (20) days per year.

The maximum vacation entitlement for part-time employees is pro-rated based on hours worked.

Employees may accrue vacation and carry entitlement over from year to year, to a maximum of 120 hours of vacation accrual per year. For certain employees, OCH will pay out up to 5 days of vacation if the employee will lose leave at the end of the year. This requires pre-approval from the Executive Director.

Every effort will be made to grant employees' vacation preference, consistent with operating schedules. However, if too many people request the same period of time off, the Organization reserves the right to choose who may take vacation during that period with decisions made by the Executive Director. Vacation requests must be submitted to managers at least two (2) weeks in advance of the requested vacation dates.

Non-exempt employees may take vacation time in 15-minute increments. Exempt employees take vacation only in full-day increments.

Upon separation of employment in good standing, employees may be paid at their current hourly rate in effect for all hours of unused, accrued vacation up to a maximum of 120 hours.

### **3-4 Paid Personal Holidays**

All employees who have completed three months of employment are entitled to one (1) paid personal holiday per year. Personal holidays are awarded to the employee at the beginning of the calendar year.

Part-time employees accrue personal holidays in a similar manner, except on a pro-rated basis depending upon the number of hours they work. Hourly employees do not earn personal holidays.

Accrued, unused personal holidays are forfeited at the end of the calendar year and are not paid out at separation.

Personal holidays must be scheduled at least two (2) weeks in advance. Management reserves the right in its sole discretion to deny any requests.

### 3-5 Paid Sick Leave

Full-time employees are eligible to receive up to twelve (12) paid sick days each year in accordance with the accrual policy laid out in this policy. If the employees will be out of work due to illness, they must notify their supervisor as early as possible, but at least by the start of the workday. If the employee calls in sick for more than three (3) consecutive days, they may be required to provide their supervisor with a doctor's note on the day they return to work. If such verification requirement results in an unreasonable burden or expense, please contact the Executive Director.

Sick leave can be carried over from one year to the next up to a maximum of 240 hours.

#### Accrual

Employees begin accruing paid sick leave pursuant to this policy at the start of employment. Full-time employees accrue eight (8) hours for every month worked. Upon hire, the equivalent of six (6) months of accrued sick leave will be posted to all employees accrued sick leave balances. After six (6) months, the accrual will happen monthly following the month worked. The sick leave benefit is prorated based on FTE. Sick leave can be taken by the employee as soon as it is posted/accrued. For purposes of this policy, the accrual period is the consecutive 12-month period beginning on January 1 and ending on December 31. Part-time employees accrue sick leave in a similar manner, except on a pro-rated basis depending upon the number of hours they work. Hourly employees earn 1 hour of sick leave for every 40 hours worked, in accordance with Washington State law.

#### Usage

Employees may use paid sick leave for absences due to:

- an absence resulting from the employee's mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or the employee's need for preventive medical care;
- to allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care;
- when the employee's place of business has been closed by order of a public official for any health-related reason or when the employee's child's school or place of care has been closed for such a reason; or
- an absence covered under Washington's Domestic Violence Leave Act, as addressed further within the Leave for Victims of Domestic Violence.

Non-exempt employees may use sick leave in 15-minute increments while exempt employees may use sick leave in full-day increments.

Additionally, employees may use up to three (3) days of accrued sick leave per year for volunteer purposes:

- Olympic Community of Health encourages employees to become involved in their communities, especially when lending their support to programs that positively impact the health of communities in the Olympic region and programs that align with OCH values.
- Priority granted for activities supporting OCH partner organizations, public, non-profit, or Tribal entities.
- The volunteer activity must be pre-approved by the Executive Director using the form provided.
- Time spent volunteering should not conflict with the peak work schedule and other work-related responsibilities, create the need for overtime, or cause conflicts with other employee schedules.
- The employee must be in good standing with the Organization with no current performance issues.
- The Organization reserves the right to withdraw permission for the volunteer activity at any point up to 24 hours in advance.
- The employee may not have less than forty (40) hours of sick leave remaining after their volunteer time.

