

ACGH & NRC

Personnel Handbook

Welcome new employee!

On behalf of your colleagues, I welcome you to ACGH & NRC and wish you every success here.

We believe that each employee contributes directly to ACGH & NRC's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with ACGH & NRC.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Executive Director

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ORGANIZATION DESCRIPTION

I. Services Provided

Alleghany County Group Homes, Inc (ACGH)

Adult Developmental Vocational Program (ADVP). At ADVP we provide vocational training, community inclusion, literacy and basic math education, a hot lunch, recreational opportunities, and transportation to and from the program. Qualified clients are provided work in a light industrial type setting. Each client is tested and earns wages based on their individual abilities under the guidelines of a Special Wage Certificate.

Samuel C. Evans, Jr. is a five bed group home for mild and moderately disabled adults. Clients are provided residential care and person-centered training in a home like setting with established person-centered goal of teaching independence within the home and in the community.

Developmental Therapy, Personal Assistance, and CAP MR/DD: are one on one services provided for high needs individuals for the purpose of habilitation and person-centered training.

Compensatory Education and Basic Skills Program: are offered at the ADVP site by Wilkes Community College. This program is operated by a teacher and part time aide who are provided by Wilkes Community College. This program assesses educational and developmental needs of its students and in conjunction with the ADVP program and student self-assessment to determine training goals and objectives. Training is completed in a small class setting to allow for one-on-one training to develop identified student needs.

New River Cottage, Inc (NRC)

New River Cottage: is a five-bed intermediate care facility for the mentally retarded (ICF/MR). This group home provides services to severe and profound developmentally disabled adults. Clients are provided residential care and person-centered training in a home-like setting with established person-centered goals of teaching independence within the home and in the community.

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II. Facilities and Locations

Administrative Offices - 133 Health Services Road Sparta in North Carolina

Adult Developmental Vocational Program, CAP MR/DD services, Developmental Therapy Services and Personal Assistance Services - 133 Health Services Road in Sparta, North Carolina

Sam Evan Jr. Group Home - 53 Estep Street in Sparta, North Carolina

New River Cottage Group Home - 82 Davis Lane in Sparta, North Carolina

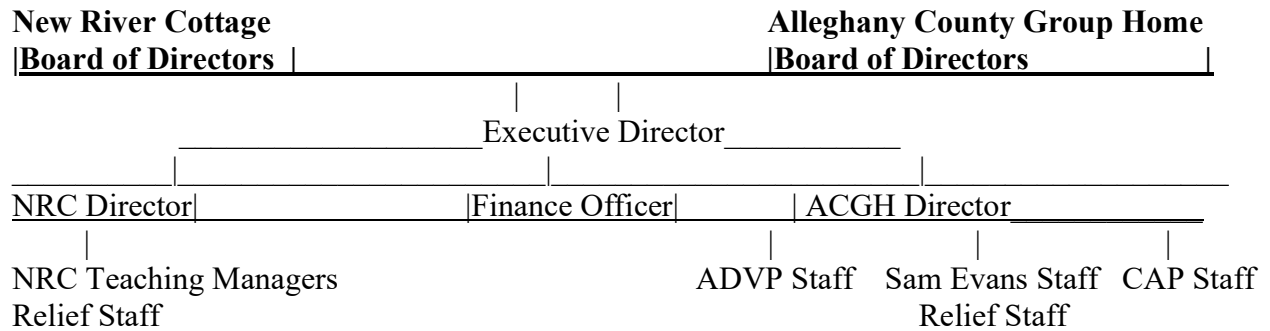
III. The History of ACGH & NRC

In 1978, a grassroots effort gained approval to construct a home for developmentally disabled adults. This home was later named Samuel C. Evans, Jr. Group Home in honor of one of the founders. Alleghany County Group Homes, Inc. was formed as a non-profit organization to oversee this effort. A workshop was established in the basement of the First Baptist Church which later became the Adult Developmental Vocational Program (ADVP). A second group home New River Cottage was opened in 1984 in a rented facility. In 1990, the ADVP moved to a 10,000 square foot feed and grain building which expanded our capabilities to move from arts and crafts and lawn mowing to industrial contract work for our clients. Classroom instruction was added and was provided by Wilkes Community College. In 1997 the Board of Directors set a goal to build and move into a new facility for our ADVP. This work was completed, and we moved into our new 12,750 square foot facility in September of 2000. This new facility allowed us to expand services to the developmentally disabled adults of Alleghany County and increase our variety of contract work. An expansion was added to the warehouse area of the new building in August of 2004 to make more storage space for additional contract work materials. New River Cottage built a new residential facility in 2002 below the ADVP building. This new residential facility allowed the group home to serve wheelchair bound consumers.

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IV. Organizational Structure



V. Core Values & Goals:

Partnerships: We believe that the most effective outcomes arise from participation in the design and direction of services. Therefore, we work as partners with the consumers, families, and communities, which we serve.

Individualized, Appropriate Services: We recognize and support each person’s individual strengths and preferences, matching each need with appropriate services. We work in partnership with each person to design a plan for the least intrusive, least restrictive, and most effective array of services.

Courtesy / Respect: We believe that all people deserve to be treated with courtesy, dignity, and respect.

Cost-effectiveness: We place value on providing the most effective consumer outcomes in the most cost-efficient manner.

Continuous Improvement: We strive to continually improve all aspects of our service delivery and quality of life for our consumers.

Outcomes: We strive to achieve measurable, observable, and demonstrable outcomes that affect each person’s quality of life in positive ways.

Timeliness: We strive to deliver services promptly, according to each individual’s need.

High Satisfaction: It is important that those we serve express high satisfaction with all aspects of our organization. It is also important that our staff, stakeholders, and members of our community express satisfaction with our organization.

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VI. *Mission statement:*

The mission of Alleghany Group Homes Inc. is to provide high quality services and support so that adults with developmental disabilities can live successfully in their chosen communities.

“We are dedicated to enhancing the quality of life for the developmentally disabled citizens of Alleghany County.”

