



CHATEAU DE NOTRE DAME

d.b.a. Wynhoven Healthcare Center

Notre Dame Hospice

Chateau de Notre Dame

Our Lady of Wisdom

EMPLOYEE HANDBOOK

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INTRODUCTORY STATEMENT – EQUAL OPPORTUNITY

Introductory Statement

Welcome to Chateau de Notre Dame (d.b.a. Wynhoven Healthcare Center/Notre Dame Hospice/Chateau de Notre Dame/Our Lady of Wisdom). As a member of our staff you are an important part of our health care team that provides high quality Christian care to those entrusted to us.

The Board of Directors and Administrative staff of the organization have adopted operational policies designed to accomplish its mission and to provide a high level of job satisfaction for its employees. The Board of Directors and administrative staff commit themselves to maintaining an environment where employees are respected for their personal worth and dignity and are offered opportunities for advancement and treated with justice and fairness.

Non Discrimination

The organization believes that equal opportunity for all employees is important for the continuing success of our organization. In accordance with state and federal law, the organization will not discriminate against an employee or applicant for employment on the basis of race, sex, age, color, religion, national origin, disability, or genetic information. Any individual, or class of individuals, who feel that the organization or its employees have subjected them to discrimination should contact their supervisor immediately, or report directly to the Administrator.

Disclaimer

This employee handbook is not intended to be a direct, implied or inferred contract of employment and should not be interpreted as a contract of employment. Because our business is constantly changing, the organization reserves the right to change, alter, suspend, cancel and interpret all benefits and provisions contained in this handbook at any time, with or without notice. Changes will be effective on dates determined by the organization, and you may not rely on policies that have been superseded.

Conflict of Interest

(1) Each employee of the organization shall recognize that he or she is in a position of trust and is expected to act in good faith at all times. Individuals shall subordinate their personal interests to those of the organization where the two conflict or appear to conflict. Such individuals will make a full disclosure of any relationship or situation that may give rise to a potential conflict or the appearance of conflict at the time such relationship or situation arises, to the Corporate Compliance Officer and/or designee.

(2) No individual covered by this statement shall participate in the selection, award, or administration of a procurement transaction involving the organization where, to his/her knowledge, any of the following has a financial interest in that transaction: the individual; any member of his/her immediate family; his/her partner; an entity in which any of the above is an officer, director, or employee; or a person or entity with whom any of the above is negotiating or has any arrangement concerning prospective employment. Immediate family can differ from individual to individual but will always include: spouses; brothers or sisters; spouses of brothers or sisters; ancestors; children, grandchildren and great grandchildren; and spouses of children, grandchildren and great grandchildren. If the individual is aware of a relationship, then disclosure is required. A procurement transaction is defined as any transaction involving the purchase of any form of goods or services.

(3) Individuals who have a personal relationship or ownership interest as described in paragraph (2) agree to excuse themselves from the decision-making process regarding the person or firm with which the organization does business or contemplates doing business unless specifically requested to participate, after disclosure, by the Vicar General.

(4) To avoid an actual or perceived conflict of interest, any organization supervisor related by blood, marriage, or adoption to a job applicant, or having close relationship with emotional ties to an applicant (i.e. dating), must not participate either formally or informally in the decision to hire, retain, promote or determine the salary of that other person. This exclusion includes, but is not limited to, those individuals defined as immediate family in paragraph (2). Abovementioned individuals are permitted employment with the organization provided no direct reporting or supervisory-management relationship exists. That is, no employee is permitted to work within the "chain of command" of an individual if his/her work responsibilities, salary, or career progress could be influenced because of any of the abovementioned relationships.

(5) The organization employees must disclose promptly any situation, involving a business relationship, ownership interest or personal relationship as described in the aforementioned paragraphs.

Disclosure: The employment of relatives of present employees is permissible providing the individual will not be under the direct line of supervision or chain of command of his/her relative. All employees are required, upon application, to disclose any relationships as listed in #4 above.

Compliance Reporting

Employees have a responsibility to report any and all known or suspected incidents involving breach of agency policy, misuse of agency funds, harassment, discrimination, retaliation and abuse of residents or any other form of misconduct that compromises the professional or ethical standards of the organization. All employees have a responsibility to adhere to a code of conduct that is congruent with the policies, standards, values and structure for this organization.