For purposes of this policy, family member includes:

- a child, including a biological child, adopted child, foster child, stepchild; or a child to whom the employee stands in loco parentis, is a legal guardian of, or is a de facto parent, regardless of age or dependency status;
- a parent, including a biological parent, adoptive parent, de facto parent, foster parent, stepparent, or legal guardian of the employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;
- a spouse;
- a registered domestic partner;
- a grandparent;
- a grandchild; or
- a sibling.

The employee's use of paid sick leave will not be conditioned upon searching for or finding a replacement worker.

Under Washington State requirements, paid sick leave is a worker's right, which only an employee may authorize the use of. Unless advised otherwise by the employee, the Organization will assume, subject to applicable law, that employees want to use available paid sick leave for absences for reasons set forth above and employees will be paid for such absences to the extent they have paid sick leave available.

The Organization may withhold payment of paid sick leave hours where the employee is demonstrated to have used paid sick leave for an uncovered purpose, however, their available paid sick leave hours will not be deducted.

Employees will be notified of their available paid sick leave on each itemized wage statement.

### **Notice and Documentation**

Employees are required to give reasonable notice of an absence from work. Employees should make a reasonable effort to schedule the use of paid sick time in a manner that does not unduly disrupt the Organization's operations. Requests to use earned paid leave time may be made orally, in writing, or electronically (e.g., via email), and whenever possible, the request must include the expected duration of the employee's absence. When the use of paid sick leave is foreseeable, the employee is required to make a good faith effort to provide notice of the need for such time to the Executive Director at least 10 days in advance of the use of the paid sick leave or as soon as practicable. When the use of earned sick time is not foreseeable, the employee is required to provide notice to the Executive Director as soon as possible before the start of their workday or as soon as practicable under the circumstances. In the event it is impracticable for the employee to provide notice, a person may provide notice on the employee's behalf.

### **Payment**

Paid sick leave will be paid at the same hourly rate the employee earns from their employment at the time the employee uses such time, but no less than the applicable minimum wage, unless otherwise required by applicable law. Use of paid sick leave is not considered hours worked for purposes of calculating overtime.

### **Carryover and Payout**

The employee may carry over up to 240 hours of accrued, unused paid sick leave to the following calendar year. Unused paid sick leave will not be paid at separation.

If an employee separates from work but is rehired within twelve months, any previously unused paid sick leave will be reinstated, and previous employment will be counted towards the eligibility waiting period.

### **Enforcement and Retaliation**

Retaliation or discrimination against the employee who requests paid sick leave or uses paid sick leave, or both is prohibited.

### **3-6 Workers' Compensation**

On-the-job injuries are covered by Olympic Community of Health's Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident within a reasonable time to their supervisor.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

### **3-7 Jury Duty**

If you are called for jury duty or must appear in court as a witness, you must notify your supervisor so that arrangements can be made to handle the work during your absence. You will be given an unpaid leave from work for the period of time required to fulfill your civic responsibility as a juror. Employees may elect to use any available paid time off or may elect to take leave without pay. Exempt employees, who are required to miss a portion of a workweek due to jury duty or required attendance as a witness, will not have a salary deduction made for the work time missed.

### **3-8 Bereavement Leave**

The death of a family member is a time when employees wish to be with their families. If employees lose a close relative, they will be allowed to use their paid time off through sick, vacation, and/or personal days to assist in attending to their obligations and commitments. For the purposes of this policy, a close relative includes a spouse, state registered domestic partner, domestic/civil union partner, child, parent, sibling, aunt, uncle, grandparents, or any other relation required by applicable law. Paid leave days only may be taken on regularly scheduled workdays following the day of death. Employees must inform their supervisor prior to commencing bereavement leave. In administering this policy, Olympic Community of Health may require verification of death.

### **3-9 Insurance Programs**

Full-time employees may participate in Olympic Community of Health's insurance programs for medical, dental, vision, and life insurance. Under these plans, eligible employees will receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits.

Upon becoming eligible to participate in these plans, employees will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to contact Executive Director with any further questions.