Motto: *“We make a difference”.*

INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with ACGH & NRC and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by ACGH & NRC to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As ACGH & NRC continues to grow, the need may arise and ACGH & NRC reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or ACGH & NRC to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

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101 Nature of Employment

Effective Date: 7/1/2008

Revision Date:

Employment with ACGH & NRC is voluntarily entered, and the employee is free to resign at will at any time, with or without cause. Similarly, ACGH & NRC may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between ACGH & NRC and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at ACGH & NRC's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the chief executive officer of ACGH & NRC.

103 Equal Employment Opportunity

Effective Date: 7/1/2008

Revision Date: 11/20/08

To provide equal employment and advancement opportunities to all individuals, employment decisions at ACGH & NRC will be based on merit, qualifications, and abilities. ACGH & NRC does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, socioeconomic status, sexual orientation, or any other characteristic protected by law.

ACGH & NRC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. 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.

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104 Business Ethics and Conduct (Attachment 5)

Effective Date: 7/1/2008

Revision Date: 7/30/09

The successful business operation and reputation of ACGH & NRC is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of ACGH & NRC is dependent upon our consumers' trust, and we are dedicated to preserving that trust. Employees owe a duty to ACGH & NRC, its consumers, and shareholders to act in a way that will merit the continued trust and confidence of the public.

ACGH & NRC will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Executive Director for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every ACGH & NRC employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

The agency Personnel Handbook, Code of Ethics, Financial Manual, and Policy and Procedure Manual outline the incorporations Compliance Plan. Compliance Plan has outlined the broad principles of legal and ethical business conduct embraced by ACGH & NRC. The definition of Corporate Compliance is recognized as follows:

“A Corporate Compliance plan is a system which is designed to detect and prevent violations of law, as well as the likelihood of unethical activity by agency employees, volunteers, contractors, officers and directors.”

The policy and procedures listed here are not complete list of legal or ethical questions you might face in the course of business, and therefore this plan must be used together with your

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common sense and good judgment. If you are in doubt or have a specific question, you should contact your supervisor or the agency Corporate Compliance Officer. ACGH & NRC appoints the ACGH Director to act as the Corporate Compliance Officer.

105 Hiring of Relatives

Effective Date: 7/1/2008

Revision Date:

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For 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.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. ACGH & NRC also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

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107 Immigration Law Compliance

Effective Date: 7/1/2008

Revision Date:

ACGH & NRC is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with ACGH & NRC within the past three years, or if their previous I-9 is no longer retained or valid.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

108 Conflicts of Interest

Effective Date: 7/1/2008

Revision Date:

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which ACGH & NRC wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Executive Director for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of ACGH & NRC's business dealings. 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.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of ACGH & NRC as soon as possible the

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existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which ACGH & NRC does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving ACGH & NRC.

110 Outside Employment

Effective Date: 7/1/2008

Revision Date:

Employees may hold outside jobs as long as they meet the performance standards of their job with ACGH & NRC. All employees will be judged by the same performance standards and will be subject to ACGH & NRC's scheduling demands, regardless of any existing outside work requirements.

If ACGH & NRC determines that an employee's outside work interferes with performance or the ability to meet the requirements of ACGH & NRC as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with ACGH & NRC.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside ACGH & NRC for materials produced or services rendered while performing their jobs.

114 Disability Accommodation

Effective Date: 7/1/2008

Revision Date:

ACGH & NRC is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects

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the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

ACGH & NRC is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. ACGH & NRC will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. ACGH & NRC is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

116 Job Posting and Employee Referrals

Effective Date: 7/1/2008

Revision Date:

ACGH & NRC provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although ACGH & NRC reserves its discretionary right to not post a particular opening.

Job openings will be posted at the administrative office in the copy/mail room and will normally remain open for 7 days. Each job posting notice will include the dates of the posting period, job title, department, location, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have performed competently for at least 90 calendar days in their current position. Employees who have a written warning on file or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

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To apply for an open position, employees should submit a job posting application to the Program Director listing job-related skills and accomplishments. It should also describe how their current experience with ACGH & NRC and prior work experience and/or education qualifies them for the position.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

ACGH & NRC also encourages employees to identify friends or acquaintances who are interested in employment opportunities and refer qualified outside applicants for posted jobs. Employees should obtain permission from the individual before making a referral, share their knowledge of the organization, and not make commitments or oral promises of employment.

An employee should submit the referral's resume and/or completed application form to the Program Director for a posted job. If the referral is interviewed, the referring employee will be notified of the initial interview and the final selection decision.

180 Conditions of Employment

Effective Date: 7/1/2008

Education

A high school education or equivalent is the minimum education requirement as defined by the North Carolina Licensing agency for this type of service provider. A copy of the high school diploma, GED or transcript will be filed in the personnel record.

For supervisory staff a college diploma will be required. The supervisor will need to be privileged as a "Qualified Professional" (QP) or working towards the QP status. The requirements for a QP are as follows:

1. An individual with a human services degree in a discipline related to developmental disabilities and at least one-year professional experience working with the developmental disabilities' population under the supervision of a qualified professional; or
2. An individual with a human services degree and at least two years' experience working with the developmental disability's population under the supervision of a qualified professional.

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3. An individual with a baccalaureate degree and at least three years' experience working with the developmental disability's population under the supervision of a qualified professional.

Healthcare Registry, Criminal Background and Motor Vehicle Records Checks

All employees must complete a permission form for criminal background and motor vehicle records check and these checks will be completed prior to the employment start date. A Healthcare registry check will also be completed prior to employment.

These incorporations do *not* require updates on any of the above checks. However, the executive director may elect to do additional checks at any time if it is deemed appropriate.

Notification of Criminal Conduct and Traffic Violations

Employees who are charged with any criminal violation or traffic violation citation must notify their supervisor of the charge within five days. Failure to notify their supervisor within this time frame may result in disciplinary action and/or dismissal.

Tuberculosis Check

A tuberculosis check is a precondition for employment. An annual tuberculosis test will be required and provided by the employer.

201 Employment Categories

Effective Date: 7/1/2008

Revision Date: 7/30/2009

It is the intent of ACGH & NRC to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and ACGH & NRC.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by ACGH & NRC management.

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In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work ACGH & NRC's full-time schedule. These positions may be eligible for ACGH & NRC's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 32 hours per week. Regular part-time employees may be eligible for some benefits sponsored by ACGH & NRC, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 32 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of ACGH & NRC's other benefit programs.

