

Employee Guide to
Personnel Policies
and
Benefits

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PURPOSE

A published policy manual is intended to inform employees of their rights, privileges, and responsibilities as employees of Health Consultants of Virginia, Inc. dba Sleep Disorders Center of Virginia. It provides for the general welfare of each employee by clearly stating personnel policies, rules, procedures, and benefits. This manual is intended as a general guideline, not a totally inclusive document. The policy manual is subject to change. It is not the Center's intent to create contractual obligation.

If you are a new employee, we welcome you to the Center. This guide should remind all employees of our common goals and policies under which we work together in the most effective manner for our patients.

PLEASE READ THIS MANUAL CAREFULLY AND KEEP IT HANDY FOR FUTURE REFERENCE. ONE OF YOUR FIRST AND PRIMARY RESPONSIBILITIES IS TO BE FAMILIAR WITH ITS CONTENTS. PLEASE REVIEW IT WITH YOUR SUPERVISOR OR THE ADMINISTRATOR IF YOU HAVE QUESTIONS.

DEFINITIONS

As used in this policy manual, the following terms shall have the meanings indicated:

Calendar Year: Twelve (12) month period beginning January 1 and ending December 31

The Center: Health Consultants of Virginia, Inc. dba Sleep Disorders Center of Virginia

Date of Employment: The day an individual begins receiving pay from the Center.

Disciplinary Action: A variety of personnel actions, including, but not limited to: oral warning, written warning, reduction in pay, suspension, demotion, or dismissal, as a result of conduct detrimental to the Center and/or failure to perform up to standard.

Dismissal: Involuntary termination of employment.

Exempt Employee: An employee who holds an administrative, professional, or executive position which is defined as exempt from state and federal wage and hour overtime laws.

Full Time Employee: One who is regularly scheduled to work 35 hours per workweek or more.

Hourly Rate: The rate of compensation for each hour of work performed.

Hours Worked: Time spent in actual performance of assigned duties at the employee's assigned work location. Hours worked does not include hours not worked, but for which payment was received in the form of paid holidays, vacations, sick time, paid and/or unpaid leaves of absence, etc.

Immediate Family: For the purpose of these policies, immediate family is defined as legal spouse, child, parent, sibling, parent-in-law, stepparent, stepchild, grandparents, and grandchildren.

Non-Exempt Employee: An employee who is not employed in an exempt administrative, professional, or executive position, as defined in state or federal law and is subject to wage and hour overtime laws.

Overtime: Time worked in excess of forty (40) hours per workweek by non-exempt employees. Pay for this time shall be time and one-half the regular rate of pay for that employee.

Part-Time Employee: One who is regularly scheduled to work less than thirty-five (35) hours per week.

Pay Period: Fourteen (14) consecutive calendar days beginning 8:01 a.m. Tuesday of the first week and ending 8:00 a.m. Tuesday of the second week. Further clarification can be found in the compensation policy section.

Personnel File: A file maintained by the Center which contains the personnel records of a Center employee.

Resignation: Termination of employment made at the request of an employee.

Richard A. Parisi, M.D.: Medical Director, Sleep Disorders Center of Virginia and President, Health Consultants of Virginia, Inc.

SDC of VA: Health Consultants of Virginia, Inc. dba Sleep Disorders Center of Virginia

Workweek: The workweek is seven (7) consecutive calendar days beginning 8:01 a.m. Tuesday and ending 8:00 a.m. Tuesday. Further clarification can be found in the compensation policy section.

EMPLOYMENT AT WILL

We recognize that circumstances change with the passage of time and that some employees may seek opportunities elsewhere or choose to leave the practice for other reasons. Other employees may not fulfill the operational needs of the Center or changed circumstances may reduce available employment opportunities and can result in involuntary termination.

We sincerely hope that none of these situations occur, but realistically we have to acknowledge that the possibility does exist. It is the right of the employer or employee, therefore, to terminate the relationship "at will." This means that both the employee and the Center have the right to terminate employment at any time, with or without advance notice or for any reason or no reason.

The decision to terminate an employee is within the absolute discretion of the Center. Any employee agreements must be in writing and executed by any authorized officer of the practice. No commitment for employment for a specified duration, including lifetime employment, will be valid or binding unless expressly set forth in a written employment contract signed by Richard A. Parisi, M.D.

CODE OF EMPLOYER-EMPLOYEE RELATIONS

It is the policy of the Center to attempt to implement fair and effective personnel policies and practices, however, nothing in this manual should be construed as altering the employment-at-will relationship or as creating contractual obligation.

Center goals include:

- 1) To comply with all state and federal laws regulating equal employment opportunity and treatment regardless of membership in a protected class.
- 2) To provide competitive salaries and benefits.
- 3) To establish reasonable hours of work based on Center needs.
- 4) To monitor and comply with applicable federal and state laws and regulations concerning employee safety.
- 5) To accept constructive suggestions which relate to methods, procedures, working conditions, and the nature of the work performed.

SDC of VA expects all employees:

- 1) To perform a productive day's work.
- 2) To arrive at their departments and begin work on time.
- 3) To demonstrate a considerate, friendly, and constructive attitude toward fellow employees, patients, and patients' family members.
- 4) To adhere to the policies adopted by the Center.
- 5) To keep themselves informed of any changes in procedures, meetings, etc. by accessing and reading intraoffice e-mail messages at least daily and reading any written communication distributed individually or posted for the general staff.
- 6) To listen and take appropriate action on all voice mail messages at least daily, and to check and take appropriate action on all e-mails at least daily.

SDC of VA retains the sole right to exercise all managerial functions including, but not limited to the right:

- 1) To dismiss, assign, supervise, and discipline employees.
- 2) To determine and change starting times, quitting times, and shifts.
- 3) To transfer employees within departments or into other departments and other classifications.
- 4) To determine and change the size and qualifications of the workforce.
- 5) To establish, change, and abolish policies, practices, rules, and regulations at will and as it sees fit.
- 6) To determine and change methods by which its operations are to be carried out.
- 7) To determine and change the nature, location, goods produced, services rendered, quantity, and continued operation of the business.
- 8) To assign duties to employees in accordance with the Center's needs and requirements, and to carry out all ordinary administrative and management functions.