Any violation of this standard should be reported to the Administrator or designee immediately. Failure to report any and all suspected or known incidents of misconduct can be interpreted as support of such activity and may result in corrective action or termination.

EMPLOYMENT PROCEDURES

Application Forms

A standard application form is to be filled out by all prospective employees. Supplementary information may be requested. Falsification, misrepresentation, or omission of information on the application form or other pre-employment documents, may disqualify the applicant for employment, or if hired, may be grounds for the employee's immediate termination.

References

The organization reserves the right to make full use of references in confirming and evaluating applications. Information furnished on the application form will be subject to verification.

Personnel File

An employee file is created for each employee at date of hire. The employee file serves as a historical record of employment. The employee is responsible for informing the organization of any changes (i.e. phone number, address, status, etc.) in their file. Employees may have administrative-approved items added to their file. Employees may request to view their files by appointment only.

General Attendance Statement

Your supervisor is responsible for scheduling. Because this is a healthcare facility, it must be staffed around-the-clock, 365 days per year. This includes during times of severe weather as well as holidays. Every effort will be made to come up with an equitable schedule for all employees; however, your

supervisor may not be able to honor all your schedule requests. Facility and residents' needs must be considered before approving any requests for time off.

Work schedules are planned assuming all staff will report to work as scheduled. When employees do not report to work on time or as scheduled, the workload for co-workers is heavier and ultimately resident services may suffer. Therefore, the organization will take corrective action in cases of excessive absences and tardiness.

Tardiness

Employees must notify their supervisor as soon as possible if they will be late for a scheduled shift. Hourly employees will not be paid for time missed due to unexcused tardiness. Employees who have an excessive amount of unexcused tardiness and/or a pattern of unexcused tardiness may be subject to corrective action up to and including termination. Corrective action will be determined by the individual's supervisor.

Absences

The provisions in this Absences policy are not intended to prohibit and will not be enforced in a manner that interferes with or limits the rights of employees under federal or state laws and regulations, including but not limited to pre-approved vacation or sick leave, FMLA leave, ADA leave, Workers Compensation leave, pregnancy leave, and military leave.

All employees are expected to be at work on time every day they are scheduled. Absences reduce an employee's effectiveness on the job and place an unfair burden on his/her co-workers. Employees who are going to be absent for a full or partial work day must notify their supervisor on a daily basis as far in advance as possible but at least four (4) hours before the employee's scheduled start time. Any employees not following the 4-hour call-in procedure, will be reviewed on a case by case basis by their supervisor and/or administrator to determine whether corrective action will take place.

Employees who must miss work because of an emergency or other unexpected circumstance must notify their supervisor as soon as possible. In cases of hospitalization or extended illness beyond one (1) week, the daily notification requirement may be waived by the employee's supervisor.

Absences and early departures will be considered excused if the employee requested leave or an early departure in accordance with applicable Chateau de Notre Dame policies, and received the required approval for the absence or early departure. An employee will be considered to have taken an unexcused absence if the employee is absent from work during scheduled work hours without notice to and approval from his/her supervisor, including full or partial day absences, and early departures.

A supervisor may require a doctor's release to return to work when the employee is absent for three (3) or more consecutive work days due to illness.

Consequences of Unexcused Absences or Unexcused Early Departures: Chateau de Notre Dame reserves the right to take corrective action in the event an employee has an excessive amount of unexcused absences or unexcused early departures and/or a pattern of unexcused absences or unexcused early departures. Corrective action will be determined by the individual's supervisor on a case by case basis, and if circumstances warrant may include counseling, oral or written warnings, suspension or termination of employment.

Job Abandonment (No Call/No Show): With the exception of extraordinary or unusual circumstances or leave permitted by applicable federal or state laws, an employee who is absent from work for three (3) consecutive scheduled work days, without notification to and approval from his/her supervisor (i.e. an unexcused no call/no show absence), will be deemed to have voluntarily resigned his or her job and the employee's employment with Chateau de Notre Dame will be terminated. Approved leaves of

absence (including but not limited to FMLA leave, ADA leave, pregnancy leave, military leave, and Workers' Compensation leave) covered by applicable federal or state laws are excluded.