PROBATIONARY/INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with ACGH & NRC is appropriate. Employees who satisfactorily complete the probationary period will be notified of their new employment classification.

202 Access to Personnel Files

Effective Date: 7/1/2008

Revision Date:

ACGH & NRC maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. Personnel files are the property of ACGH & NRC, and access to the information they contain is restricted. Generally, only supervisors and management personnel of ACGH & NRC who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Executive Director. With reasonable advance notice, employees may review their own personnel files in ACGH & NRC's offices and in the presence of an individual appointed by ACGH & NRC to maintain the files.

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203 Employment Reference Checks

Effective Date: 7/1/2008

Revision Date:

To ensure that individuals who join ACGH & NRC are well qualified and have a strong potential to be productive and successful, it is the policy of ACGH & NRC to check the employment references of all applicants.

The Program Director will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held.

204 Personnel Data Changes

Effective Date: 7/1/2008

Revision Date:

It is the responsibility of each employee to promptly notify ACGH & NRC of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Program Director.

205 Introductory Period

Effective Date: 7/1/2008

Revision Date:

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. ACGH & NRC uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or ACGH & NRC may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If ACGH & NRC determines that the designated introductory period

does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

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Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other ACGH & NRC-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

208 Employment Applications

Effective Date: 7/1/2008

Revision Date:

ACGH & NRC relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

209 Performance Evaluation

Effective Date: 7/1/2008

Revision Date:

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted at the end of an employee's initial period of hire, known as the introductory period. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage, and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Merit-based pay adjustments are awarded by ACGH & NRC in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process.

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210 Job Descriptions

Effective Date: 7/1/2008

Revision Date:

ACGH & NRC makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required), a physical demands section, and a work environment section.

ACGH & NRC maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Executive Director and the hiring manager prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Executive Director if you have any questions or concerns about your job description.

212 Salary Administration

Effective Date: 7/1/2008

Revision Date:

The salary administration program at ACGH & NRC was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, ACGH & NRC is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

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Compensation for every position is determined by several factors, including the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. ACGH & NRC periodically reviews its salary administration program and restructures it as necessary. Merit-based pay adjustments may be awarded in conjunction with employee performance documented by the performance evaluation process.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices. The Executive Director is also available to answer specific questions about the salary administration program.

216 Social security number policy

Effective Date: 7/1/2008

Revision Date:

To protect employees' personal information, ACGH & NRC prohibits the use of employees' Social Security numbers for identification purposes, except as allowed by law. ACGH & NRC will not:

- * Publicly post or publicly display in any manner an employee's Social Security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise make available to the general public.
- * Print an employee's Social Security number on any card required for the employee to access products or services provided by ACGH & NRC.
- * Require an employee to transmit his or her Social Security number over the Internet, unless the connection is secure, or the Social Security number is encrypted.
- * Require an employee to use his or her Social Security number to access an Internet web site, unless a password or unique personal identification number or another authentication device is also required to access the Internet web site.
- * Print an employee's Social Security number on any materials that are mailed to the employee, unless state or federal law requires the Social Security number to be on the document to be mailed.

However, Social Security numbers may be included in applications and forms sent by mail, including documents sent as part of an application or enrollment process; or to establish, amend, or terminate an account, contract, or policy; or to confirm the accuracy of the Social Security number.

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ACGH & NRC will continue to collect, use, or release Social Security numbers as required by state or federal law, and may use Social Security numbers for internal verification or administrative purposes.

Employees who have questions about this policy or who feel that their Social Security number has been used inappropriately by ACGH & NRC should contact the Executive Director.

301 Employee Benefits

Effective Date: 7/1/2008

Revision Date: 7/1/2009

Eligible employees at ACGH & NRC are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- * Retirement
- * Benefit Conversion at Termination
- * Meals
- * Educational Financial Assistance
- * Family Leave
- * Health Insurance with vision care
- * Dental Insurance
- * Holidays
- * Life Insurance
- * Short-Term Disability
- * Sick Leave Benefits
- * Vacation Benefits
- * Bereavement Leave

Some benefit programs require contributions from the employee, but most are fully paid by ACGH & NRC.

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303 Vacation Benefits

Effective Date: 7/1/2008

Revision Date: 7/30/2009

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits.

The amount of paid vacation time employees receives each year increases with the length of their employment as shown in the following schedule:

- *Upon initial eligibility the employee is entitled to 13 vacation days each year, accrued biweekly at the rate of 4 hours per pay period...
- *After 5 years of eligible service the employee is entitled to 16.25 vacation days each year, accrued biweekly at the rate of 5 hours per pay period.
- *After 10 years of eligible service the employee is entitled to 19.50 vacation days each year, accrued biweekly at the rate of 6 hours per pay period.
- *After 15 years of eligible service the employee is entitled to 22.75 vacation days each year, accrued biweekly at the rate of 7 hours per pay period.
- *After 20 years of eligible service the employee is entitled to 26 vacation days each year, accrued biweekly at the rate of 8 hours per pay period.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time.

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. Vacation leave earned by employees having a pay period with fewer hours than the basic workweek will be pro-rated based on the following formula: hours worked divided by 80 times hours per pay period rate. They can request use of vacation time after it is earned.

Paid vacation time can be used in minimum increments of one-quarter hour. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs, and staffing requirements.

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Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. Vacation leave may be accumulated up to 200 hours. Excess leave may be carried up to December 31 of each calendar year. On December the 31st, all leave in excess of 200 hours automatically converts to sick leave.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. However, if ACGH & NRC, in its sole discretion, terminates employment for cause, forfeiture of unused vacation time may result.