### **3-10 Employee Assistance Program**

Olympic Community of Health provides the Employee Assistance Program, which offers free, qualified counselors to help employees cope with personal problems they may be facing on a confidential basis. The Employee Assistance Program also offers financial guidance, limited legal services, online forms, child/parent support, adult/eldercare resources, and a 24-hour crisis help line. Further details can be obtained through Human Resources.

### **3-11 Retirement Plan**

Olympic Community of Health offers eligible employees a cash contribution to the Organization's sponsored SEP-IRA retirement plan. The benefit begins on the first of the month following hire and ends on the last month of employment. Contact the Executive Director for the current contribution level. Hourly employees are not eligible for this benefit.

### **3-12 Compassionate Leave**

Compassionate leave allows regular employees to donate, on a completely voluntary basis, a portion of their accrued sick leave to an account specifically designated for the purpose of covering a qualified employee who does not have sufficient sick leave to cover absences. Donations must be made in increments of four (4) hours, and the donating employee may not have less than forty (40) hours of sick leave remaining after their donation. To donate sick leave, employees must fill out necessary forms. Once donated, the leave will belong to the recipient, even if it is not exhausted during the time of their medical event.

## Section 4 - Leaves of Absence

### 4-1 Personal Leave

If employees are ineligible for any other Organization leave of absence, Olympic Community of Health, under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under any state leave law, medical certification also must be submitted. The request will be considered based on staffing requirements, required time away, and the reasons for the requested leave, as well as performance and attendance records. Normally, a leave of absence may be granted for a period of up to eight (8) weeks. However, a personal leave may be extended if, before the end of leave, employees submit a written request for an extension to management and the request is granted. During the leave, employees will not earn vacation, personal days, or sick days. Olympic Community of Health may continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to the Organization in a timely manner, subject to the terms of the plan documents.

When the employees anticipate returning to work, they should notify management of the expected return date. This notification should be made at least one (1) week before the end of the leave.

Upon completion of the personal leave of absence, the Organization will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the Organization will be considered a voluntary resignation of employment.

### 4-2 Military Leave

Military leave will be granted to all employees under orders which require them to serve in any of the U.S. Military branches.

Employees, who are currently participants in our health care benefit program and are called to active military duty, may purchase health coverage for up to 24 months under the COBRA program. Employees returning from military leave will be placed in a position at the level of pay and benefits consistent with applicable law.

During a period of military conflict, Olympic Community of Health provides eligible employees with up to 15 days of unpaid leave to be with their military spouse or state-registered domestic partner who is notified of an impending call or order to active duty or who has been authorized for leave from deployment. To be eligible for this benefit, you must be employed an average of 20 or more hours per week. You must notify your direct supervisor of your intention to take the leave under this policy within 5 business days following receipt of the official military notice.



You may choose to apply applicable accrued paid leave benefits while taking military family leave. Health insurance benefits may continue at the level and conditions as provided under applicable laws. Upon completing your leave, you may return to your original position or an equivalent job, *i.e.*, equivalent pay, benefits, and conditions of employment.

### 4-3 Paid Family and Medical Leave

#### WASHINGTON PAID FAMILY AND MEDICAL LEAVE

Paid Family and Medical Leave (PFML) is a mandatory statewide insurance program, administered by the Washington State Employment Security Department, which provides almost every Washington employee with paid time off to give or receive necessary care. To be eligible for the State benefit, employees must have worked 820 hours in the qualifying period (defined as the first four of the last five calendar quarters), for any employer(s) in Washington State. The program is funded by premiums paid by both employees and employers. The employee portion will be deducted from your paycheck.

If you qualify, this program will allow you to take up to 12 weeks, as needed, if you:

- welcome a child into your family (through birth, adoption or foster placement),
- experience a serious illness or injury,
- need to care for a seriously ill or injured family member,
- need time to prepare for a family member's pre- and post-deployment activities, as well as time for childcare issues related to a family member's military deployment.

If you face multiple events in a year, you may be eligible to receive up to 16 weeks, and up to 18 weeks if you also experience a pregnancy-related serious health condition.