EQUAL EMPLOYMENT OPPORTUNITY

It is the Center's intention to grant equal opportunity to qualified persons without regard to their membership in any protected classification. The Center will not be a party to any agreement on any of these bases for the purpose of adversely or favorably affecting any applicant or employee's status or other related employment practices.

Any alleged act or complaint of discrimination should be reported to a supervisor for appropriate investigation and action.

EMPLOYMENT PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA)

Title I of ADA prohibits discrimination in any terms of employment for qualified individuals with a disability.

ADA requires that employment decisions be based on the ability of a person to perform the essential functions of a job and not the person's disability or limitations. Further, it requires management to reasonably accommodate individuals with disabilities when necessary.

MEDICAL EXAMINATIONS

As a condition of continued employment, you may be required to undergo alcohol and drug screenings, or medical examinations as warranted, at times specified by the Center. In connection with these examinations, you are required to provide the Center with access to your medical records if requested. Failure to comply with required medical evaluation and treatment may result in termination.

All Center-required medical examinations will be paid in full by the Center.

BONDING EMPLOYEES

Certain personnel may be bonded under a bonding insurance policy in recognition of the responsibility assumed by employees for the conservation and protection of the assets of the practice.

REQUIRED DOCUMENTS AND FORMS

- 1) I-9 Employment Eligibility Verification: This form (see page 25) provides proof of the employee's legal right to work in the United States. Failure to provide such proof within three work days of start of employment could result in the withdrawal of the job offer.
- 2) W-4 Federal Tax Withholding: A W-4 Federal Tax Withholding form is to be returned immediately. If it is not returned, a paycheck cannot be issued.
- 3) VA-4 State Tax Withholding: A VA-4 State Tax Withholding form is to be returned immediately. If it is not returned, a paycheck cannot be issued.
- 4) Acknowledgement of Employment Policies: All employees are required to acknowledge that they have received and read the policy manual.
- 5) Confidentiality Agreement: All employees are required to sign the Confidentiality Agreement.
- 6) Information Update: All employees are required to fill out this form containing important information and to resubmit this form to a supervisor whenever changes to this information need to be made.
- 7) Short Term Disability Application: Employees are required to participate with Short Term Disability coverage for their own protection should they become unable to work.

PERSONNEL FILES

The SDC of VA maintains personnel files on each employee. These files contain documentation regarding aspects of your tenure with the Center, such as performance appraisals, beneficiary designation forms, disciplinary warning policies and letters of commendation.

Personnel files are the property of the Center and will be treated the same as any other confidential practice information. Only Dr. Parisi or his designee will access any employee files.

Information regarding the medical condition or history of an employee will be maintained separately from personnel files.

TRAVEL & EDUCATION PROGRAM APPROVALS & REIMBURSEMENT

The amount of your expense account and number of days may vary depending upon position and seniority. One must be employed by the Sleep Center for at least six months to be eligible for reimbursement of educational expenses, unless specified by Dr. Parisi or his designee. Items on the Approved List of Education Expenses may be paid for by the Center subject to the supervisor's approval and availability of funds. Items and courses not on the approved list are not reimbursable except by approval of Dr. Parisi or his designee. Time off and expenses for educational purposes will be considered on an individual basis. Educational courses and materials should be directly related to the employee's job at the Center. To apply for reimbursement of an educational expense, fill out the "Request for Use of Education Fund" form (see page 26) and give it to your supervisor with the proper documentation. All requests must be approved in advance.

List of Approved Tech Education Expenses

SleepMate Courses in Richmond, VA

Fundamentals of Polysomnography
Polysomnography Board Preparation
Polysomnography Scoring
The Art of PAP Titration

Other Courses

AASM Sponsored Tech Courses
Southeast/Southwest Regional Association of Polysomnographic Technologists Meetings
Northeast Sleep Society Meetings

Books

Manual of Standardized Terminology, Techniques and Scoring System for Sleep Stages of Human Subjects
Allen Rechtchaffen & Anthony Kales

Sleep Disorders Medicine 2nd Edition
Sudhansu Chokroverty

Principles of Polysomnography
William Spriggs

Sleep Medicine Pearls 2nd Edition
Richard B. Berry M.D.

Principles and Practices of Sleep Medicine
Meir Kryger, Thomas Roth, William Dement

Principles of Pediatric Sleep
Stephen Sheldon, Meir Kryger

Sleep: A Comprehensive Handbook
Teofilo L. Lee-Chiong

TRAVEL & EDUCATION PROGRAM Continued

List of Approved Tech Education Expenses Continued

Books

EKG Pocket Survival Guide
Thomas Masterson, Jonathan Handler, Scott Tenner

Rapid Interpretation of EKG
Dale Dubin

APT Membership

BRPT Certification Exam: The Sleep Center pays for your first attempt out of your education fund. If you fail and must take the exam again, you must pay. When you pass, the Sleep Center will reimburse you for the expense of the test out of your education fund.

Even if on the Approved List, a written request is required. Items/courses on this list are still subject to availability of funds and if time off is required, ability of the Sleep Center to accommodate time off. Any courses, books, memberships, or other materials NOT on this list will be individually considered.

HARRASSMENT

Harassment in the workplace because of membership in any protected class (including but not limited to race, color, religion, gender, national origin, age, disability, marital status, etc.) will not be tolerated concerning employees or applicants for employment.

Any employee who feels that he/she is the victim of sexual harassment should bring the matter to the immediate attention of any supervisor. If that would prove uncomfortable, an employee may directly contact any Center doctor. Every effort will be made to promptly investigate all allegations of sexual harassment in as confidential a manner as possible and corrective action will be taken if warranted.

After an investigation, any employees determined to have engaged in sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including termination of employment.

A report of sexual harassment will not reflect on the reporting employee's salary, promotion opportunities or other employment status.