305 Holidays

Effective Date: 7/1/2008

Revision Date: 7/30/2009

ACGH & NRC will grant holiday time off to all eligible employees on the holidays listed below:

- * New Year's Day (January 1)
- * Martin Luther King, Jr. Day (third Monday in January)
- * Good Friday (Friday before Easter)
- * Memorial Day (last Monday in May)
- * Independence Day (July 4)
- * Labor Day (first Monday in September)
- * Veterans' Day (November 11)
- * Thanksgiving (fourth Thursday in November)
- * Day after Thanksgiving
- * Christmas Eve (December 24)
- * Christmas (December 25)
- * Extra holiday at Christmas at the Executive Director discretion

ACGH & NRC will grant paid holiday time off to all eligible employees immediately upon eligibility. Holiday pay will be calculated based on the employee's straight time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

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A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

306 Workers' Compensation Insurance

Effective Date: 7/1/2008

Revision Date:

ACGH & NRC provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

307 Sick Leave Benefits

Effective Date: 7/1/2008

Revision Date: 7/30/2009

ACGH & NRC provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries.

Eligible employees will accrue sick leave benefits at the rate of 4 hours per pay period. Sick leave earned by employees having a pay period with fewer hours than the basic work week will be pro-rated based on the following formula: hours worked divided by 80 times 4 hours. Paid

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sick leave can be used in minimum increments of one-quarter hour.

Sick leave with pay is a privilege that is granted for the following reasons: sickness, bodily injury, required physical or dental examinations or treatment or exposure to a contagious disease when continuing to work might jeopardize the health of others. Sick leave may also be used for illness in the immediate family not to exceed five days per calendar year.

Immediate family includes spouse, mother, father, guardian, children, sister, brother, grandparents, grandchildren plus the various combinations of half, step, in-law and adopted relationships that can be derived from those named or other members of the employee's household.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

Before returning to work from a sick leave absence of 7 calendar days or more, an employee must provide a physician's verification that he or she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation, or ACGH & NRC-provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 500 hours' worth of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

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309 Bereavement Leave

Effective Date: 7/1/2009

Revision Date: 7/30/2009

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to 3 days or 24 hours of paid bereavement leave will be provided to all employees eligible for the company benefits program.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

Immediate family includes spouse, mother, father, guardian, children, sister, brother, grandparents, grandchildren plus the various combinations of half, step, in-law and adopted relationships that can be derived from those named or other members of the employee's household.

311 Jury Duty

Effective Date: 7/1/2008

Revision Date:

ACGH & NRC encourages employees to fulfill their civic responsibilities by serving jury duty when required. Non-exempt employees who are selected for jury duty are eligible for partial compensation to offset wages lost while serving as a juror. The following procedures apply:

1. Notify your supervisor as soon as you receive your jury summons.
2. Following completion of your jury duty, provide your supervisor with a statement from the court clerk indicating the time you served, and payment received.
3. For employees released early from jury duty or after completing jury duty, follow the following procedures:
 - a. For day shift personnel, report back to work if there are at least two hours remaining on your regular shift unless directed otherwise by your supervisor.
 - b. For night shift personnel, you must receive at least eight hours of uninterrupted sleep before reporting to work. Call your supervisor for instructions on when to resume your normal shift.

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4. Employees are not eligible for other pay when jury duty pay is claimed. This includes annual leave, sick leave, and holiday pay.

Jury duty pay will be computed according to the following formula: Gross pay for time missed minus court compensation. All applicable taxes will be deducted.

Either ACGH & NRC or the employee may request an excuse from jury duty if, in ACGH & NRC's judgment, the employee's absence would create serious operational difficulties.

312 Witness Duty

Effective Date: 7/1/2008

Revision Date:

ACGH & NRC encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by ACGH & NRC, they will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than ACGH & NRC. Employees are free to use any available paid leave benefit (such as vacation leave) to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

313 Benefits Continuation (COBRA)

Effective Date: 7/1/2008

Revision Date:

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under ACGH & NRC's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at ACGH & NRC's

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group rates plus an administration fee. ACGH & NRC provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under ACGH & NRC's health insurance plan. The notice contains important information about the employee's rights and obligations.

314 Educational Assistance

Effective Date: 7/1/2008

Revision Date:

ACGH & NRC recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within ACGH & NRC.

ACGH & NRC occasionally will provide educational assistance to eligible employees. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course. Employees in the following employee classification(s) may be eligible for educational assistance:

- * Regular full-time employees
- * Regular part-time employees

Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance. ACGH & NRC has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position. Employees should contact the Executive Director for more information or questions about educational assistance.

While educational assistance is expected to enhance employees' performance and professional abilities, ACGH & NRC cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

ACGH & NRC invests in educational assistance to employees with the expectation that the investment be returned through enhanced job performance. However, if an employee voluntarily separates from ACGH & NRC's employment within one year of the last educational assistance payment, the amount of the payment will be considered only a loan. Accordingly, the employee will be required to repay up to 100 percent of the original educational assistance payment.

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316 Health Insurance

Effective Date: 7/1/2008

Revision Date:

ACGH & NRC's health insurance plan provides employees and their dependents access to medical and vision care insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan

- * Regular full-time employees
- * Regular part-time employees

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between ACGH & NRC and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) Policy for more information.

Coverage and benefits are explained in the Blue Cross & Blue Shield handbook distributed at the time of enrollment. This benefit terminates on the last day of the month that the employee becomes eligible for Medicare. Contact the Finance Officer for more information about health insurance benefits.

317 Life Insurance

Effective Date: 7/1/2008

Revision Date:

Life insurance offers you and your family important financial protection. ACGH & NRC provides a basic life insurance plan for eligible employees.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

Employees in the following employment classifications are eligible to participate in the life insurance plan

- * Regular full-time employees
- * Regular part-time employees

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between ACGH & NRC and the insurance carrier.

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Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Finance Officer for more information about life insurance benefits.

318 Short-Term Disability

Effective Date: 7/1/2008

Revision Date:

ACGH & NRC provides a short-term disability (STD) benefits plan to eligible employees who are unable to work because of a qualifying disability due to an injury or illness. Employees in the following employment classifications are eligible to participate in the STD plan:

- * Regular full-time employees
- * Regular part-time employees

Eligible employees may participate in the STD plan subject to all terms and conditions of the agreement between ACGH & NRC and the insurance carrier.

Disabilities arising from pregnancy or pregnancy-related illness are treated the same as any other illness that prevents an employee from working.

Details of the STD benefits plan including benefit amounts, when they are payable, and limitations, restrictions, and other exclusions are described in the Summary Plan Description provided to eligible employees. Contact the Finance Officer for more information about STD benefits.