If the need for leave is foreseeable, you must provide Olympic Community of Health at least 30 days' notice.

If approved by the State, you may be entitled to partial wage replacement while on leave. The benefit is a percent of your weekly wage, as determined by the State. You will file your claim with the Employment Security Department and, if approved, you will be paid by the Employment Security Department. Retaliation for requesting or taking Paid Family and Medical Leave is prohibited. Employees may use paid time off to supplement wages while using PFML.

### 4-4 Leave for Victims of Domestic Violence

If the employee or the employee's family member is a victim of domestic violence, the employee may be eligible to take reasonable, unpaid time off from work for one or more of the following reasons:

- seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or a family member including, but not limited to, preparing for, or

participating in any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault or stalking;

- seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking, or to attend to health care treatment for a victim who is a family member;
- obtain or assist a family member in obtaining services from a domestic violence shelter, rape crisis center or other social services program for relief from domestic violence, sexual assault or stalking;
- obtain or assist a family member in obtaining mental health counseling related to an incident of domestic violence, sexual assault or stalking, in which the employee or family member was a victim of domestic violence, sexual assault or stalking; or
- participate in safety planning, temporarily or permanently relocate or take other actions to increase personal safety or that of family members from future domestic violence, sexual assault or stalking.

Employees may elect to use any sick leave or other paid time off for leave pursuant to this policy. Leave may take the form of reasonable unpaid leave from work, intermittent leave or leave on a reduced leave schedule.

Employees wishing to take leave pursuant to this policy must give advance notice of their intention to take leave. When advance notice cannot be given because of an emergency or unforeseen circumstance due to domestic violence, sexual assault or stalking, the employee or a designee must give notice no later than the end of the first day on which such leave is taken.

Verification of the need for leave may be required.

If you are a victim of actual or threatened domestic violence, sexual assault or stalking, Olympic Community Health will provide you with reasonable safety accommodations. You may be asked for written verification that you are a victim of domestic violence, sexual assault, or stalking.

#### **4-5 Pregnancy and Childbirth Disability Leave**

Employees are eligible to take unpaid leave for the actual period of time that they are sick or temporarily disabled because of pregnancy, childbirth, or related medical conditions.

Any employees wishing to request leave because of a pregnancy-related disability must provide appropriate medical certification.

This leave is available regardless of whether the employee qualifies for leave under the Washington Paid Family and Medical Leave (PFML). To the extent allowed by law, all leave types will run concurrently.

During this leave, employees may use any applicable paid time off benefits that they have available to cover some or all of the absence. Otherwise, the leave will be unpaid. Group health and other

benefits will be handled in the same manner as for any other similar pregnancy or non-pregnancy related absence.

Employees ordinarily will be allowed to return from this leave to the same job they held when the leave began or to a similar job of at least the same pay. Exceptions to this general rule will be made only if the Organization has a business necessity to do otherwise.

If employees have any questions regarding this policy, they should contact the Executive Director.

Olympic Community Health will reasonably accommodate pregnant employees regardless of disability.

#### **4-6 Lactation Breaks**

Olympic Community of Health will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their infant child, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law.

The Organization will make reasonable efforts to provide employees with the use of a room or location other than a toilet stall to express milk in private. This location may be the employee's private office, if applicable. The Organization may not be able to provide additional break time if doing so would seriously disrupt the Organization's operations, subject to applicable law. Please consult the Executive Director with questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

## Section 5 - General Standards of Conduct

### 5-1 Workplace Conduct

Olympic Community of Health endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense, and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to corrective action, up to and including discharge, in the Organization's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing, or defacing Olympic Community of Health property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of Olympic Community of Health's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening, or disrupting the work of others or other violations of Olympic Community of Health's Workplace Violence Policy.
7. Failure to follow instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness, or unexcused absences.
10. Gambling on Organization property.
11. Willful or careless destruction or damage to Organization assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of Olympic Community of Health's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of Olympic Community of Health policy.

