



Employee Handbook



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I. INTRODUCTION

A. Welcome to Team Mental Health Services!

As you begin your employment with TMHS, I would like to welcome you to our TEAM and ask you to carefully read and become familiar with the contents of this Employee Handbook.

This Handbook is designed to serve as a guideline to inform you of relevant facts about your employment. While the policies and procedures outlined in this Handbook should give you answers to most of the general questions you might have about your job or the Company's programs and procedures, it cannot cover every situation that might arise. If you have questions about these guidelines or need further information about any subject, please consult with Human Resources.

We welcome your suggestions for improvements to our operations. Your ideas, along with your effort and performance, are essential to TMHS' growth and your own personal and professional development. It is our hope that you will have a long, enjoyable and rewarding career with us. We will strive to give you the resources to accomplish your goals with us, although it will be up to you to search for new knowledge and strategies to continue that success.

Once again, welcome. We look forward to your contribution as an important member of a quality team.

Sincerely,

Tony Pollicella

Tony Pollicella,
Chief Executive Officer

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B. Mission Statement

Team Mental Health Services helps individuals improve their quality of life by providing services that enhance physical and mental health.

C. Disclaimer

1. This handbook summarizes our employment guidelines and is intended as a reference document for our employees. It replaces all earlier handbooks, memos, letters, or oral descriptions of the terms and conditions of employment. The Company reserves the right to modify or delete provisions of this handbook at any time without notice.
2. **THE CONTENTS OF THIS HANDBOOK DO NOT CONSTITUTE THE TERMS OF A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE CONSTRUED AS A GUARANTEE OF CONTINUED EMPLOYMENT WITH THE COMPANY.**
3. **TO DOCUMENT YOUR RECEIPT OF THIS HANDBOOK, PLEASE SIGN AND DATE THE EMPLOYEE ACKNOWLEDGEMENT FORM AT THE END OF THIS HANDBOOK AND RETURN THE FORM TO HUMAN RESOURCES.**

II. EMPLOYMENT GUIDELINES

A. Equal Employment Opportunity

1. TMHS is an equal opportunity employer and prohibits discrimination against any employee or applicant with regard to any classification defined by law, including race, gender, color, national origin, religion, marital status, veteran status, or on the basis of a disability or handicap as defined by state and federal law. All applicants for employment are considered solely on the basis of qualifications and merit. This policy relates to all of the Company's employment practices, including hiring, placement, promotion, compensation, benefits, and training.
2. **Anti-Harassment** - Discriminatory practices prohibited by law include harassment on the basis of race, color, religion, sex, national origin, marital status, veteran status, disability or age. For purposes of this policy, "harassment" includes, but is not limited to: slurs, jokes or other verbal, graphic or physical conduct relating to an individual's race, color, gender, national origin, religion, marital status, veteran status, disability or age.
 - a. **Sexual Harassment** – Sexual Harassment means unwelcome verbal or physical sexual advances or requests for sexual favors when submission to this conduct is made a term or condition of employment and / or has the purpose or effect of creating a hostile or offensive working environment continued work or advancement opportunities. This includes same sex sexual harassment. It is absolutely prohibited at TMHS and is a violation of federal and state law.

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- b. **Hostile Work Environment** - Workplace conditions that create a hostile work environment for employees based on any classification defined by law, including their sex, gender, race, color, religion, national origin, marital status, veteran status, disability or age.
 - c. **Pregnancy Discrimination** – Pregnancy is a disability under state and local law. It is illegal to discriminate against a woman because she is pregnant.
3. **IF YOU THINK YOU HAVE BEEN THE SUBJECT OF UNLAWFUL HARASSMENT OR DISCRIMINATION, YOU SHOULD IMMEDIATELY INFORM THE OFFENDER TO “STOP” AND CONTACT YOUR SUPERVISOR, THE HUMAN RESOURCES DEPARTMENT, OR THE CORPORATE COMPLIANCE OFFICER, AT (248) 788-7038 OR (313) 245-0622.**
4. **Drug Free Workplace** - TMHS is committed to providing an alcohol and drug-free environment. The Company abides by all federal and state laws and regulations requiring a drug-free workplace and is committed to providing a safe work environment free from the effects of alcohol and drug abuse for all our employees. TMHS will perform random drug testing upon "reasonable suspicion." TMHS will terminate the employment of any/all employees refusing to consent to drug testing when required.