320 Simple IRA

Effective Date: 7/1/2008

Revision Date:

The incorporation has a retirement benefit available for all full time and part-time regular employees. In addition, part-time employees with a two-year history of income over \$5,000 per year and a projected income of at least \$5,000 for the current fiscal year will be eligible for this benefit. The employer will match an employee contribution of one to three percent of gross salary, depending on available funds. The employee has flexibility in choosing how the funds are invested. Vesting occurs upon enrollment. Currently there is a \$10 annual administration fee charged to the employee.

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390 Staff Leave Donation

Effective Date: 7/1/2008

Revision Date: 5/17/2011

The purpose of staff leave donation is to help provide economic relief for full time employees who are likely to suffer financial hardship because of prolonged absences due to a serious medical condition of the employee. Leave donation is not a guaranteed benefit. No employee is required to donate leave when other employees are in need. The program is strictly voluntary donations of leave by eligible employees.

A. Eligibility guidelines to receive leave donations

1. The employee must be classified as full-time to receive donated leave.
2. The employee must have used all available sick leave before becoming eligible for possible leave donation by other employees.
3. Staff may not purchase leave from other employees.
4. The employee is only eligible for enough leave to cover his or her medical absence.
5. All leave donated will be credited to the eligible recipient's sick leave account
6. The employee must provide a time specific doctor's order specifying that the employee is not able to work.
7. All donated leave must be approved by the Executive Director.

B. Eligibility guidelines to donate leave

1. Must be a full-time employee to donate leave to another employee.
2. Must have a minimum of 200 hours of sick leave to donate sick leave.
3. May donate up to 40 hours of sick leave per illness per employee.
4. May donate unlimited vacation leave to another employee with no minimum requirement of hours accrued.
5. The donating employee may not receive compensation in any form for the donation of leave.

401 Timekeeping

Effective Date: 7/1/2008

Revision

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require ACGH & NRC to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

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Nonexempt employees should accurately record the time they begin and end their work. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The Executive Director will review and then sign the time record before submitting it for payroll processing.

403 Paydays

Effective Date: 7/1/2008

Revision Date:

Both Incorporations are under a biweekly pay period. The pay week begins at 12:00 A.M. Sunday morning and ends at 11:59 P.M. Saturday night. The pay period begins at 12:00 A.M. Sunday morning and ends at 11:59 P.M. Saturday night two weeks later.

Non-exempt employee's wages are paid by the hour and at a one- and one-half rate for overtime of over 40 hours per week. Employees in managerial positions are on salary and will work the number of hours necessary to assure the satisfactory performance of their duties and are not eligible for overtime pay. Overtime pay is computed on work done and does not include time paid for leave or holiday pay.

All employees are paid biweekly on every other Wednesday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will be paid on the first day of work following the regularly scheduled payday or as designated by the Executive Director.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation. In employee may designate another person to pick-up a paycheck, but such authorization must be made in writing and signed by the employee.

405 Employment Termination

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Effective Date: 7/1/2008

Revision Date:

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- * Resignation - voluntary employment termination initiated by an employee.
- * Discharge - involuntary employment termination initiated by the organization.
- * Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.

- * Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Since employment with ACGH & NRC is based on mutual consent, both the employee and ACGH & NRC have the right to terminate employment at will, with or without cause, at any time.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

408 Pay Advances

Effective Date: 7/1/2008

Revision Date:

ACGH & NRC does not provide pay advances on unearned wages to employees.

409 Administrative Pay Corrections

Effective Date: 7/1/2008

Revision Date:

ACGH & NRC takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Executive Director so that corrections can be made

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as quickly as possible.

410 Pay Deductions

Effective Date: 7/1/2008

Revision Date:

The law requires that ACGH & NRC make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. ACGH & NRC also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." ACGH & NRC matches the amount of Social Security taxes paid by each employee.

ACGH & NRC offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs, such as, AFLAC, Christmas club, or additional retirement contributions.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, your supervisor can assist in having your questions answered.

501 Safety

Effective Date: 7/1/2008

Revision Date:

Safety is the responsibility of both the employer and the employees. It is the corporations' policy to provide for an ongoing program that assures a safe, healthy work environment for all employees, and complies with all occupational safety laws and regulations. To that end, each supervisor shall be responsible for:

- a. providing safe work procedures and environments.
- b. implementing safety policies and programs.
- c. informing and training employees in safe work habits.
- d. detecting and correcting unsafe work practices and conditions.
- e. investigating accidents and preparing accident reports.
- f. encouraging employees to report unsafe work conditions and submit safety suggestions.
- g. make recommendations to the executive director on means in which the corporations can further promote workplace safety.

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Each employee shall be responsible for:

- a. developing and maintaining safe work habits.
- b. taking proper care of safety equipment.
- c. wearing proper clothing and safety gear.
- d. knowing the location and use of fire extinguishers, the location of fire exits, and the quickest means of reporting a fire.
- e. promptly reporting all accidents and injuries.
- f. assisting with investigations of accidents.
- g. notifying supervisors of what are believed to be unsafe practices and working conditions.

502 Work Schedules

Effective Date: 7/1/2008

Revision Date:

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

504 Use of Phone and Mail Systems

Effective Date: 7/1/2008

Revision Date:

Employees may be required to reimburse ACGH & NRC for any charges resulting from their personal use of the telephone, unless approval to make a long-distance phone call is given by the immediate supervisor.

The use of ACGH & NRC-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done

505 Smoking

Effective Date: 7/1/2008

Revision Date:

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The corporations recognize the rights of its clients and employees to smoke and will try to accommodate this right if at all possible. This right cannot, however, infringe on our clients' and employees' right to work and live in a smoke free environment. The program director is delegated the responsibility to enforce a smoking policy for each facility. The smoking area is designated as follows:

- a. The primary designated smoking area will be outdoors.
- b. Smoking is prohibited in all vehicles.

This policy applies equally to all employees, consumers, and visitors.

507 Overtime

Effective Date: 7/1/2008

Revision Date:

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

508 Use of Equipment and Vehicles

Effective Date: 7/1/2008

Revision Date:

Equipment and vehicles essential in accomplishing job duties are 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.