Obviously, not every type of misconduct can be listed, and this list is not all inclusive. Note that all employees are employed at-will, and Olympic Community of Health reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The Organization will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, Olympic Community of Health will endeavor to utilize

corrective action but reserves the right in its sole discretion to terminate the employee at any time with or without reason or notice.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

## **5-2 Punctuality and Attendance**

Employees are hired to perform important functions at Olympic Community of Health. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and Supervisors. We expect excellent attendance from all employees. Excessive, unexcused absenteeism or tardiness will result in corrective action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify Supervisors as early as possible, but no later than the start of the workday. Employees should call, email, or instant message their supervisor stating the nature of the illness and its expected duration, for every day of absenteeism.

Unreported absences of three (3) consecutive workdays generally will be considered a voluntary resignation of employment with the Organization.

All employees are asked to make every reasonable effort to report to work during inclement weather. Employees who are unable to get to work or who leave work early because of weather or natural disaster conditions may either charge the time missed against accrued vacation leave, flex their schedule for the week with pre-approval, or take leave without pay for the time missed. If the Executive Director advises employees not to report to work or to leave early due to inclement weather or natural disaster, such time off will be considered administrative paid time off and not charged to accrued vacation leave.

## **5-3 Use of Communications and Computer Systems**

Olympic Community of Health's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted during non-working time if it does not hinder performance of job duties or violate any other Organization policy. This includes the voice mail, text messaging, e-mail, and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the Olympic Community of Health systems.

Olympic Community of Health may access the voice mail, text messaging and e-mail systems and obtain the communications within the systems, including past voice mail, text messages and e-mail messages, without notice to users of the system, in the ordinary course of business when the Organization deems it appropriate to do so. Further, Olympic Community of Health may review any computer activity, including internet usage to ensure that such use with Organization property, or

communications sent via the Internet with Organization property, are appropriate. The reasons for which the Organization may obtain such access include, but are not limited to:

- maintaining the system;
- preventing or investigating allegations of system abuse or misuse;
- assuring compliance with software copyright laws;
- complying with legal and regulatory requests for information;
- and ensuring that Organization operations continue appropriately during the employee's absence.

The Organization may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The Organization's policies prohibiting harassment, in their entirety, apply to the use of Organization's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on any characteristic protected by federal, state, or local law.

Further, since the Organization's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to corrective action, up to and including discharge.

#### **5-4 Use of Social Media**

Olympic Community of Health respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter, or similar sites, including but not limited to Facebook and LinkedIn. However, to protect Organization interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform, such as Twitter or similar sites, for personal reasons during work time or at any time with Organization equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn, or similar sites. Any

information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether the employees are posting something on their own blog, web page, social networking, Twitter, or similar site or on someone else's, if the employee mentions the Organization and also expresses either a political opinion or an opinion regarding the Organization's actions that could pose an actual or potential conflict of interest with the Organization, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is their personal opinion and not the Organization's position. This is necessary to preserve the Organization's good will in the marketplace.

Any conduct that is impermissible under the law or company policy if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter, or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous, or violent is forbidden. Organization policies apply equally to employee social media usage.

Olympic Community of Health encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in corrective action, up to and including discharge.

The application of this policy will be consistent with federal law.

## **5-5 Personal and Company-Provided Portable Communication Devices**

Olympic Community of Health-provided portable communication devices (PCDs), including cell phones, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring and searches, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is an organization-provided or personal device, employees must comply with applicable Organization guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use, and operation of vehicles.

Please note that whether employees use their personal PCD or an Organization-issued device, the Organization's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

## **5-6 Inspections**

Olympic Community of Health reserves the right to require employees while on Organization property, or on client property, to agree to the inspection of their persons, company property, personal possessions and property, personal vehicles parked on Organization or client property, and work areas. This includes lockers, vehicles, desks, cabinets, workstations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the Organization or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

## **5-7 Tobacco Use**

Tobacco use, including smoking, the use of e-cigarettes, tobacco and other products is prohibited on Organization premises.