B. Employment At Will

- 1. All employees are At Will. This means that an employee may terminate employment at any time, for any reason. Likewise, the Company reserves the right to terminate employment, compensation, or benefits with or without cause, at any time.
- 2. No representative of TMHS has any authority to enter into an agreement for employment, which is contrary to an employee's At Will status.
- 3. As an At Will employee, all of the fringe benefits that are received by an employee may be modified at any time by TMHS.

C. Hiring Policies

- 1. All employment applicants must completely and accurately complete an Employment Application. The omission or falsification of information on the application is grounds for immediate termination.
- 2. Applicants are required to provide employment references, which will be checked as a condition of employment.
- 3. In order to meet TMHS's obligations under U.S. immigration law, employees are required to provide verification of employment eligibility by completing and signing the employee's portion of the Form I-9. Employees are also required to present original documentation supporting their identity and employment eligibility.
- 4. Employees may be required to provide evidence of good health as a condition of

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employment. Employees are also required to submit to a criminal background check as a condition of employment.

5. All employees are required to meet all applicable state standards for employment in their respective fields including, but not limited to: good health, credentialing, professional licensing and any standards required to obtain or to continue any provider status or accreditation. Any failure to meet state regulatory requirements at any time during employment is grounds for termination.

D. Employee Orientation and Operations

1. In order for you to have accurate knowledge of your job, you are provided with an orientation to the company and your specific job, along with access to the manuals and tools necessary to perform it. All employees are required to know and adhere to the applicable laws and regulations specific to his / her position. Employees must read and follow the Operations Manual, which contains a detailed and comprehensive collection of Company policies and procedures.

E. Job Descriptions

1. Table of Organization
 - a. Executives
 - i. Owner
 - ii. President
 - iii. Vice-Presidents
 - iv. Controller
 - v. Business Manager
 - b. Professionals
 - i. Directors
 - ii. Managers/Supervisors
 - iii. Physicians
 - iv. Nurses
 - v. Therapists
 - vi. Case Managers
 - c. Administrative
 - i. Administrative Assistant II
Subordinate to an Executive
 - ii. Administrative Assistant
Subordinate to a Professional
 - iii. Site support staff
 - iv. Clerk II
Utilizes higher skill level
 - v. Clerk
 - d. Paraprofessional
 - i. Skill-Building staff
 - ii. Other assignments

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2. TMHS describes each position through the use of a job description. Each job description contains the following information: Your job title; your direct supervisor; the purpose of your job; the essential functions or responsibilities of your job; the mental and physical requirements that you must be able to meet in order to hold your job; the qualifications you must possess to hold your job. Please review your job description and make suggestions for updates at least annually.
3. If you have a question regarding any portion of your job description, please speak with your supervisor or Human Resources.

F. Employee Performance Evaluation

1. Each employee's performance will be reviewed in a written evaluation after ninety (90) days of employment and annually thereafter. Additional periodic evaluations may be conducted.
2. An employee's evaluation will be based upon the employee's actual performance, measured against the responsibilities stated in the employee's job description and any other assigned duties, goals, and objectives.
3. In addition to the review of past performance, the employee performance evaluation should include performance planning. Performance planning is an ongoing process, which includes goal setting, clarifying basic responsibilities, defining the standards and expectations of performance necessary to carry out responsibilities, and setting special objectives during an evaluation period.

G. Pay and Hours of Work

1. A payroll week is defined as beginning on Saturday and ending on Friday. An employee is paid on a bi-weekly basis, every other Friday, for the hours worked during the previous two weeks. Checks are not distributed prior to payday and are available payday Friday between 2:00 pm and 5:00 pm. Paychecks will only be released to employees, and employees must present valid ID to receive their paychecks. Paychecks which are not picked up in person will be mailed to the employee's address of record in the HR Department.
2. The law and Company policy require an accurate recording of all hours worked. Your supervisor will show you how the employee time record is maintained. This time record is used to calculate the employee's hours of work each pay period, so that a paycheck can be prepared. Hours worked must state the time you began work and the time you ended work for the day. It is the responsibility of each employee to verify that the hours recorded are correct and to receive a supervisor's signature for each day worked. Failure to follow the above policy may result in, among other things, a delay in payment of wages.
3. You may periodically be required to work overtime. Non-exempt (non-salaried) employees are not permitted to work overtime without prior approval of the Director. Overtime is paid at one and a half times the employee's regular hourly rate for each hour worked in excess of forty (40) per week.
4. The Company reserves the right to reduce an employee's hours from time to time due to

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work shortages, other business reasons or factors beyond the Company's control. The Company further reserves the right to change an employee's status to part-time at any time. When there is a temporary work shortage and all scheduled staff are not needed, the choice to remain at work or leave is given in order of seniority.