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

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

510 Emergency Closings

Effective Date: 7/1/2008

Revision Date:

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, with supervisory approval, employees may use available paid leave time, such as unused vacation benefits.

No employee will be asked to risk his/her safety in order to report to work during inclement weather. However, some employees are considered to be essential personnel. If you are considered essential personnel and are on duty during inclement weather, remain on duty until relieved by another employee. Employees who are unable to report to work should call their supervisor or the executive director. Safe transportation will be arranged if possible. If transportation cannot be arranged, the employee may elect to take a day of leave or will be granted leave without pay status. If unable to report to work, an absence during snow days/inclement weather is not a paid workday.

512 Business Travel Expenses

Effective Date: 7/1/2008

Revision Date:

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ACGH & NRC will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. Travel at corporation expense for official corporation business must be authorized by the executive director. Travel by vehicle is paid at a rate set by the Board of Directors. Mileage will be computed based on the most direct route.

Lodging will be reimbursed for overnight stays. The employee is required to obtain as economical lodging as possible consistent with convenience and safety. Any business-related calls are reimbursable if a receipt is provided. Other expenses, such as personal phone calls or in-room movies are not reimbursable except those employees are allowed one long distance “safe arrival” phone call per trip. A receipt is required for all reimbursable expenses.

For travel on official business, meals may be reimbursed up to a level that is reasonable and proper not to exceed the limit of \$25.00 per day for all three meals. Tips and other gratuities are included in the per diem allowances. Receipts are required.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by ACGH & NRC may not be used for personal use without prior approval.

When travel is completed, employees should submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

514 Visitors in the Workplace

Effective Date: 7/1/2008

Revision Date:

To provide for the safety and security of employees and the facilities at ACGH & NRC, only authorized visitors are allowed in the workplace at the ADVP. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and

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disturbances.

All visitors should enter ACGH & NRC at the main entrance. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on ACGH & NRC's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

516 Computer and Email Usage

Effective Date: 7/1/2008

Revision Date:

Computers, computer files, the email system, and software furnished to employees are ACGH & NRC property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization.

ACGH & NRC strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, ACGH & NRC prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

ACGH & NRC purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, ACGH & NRC does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. ACGH & NRC prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the Executive Director, or any member of management upon learning of violations of this policy. Employees who violate this policy will

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be subject to disciplinary action, up to and including termination of employment.

517 Internet Usage

Effective Date: 7/1/2008

Revision Date:

Internet access to global electronic information resources on the World Wide Web is provided by ACGH & NRC to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of ACGH & NRC and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet always remain the property of ACGH & NRC. As such, ACGH & NRC reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed

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files are to be checked before and after decompression.

Abuse of the Internet access provided by ACGH & NRC in violation of law or ACGH & NRC policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- * Sending or posting discriminatory, harassing, or threatening messages or images
- * Using the organization's time and resources for personal gain
- * Stealing, using, or disclosing someone else's code or password without authorization
- * Copying, pirating, or downloading software and electronic files without permission
- * Violating copyright law
- * Failing to observe licensing agreements
- * Sending or posting messages or material that could damage the organization's image or reputation
- * Participating in the viewing or exchange of pornography or obscene materials
- * Sending or posting messages that defame or slander other individuals
- * Attempting to break into the computer system of another organization or person
- * Refusing to cooperate with a security investigation
- * Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- * Using the Internet for political causes or activities, religious activities, or any sort of gambling
- * Jeopardizing the security of the organization's electronic communications systems
- * Passing off personal views as representing those of the organization
- * Engaging in any other illegal activities

See Attachment 6

522 Workplace Violence Prevention

Effective Date: 7/1/2008

Revision Date:

ACGH & NRC is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, ACGH & NRC has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and

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respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of ACGH & NRC without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril.

ACGH & NRC will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, ACGH & NRC may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

ACGH & NRC encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Executive Director before the situation escalates into potential violence. ACGH & NRC is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

526 Cell Phone Usage

Effective Date: 7/1/2008

Revision Date:

ACGH & NRC provides cellular telephones to some employees as a business tool. They are provided to assist employees in communicating with management and other employees, their clients, associates, and others with whom they may conduct business. Cell phone use is intended for business-related calls only and personal calls are not permitted, except in cases of

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emergencies. Cell phone invoices may be regularly monitored.

Employees may have access to a cell phone while in their cars and should remember that their primary responsibility is driving safely and obeying the rules of the road. Employees are prohibited from using cell phones to conduct business while driving and should safely pull off the road and come to a complete stop before dialing or talking on the phone.

605 Military Leave

Effective Date: 7/1/2008

Revision Date:

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, employees may use any available paid time off for the absence.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service. Contact the Executive Director for more information or questions about military leave.

607 Pregnancy-Related Absences

Effective Date: 7/1/2008

Revision Date:

ACGH & NRC will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according

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to the medical leave policy provisions outlined in this handbook and all applicable federal and state laws.

Requests for time off associated with pregnancy and/or childbirth, such as bonding and childcare, not related to medical disabilities for those conditions will be considered in the same manner as other requests for unpaid family or personal leave.

701 Employee Conduct and Work Rules

Effective Date: 7/1/2008

Revision Date:

To ensure orderly operations and provide the best possible work environment, ACGH & NRC expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- * Theft or inappropriate removal or possession of property
- * Falsification of timekeeping records
- * Working under the influence of alcohol or illegal drugs
- * Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- * Fighting or threatening violence in the workplace
- * Boisterous or disruptive activity in the workplace
- * Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- * Insubordination or other disrespectful conduct
- * Violation of safety or health rules
- * Smoking in prohibited areas
- * Sexual or other unlawful or unwelcome harassment
- * Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- * Excessive absenteeism or any absence without notice
- * Unauthorized absence from workstation during the workday
- * Unauthorized use of telephones, mail system, or other employer-owned equipment

- * Unauthorized disclosure of business "secrets" or confidential information
- * Violation of personnel policies

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- * Unsatisfactory performance or conduct
- * Violation of the Code of Ethics (Attachment 5)

Employment with ACGH & NRC is at the mutual consent of ACGH & NRC and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

702 Drug and Alcohol Use

Effective Date: 7/1/2008

Revision Date:

It is ACGH & NRC's desire to provide a drug-free, healthy, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on ACGH & NRC premises and while conducting business-related activities off ACGH & NRC premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor to receive assistance or referrals to appropriate resources in the community.