KEEPING INFORMATION CURRENT

Employees have a responsibility to keep their employment records up-to-date and are to notify their supervisor in hard copy or intraoffice e-mail of any changes in the following as they occur:

- 1) Name
- 2) Address
- 3) Telephone Numbers
- 4) Marital Status
- 5) Persons to be notified in case of emergency
- 6) Employees who have a change in the number of dependents or marital status must complete a new Federal W-4 and State VA-4 for income tax withholding purposes within ten (10) days of the change.

EMPLOYEE CATEGORIES DEFINED

ORIENTATION PERIOD

New employees are hired with the understanding that the first 90 days of employment will serve as an orientation period. During this time a new employee will have an opportunity to demonstrate his/her ability to perform the assigned work and fit into the work group.

At the conclusion of a satisfactory orientation period, the individual will be considered a regular employee. All employees, regardless of status or duration of employment, are required to meet and maintain standards for job performance and behavior, and the Center continues to reserve the right to employ at will.

FULL-TIME EMPLOYEES

Regular full time employees are those who have successfully completed an orientation period of full time employment, and who are regularly scheduled to work the office's standard workweek. This schedule requires an excess of 35 hours per workweek.

PART-TIME EMPLOYEES

Part-time employees have successfully completed the orientation period, and are employed on a continuous basis, but are scheduled to work an average of less than the office's standard workweek (less than 35 hours).

TEMPORARY/PRN EMPLOYEES

Those employed for limited periods of time, or who are not on a regular schedule on a year-round basis.

EXEMPT VERSUS NON-EXEMPT EMPLOYEES

In order to determine eligibility and rights for overtime premium pay and to ensure compliance with federal and state regulations, SDC of VA classifies its employees as follows:

Non-Exempt Employees: Employees subject to the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA).

Exempt Employees: Employees who by nature of their positions, are not eligible for overtime premium pay (typically executive, professional, or administrative as defined by FLSA).

PERFORMANCE REVIEWS AND EVALUATIONS

SDC of VA believes that its employees need and are entitled to feedback on their performance. Employee performance should be reviewed on at least an annual basis with wage evaluation. The points below will be taken into consideration for both wage and performance evaluation. These points include, but are not limited to:

- quality of work
- quantity of work
- individual perseverance
- individual initiative
- analytical ability
- attendance and punctuality
- individual attitude
- work place orderliness
- ability to accommodate patients
- versatility and adaptability
- completion of advanced training
- personal appearance and neatness

DISCIPLINE POLICY

All employees are expected to conform to a certain standard of conduct. Any employee who does not comply with the policies set forth in this manual shall be notified verbally and/or in writing. This notification will be recorded in the employee's personnel file. The employee shall in most circumstances, be given the opportunity to correct the behavior. If the employee fails to do so, further disciplinary action or termination may occur.

Although there is no way to identify every possible violation of standards of conduct, the following is a partial list of infractions which will result in disciplinary action, up to and including, discharge.

- 1) Unauthorized possession of Center or other employee's property, or theft.
- 2) Falsification of SDC of VA records including, but not limited to, forms, records or reports, timecards, or application materials.
- 3) Absence without permission, arriving to work late.
- 4) Physical assault, fighting, threatening, intimidating, coercing, using abusive language towards anyone including the public, co-workers, supervisors, and officers or other conduct unbecoming a Sleep Disorders Center of Virginia employee.
- 5) Threatening physical harm.
- 6) Defacement of company property.
- 7) Wearing or possessing any type of weapon at work.
- 8) Providing products or services in competition with the company.
- 9) Using, possessing or being under the influence of alcohol or illegal drugs on company property or while conducting business on behalf of the company. Evidence of such may include (but is not limited to) a positive screening test for any drug that is not prescribed by a physician and may adversely affect job performance, or any drug that is illegal.
- 10) punching another employee's timecard without authorization
- 11) insubordination
- 12) Incompetence, failure to perform assigned work in an efficient manner or performance which does not meet the requirements of the position.
- 13) Release of confidential information regarding Health Consultants of Virginia, Inc. dba Sleep Disorders Center of Virginia or its patients.
- 14) Noncompliance or disregard of safety rules and/or policies or any conduct that is unsafe in nature.
- 15) Working overtime without prior approval.
- 16) Not attending required meetings, training, etc.
- 17) Other circumstances in which SDC of VA feels discipline is warranted.

Depending on the facts and circumstances involved in each situation, management may choose to discipline at any level up to termination. In general, the guidelines of progressive discipline will be followed, however, we reserve the right to start at any level and the right to skip levels when we determine it to be warranted. Levels of discipline include:

- Friendly Warning – Verbal notification.
- Written Warning – Written notification to be signed by supervisor and employee
- Suspension – Period of time during which employee is instructed not to return to work until a determination can be made as to further disciplinary action (if any). This could be with or without pay.
- Discharge – Termination of employment.

SEPARATION (VOLUNTARY AND INVOLUNTARY)

There are many reasons for an employee's resignation or SDC termination of an employee. It is the right of the employer or employee to terminate the employment relationship at will. This means that both the employee and SDC of VA have the right to terminate employment at any time, with or without advance notice, for any reason or for no reason. Departing employees could be eligible for payout of ½ of their unused, accrued vacation time. This is subject to 1) departure on good terms with adequate notice, 2) return of all company property, and 3) satisfaction of all financial obligations to the company.

REHIRE

Those former employees who resigned in good standing may be considered for re-employment. Those former employees who left without adequate notice or who were dismissed for cause will usually not be considered for re-employment. A rehired employee will receive a new date of employment and this date will be used to determine length of service and benefits except where the law requires otherwise.

PAYROLL

PAYDAYS AND PAY PROCEDURES

All employees are paid every other week. Paydays are on Friday of the work week following the end of the pay period. Paychecks may not be picked up before 6:00 p.m. on Thursday after the end of the pay period.

HOURS AND DAYS OF WORK

The workweek starts Tuesday 8:01 a.m. and ends Tuesday 8:00 a.m. Employees will be paid every other week.

Full-time employees are expected to work 40 hours per work week. If less than 40 hours are worked, the difference will be taken from accrued PTO. Part-time employees are paid for actual hours worked.