5. An employee's hourly wage or salary rate is determined by her/his supervisor in accordance with general guidelines established by the Company. Your rate of pay is confidential and any questions must be discussed with your supervisor and not with other employees.
6. Pay increases and promotions must be earned and are based upon merit.
7. Internal job openings are posted in the employee newsletter and on the company's website and may be advertised in the classified section of the Detroit Newspaper or other online classifieds.

H. Personnel File

1. Each employee's personnel file is the property of the Company. All medical records that indicate a diagnosis are kept in a separate file.
2. You may review the contents of your personnel file, upon request and reasonable notice to the HR department. The review will be conducted in private with the HR Director.
3. Employees do not have access to employment references, which identify the person who gave the reference.
4. You are responsible for ensuring that your current address and telephone number are on file with the Company. This is important for the proper maintenance of records and mailing of essential documents, such as W-2 tax forms.

I. Personal Possessions

1. Employees are discouraged from bringing personal possessions to work. TMHS will not replace damaged, lost or stolen personal items. Employees are not entitled to any privacy rights in their personal possessions that they bring on to TMHS property. For the safety and security of the Company and our employees, all personal belongings may be searched with or without notice, at any time, or the employee may be asked to leave the premises.

J. Cell Phones

1. Cell phones should not be used except in the event of an emergency or if your position calls for such use.
2. Cell phones are to be turned off or muted during meetings.
3. Meetings may not be disrupted to answer cell phones unless it is an emergency.

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K. Staff Meetings

1. All meetings scheduled by the Company are mandatory unless otherwise noted. Non-salaried employees are paid their current hourly wage for attendance at such meetings

L. Ongoing Training

1. All employees are required to complete a minimum of 24 continuing education training hours during each fiscal year of employment.
2. Employee is responsible for forwarding proof of continuing education hours to the HR department for accurate posting and maintenance of the records.
3. Employees working with children are required to complete an additional 24 continuing education hours that are specific to the assessment and/or treatment of children and/or adolescents.
4. Employees will maintain any additional continuing education hours as mandated by law, policy, or licensing regulation.
5. Although the company may offer training during work hours, it is the employee's sole responsibility to obtain the training (i.e., if the employee cannot make it to company sponsored training, he/she must maintain the continuing education on his/her own time).
6. The company will maintain a Self-study library that employees may use to satisfy continuing education credit.
7. Employees must maintain a current CPR and First Aide certification.
8. Employees must maintain a current Crisis Prevention/Intervention (CPI) certification.
9. Employees must attend Federal Debt Reduction Act and Corporate Compliance training at least annually.

M. Dress Code

1. You are required to adhere to the TMHS dress code at all times, unless you are granted a specific exclusion based upon religion, disability or other special circumstance. Exclusions can only be granted by the Human Resources Director and are considered on a case-by-case basis.
2. Hair, nails and general appearance must be neat and clean. Excessive perfume and jewelry are not permitted. Business casual attire or a neat and clean appearance is appropriate. Blue jeans (i.e., denim) may be worn in good taste on Fridays.
3. Following is a non-exhaustive list of **prohibited** dress: swimming suits (unless this apparel is appropriate to the day's activities) short skirts, sweat shirts, sweat pants, offensive logo shirts, revealing tops, revealing pants (i.e., "sagging"), t-shirts, hats or caps. Dresses,

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shorts and skirts must be no more than 2" above the knee. Clothes should not be torn, ripped, raw-edged, patched, tight, discolored or in anyway inappropriate for the work environment. Your immediate supervisor has the authority to send any employee home because of apparel or appearance that, in the supervisor's opinion, does not reflect the intent of the dress code.