703 Sexual and Other Unlawful Harassment

Effective Date: 7/1/2008

Revision Date:

ACGH & NRC is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristics will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct

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of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. This policy covers not only employees but also clients/consumers. The following is a partial list of sexual harassment examples:

- * Unwanted sexual advances.
- * Offering employment benefits in exchange for sexual favors.
- * Making or threatening reprisals after a negative response to sexual advances.
- * Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters.
- * Verbal conduct that includes making or using derogatory comments, slurs, or jokes.
- * Verbal sexual advances or propositions.
- * Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.

* Physical conduct that includes touching, assaulting, or impeding or blocking movements. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Executive Director or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected

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against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Executive Director or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

704 Attendance and Punctuality

Effective Date: 7/1/2008

Revision Date:

To maintain a safe and productive work environment, ACGH & NRC expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on ACGH & NRC. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

705 Personal Appearance

Effective Date: 7/1/2008

Revision Date:

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image ACGH & NRC presents to the community.

During business hours or when representing ACGH & NRC, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards.

Your supervisor is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

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Employees are discouraged from wearing dangling jewelry. If any employee chooses to wear jewelry and it is damaged by a client, the company will not be held financially responsible for the jewelry. Employees are encouraged to wear closed toed shoes to prevent injury. If an employee chooses to wear open toed shoes, he/she will do so at their own risk.

708 Resignation

Effective Date: 7/1/2008

Revision Date:

Resignation is a voluntary act initiated by the employee to terminate employment with ACGH & NRC. Although advance notice is not required, ACGH & NRC requests at least 2 weeks' written notice of resignation from nonexempt employees and 4 weeks' notice from exempt employees. Failure to give required notice may result in loss of accrued vacation pay.

714 Drug Testing

Effective Date: 7/1/2008

Revision Date:

ACGH & NRC is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthy working environment, job applicants and employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol. Our corporations are dedicated to a drug-free workplace. Acceptance of drug testing at initial employment and for cause is a pre-condition for employment (see **attachment - 2**). This applies to all employees regardless of employment status. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

Copies of the drug testing policy will be provided to all employees. Employees will be asked to sign an acknowledgement form indicating that they have received a copy of the drug testing policy. Questions concerning this policy, or its administration should be directed to the Executive Director.

716 Progressive Discipline

Effective Date: 7/1/2008

Revision Date:

The purpose of this policy is to state ACGH & NRC's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure

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is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

ACGH & NRC's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with ACGH & NRC is based on mutual consent and both the employee and ACGH & NRC have the right to terminate employment at will, with or without cause or advance notice, ACGH & NRC may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and still another offense may then lead to termination of employment.

ACGH & NRC recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and ACGH & NRC.

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718 Problem Resolution

Effective Date: 7/1/2008

ACGH & NRC is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from ACGH & NRC supervisors and management.

ACGH & NRC strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with ACGH & NRC in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to Executive Director.
2. Supervisor responds to problem during discussion or after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Employee presents problem to Executive Director if problem is unresolved.
4. Executive Director counsels and advises employee, assists in putting problem in writing, visits with employee's manager(s), if necessary, and directs employee to Personnel Committee for review of an unresolved problem. The Personnel Committee is a subcommittee of the agency's Board of Directors.
5. Employee presents problem to Personnel Committee in writing.
 5. Personnel Committee reviews and considers problem. Personnel Committee informs

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employee of decision. The Personnel Committee has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job security.

780 Legal Actions

Effective Date: 7/30/2009

Revision Date:

Any employee approached by law enforcement with a search warrant, subpoena, investigation, or any other legal action pertaining to NRC or ACGH must contact the Executive Director or on-call supervisor for directions on how to proceed with the legal action.

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ATTACHMENT 1

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about ACGH & NRC, and I understand that I should consult the Executive Director regarding any questions not answered in the handbook.

I have entered into my employment relationship with ACGH & NRC voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or ACGH & NRC can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to ACGH & NRC's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the chief executive officer of ACGH & NRC has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

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ATTACHMENT 2

ALLEGHANY COUNTY GROUP HOMES, INC. & NEW RIVER COTTAGE, INC.

**ALCOHOL AND DRUG SCREENING
AUTHORIZATION, RELEASE AND ACKNOWLEDGMENT**

I, _____ (print name) have applied for employment with Alleghany County Group Homes, Inc. or New River Cottage, Inc. and understand that I must be drug/alcohol free to be qualified for employment and remain drug free and alcohol free while at work or on duty to continue employment.

I also understand and agree to submit to testing as directed by management when cause is determined as defined by policy. I understand I must supply a sample of my urine and/or blood for chemical and/or alcohol testing when if requested under these circumstances.

It is a condition of any employment or continued employment which I might be offered that I consent to such testing. If offered employment, my acceptance and continued employment shall be evidence of my full and complete agreement with this condition of employment and the Alleghany County Group Homes, Inc. and New River Cottage, Inc. substance abuse policy.

Executive Director

Applicant

Date

Date

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ATTACHMENT 3
PRE-EMPLOYMENT CHECKLIST

EMPLOYEE NAME: _____ INITIALS DATE

- | | | |
|--|-------|-------|
| 1. APPLICATION/RESUME | _____ | _____ |
| 2. DIPLOMA/GED/TRANSCRIPT | _____ | _____ |
| 3. REFERENCE CHECK | _____ | _____ |
| 4. CRIMINAL BACKGROUND CHECK | _____ | _____ |
| 5. MOTOR VEHICLE RECORDS CHECK | _____ | _____ |
| 6. HEALTH CARE REGISTRY CHECK | _____ | _____ |
| 7. MEDICAL EXAM/ TB TEST | _____ | _____ |
| 8. ALCOHOL AND DRUG SCREENING | _____ | _____ |
| 9. HEPATITIS B INFORMATION | _____ | _____ |
| 10. NO SMOKING GUIDELINES
Added 11/1/07 | _____ | _____ |
| 11. FALSE CLAIMS POLICY
Added 11/1/07 | _____ | _____ |