Drug Screening

All employees have the responsibility to report to work and remain at work in a fit condition. Employees are prohibited from the unlawful manufacture, distribution, dispensation, sale, solicitation, possession, or use of illegal drugs or drug paraphernalia, misuse of legal or prescription drugs, or abuse of alcohol at any time while on the property (either on or off duty), while operating facility vehicles, or while on organization business off-premises. Therefore, reporting for work under the influence of alcohol or illegal drugs, misusing prescription or over the counter drugs, or the use, possession, sale, solicitation or distribution of alcohol, illegal drugs, or drug paraphernalia while on duty or on organization business is strictly prohibited and may result in immediate termination. A comprehensive drug and alcohol testing program will be implemented for all job applicants and employees. This will include pre-employment testing for job applicants and, where applicable, random testing, reasonable suspicion and post-accident or post-incident drug testing for all employees.

As a condition of employment, employees are required to report within five (5) days any conviction under a criminal drug statute for violations occurring on or off facility premises while conducting facility business (in accord with the Drug Free Workplace Act of 1988). This report will be made to the employee's supervisor who will notify the Administrator.

Initial Evaluation Period

The first ninety days of employment are considered to be the initial evaluation period for all new employees. Employees who are promoted or transferred to a new position will be subject to an evaluation period for that position for a period of 90 days. This policy provides for a period of evaluation at the beginning of employment or transfer. While this is a learning period for the new or transferring employee, he/she may still be written up or counseled during the first 90 days. The progressive corrective action process applies to all employees during any time period of employment.

Staff Categories

All organization programs will categorize positions according to the amount of time an individual is scheduled to work (e.g. full-time, part-time, PRN, contract) and the types of jobs being filled.

The type and level of compensation and benefits for each position are to be defined on a consistent basis throughout the organization in accordance with the staff category and the legal requirements set forth by the Fair Labor Standards Act (FLSA).

1. The organization classifies workers as exempt or non-exempt based upon the regulations set forth in the FLSA.
2. Employee status is determined by the length of the scheduled work week and contract period.
 - a. Full-time Employees: Based on the use of a variety of schedules (i.e. Triad Schedule, 10 Hour Day Schedule, Weekend "Special", etc.) staff who are regularly scheduled to work a minimum average of 35 hours per work week on a year round basis. Employees in this category are eligible for full benefits.
 - b. Part-time Employees: Staff who are regularly scheduled to work an average of 20 - 34 hours per work week on a year round basis. Employees in this category are eligible for a pro rata share of benefits based on a 40-hour work week.
 - c. Temporary Employees: Staff who may work part-time or full-time and the anticipated duration of employment will be 90 days or less.
 - d. PRN Employees: Staff who are not regularly scheduled to work over an average of 20 hours per week. Employees in this category who work under 20 hours per week are **not eligible** for benefits.

- e. Contract Workers: Individuals who are compensated for a defined period, project, or short term program as defined through an individual contractual agreement. Individuals in this category are not benefit eligible.
3. "Hours worked", in general, includes all the time an employee is required to be on duty or on the employer's premises or at a prescribed work place (i.e. hospice employees providing home care).
4. Covered non-exempt workers are entitled to a minimum wage of not less than \$7.25 an hour and overtime at not less than one and one-half times the employee's regular rate is due after 40 hours of work in the work week.
5. A change in staff category (i.e. part-time to full-time) will be made after an employee meets the new criteria for a period of 90 days.
6. The organization strictly prohibits improper deductions from an employee's compensation. Should you believe that your compensation has been improperly calculated, improper deductions were made, or if you observe any other irregularity to your pay, you should promptly notify the payroll department in writing as soon as possible.

Implementation

1. Exempt employees are not eligible to receive overtime pay but are allowed to work a flexible schedule within the required 40-hour work week in accordance with their job responsibilities and prior approval of the Administrator or designee.
2. The organization does not recognize nor provide compensatory time for exempt employees who work over 8 hours in a day or over 40 hours in a week.
3. An exempt employee who works any part of the work day must be paid for a full day of work.
4. Employees that are habitually tardy or absent should be counseled regarding this matter.
5. The exempt or non-exempt status of a position is determined by the guidelines for executive, administrative, and professional staff as defined by the FLSA.
6. All regular full-time, part-time and PRN employees will be informed of their employment category and corresponding compensation upon hire.
7. The employment relationship for all contract employees will be defined in the contractual agreement articulating type and level of compensation, benefit status and length of commitment.