N. Code of Conduct

1. **General** – All TMHS employees are expected to read, understand, and abide by the principles set forth in the TMHS Code of Conduct...our set of business ethics from which all Company policies and procedures are derived. Employees must sign acceptance of the code of conduct and participate in corporate compliance training, to assist in the detection and elimination of potential fraud, waste and abuse.

2. **Corporate Compliance**
All TMHS business will conducted in a manner that supports the development and maintenance of effective internal controls that promote adherence to applicable federal, state and local laws and the program requirements of federal, state and private health plans. In summary: we are committed to performing our jobs in accordance with all rules, laws and regulations.
 - a. Our corporate compliance program requires all employees to sign our code of conduct and to support 100% Audit Readiness. This approach to business will help us...
 - i. To detect misconduct or wrongdoing as soon as it occurs so that the problem can be quickly remedied and adverse consequences minimized
 - ii. To advance the prevention of fraud, abuse and waste in providing care
 - iii. To disseminate a positive, law-abiding corporate value, creating an atmosphere that discourages wrongdoing
 - iv. To establish the following key-laws as foundational for our Corporate Compliance Program:
 - 1) False Claims Act
 - 2) Debt Reduction Act
 - 3) HIPAA
 - 4) Anti-kickback statutes
 - 5) Whistle Blower's Protection Act
 - 6) Non-compliance is not acceptable
 - b. In order to maintain the highest quality of care to our consumers, all of our team members are expected to complete their work in a manner that is Audit Ready for inspection at all times. If an employee suspects that a standard is not being met or they suspect that there is fraud, abuse or waste, in regards to resources, practices, or procedures...they MUST bring the concern to the attention of their supervisor and/or the Corporate Compliance Officer.
 - c. Our Corporate Compliance Officer is Vice-President, Michael Hunter. The Corporate Compliance tip lines are (248) 788-7038 or (313) 245-0622.

3. **Professionalism.** Employees should use good judgment and should conduct themselves in a professional manner at all times. Employees should remember that they represent TMHS at all times while in the community.

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4. **Prescription medication** - If/when an employee needs to bring legal drugs/medication onto TMHS premises, said employee is responsible for maintaining the substance in a secure and locked location, such as a desk drawer or locker. The employee may ask the nurse to secure the medication in the designated locked storage area for consumer medications, so long as the medication is properly labeled and placed within a bag or bin that clearly identifies it as an employee's medication. (employees are encouraged to only bring the dosages to be taken during work hours onto TMHS premises)

5. **Prohibitions.** Following is a non-exhaustive list of acts and prohibitions that will lead to immediate disciplinary action, up to and including termination:
 - a. Knowing violations of applicable federal or state regulations or TMHS policies and failure to report the known or suspected violations.
 - b. Drinking alcohol or using illicit drugs while working or while on TMHS property, or working under the influence of alcohol or illicit drugs.
 - c. Smoking indoors on Company property.
 - d. Permitting consumers to drink alcohol or use illicit drugs or to misuse any substance in an effort to become intoxicated, or the distribution of any of these substances.
 - e. Any act or omission which endangers the health or safety of any employee or consumer, or the security of the Company, including, but not limited to, quarreling or fighting with co-workers or consumers, insubordination, use of threatening or demeaning language, abuse, neglect or mistreatment of a consumer, bringing a weapon or weapon-like item onto TMHS property or violation of any TMHS safety rule.
 - f. Failure to report for work when scheduled; repeated and/or unexcused absenteeism or tardiness, or abandoning your job.
 - g. Committing any illegal act, malicious and falsely accusing a co-worker of an illegal act, or revealing confidential information about TMHS, any consumer or any employee without the proper release.
 - h. Any act or statement that is made with the intent to defame or otherwise damage TMHS, its customers or employees.
 - i. Falsification of any document or computer record, including, but not limited to, time sheets, consumer records, accounting records and personal data.
 - j. Theft of company property or of the personal property of another.
 - k. Pursuing or allowing a personal relationship with a consumer.
 - l. Sleeping on duty except where specifically permitted in a "live-in" position, or knowingly using a medication that causes drowsiness while on duty.

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6. Open Communication

- a. You are encouraged to communicate comments, questions, complaints or suggestions you may have regarding policies, procedures, or conditions of work. You will not be retaliated against for such communications.
- b. If you do not receive satisfactory resolution to your concern, having addressed the concern with your immediate supervisor, you may, without fear of retaliation, appeal the matter to the supervisor's supervisor.
- c. If you have a dispute of any kind with another employee, you must promptly make your complaint in writing to your immediate supervisor or to the Human Resources Department.