The Center reserves the right to ask an employee to record his/her working hours. Time clock software system is provided and employees shall log into the system, to clock in and out, to provide documentation of hours worked. It is imperative that your time logged reflects only the hours worked. Clocking in or out on behalf of another employee, or requesting that an employee clock in or out on your behalf will subject both parties involved to disciplinary action, which could include dismissal.

Any employee who forgets to punch in/out, or for any other reason cannot use the time clock system to punch in/out, must send an e-mail to their supervisor requesting a correction.

Any variation from your normal working hours must be pre-approved by your supervisor.

Employees shall not be paid for more than 40 hours per workweek unless they have actually worked more than 40 hours (for example, sick, vacation or comp time may not be used to be paid more than 40 hours).

MEAL PERIODS AND BREAKS

Non-exempt employees are paid for one meal break of 30 minutes or less per shift. Because of unpredictability of patient load, meal breaks cannot always be taken at a specific time. Staff is expected to be flexible in setting meal and break times in order to accommodate patients. Meal periods may not be taken at the beginning or end of a shift. In addition, you are provided with two breaks of ten minutes each. One may be taken during the first ½ of your shift and another during the second ½ of your shift.

OVERTIME PAY

SDC of VA complies with applicable federal and state wage and hour laws which regulate calculation and payment of overtime. Overtime is any time worked by a non-exempt employee in excess of forty (40) hours in a work week. This time must be pre-approved by a supervisor. No vacation time, sick time, holiday time, or other unworked hours may be logged as part of the base 40 hours. SDC of VA reserves the right to request its employees to work overtime.

COMPENSATION TIME POLICY

Compensation time is available only to overtime exempt personnel at the discretion of Dr. Parisi or his designee. Compensation time will not be rolled into the next calendar year.

MILEAGE REIMBURSEMENT

Employees may be reimbursed for use of their own cars on official company business. Mileage reimbursement will not be paid to an employee working his/her normal shift at any office of SDC of VA. Miles are to be posted on the Request for Mileage Reimbursement form (page 28). All reimbursement must be pre-approved by your supervisor.

PAYROLL DEDUCTIONS FROM GROSS PAY

Deductions from an employee's gross pay will be made as required by federal and state regulations and any other court order.

Any deductions other than statutory deductions must be authorized by the employee. No other deductions will be made unless specifically authorized in writing by the employee. All deductions will be itemized on the employee's paycheck stub. Questions regarding payroll deductions should be directed to Cynthia Lowry, Financial Administrator.

PAYROLL Continued

GARNISHMENTS

A garnishment is a court order to an employer to withhold a sum of money from an employee's wages or salary. An administration fee will be charged to the employee for processing of garnishment orders. The fee shall be the maximum amount allowed as stated on the order. Garnishment documentation will be kept separate from personnel files.

PAYROLL ADVANCE

The time may arise when you need to be paid prior to the scheduled payday. In these cases, the following will apply:

- 1) Advance amount will not be more than \$250.00
- 2) Advance must be approved by Richard Parisi, Jennifer Chenault-Walker, or Cynthia Lowry.
- 3) Only one advance will be allowed per six months.
- 4) Employee must sign the Agreement for Payroll Advance (see page 27).
- 5) Individual must be employed by SDC of VA for a minimum of six months.
- 6) Each request will be considered on an individual basis. SDC of VA reserves the right to make a judgment to grant or deny any request whether or not it meets the above requirements.

All advance requests will require 48 hours to process.

BENEFITS

Employee benefits make up a part of each employee's total remuneration from SDC of VA. Many of these benefits are not required by law, but are given in an attempt to attract and retain qualified personnel. The following is not intended to be a discussion of all the expenses incurred by the Center on behalf of its employees. Instead, it reviews many of the benefits available. It is intended to be a general presentation. The Center reserves the right to require employees to contribute to the cost of their insurance premiums. Participation in the health, dental, and life insurance plans is optional. Full-time employees are required to participate in the short-term and long-term disability insurance plans.

In those instances where the benefit coverage is provided by a "certificate" such as insurance programs, the conditions and terms are contained in the master document provided by the insurance company. This is not intended to replace any reporting or disclosure requirements requested by law regarding benefits. These reports and disclosures will be provided as prescribed by law.

PROFIT SHARING / 401K

Eligibility: Employee is eligible to enroll after one year of service if they have worked 1,000 hours and at least 21 years of age. Enrollment dates are January 1 and July 1.

Benefit: The Profit Sharing Plan provides a 3% Safe Harbor contribution with vesting as stated in the plan. The 401(k) is voluntary and has both a traditional and Roth election feature.

LIFE/ACCIDENTAL DEATH & DISMEMBERMENT (AD&D)

Eligibility: Full time employees will be eligible for this benefit on the 1st day of the month following date of hire.

Benefit: SDC of VA pays 100% of premium. Payout of benefit is up to 1 x annual salary up to \$50,000.

SHORT TERM DISABILITY INSURANCE (STD)

Eligibility: Full time employees will be eligible for this benefit on the 1st day of the month following date of hire. Full time employees are required to participate.

Benefit: SDC of VA has established a disability benefit to provide income in the event its employees are unable to work. SDC of VA pays 100% of premium. STD insurance is designed to cover absences due to accidental injury or illness. Benefit period begins on the 8th consecutive day of disability and is 60% of base pay with a maximum weekly benefit of \$1000. Maximum benefit duration is 26 weeks.

LONG TERM DISABILITY INSURANCE (LTD)

Eligibility: Full time employees will be eligible for this benefit on the 1st day of the month following date of hire. Full time employees are required to participate.

Benefit: SDC of VA has established a long-term disability benefit to provide income in the event its employees are unable to work due to a medical condition which extends beyond the maximum benefit of the STD insurance coverage. SDC of VA pays 100% of the premiums. The benefit is 60% of base pay with 180-day elimination period up to a maximum of \$10,000 per month.

HEALTH INSURANCE

Eligibility: Full time employees will be eligible for this benefit on the 1st day of the month following date of hire.