Reasonable Accommodation

The organization will comply with the standards of reasonable accommodation in employment practices as set forth by the Americans with Disabilities Act of 1990. In addition, the organization will make provisions for reasonable accommodation for disabled employees and prospective employees to the extent that it does not impose an undue hardship on the organization. Employees should request any needed modifications to the work environment, preferably in writing, to their supervisor upon hire or disability.

CONDITIONS OF EMPLOYMENT

Disasters-Inclement Weather

The organization is a 24/7 365 day a year healthcare facility with elderly residents in need of daily care. All staff are required to report to work as scheduled during a disaster/emergency. By accepting employment with us, you acknowledge that you are part of the disaster team and are required to work throughout an emergency situation, including, shelter in place and/or evacuation. All staff should have an emergency plan in place for the safety of their home and family at all times. Inclement weather and/or disaster situations do not excuse staff from work. Evacuating the facility may be necessary to ensure the safety and well-being of our residents. Failure to meet this obligation will result in corrective action up to and including termination.

Compensation

Pay periods follow the biweekly system. A pay period starts on Sunday and runs for fourteen (14) consecutive days. The direct deposit for this period is normally distributed on the Thursday following the close of the pay period. Ordinarily, check stubs will not be given in advance of a regular payday.

For your protection, as well as that of the facility, your supervisor or designee will give your check to you personally. In those rare instances when this may be impossible, the check may be claimed by whomever you designate provided that the representative shows written authorization from you and can produce satisfactory identification.

Actual paychecks will be mailed to the most recent address as listed in personnel files if they are unclaimed.

If an employee is **terminated, their final paycheck** will be processed on the next payroll day or within 15 days, whichever is sooner, and mailed to their most recent address as listed in their personnel files. A Separation statement will be provided to each employee upon termination.

Payroll deductions will appear on paychecks, as either mandatory (must be deducted) or optional (may be deducted at employee's choice).

Mandatory Deductions are: Federal Income Tax withholdings
State Income Taxes withholdings
Social Security (FICA)
Medicare Tax withholdings
Court-ordered wage garnishments

Optional Deductions are: Employee's share of Group Medical Insurance premium
Dental Plan
Vision Plan
401K Plan

Should garnishment of wages be necessary, this deduction will be in accordance with the rulings established by the court. Other deductions may be added as required or authorized.

Time Worked

Each employee must punch in when arriving for work, out for lunch, in from lunch, and out when leaving work at the end of his or her shift.

In order to avoid unapproved overtime at the start of their work shift - employees have seven (7) minutes to clock in and report to their workstation **before** their scheduled work shift begins.

In order to avoid unapproved overtime at the end of their work shift - employees have seven (7) minutes after leaving their workstation at the **end** of their scheduled work shift to clock out.

If it is necessary to leave the premises for personal reasons during a shift, permission must be obtained from the employee's supervisor. Employees must clock out anytime that they leave the property grounds unless the employee is conducting official organization business.

Exception Slips

When hours need to be adjusted, Time Clock Exception Slips are required.

Reasons for exceptions are: request for pre-approved vacation or sick time; no lunch taken or clocking errors (i.e. missed punches).

The form must be completely filled out with supervisor approval.

Any falsification of this information, or the recording of time for another employee, will result in immediate termination.

Rest and Meal Periods

Each employee is allowed a paid fifteen (15) minute rest period during an eight (8) hour workday. Employees are not allowed to leave the organizations premises during their 15-minute break. Nursing mothers are allowed reasonable break time to express milk for up to one year after the birth of child. To the extent the time exceeds the one 15-minute paid break, the nursing time can be unpaid. To prevent interference with work demands your supervisor schedules the time of the rest period. Each employee is allowed an unpaid thirty (30) minute lunch break that is approved by supervisor only. If an employee does not take a full lunch period, it is his/her responsibility to have the supervisor authorize such time on an exception slip as soon as possible. Unused lunch time must be reported immediately to the supervisor on duty. Employee must obtain an exception slip for unused time, only the supervisor on duty at the time of the occurrence can approve the exception slip.

Overtime

Overtime hours must be assigned and approved by supervisor prior to working.

In special circumstances a supervisor may find it necessary on short notice to ask an employee to work overtime.

All non-exempt employees will be paid at the rate of one and one half (1½) their regular hourly rate for hours worked in excess of statutory limitations set by the Federal Wage and Hour and/or local State Labor Laws. These laws state overtime is to be given for hours worked over forty (40) hours per week.