7. Schedules - Schedules will be made by the supervisor and communicated on a regular basis. Any discrepancies in the schedule shall be brought to the attention of the employee's supervisor.

8. Attendance and Call-in

- a. Attendance and punctuality are essential. You are responsible for notifying your supervisor if you are going to be absent from work or tardy, as soon as reasonably possible.
- b. If you do not contact your supervisor before your scheduled work time, it will be considered an unexcused absence.
- c. You may be required to provide appropriate documentation, such as a doctor's note, in support of all excused absences.
- d. Repeated call-ins, absences and tardiness will result in disciplinary action, up to and including termination.
- e. A no-call-no-show shall be considered a voluntary resignation.

9. Transfers –

- a. Transfer requests will be honored at the discretion of the Company.
- b. An employee must be in his/her current position 90 days before they may request a transfer to another department or position.
- c. The employee's current supervisor will have influence on voluntary transfer requests.
- d. All transfer requests must be presented to the current supervisor and Human Resources in writing.
- e. From time to time and at the discretion of the Company, employees may be transferred to another location or required to split their work between two (2) or more facilities.

10. Resignation - Should you wish to resign from your position with TMHS, please extend a

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professional courtesy and notify your supervisor in writing at least two (2) weeks in advance. If you are in possession of any TMHS property, it must be returned on or before your final day of work. Any employee who separates from the Company in good standing may be considered for future reemployment at the Company's sole discretion, but former employment with TMHS is no guarantee of future reemployment.

11. **Telephone Use** - Telephones are for business use. Personal calls are not permitted except in case of emergency.

12. **E-mail and Computer Use** – This policy applies to all employees when using computers or Internet connections supplied by TMHS, whether or not during normal working hours and whether from TMHS' premises or elsewhere.
 - a. **Trading Partners:** All employees must sign and adhere to the Trading Partner Agreement as an extension of the HIPAA regulations.

 - b. **No Privacy:** Employees shall use computers and Internet connections for TMHS business and for no other reason. TMHS has the right, but not the duty, to monitor any and all communications and downloads passing through its computers, at its sole discretion. Employees should not place information they intend to be personal or private on any TMHS computer system.

 - c. **Improper Activities:** The Company has a zero tolerance policy for improper activities. Employees are prohibited from disseminating or knowingly receiving harassing, sexually explicit, threatening or illegal information using any TMHS computer, network or Internet connection. This could include offensive jokes or cartoons. You may not use TMHS' facilities for personal or commercial advertisements, solicitations or promotions. Any employee who learns of such activities must report them to a supervisor.

 - d. **Nature of E-mail:** You may not use TMHS computer facilities to send messages outside TMHS expressing controversial, potentially offensive or defamatory comments on politics, religion, social policies, individuals, etc., or comments that could result in embarrassment to TMHS.

 - e. **Intellectual Property:** The Company has a **zero** tolerance policy for software, copyright or trademark violations. You may not download or use material from the Internet or other sources in violation of software licenses, copyright and trademark laws. You may not install or use any software or programs obtained over the Internet or elsewhere.

13. **HR File**
 - a. Employees must maintain a safe driving record

 - b. Employees are responsible for providing accurate and current documentation to the HR department regarding credentialing and audit standards.

 - c. Employees must provide current proof of auto insurance at all times

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- d. Employees must provide annual proof of TB testing
- e. Employees must pass an annual Criminal Background Check
- f. Employees must maintain all appropriate licensure associated with their position

O. Severe Weather or Uncontrolled Occurrences

- 1. In the event of severe weather, you must report to work as scheduled unless you are notified otherwise. You are responsible for notifying your supervisor of any travel delays due to severe weather. If any location must be closed due to severe weather, non-salaried employees will not be paid.

III. BENEFITS

A. Definitions

- 1. Service Year: The twelve months from the date an employee started working for TMHS (or anniversary date) to the same date the following year.
- 2. Seniority Date: The date that a new employee is hired to begin work.
- 3. Anniversary Date: The date at which an employee begins working a regular full-time schedule.