Benefit: SDC of VA covers a significant portion of the employee premiums for comprehensive group health insurance. The balance of the premium must be paid by eligible employees through automatic payroll deductions. Note: Deductions will be on a pre-tax basis. SDC of VA offers three policy types from which eligible employees may choose. Employees should see the Administrator for details on coverage and employee responsibility for premium payment.

BENEFITS Continued

DENTAL INSURANCE

Eligibility: Full time employees will be eligible for this benefit on the 1st day of the month following date of hire.

Benefit: Comprehensive group dental insurance is available for eligible employees. The premiums must be paid through automatic payroll deduction. Note: Deductions will be made on a pre-tax basis. Employees should see the Administrator for details on coverage and employee responsibility for premium payment.

CAFETERIA PLAN

Eligibility: Full time employees will be eligible for this benefit on the 1st day of the month following date of hire.

Benefit: SDC of VA offers a “flexible benefit plan” to eligible employees as part of their benefit program. This plan is intended to qualify under Section 125 of the Internal Revenue Code (IRC). Under IRC Section 125 you can take advantage of the pre-tax benefits offered under the Plan to pay for qualifying premiums and expenses. To participate the employee must sign a salary reduction form which lists the benefits selected plus the amount the employee has agreed to have deducted through payroll.

WORKER’S COMPENSATION INSURANCE

Eligibility: All employees.

Benefit: The cost of workers’ compensation insurance is paid by SDC of VA and covers injuries sustained on the job. Benefits include medical treatment and care, as well as compensation pay during time lost from the job. All injuries or illnesses which occur as a direct result of the employee’s job must be reported immediately to their supervisor for their own protection and treatment if necessary. Reporting process and benefits will be in accordance with the Commonwealth’s Workers’ Compensation laws.

UNEMPLOYMENT INSURANCE

Eligibility: As determined by the Virginia Employment Commission.

Benefit: This employer funded benefit is designed to replace a portion of the income you lose if you are out of work through no fault of your own and are physically able to work, available for work, and actively seeking work.

BENEFITS Continued

PAID HOLIDAYS

Eligibility: Full time employees scheduled on the day of the holiday effective the day of hire. To qualify for holiday pay, the employee must work a scheduled day before or after the holiday, unless pre-authorized PTO is applied.

Benefit: Full time employees will receive the hours of pay they would have regularly been scheduled to work on the holiday.

The normally paid holidays for ***full time daytime staff*** in 2008 are

Tuesday, January 1, 2008 - New Year's Day
Monday, May 26, 2008 - Memorial Day
Friday, July 4, 2008 - Independence Day
Monday, September 1, 2008 - Labor Day
Thursday, November 27, 2008 - Thanksgiving Day
Friday, November 28, 2008 – Day After Thanksgiving
Thursday, December 25, 2008 - Christmas Day

The paid holiday schedule for full time ***nighttime*** employees is subject to change each year. This is to equalize as much as possible the amount of holiday time paid to each shift (Sunday-Tuesday shift vs. Wednesday-Friday shift).

The normally paid holidays for ***full time nighttime staff*** in 2008 are

Sunday, March 23, 2008 – Easter
Monday, May 26, 2008 – Memorial Day
Friday, July 4, 2008 – Independence Day
Sunday, July 6, 2008 – Independence Day observance for SMT techs
Monday, September 1, 2008 – Labor Day
Thursday, November 27, 2008 – Thanksgiving Day
Thursday, December 25, 2008 – Christmas Day
Wednesday, December 31, 2008 – New Year's Eve

In addition, Wednesday, December 24, 2008 (Christmas Eve) the Center will be closed. As this is *not a paid holiday*, techs who would normally be scheduled to work that night will be required to work on Saturday, December 27, 2008.

JURY DUTY

Eligibility: Full time employees will be eligible for this benefit on the 1st day of employment.

Benefit: The Center recognizes this civic duty and encourages participation when summoned. Upon presentation of proof of such duty and proof of amount of government compensation, the employee will be paid the difference between government compensation and their salary. The employee is expected to report for work on the days he or she is not selected for duty.

MILITARY LEAVE

Eligibility: Full time employees will be eligible for this benefit on the 1st day of employment.

Benefit: SDC of VA will grant a leave of absence to employees participating in U.S. Armed Forces Reserve or National Guard training programs. Upon presentation of proof of such training and proof of amount of government compensation, the Center will pay the employee the difference between his/her Armed Services pay and his/her regular salary during the period of the employee's annual two-week training.

BENEFITS Continued

BEREAVEMENT PAY

Eligibility: Full time employees will be eligible for this benefit on the 1st day of employment.

Benefit: Eligible employees will be granted up to three days of bereavement leave with pay (at the time of the event unless there are extenuating circumstances) due to the death of an immediate family member. Immediate family members are defined as parent, grandparent, sibling, child, spouse, grandchild, step-parent, step-child.

PAID TIME OFF (PTO)

Eligibility: Full time employees will be eligible for this benefit on the 1st day of employment. Employees within their first 90 days of employment will only be approved for PTO actually accrued. Temporary and part time employees will be granted unpaid leaves for rest and relaxation.

Benefit: PTO is available to eligible employees to be used for rest and relaxation, to handle personal business, and for short term illness. PTO is designed to be used for traditional vacation, personal days, and sick days. Eligible employees will accrue 4.62 hours per pay period. After the anniversary of the fifth year of continuous full time employment an employee will accrue 6.15 hours per pay period. Any unearned PTO taken will be deducted from final pay upon termination.

Employees shall submit written requests for PTO at least two (2) weeks in advance (see forms on pages 29-30). Absences due to illness or injury longer than one shift not approved in advance may require medical documentation.

Available PTO will be applied to any workweek in which an employee's time totals less than 40 hours. Employees shall not take regularly scheduled hours off without pay if PTO is available.

An employee may bank up to one year (120 or 160 hours) of accrued PTO. Accrual of PTO resumes when banked hours fall below the one-year level.