Vacation, sick and holiday hours are EXCLUDED from overtime computation.

In-service Training and Safety Meetings

Certain in-services and safety meetings, as designated by supervisors or Administration, are mandatory, and therefore attendance is required. Such mandatory meetings shall be treated as regular work time for which pay will normally be granted at the regular rate.

Employees are expected to attend a mandatory annual in-service meeting, each year. Meeting dates will be posted. Noncompliance with mandatory annual in-service meeting attendance may result in corrective action up to and including termination.

Automatic Payroll Deposit

The organization and the Archdiocese of New Orleans require that all employees be set up with automatic payroll deposit immediately upon hire. Employees will be given thirty (30) days from hire to arrange this process through the payroll department. Failure to do so may result in the involvement of the employee's supervisor and/or the administrator.

Employee Uniform Program

Employees may qualify for a facility uniform program after completion of the ninety (90) day probationary period. Uniform(s) may be offered at the ninety (90) day period and on the employee's anniversary date thereafter. Additional information may be obtained through the Payroll Department.

Annual Competency/Evaluation Review

A formal skills competency/performance evaluation will be conducted for all employees on an annual basis.

CONFIDENTIALITY

All employees must maintain and respect the confidentiality of all residents and family members served by our agency. To this end, all employees will not discuss privileged, confidential or medical information regarding residents with any unauthorized personnel. Staff will refrain from discussing residents' information in any manner including: social media, texting, open settings such as lobbies, break rooms, halls, cafeterias, elevators or any other common areas.

The organization will comply with HIPAA guidelines for resident confidentiality. All resident records are to be kept in a secure area. Access to client files is limited to the licensed nursing staff, employees that are designated to provide services to the individual, and facility staff responsible for data management.

BENEFITS

Vacation

All full-time employees accrue vacation time according to the following schedule:

<u>Length of Service</u>	<u>Days per Year</u>
Zero (0) Year to Five (5) Years	Ten (10) Days
Five (5) Years to Ten (10) Years	Fifteen (15) Days
Ten (10) Years & Over	Twenty (20) Days

Vacation benefits are accrued from the date of regular full time employment based on the schedule stated above and are available after 3 months of employment.

Employees working at least 40 hours per pay period on a regular basis, but less than 70 hours, may receive vacation on a pro-rated basis. PRN employees and employees who work less than 40 hours per pay period are not eligible for vacation and sick leave benefits.

Employees must submit a written vacation request and receive supervisor approval before taking requested vacation time in order to receive paid vacation benefits. Supervisors will make vacation schedules based upon the needs of the department and personnel requests. **No vacation time will be approved during holidays.** No advance unearned vacation time will be granted. The rate of pay during vacation is the regular base pay of the employee at the beginning of the vacation. Vacation time will not be used in the calculation of overtime.

Employees may carry over, from one year to the next, as below:

<u>Length of Service</u>	<u>Days/hours that will carry over at Anniversary Date</u>
Zero (0) Year to Five (5) Years	Ten (10) Days / 80 hours
Five (5) Years to Ten (10) Years	Fifteen (15) Days / 120 hours
Ten (10) Years & Over	Twenty (20) Days / 160 hours

Employees will not be paid for vacation that is not taken. Unearned vacation will not be advanced. Earned but unused vacation is the only type of leave paid upon termination.

Any hours over the amounts above, will be lost if not used by employee's anniversary date of hire.

Holidays

Full-time employees are granted six (6) paid holidays per year. Employees working at least 40 hours per pay period on a regular basis, but less than 70 hours, may receive holiday pay on a pro-rated basis.

NEW YEARS DAY
MARDI GRAS
GOOD FRIDAY

INDEPENDENCE DAY
THANKSGIVING
CHRISTMAS

Supervisors, based on needs of residents and scheduling requirements, arrange the holiday schedule. Because the organization must operate on a continuous basis, it is understood that some employees will work on the actual holiday.

Note: Eight (8) hours of regular pay will be recorded for all eligible employees on each of the above holiday dates whether the employee worked or didn't work on that holiday. An employee must work his/her regularly scheduled days before, after and on scheduled holidays in order to be eligible for holiday pay. Sick time will not be given on a holiday for call ins. Sick time may be approved on a holiday for a

pre-scheduled, and pre authorized by supervisor, surgery, procedure, etc. All holiday leaves require supervisor approval *prior* to such leave.