B. Employee Classifications

- 1. **Salaried** - paid a fixed salary. Employees in this category are exempt from federal and state overtime provisions and are eligible for certain Company benefits.
- 2. **Hourly Full Time** - paid at a fixed hourly rate and work 40 or more hours per week. Employees in this category are non-exempt and are eligible for certain benefits.
- 3. **Hourly Part Time** - paid at a fixed hourly rate and work less than 32 hours per week. Employees in this category are non-exempt and may be eligible for certain benefits.

C. Sick Leave

1. Definition

- a. "Sick time" is a brief, excused absence from work to care for yourself or an immediate family member during times of illness.

2. Eligibility

- a. Employees with less than 90 days of TMHS employment are not eligible for sick leave
- b. Part-time (less than 32 hours a week) employees are not eligible for sick leave
- c. *Paid Sick leave* will be provided as follows:
 - i. N/A for Executives
 - ii. 5 days for Professionals
 - iii. 3 days for Administrative and Paraprofessionals

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3. Unused Sick Leave

- a. A *Bonus* of \$25 will be paid to employees for each unused day of sick leave, at the end of the employee's fiscal year (i.e., anniversary date)
- b. Terminated employees are NOT eligible for the bonus

4. Checks and balances

a. Accommodations

- 1) A sick leave request must be filled out by the employee, upon returning to work
- 2) Supervisor's must approve/disapprove the paid sick leave
- 3) Supervisor's must immediately forward the signed request to HR for tracking
- 4) Employees should use their best efforts to schedule doctor appointments during non-working hours
- 5) More than 2 consecutive days of sick leave must have a physician's statement
- 6) Using sick leave immediately preceding or following a company paid holiday must have a physician's statement
- 7) Any employee who experiences a prolonged continuous or intermittent absence due to illness may, among other things, qualify for unpaid leave through the Family and Medical Leave Act and/or disability pay through the Social Security system. Please contact Human Resources for more details.
- 8) Any employee who anticipates an absence of more than five (5) days due to illness should immediately request a Leave form from his/her supervisor.

b. Abuse

- 1) Using sick leave, beyond the allotted days, in an employee's fiscal year, constitutes abuse
- 2) Failure to produce a physician's statement within 2 days of returning to work constitutes abuse
- 3) Handling abuse of sick leave
 - i. 1 day of abuse - verbal warning by immediate Supervisor
 - ii. 2nd day of abuse (not necessarily consecutive to the 1st day of abuse) – written warning; which should include an inquiry to the problem and a probable plan for correction and improved performance
 - iii. 3rd day of abuse (not necessarily consecutive to the 2nd day of abuse) – written warning and meeting with the HR Director
 - iv. HR will determine if there is a disability concern or a legitimate medical leave concern and may direct the employee to the appropriate unpaid leave forms
 - v. Escalation to HR is not automatic termination but termination is the final option
 - vi. Supervisors are responsible for timely notification to HR of all verbal and written warnings

D. Vacation

1. TMHS believes that employees need to maintain a balanced work and home life. Therefore, employees will be granted vacation time based upon their position and years of service with TMHS.

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2. Vacation time, is any excused, paid time off offered by the company.
3. All full-time employees are granted (not accrued):
 - a. 1 week Paid Vacation after one year of employment*,
 - b. 2 weeks Paid Vacation after two (2) years of employment, and
 - c. 3 weeks Paid Vacation after five (5) years of employment.
 - d. *A year of employment is an employee's Hire date plus 365 days. All time off can be taken in full day increments only. Vacation Days **MAY NOT BE CARRIED OVER FROM ONE ANNIVERSARY YEAR TO ANOTHER.** However, after six (6) months of full time employment, you may borrow Vacation Days from the next year. If your employment terminates for any reason prior to the next year from which you've borrowed, you must pay back the company for the time you've borrowed through a payroll deduction.
4. Employees who separate after 1 year of employment in good standing will be paid for all unused, granted vacation time.
5. Employees who separate after one year of service *not* in good standing will *not* be paid vacation time (fired or failed to submit two-week notice).
6. A *Request for Time Off* form must be completed and submitted to your direct supervisor prior to taking any time off. Vacation requests must be submitted at least four (4) weeks in advance. Time off may be denied due to scheduling conflicts or any other business reason.