Departing employees could be eligible for payout of ½ of their unused, earned PTO time. This is subject to 1) departure on good terms with adequate notice, 2) return of all company property, and 2) satisfaction of all financial obligations to the company.

UNPAID TIME OFF

Eligibility: Temporary or part-time employees.

Benefit: Temp/part-time employees may take unpaid time off. A maximum of double the number of hours worked in a single typical week may be taken per calendar year. For example, if an employee works 16 hours per week, they may take up to 32 hours of unpaid time off per calendar year.

BENEFITS Continued

MEDICAL LEAVE

Eligibility: To qualify for medical leave, the individual must be a full time employee requesting leave due to illness, pregnancy, or illness if an immediate family member. Additionally, some employees may qualify under FMLA (Family Medical Leave Act). This is described further in the FMLA section of this manual.

Benefit: SDC of VA recognizes that certain illnesses or injuries may require an extended period away from work. The duration of medical leave will be determined by the employee's physician subject to verification by SDC of VA if needed.

- 1) Up to 32 unpaid work days if employee is not FMLA qualified. The employee may choose to use accrued PTO during this time.
- 2) If employee is FMLA qualified, their position will be held for up to 12 unpaid weeks subject to certification by their health care provider. The employee may choose to use accrued PTO during this time.

After this time has been exhausted, the Center has the right to replace or terminate an employee.

Employees may qualify to use short-term disability benefits during medical leave.

The employee may continue medical and dental insurance benefits while on unpaid medical leave by making self-payments, or signing authorization to deduct premiums from payroll upon return to work, on a specified repayment schedule.

An employee who engages in, or applies for, employment elsewhere during a leave of absence will be subject to immediate discharge.

Employee Responsibility While on Medical Leave

Employees absent from work due to illness, injury, or pregnancy must notify their supervisor as soon as possible indicating the estimated length of absence. Employees are expected to notify their supervisor in advance of impending absences.

SDC of VA reserves the right to request verification of the illness, injury, or pregnancy by records and/or statements from the employee's health care provider.

Upon returning to work following a medical leave, the employee must furnish a written release to return to work from his/her physician. Any physical limitations and/or job modifications must also be submitted in writing, including the estimated length of the limitation.

BENEFITS Continued

FAMILY MEDICAL LEAVE ACT (FMLA)

Eligibility: To be considered eligible, an employee must 1) have been employed for at least 12 months (this need not be consecutive), and 2) have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave, and 3) is employed at a worksite where 50 or more employees are employed by the Center within 75 miles of that worksite.

Benefit: Up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons.

- Birth and care of the newborn child of the employee;
- Placement with the employee of a son or daughter for adoption or foster care;
- To care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- To take medical leave when the employee is unable to work because of a serious health condition.

An employee must provide at least 30 days advance notice before FMLA leave is to begin if the need is foreseeable. If 30 days is not practicable, notice must be given as soon as practicable. The employee shall advise the Center as soon as possible if dates of scheduled leave change, or are extended. When planning medical treatment, the employee must make a reasonable effort to schedule the leave so as not to disrupt unduly the employer's operations, subject to the approval of the health care provider. SDC of VA reserves the right to request a Certification of Health Care Provider form be filled out by the employee's health care provider to certify the illness, injury, or pregnancy.

After this time has been exhausted, the Center has the right to replace or terminate an employee.

Employees may choose to use accrued PTO during this time. Employees may qualify to use short-term disability benefits if the leave is taken due to the employee's serious health condition.

The employee may continue medical and dental insurance benefits while on unpaid leave by making self-payments, or signing authorization to deduct premiums from payroll upon return to work, on a specified repayment schedule.

Upon returning to work following a medical leave, the employee must furnish a written release to return to work from his/her physician. Any physical limitations and/or job modifications must also be submitted in writing, including the estimated length of the limitation.

COBRA (Continuation of Medical and Dental Insurance)

Pursuant to the Consolidated Omnibus Budget Reconciliation Act (COBRA), all terminating employees, with the exception of those terminated for "gross misconduct" are eligible for continuation of their health and dental insurance coverage for a period of up to 18 months following their termination. Dependents may be covered for a period of up to 36 months, within federal and state guidelines.

All employees terminating their employment with SDC of VA will receive information regarding the insurance options available to them, along with the monthly premium required to be paid by the employee to continue their medical coverage.

It will be the terminating employee's responsibility to pay the full premium for this coverage. If the cost of medical coverage changes during the period of time the terminated employee is covered under COBRA regulations, the amount of monthly premium payable by that employee will be adjusted to the new premium rate.

WORK RULES

NORMAL WORKING HOURS

Employees will be informed of the hours they are expected to work. All employees are expected to be at their workstations ready to work by their designated starting times.

ATTENDANCE & "CALL-IN" STANDARDS

Punctuality and regular attendance are essential to the operation of any business. Good attendance by all employees is necessary for SDC of VA to serve its purposes properly. Punctuality and attendance will be given serious consideration in evaluations, pay increases, promotions, and terminations.

Employees absent more than 40 hours per calendar year without sufficient notice will be considered excessively absent and could be subject to disciplinary action. To ensure sufficient notice, employees shall submit written requests for PTO at least two (2) weeks in advance.

An employee absent without proper notice for three (3) consecutive days on which they were scheduled to work will be considered to have voluntarily terminated employment with SDC of VA.

Any employee who will be absent must report the absence to their direct supervisor as far in advance as possible. Employees expecting to be more than 10 minutes late should notify their supervisor as early as possible. It is essential that all employees' attendance be regular and punctual.

Employees may not call in sick in advance of 24 hours without written verification from a health care provider. Verification may be requested at any time.

EMERGENCY CLOSINGS

Severe weather, fire, plumbing issues, power failures, or other unforeseen circumstances may require closing the office. The doctor who is working on the day of the bad weather, power outage or other occurrence will call the supervisor to let him/her know if the office will be closed. The supervisor will in turn notify the employees scheduled to work. If you have not been notified by 7:15 a.m. for daytime employees and by 6:15 p.m. for nighttime employees, you are expected to be at work on time. If the office closes with less than 24 hours notice and the employee is scheduled to work, they will be paid for the scheduled hours. Pay for closings with at least 24 hours notice will be compensated at the Sleep Center's discretion.