Holiday time will not be included in the calculation of overtime.

Health Insurance

Participation in a Health Maintenance Organization is available to all regular full-time employees and all part time employees working at least 20 hours a week on a regular basis, at the first of the month following date of hire. The programs available will be explained when employees become eligible. The organization pays a portion of the premium for regular full-time and part-time employee coverage with the employee paying the balance. Dependent and family coverage is available at an additional cost to the employee.

Information regarding participation in the Health Insurance program may be obtained through the Payroll Department.

Dental Insurance

Participation in a Dental Insurance Plan is available to all regular full-time employees and all part time employees working at least 20 hours a week on a regular basis, at the first of the month following date of hire. The employee is responsible for the full premium. Premiums are paid through the payroll deduction system. Interested employees should check with the Payroll Department for details.

Vision Insurance

Participation in a Vision Insurance Plan is available to all regular full-time employees and all part time employees working at least 20 hours a week on a regular basis, at the first of the month following date of hire. The employee is responsible for the full premium. Premiums are paid through the payroll deduction system. Interested employees should check with the Payroll Department for details.

Credit Union

La Capitol Federal Credit Union offers its many benefits to all employees through our payroll deduction system. Such benefits as savings, checking, loans, and credit cards are available. Interested employees should check with the Payroll Department.

401-K Program

The organization offers a 401-K through the Archdiocese of New Orleans. Regular employees working at least 20 hours per week may elect several levels of investment in the Retirement Program. The organization will match an employee's minimum investment (applied to gross income) of 3% with 3½% employer match. The employee's portion is available upon termination of employment, retirement age or death.

The employer's contribution is vested to the employee immediately. Contact the Payroll Department for current 401-K information.

Life & AD&D Insurance

Life insurance benefits are available to all employees with an average work week of twenty (20) hours. The organization provides employees with life insurance and pays the full cost of this coverage for eligible employees. Coverage is in the amount of 2.5 times annual earnings, to a maximum of \$200,000. The coverage also includes an accidental death and dismemberment provision, which provides a higher death benefit for death as a result of an accident.

Once you reach age 65, your life insurance will be reduced by 35%, further by 25% when you reach age 70, by an additional 15% when you reach age 75, and by a final 10% when you reach age 80. Benefits terminate at age 99, or retirement, whichever comes first.

Disability

Short-term disability is available to employees with an average work week of twenty (20) hours or more. Coverage is available after thirty (30) days of employment. Short term disability is available on the thirty-first (31) day of disability. Long term disability is available to fulltime employees on the ninety-first (91) day of disability. Coverage is available for injuries sustained at or away from work. Some restrictions may apply.

Workers' Compensation

If you should suffer an illness or injury on the job, *no matter how minor*, inform your supervisor immediately. If your supervisor is not present at the time of the injury, *you must report the incident to the Administrator and/or Manager on duty. Reporting must be made prior to the end of the shift during which the injury or illness occurred, before you leave the building.* Should you witness an accident or incident involving an employee, report the facts to your supervisor. The organization provides insurance protection for job-related injuries or illnesses in compliance with the Louisiana Workers' Compensation Law.

Under state law, there is a waiting period of seven (7) days before compensation is paid. During this period, time off may be charged to sick leave. The organization reserves the right to secure an independent medical opinion for all workers' compensation claims.

Any fraudulent action by the employer, employee, or any other person for the purpose of obtaining or defeating any benefit or payment of worker's compensation shall subject such person to criminal as well as civil penalties.

Health Insurance Benefits Continuation

The organization provides each eligible employee with a written description of his/her benefits continuation rights when the employee becomes eligible for coverage under the organization's health insurance plan. Covered employee or their dependent may be eligible to continue health insurance benefits when group health coverage is lost due to certain qualifying events. The maximum period of continuation coverage for a covered individual is for 12 months or 52 weeks. Eligible employees who elect continuation coverage will be required to timely pay the full cost of the monthly premium(s).