Washington State law prohibits smoking in all places of employment. You may smoke outside provided you are not standing within 25 feet of a building entrance or exit, windows that open, or air intake equipment.

## **5-8 Outside Employment**

Employees are required to inform supervisors of employment outside of OCH and must seek permission from their supervisor to engage in such employment. To be allowable, outside employment must not involve a conflict of interest, a conflict with the employee's duties, or any other potentially adverse effect on OCH operations.

## **5-9 Personal Visits and Telephone Calls**

Disruptions during work time can lead to errors and delays. Therefore, personal telephone calls must be kept to a minimum, and only be made or received after working time, or during lunch or break time.

## **5-10 Solicitation and Distribution**

To avoid distractions, solicitation by the employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time the employee is engaged, or should be engaged, in performing their work tasks for Olympic Community of Health. Solicitation of any kind by non-employees on Organization premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the Organization is prohibited at all times. Distribution of literature by non-employees on Organization premises is prohibited at all times.



## 5-11 Bulletin Boards

Important notices and items of general interest are continually posted on Olympic Community of Health virtual and office-based bulletin boards. Employees should make it a practice to review bulletin boards frequently. This will assist employees in keeping up with what is current at Olympic Community of Health. To avoid confusion, employees should not post or remove any material from the bulletin board.

## 5-12 Confidential Company Information

During the course of work, employees may become aware of confidential information about Olympic Community of Health's business, including but not limited to information regarding Organization finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers and customers and potential customers. Employees also may become aware of similar confidential information belonging to the Organization's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to Olympic Community of Health's competitors. Any employee who improperly copies, removes (whether physically or electronically), uses, or discloses confidential information to anyone outside of the Organization may be subject to corrective action up to and including termination.

**Notice of Immunity pursuant to the Defend Trade Secrets Act of 2016.** An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that is made: 1) in confidence to a federal, state, or local government official, either directly or indirectly, solely for the purpose of reporting or investigating a suspected violation of law; 2) in confidence to an attorney, solely for the purpose of reporting or investigating a suspected violation of law; or 3) in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. Furthermore, an individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual: 1) files any document containing the trade secret under seal; and 2) does not disclose the trade secret except pursuant to court order.

Employees will be required to sign an agreement reiterating these obligations.

## 5-13 Conflict of Interest and Business Ethics

It is Olympic Community of Health's policy that all employees avoid actual and the appearance of any conflict between their personal interests and those of the Organization. The purpose of this policy is to ensure that the Organization's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Organization.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Organization, by any employee who is in a position to directly or indirectly influence either the Organization's decision to do business, or the terms upon which business would be done with such organization;
2. holding any interest in an organization that competes with the Organization;
3. being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Organization or which competes with the Organization; and/or
4. profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Organization.

A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value, up to a \$30 value.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and the Organization.

All employees will be required to sign the Organizations full Conflict of Interest policy on an annual basis as updated by the Olympic Community of Health Board of Directors.

## **5-14 Use of Facilities, Equipment and Property, Including Intellectual Property**

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisors can answer any questions about the employees' responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the Organization's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in corrective action, up to and including discharge.

Further, the Organization is not responsible for any damage to employees' personal belongings unless the employee's supervisor provided advance approval for the employee to bring the personal property to work.

## **5-15 Health and Safety**

The health and safety of employees and others on Organization property are of critical concern to Olympic Community of Health. The Organization intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Organization's premises, or in a product, facility, piece of equipment, process, or business practice for which the Organization is responsible should be brought to the attention of management immediately.

Periodically, the Organization may issue rules and guidelines governing workplace safety and health. The Organization may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor within a reasonable time, regardless of the severity of the injury or accident.

## **5-16 Hiring Relatives/Employee Relationships**

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, Olympic Community of Health may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of the Organization. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The Organization generally will attempt to identify other available positions, but if no alternate position is available, the Organization retains the right to decide which employee will remain with the Organization.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

### **5-17 Employee Dress and Personal Appearance**

Employees are expected to report to work well-groomed, clean, and dressed according to the requirements of their position. Employees should contact their supervisor for specific information regarding acceptable attire for their position. If employees report to work dressed or groomed inappropriately, they may be prevented from working until they return to work well-groomed and wearing the proper attire.