If you are unable to come to work on a day when the office is open, you must immediately notify your supervisor. Pay for days missed when the office is open will be drawn from vacation time.

USE OF SDC OF VA PROPERTY

SDC of VA requires that its property be treated with the utmost care, and maintained in a safe and secure manner. Employees are prohibited from removing SDC of VA property without the proper authorization from a supervisor.

CONFIDENTIALITY

Through your position in this office, you may learn personal and business confidences. These include, but are not limited to 1) patient information, 2) financial and business affairs of the company, and 3) personal affairs of employees and doctors of the company.

Business information should not be shared with competitors. This includes, but is not limited to, how many patients are seen or studied, billing and authorization procedures, pricing for equipment, and fixes for technical issues. SDC of VA feels this information has been gathered by the hard work of our staff over the years. If employees are contacted by other sleep labs for information, they should notify their supervisor so management can determine whether or not the information should be shared.

Always respect these confidences and discuss nothing outside the office. Disclosure of confidential information will be considered a serious violation of trust. All employees are required to sign the "Confidentiality Agreement." Employees are required to abide by HIPAA regulations with regard to protected health information.

WORK RULES Continued

E-MAIL, INTERNET, AND OTHER ELECTRONIC COMMUNICATION SYSTEMS AND OFFICE EQUIPMENT

Phones, computers, fax machines, e-mail, and other business tools are very important to our business. The fax and phone lines were installed to handle business communications from the outside. If employees are using them for personal reasons, they cannot function for the purpose they were intended. Likewise, computers have been installed for the function of the business. Official work hours are not considered appropriate times to use these important tools for personal reasons. Please avoid using them for personal reasons except when absolutely necessary. Abuse could result in disciplinary action or dismissal.

Use of business tools for unlawful purposes is strictly prohibited. All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of SDC of VA.

Improper use of the internet and/or e-mail system (viewing inappropriate websites, sending offensive jokes, pictures, cartoons, remarks, etc.) will not be tolerated.

Employees are not permitted to install any software on computers that are property of SDC of VA. All software must be purchased and installed by an authorized supervisor.

SDC of VA reserves the right to monitor use of its equipment and systems, as well as its other property such as desks, subject to the Privacy Act.

Use of Electronic Devices for Reasons Unrelated to Work

Use of personal communications devices (including, but not limited to cell phones, PDAs, and laptops) for reasons unrelated to work during work hours is prohibited. Personal use of these devices is disruptive to work and to other employees, and distracts from patient care. Employees are permitted to use these devices only during breaks and lunchtime, or when necessary for work.

PERSONAL APPEARANCE AND HYGIENE

All employees are expected to dress in a professional manner every day. Daytime employees are expected to wear at least “business casual” attire. Nighttime employees are expected to wear scrubs. Administration reserves the right to judge what is acceptable and unacceptable attire. Even if you do not have one-on-one patient contact, your dress reflects on the Center.

Guidelines:

- 1) Clothing of all employees should be clean, unwrinkled, in good repair, and suitable to the work being performed.
- 2) Low cut and backless dresses, low-neck shirts, cut-out clothing, and halter tops are not acceptable. Short shirts must have something underneath so the waist is covered.
- 3) Shoes must be worn at all times.
- 4) Clean, neat hair.
- 5) Person is free of body odor due to inadequate hygiene.
- 6) Refrain from using strongly scented fragrances (colognes, perfumes, body sprays, oils, or lotions).
- 7) No jeans.
- 8) No shorts.

GENERAL CLEANLINESS & NEATNESS

A medical office must be clean, sanitary, and neat. Even if you are not specifically assigned to cleaning responsibilities, it is your duty to see that your work area and kitchen are maintained in a presentable manner. Food in work areas, in plain view of visitors is unacceptable.

WORK RULES Continued

CUSTOMER RELATIONS AND BEHAVIOR TOWARD EMPLOYEES

SDC of VA is committed to providing quality health care to all of our patients. This means making each and every patient feel as comfortable as possible from the first time they contact this office. Whether you are on the telephone or speaking to someone in person, you are expected to maintain a pleasant tone of voice at all times. You are expected to maintain a respectful and courteous demeanor at all times. We expect employees to treat each other, patients, vendors, and the general public with the utmost respect.

Complaints regarding an employee's attitude toward or treatment of any of these groups will be reviewed by a supervisor and if justified, may result in disciplinary action up to or including termination.

HOME HEALTH, PHARMACEUTICAL, OTHER REP GIFT POLICY

Any gifts given by home health, pharmaceutical, vendor, or other representatives should be of minimal value (educational materials, modest meals, pens, notepads, etc.). Marketing or educational activities outside our office require pre-approval from an Administrator or Medical Director.

SMOKING

Absolutely no smoking is allowed in any part of the facilities. Ashtrays are located outside the buildings. Smoking by employees is not allowed by the front entrances to any of our buildings.

OUTSIDE EMPLOYMENT

Provided there is no conflict of interest or contractual obligation, employees are free to work jobs outside the Sleep Center as long as the outside employment does not prevent the employee from fulfilling his/her obligations to the Center. SDC of VA must be notified of all outside employment to prevent conflict of interest.

DRUG AND ALCOHOL USE

SDC of VA has a strong commitment to its employees to provide a safe work environment and to promote high standards of employee health. SDC of VA also has a strong commitment to our patients to provide the highest quality service. Our goal is to establish and maintain a work environment that is free from the effects of alcohol and drug use. SDC of VA expects employees to report to work in a condition to perform their duties in a safe, effective manner.

Policy:

- 1) The unlawful manufacture, distribution, dispensation, possession, sale or use of prescription drugs, alcohol, or illegal drugs in the workplace or while engaged in Center business off premises is strictly prohibited and will result in immediate dismissal.
- 2) An alcohol level above the legal limit for operation of a motor vehicle in the Commonwealth of Virginia during working hours at the Center, or a drug test indicating the presence of any illegal substance will result in termination.
- 3) Failure to comply with SDC of VA's enforcement of this policy, including but not limited to failure to promptly submit to required testing and failure to comply with required medical evaluation and treatment associated with suspected drug use/abuse may result in termination.