Family & Medical Leave

(Applies only to employees as defined under section "Eligibility for leave")

Eligibility for Leave

In order to qualify to take family and medical leave under this policy, **the employee must meet all of the following conditions:**

- **The employee must have worked for the organization at least twelve (12) months or fifty-two (52) weeks (which need not be consecutive) ***
- **The employee must have worked at least one thousand two hundred fifty (1250) hours during the twelve (12) month period immediately before the date the leave would begin.**

*Prior employment with the organization can be used to meet the 12 months or 52 weeks' requirement. However, an employment break with the organization of seven years or more will not be counted in determining eligibility for FMLA leave, unless the break in employment of seven years or more was due to service covered under the Uniformed Services Employment and Reemployment Rights Act (USERRA), or there is a written agreement showing an intent by the organization to recognize prior employment despite a break in employment of seven years or more. Employees who return to work from National Guard or Reserve military duty will be credited for the time that they are on military leave to meet the 1,250 hours of service requirement under the FMLA.

Type of Leave Covered

In order to qualify, as FMLA leave under this policy, the employee must take the leave for one of the following reasons:

1. the birth of a child and in order to care for that child;
2. the placement of a child for adoption or foster care;
3. to care for a spouse, child, or parent with a serious health condition or
4. the serious health condition of the employee.
5. Military Caregiver Leave
6. Military Exigency Leave for certain qualifying exigencies

A serious health condition is an "illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential care facility, or continuous treatment by a health care provider." The employee is required to provide a doctor's certification of the serious health condition.

Eligibility for the birth, adoption or placement of a foster child expires twelve (12) months from the birth, adoption or placement of the child. Where two spouses both work for Chateau de Notre Dame, the two employees are limited to a combined total of twelve (12) weeks of FMLA leave for the birth or placement of a child, or to care for an employee's parent with a serious health condition.

Military Caregiver Leave is available only once for each covered service member or covered veteran during a single twelve-month period, except that if the covered service member develops another illness or injury, additional leave may be available.

An eligible employee can take up to twelve (12) weeks of leave under this policy during any twelve (12) month period, Military Caregiver leave can be up to twenty-six (26) weeks. The organization measures the twelve (12) month period as a rolling twelve (12) month period measured from the date an employee uses any leave under this policy. Each time an employee takes leave the organization will compute the amount of leave the employee has taken under this policy and subtract it from the twelve (12) weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time under the policy.

Intermittent and Reduced Leave Schedule

If medically necessary, FMLA Leave due to your own or a family member's serious health condition may be taken intermittently or on a reduced leave schedule. Military Exigency Leave may also be taken on an intermittent basis, in reasonable increments. Employees taking leave to care for a newborn or newly placed child do not have the right to take intermittent leave or have a reduced work leave schedule.

Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt normal business operations. Employees must also consult with their supervisor to arrange a mutually acceptable work schedule.

While an employee is on intermittent or reduced schedule leave, the employee may be temporarily transferred to an available alternate position with equivalent pay and benefits, for which the employee is qualified, if the alternate position better accommodates the employee's intermittent or reduced leave schedule.

Employee Status & Benefits During FMLA

While the employee is on leave, the organization will continue the employee's health benefit during the leave period at the same level and under the same conditions as if the employee had continued to work. Under the current policy, the organization and the employee each pay a portion of the individual health care premium. While on paid leave, the organization will continue to make the agency contribution and payroll deduction will collect the employee portion of the monthly premium. While on unpaid leave, the organization will continue to make the agency contribution and the employee must make their payment either in person or by mail. This payment **must** be received by the Payroll Department by the 1st day of each month. A "Notice of Termination" will be mailed no more than fifteen (15) days after the due date

if the payment is not received, with termination of the health insurance no less than thirty (30) days after the due date. The employee's health care coverage may be dropped for the duration of the leave.

(If the employee is on leave beyond twelve (12) weeks, the employee is responsible for the full cost of health insurance premiums, including the portion paid by the organization)

Employee Status after FMLA

After returning from leave, the employee will be placed in the position the employee held prior to the leave or an equivalent position with equal benefits, pay and other terms and conditions of employment. If the leave was taken because of the employee's own illness, documentation from the employee's physician that the employee is able to return to work is required.

If the employee is on leave beyond twelve (12) weeks, the employee may not be placed in an equivalent position but may be offered a similar position or discharged if there are no similar positions available. However, even if an employee's leave is no longer covered by the FMLA (or was not covered in the first place), other protections may apply, including those created by the Americans with Disabilities Act of 1990 ("ADA").