When representing OCH at external meetings or events, employees are encouraged to wear a name badge with at least their first name and organization name. Employees shall follow policies of partner organizations if required to wear a name badge.

Olympic Community of Health is dedicated to providing a healthy and comfortable work environment. We ask that employees refrain from applying perfume, cologne, or any other heavily fragranced product while performing Organization business.

### **5-18 Publicity/Statements to the Media**

All media inquiries regarding the position of the Organization as to any issues must be referred to the Executive Director. Only the Executive Director is authorized to make or approve public statements on behalf of the Organization. No employees, unless specifically designated by the Executive Director, are authorized to make those statements on behalf of Organization. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Organization must first obtain approval from the Executive Director.

### **5-19 Political Activity**

Last amended September 23, 1994, the Hatch Act limits the political activities of employees "...whose principal employment activities are funded in whole or in part with Federal funds." Because the Organization is largely financed through federal sources, Organization activities will be neutral to partisan politics and will not use program funds, services, staff, or other resources in a manner that supports or opposes any partisan or non-partisan political activity. This rule applies only to Organization activities and the people participating in those activities. Employees remain free to express political opinions and to engage in partisan and non-partisan political activities as individuals when they are not working and in no way can be perceived as representing the Organization.

## 5-20 Operation of Vehicles

All employees authorized to drive Organization-owned or leased vehicles or personal vehicles in conducting Organization business must possess a current, valid driver's license, insurance, and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Organization-owned or leased vehicles may be used only as authorized by management.

Please refer to the separate Olympic Community of Health Travel policy for full details on traveling while on Organization business.

### **Portable Communication Device Use While Driving**

Employees who drive on Organization business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking, or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while operating a vehicle, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employees are driving, and permitted by law, they must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Washington law prohibits the use of all handheld devices while operating a vehicle, including while stopped at a stop light or in traffic.

## 5-21 Business Expense Reimbursement

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by the employee's Supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. Expenses for

alcohol will not be reimbursed. All expenses incurred should be submitted to the Executive Director along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their supervisor in advance if they have any questions about whether an expense will be reimbursed.

## 5-22 References

Olympic Community of Health will respond to reference requests through the Executive Director. The Organization will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Executive Director Department.

**Only the Executive Director Department may provide references.**

## 5-23 If You Must Leave Us

Should any employees decide to leave the Organization, we ask that they provide a supervisor with at least two weeks advance notice of departure. Thoughtfulness will be appreciated. All Organization property including, but not limited to, keys, laptop computers, cell phones, home office equipment provided by the Organization, etc., must be returned at separation. Employees also must return all of the Organization's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the Organization (through payroll deduction, if lawful) for any lost or damaged Organization property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

Employees will be paid for all hours worked and any applicable accrued and unused vacation time with their last paycheck, to be processed with the next regular payroll after the employee's last day of work. Any monies due to the Organization from the employee will be deducted from the final pay, unless prohibited by law.

## 5-24 Exit Interviews

Employees who resign may be requested to participate in an exit interview with the Executive Director or Board President, if possible.

## 5-25 A Few Closing Words

This handbook is intended to give employees a broad summary of things they should know about Olympic Community of Health. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, Olympic Community

of Health, in its sole discretion, may always amend, add to, delete from, or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management if they have any questions about the Organization or its personnel policies and practices.

## General Handbook Acknowledgment

This Employee handbook is an important document intended to help employees become acquainted with Olympic Community of Health. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Organization's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this handbook.

**I have received and understand my obligation to read a copy of Olympic Community of Health's Employees handbook. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of the Organization at any time.**

**I further understand that my employment is terminable at will, either by myself or the Organization, with or without reason or notice, regardless of the length of my employment or the granting of benefits of any kind.**

**I understand that no representative of Olympic Community of Health other than the Executive Director may alter "at will" status and any such modification must be in a signed writing.**

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.