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ATTACHMENT 4

PAY FOLDER CHECKLIST

EMPLOYEE NAME: _____	<u>INITIALS</u>	<u>DATE</u>
1. EMPLOYEE INFO/ HISTORY	_____	_____
2. APPLICATION	_____	_____
3. EMPLOYEE ELIGIBILITY VERIFICATION (form I-9)	_____	_____
4. SOCIAL SECURITY CARD	_____	_____
5. SOCIAL SECURITY VERIFICATION	_____	_____
6. DRIVER'S LICENSE	_____	_____
7. NEW HIRE REPORTING	_____	_____
8. SIGNED NOTICE OF PERSONNEL POLICY	_____	_____
9. DRUG SCREENING AUTHORIZATION FORM	_____	_____
10. MEDICAL INSURANCE (BC/BS)	_____	_____
11. AFLAC	_____	_____
12. RETIREMENT DEFERRAL AGREEMENT	_____	_____
13. W-4/ NC-4	_____	_____
14. RATE OF PAY LETTER	_____	_____
15. CRIMINAL BACKGROUND CHECK	_____	_____

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ATTACHMENT 5

CODE OF ETHICS

Preamble: This Alleghany County Group Homes, Inc. (ACGH) and New River Cottage, Inc. (NRC) Code of Ethics has been developed to provide staff members with guidelines of professional conduct and standards of ethical practice. All licensed clinicians involved in the care of consumers are expected to adhere to their respective professional code of ethics.

Our Mission: To provide for the adult developmentally disabled persons needs of our community, emphasizing excellent service, safety, and efficiency.

Our aim is to conduct ourselves professionally, with truth, accuracy, fairness, and accountability to the public we serve.

1. ACGH/NRC shall provide services with respect for human dignity and recognize the uniqueness and vulnerability of each person served. This includes the protection of rights to each individual to privacy, confidentiality, self-determination, autonomy, freedom of choice, and ensuring that each individual is to be treated with respect.
2. ACGH/NRC shall accord respect to the diversity in all consumers' cultural, religious, and social backgrounds. Staff will refrain from influencing consumers in the areas of the staffs' own personal beliefs and preferences.
3. ACGH/NRC will not allow any conduct that puts a consumer at significant risk of physical or psychological harm. Such conduct may result in disciplinary action up to and including dismissal.
4. ACGH/NRC marketing and public relations efforts shall adhere to the highest standards of truth and accuracy. The program shall avoid extravagant claims and comparisons and shall never intentionally use false or misleading information. Inaccurate information shall be corrected immediately if it is inadvertently disseminated.
5. ACGH/NRC will employ competent staff members and provide opportunities for advancement and improvement where appropriate.
6. ACGH/NRC staff shall safeguard the confidences and privileged information entrusted to them in the course of performing their duties.
7. ACGH/NRC shall not engage in any hiring practices that do not comply with all applicable laws, rules, and regulations of an equal opportunity employer.

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8. ACGH/NRC will not compromise quality of care and will make all care decisions based on identified patient health care needs.
9. ACGH/NRC will uphold honesty, integrity, and fairness in its relationships with other providers, educational institutions, payers, and other customers doing business with ACGH/NRC.
10. ACGH will not discriminate against any consumer or applicant for services based on race, gender, color, creed, national origin, age, sexual orientation, or disability.
11. ACGH/NRC in the course of all services will protect human rights for each consumer as defined by State and Federal law.
12. ACGH/NRC staff will always maintain a professional relationship between staff and consumers. Each staff person must recognize the vulnerability of consumers and recognize his or her ability to influence or coerce them positively or negatively. Therefore, it is necessary to maintain objectivity and neutrality between staff and consumers.
13. ACGH/NRC will under no circumstance allow staff to use alcoholic beverages, drugs, engage in gambling or view pornographic materials with consumers. These actions apply to both work and after work hours and on or off agency premises.
14. Any infraction of the Code of Ethics will follow the Progressive Discipline Policy of verbal warning, written warning, suspension of up to 3 days and termination. A decision of the employee's status will be made by the end of the 3rd day. For a severe infraction, the 1st three steps may be bypassed.
15. ACGH/NRC staff are not permitted to witness legal documents without a written letter of consent by the consumer's guardian/family member for the specified event.
16. ACGH/NRC staff will not engage in the exchange of gifts or gratuities with any person served in any program. Furthermore, no employee will engage in personal fundraising or use of personal property of any consumer for monetary gain.

Interpretation: These guidelines and practices recognize that there exists a body of federal, state, and local laws and regulations, which govern the behavior, and practice of all healthcare institutions. It should be noted that this code in no way supersedes those.

Failure of ACGH to include a specific issue does not necessarily mean it is permissible.

Failure in upholding this code of ethics and Alleghany County Group Homes, Inc. rules of conduct are addressed in the Personnel Handbook dated 7/2008 in various sections including section 701 "Employee Conduct and Work Rules", and section 716 "Progressive Discipline".

Last Revised: 11/2015

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Longevity Pay Policy

To promote stability and continuity in the work force, Alleghany County Group Homes, Inc. and New River Cottage, Inc. have established a yearly longevity pay to be paid to each permanent employee in July of each year, based on the number of years of service. A permanent employee will qualify for this annual check after completing one year of service. The longevity amount issued to each qualifying permanent employee will be determined by a percentage per year of service of that employee's prior fiscal year salary. The percentage per year of service will be determined by the Board of Directors. The continuation of longevity checks will be determined yearly during the budget process depending on the availability of funding and approval of the Boards of Directors of Alleghany County Group Homes, Inc. and new River Cottage, Inc.

Example: An employee has a base salary of \$25,000 at the end of the fiscal year in June and has been a full-time permanent employee for 8 years. The percentage per year of service is .2%. The longevity percentage to be applied to the base pay is 1.6% (8 years of service c 0.2%). The employee would receive a longevity check for \$400 ($\$25,000 \times 1.6\%$)

1. Employees will not be eligible to receive longevity pay if their employment ends prior to the issuance of longevity pay in July.
2. Employees will not be eligible to receive a longevity check in July when the employee has not physically worked more than half of their work schedule in the previous fiscal year due to disability and/or leave without pay.