E. Longevity Bonus: All employees will receive a \$100 longevity bonus, for each year of employment, in the calendar month of their anniversary.

F. Leaves of Absence

1. If an employee takes a Leave of Absence, the time during which the employee was on the Leave of Absence will not be credited toward vacation / personal time vesting.
2. All appropriate documentation and paperwork must be completed through the Human Resources Department to be eligible for the following leaves of absence:
 - a. **Family and Medical Leave:** In accordance with the Family and Medical Leave Act, ("FMLA"), employees are entitled to up to 12 weeks of unpaid leave during any 12 month period, beginning with the first date of leave, to care for a newborn child; a child placed for adoption or foster care; a spouse, child, or parent with a serious health condition or the employee's serious health condition that prevents performance of her/his job functions.
 - i. A serious health condition means a condition that involves inpatient care or continuing treatment by a health care provider. Certification will be required of the appropriate physician. Employees are responsible for having this certification form completed.

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- ii. Employees are eligible provided they have worked a minimum of 1250 hours for the 12-month period prior to applying for the FMLA leave. Except in the case of an emergency, a 30-day notice must be given prior to taking the leave of absence. Positions will be held for the duration of the FMLA leave, except as permitted by law.
 - iii. An eligible employee who takes a family or medical leave will be restored to her/his job or a position with equivalent pay, benefits, and other terms and conditions of employment, except as permitted by law. Employees may not be employed elsewhere during the leave period. The opportunity for Family Leave expires 12 months after birth or adoption.
 - iv. Benefits will be affected as follows: Health insurance for eligible employees will continue for the duration of the leave at the current employee contribution rate. No additional premium payment will be required. No employment benefits accrued before the date of the leave will be lost, but an employee is not entitled to accrue benefits during the leave period.
 - v. Employees who do not observe the terms of the policy will be terminated from employment as of the last day worked. Employees must report or be available for work on or before the expiration date of the leave and must contact their supervisor at least three days prior to their return date to make arrangements for return to work.
- b. **Military Leave of Absence:** An employee on military leave for service in the Armed Forces of the United States will be reinstated upon completion of such service in accordance with the requirements of the applicable laws of the United States.
 - c. **Discretionary Leaves of Absence:** A discretionary leave of absence is an unpaid absence from work for a consecutive period of time greater than five (5) days but not to exceed eight (8) weeks given at the discretion of the Company. Return to work is subject to and contingent upon the availability of current openings for which the employee is qualified and other relevant factors. An employee desiring a leave of absence must present a detailed written request stating the purpose for the absence and the beginning and ending dates of the leave to his or her supervisor at least eight (8) weeks prior to the desired leave date.

IV. Holidays

1. All full-time employees are eligible for paid holidays after 90 days of employment. A calendar of holidays will be published at the beginning of each year.

V. Other Time Off

All appropriate supporting documentation must be provided to the Human Resources Department in order to be eligible for the following.

1. **Bereavement Leave:** All employees shall receive up to three excused absences from work, if needed, to attend the funeral of a member of their immediate family. The three days must be consecutive calendar days of which one is the day of the funeral. The approved time off is with pay. The immediate family is defined as including the employee's

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spouse, and any of their children, parents, siblings, grandparents, grandchildren, father or mother-in-law, son or daughter-in-law, and dependents residing in the employee's home.

2. Jury/Witness Duty

- a. All employees called to public service in the form of jury or witness duty will be excused for the duration of such duty. All employees will receive their regular scheduled pay (this excludes matters to which the employee is a plaintiff, defendant, or principle) less the jury or witness fees received during the required absence. Travel or other expenses received will not be deducted from regular compensation.
- b. In the absence of an official statement showing the amount of compensation paid, the full working period away from the office shall be deducted from the employee's salary.
- c. Employees are required to report to work on days, or parts of days, when their court services are not required or the company will not compensate them.

VI. Medical Benefits

1. All employees are eligible to enroll in the Company's health insurance program effective the first of the month following ninety (90) days of full-time employment.
2. The program offers medical, dental and vision benefits.
3. The company and employee share the expense for this health insurance program, with the employee's portion paid through a pre-tax payroll deduction.
4. You must enroll thirty (30) days in advance of the effective date, so please provide the Human Resources Department with adequate notice so the appropriate enrollment forms can be submitted.
5. The company has the right to reduce/change the benefits offered at any time.