SAFETY & EMERGENCY POLICIES

WORK RELATED INJURY

All injuries or illnesses which occur while you are work should be immediately reported to your supervisor for your own protection or treatment if necessary.

FIRE PREVENTION AND SAFETY

There are a number of things employees can do to prevent emergencies. The office should be kept clean with all equipment and supplies stored in their proper places. Space heaters must be turned off and unplugged when not in use. Hallways should be kept clear. All employees are expected to be familiar with the location and operation of all fire extinguishers. Employees must be familiar with all exits.

Should you discover a fire or hear the fire alarm sound, follow these instructions:

- 1) On your telephone, announce "CODE RED" by pressing the FEATURE button, then the number 0 (zero).
- 2) Evacuate all patients in your charge to the meeting locations listed below.
- 3) Pull the nearest fire alarm (if not already done).
- 4) Dial 911.

Do NOT go to a different location, as an accounting of everyone in the building will need to be made to ensure all employees have safely exited the building. In the event the building needs to be evacuated, each person will have an area of responsibility to ensure that all patients and staff members get safely out of the building. Evacuees should stand clear of emergency workers.

Glenside:	Meet across from main entrance, past the first row of handicapped parking signs.
Colonial Heights:	Meet across Temple Lake Drive by the sign of the building across the street.
Hanover:	Proceed to the parking lot of the building across from our front entrance.

Techs	Responsible for all patients/employees in laboratory and bedrooms.
Front Office:	Responsible for all patients/employees in reception and intake areas.
Doctors:	Responsible for all patients/visitors in their office.
Supervisors:	Responsible for all direct reports.

SEVERE WEATHER/TORNADOES

In the event of severe weather during office hours, such as imminent tornado, all personnel, patients, and visitors will move to the interior of the building, away from outside walls and glass. No one should attempt to leave the building during a period of inclement weather when such warnings are in effect.

OSHA

SDC of VA complies with Occupational and Safety and Health Administration (OSHA) standards. Employees determined to be at risk will be offered Hepatitis B vaccine at no cost. All employees will be trained and will be expected to adhere to the OSHA guidelines. These guidelines are designed to protect all of our staff, their families, and patients. Failure to comply with these regulations will be grounds for disciplinary action or dismissal.

SUGGESTIONS

We encourage you to look for and suggest ways to improve your job and our overall operations. Ideas should be discussed with your supervisor or Dr. Parisi.

CONCERNS

As in any working relationship, areas of concern may arise from time to time. Should you have such an issue and are unable to resolve it alone, discuss the problem with your supervisor. If you are not satisfied with the result, you are encouraged to discuss the circumstances with Dr. Parisi. He will arrange a meeting with all concerned parties and make a determination about the situation.

FORMS

Please copy any of the following forms for your personal use.

EMPLOYEE INFORMATION UPDATE

To keep our employee records current, please fill out the following information.

DATE FILLED OUT: ____/____/____

Last Name	First Name	Middle Initial
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Street Address & Apt. #	City	State	Zip
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Social Security Number	Date of Birth
------------------------	---------------

Home Phone	Cell Phone
------------	------------

Emergency Contact Name	Relationship to you
------------------------	---------------------

Emergency Contact Home Phone	Emergency Contact Cell Phone
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***Remember that whenever your information changes, you must notify your supervisor.
Thanks!***

Request for Use of Education Fund

Employee complete section 1

Name: _____

Description of Expense and how it applies to your work at the Sleep Center:

If you are taking a class, you must provide a schedule confirming your enrollment. If this is for books or materials that you have already purchased, please provide the receipt.

Date Submitted to Supervisor: _____

Supervisor complete section 2

- Approved
- Denied

If denied, reason:

Supervisor Signature: _____

AGREEMENT FOR PAYROLL ADVANCE

I, _____, understand that I am taking an advance on my earnings from this pay period and that the amount specified below will be subtracted from my next paycheck. I also agree that if I fail to work enough hours this pay period to repay the amount below, the remainder of the balance may be recouped from my future earnings. If employment is terminated prior to repayment, I understand that I am still responsible for the full amount.

AMOUNT TO BE REPAYED: \$ _____

TERMS: \$ _____ per pay period to be subtracted

STARTING: _____

Employee Signature

Date

REQUEST FOR MILEAGE REIMBURSEMENT

Employee Name: _____

Date Submitted: _____

Date of Travel: _____

Destination: _____

Miles Traveled: _____

Purpose of Trip: _____

Approved by: _____

Date Approved: _____

* All mileage requests are to be pre-approved by your supervisor.

TECH PTO REQUEST FORM

Employee Complete Section 1

Requesting Employee: _____

Dates Requested: _____

Date Submitted to Supervisor: _____

Name of Supervisor: _____

State the arrangements you have made to cover your shift. Include full name of tech who agrees to switch, all dates they are to work for you, and all dates you are to work for them.

Date to Work	Tech to Work	Initials of Tech to Work
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Requesting Employee Signature

Date

Supervisor Complete Section 2

Date Employee Submitted Request: _____

Approved

Denied

Reason for denial: _____

Supervisor Signature

Date

REMEMBER! ALL REQUESTS MUST BE SUBMITTED IN WRITING
AT LEAST TWO WEEKS PRIOR TO THE TIME YOU WISH TO TAKE OFF

ADMIN PTO REQUEST FORM

Employee Complete Section 1

Requesting Employee: _____

Dates Requested: _____

Date Submitted to Supervisor: _____

Name of Supervisor: _____

Requesting Employee Signature

Date

Supervisor Complete Section 2

Date Employee Submitted Request: _____

Approved Denied

Reason for denial: _____

Supervisor Signature

Date

REMEMBER! ALL REQUESTS MUST BE SUBMITTED IN WRITING
AT LEAST TWO WEEKS PRIOR TO THE TIME YOU WISH TO TAKE OFF