VII. Status Changes

1. If an employee's regular schedule changes from full-time to part-time, the benefits that require full-time status will be discontinued at the same time. The benefits that were earned while working full-time are not lost, and can be used. If that employee is later returned to a regular full-time status, the benefits will be reinstated at the same time.
2. If an employee was hired on a part-time basis and changed to full-time status, the waiting period that applies to the various benefits will have to be met, beginning the first day of full-time status.

VIII. Workers' Compensation

1. Every employee is covered by workers' compensation insurance during their scheduled work time for the Company. This insurance is purchased and paid for by the Company.

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2. If you are injured on the job, this insurance will provide for medical care. Weekly benefits may also be provided if you are disabled and the disability period is greater than seven days.
3. Work-related accidents must be reported to your supervisor within 24 hours. If you need medical attention, your supervisor will send you to or accompany you to a medical facility, so that you may promptly receive treatment without regard to your personal ability to pay. At the time of treatment, you must inform the doctor that the injury is work-related and is covered by workers' compensation. If you are claiming that the injury happened at work, the Company or its worker's compensation insurance company may require that you are seen by a doctor.
4. Failure or refusal to provide a doctor's note for a work-related injury, failure or refusal to cooperate in an investigation of the injury, or any attempt to falsely claim an injury shall be grounds for immediate termination.

IX. Unemployment Compensation

1. The Company pays state taxes which provide funds for temporary income to all employees when, ***through no fault of their own***, they have lost their jobs. To qualify for this compensation, a person must have earned a certain amount in covered employment and be willing and able to work. The entire cost of unemployment benefits are paid by the Company. Any claims made by a former employee for unemployment benefits are subject to investigation. Contact your state unemployment agency for additional information should you becomes eligible for unemployment benefits.

X. Tuition Reimbursement

1. A full-time employee completing one year of active service with the Company can apply for tuition reimbursement up to \$1000 per year to continue his or her education toward a degree in a job-related field, or toward continuing education conferences and/or classes.
2. A completed tuition reimbursement application must be submitted to the Human Resources Director in advance, for review/approval.
3. Employees are required to obtain a letter of recommendation from his or her supervisor.
4. Applicants will be notified in writing as to the disposition of their application. Those receiving tuition reimbursement must present all appropriate receipts and documentation (including a passing grade of "C" or better when earning a degree) prior to reimbursement.
5. If an employee voluntarily separates from the company within 180 days of receiving tuition reimbursement, the reimbursed amount must be repaid to the company. Repayment will begin with withholding the amount owed from the final paycheck and the balance will be invoiced to the employee.

XI. Expense Reimbursement

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1. Employees are reimbursed for work-related mileage, consumer transportation, and cellular phone use. Please refer to the Operations Manual for specific policies and procedures relating to each.

XII. CONCLUSION

1. This handbook provides you with information regarding what TMHS expects from you and what you can expect from TMHS. TMHS welcomes you with pride and high expectations!

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ACKNOWLEDGEMENT OF RECEIPT AND ACCEPTANCE OF TEAM MENTAL HEALTH SERVICES EMPLOYEE HANDBOOK

This handbook summarizes our employment guidelines and is intended as a reference document for our employees. It replaces all earlier handbooks, memos, letters, or oral descriptions of the terms and conditions of employment. Because we are a rapidly growing and changing organization, we reserve the right to modify or delete provisions of this handbook at any time without notice.

THE CONTENTS OF THIS HANDBOOK DO NOT CONSTITUTE THE TERMS OF A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE CONSTRUED AS A GUARANTEE OF CONTINUED EMPLOYMENT WITH THE COMPANY.

Employee Name: _____

Employee Signature: _____

Dated: _____

-----Sign Below Also -----

PAYROLL DEDUCTION CONSENT (In the event that monies/property is due the company at time of separation, payroll correction, etc.)

I, _____, hereby give my express consent to Team Mental Health Services to deduct any money that I owe the Company from one or more of my paychecks for any legitimate business reason, such as borrowed paid time off, damage to or conversion of Company or consumer property, actual corrections to hours worked and the like. I understand that, by law, no payroll deduction may bring my wages below the state or federal minimum wage.

Employee Name: _____

Employee Signature: _____

Dated: _____