Use of Paid and Unpaid Leave

Family and Medical Leave is unpaid leave. However, if the employee has available paid vacation, sick leave or other paid leave, the employee is required to substitute that leave for the unpaid medical leave granted to the employee for his own serious medical condition, the birth or placement of a child, leave to care for the child, Military Caregiver leave and Military Exigency under the Family and Medical Leave Act. The substitution of available paid vacation, sick leave or other paid leave will not extend the length of your FMLA. Your FMLA leave will run concurrently with any available paid vacation sick leave or other paid leave.

Workers' Compensation or Disability Leave

If an employee is absent from work in connection with a workers' compensation illness/injury or paid disability leave for a FMLA-qualifying serious health condition, the leave will also be designated as FMLA leave. In such instances, workers' compensation or paid disability leave and FMLA leave will run concurrently.

If an employee's disability or workers' compensation benefits only partially replace the employee's income, the employee may choose to supplement workers' compensation or disability leave benefits with available paid vacation, sick or other paid leave up to, but not to exceed, the employee's regular rate of pay, in accordance with applicable law.

Certification for Serious Health Conditions

Leave requests for serious health conditions require a certification using the Medical Certification Form, available from the Payroll Department. Certification of a serious health condition shall include: date the condition began, expected duration, diagnosis and appropriate medical facts regarding the condition. In the case of the employee's own medical condition it must also include documentation that the employee is unable to perform the essential functions of the employee's position. For a seriously ill family member, the certification must include any information as required by applicable federal regulations. Medical certification is due at least 15 days after you request leave. If you give advance notice of medical leave, you should also provide the medical certification before leave begins.

Procedure for Requesting Leave

Except where leave is not foreseeable, all employees requesting leave under this policy must submit a request (using the agency leave form) to their respective supervisor thirty (30) days before the leave is needed. If it is not possible to give thirty (30) days' notice, the employee must give as much notice as is practical (within one to two business days of learning of your need for leave). Such a request requires the approval of the Administrator.

An employee who requests Military Exigency FMLA Leave may be required to submit a copy of the covered service member's active military orders or other documentation provided by the military.

Length of Leave/Maternity

Maternity leave may be granted for a period of not more than six (6) weeks for normal pregnancy, childbirth and related conditions. Up to four (4) months maternity leave may be granted if the employee is disabled on account of pregnancy, childbirth, or related conditions. The maternity leave can be extended to a maximum leave of twelve (12) weeks in a twelve (12) month period if the employee is eligible for a leave under the Family and Medical Leave Act. The twelve (12) month period used to calculate leave limits or reinstatement rights, is a "rolling" twelve (12) month period measured from the date an employee is expected to begin the leave.

Return to Work

Employees on family and medical leave/maternity leave must indicate their availability to return to work at least five (5) days prior to the date they wish to return. Employees desiring to return to work from a family and medical/maternity leave of absence must present to the organization a medical leave form from their physician certifying their ability to return to work with or without reasonable accommodation.

Periodic Reports

The organization may require any employee on leave to report to the organization periodically regarding the employee's status and intention to return to work. If appropriate for a particular leave situation, the requirement for periodic reports of your status and intent to return to work at specific intervals (e.g. every thirty days) will be listed on the Notice of Eligibility and Rights & Responsibilities (Form WH-381) provided to each employee. If the dates of your leave change, or your leave is shortened or extended, you must give notice within two business days where foreseeable, or as soon as practicable.

Key Employees

If the employee is salaried and among the highest paid ten (10) percent of all organization employees, he or she may not be entitled to reinstatement if the following circumstance is met:

When the refusal to reinstatement is necessary to prevent "substantial and grievous economic injury to the operation of the organization."

The organization will notify the key employee of its decision that he or she will not be reinstated at the time the organization determines that the grievous economic injury would occur. When, after the leave has begun, the organization advises the key employee of its intent not to reinstate him or her if the leave continues and the key employee nevertheless elects not to return to work, benefits will be maintained in accordance with FMLA in the event that the key employee chooses to take the leave or continues leave after being told that he or she will not be reinstated.

Failure to Return to Work

Employees, who fail to return from leave of absence at or before the conclusion of the leave, may be subject to immediate termination. The organization will, however, evaluate requests for an additional unpaid leave of absence beyond the leave periods permitted under this policy. The organization will consider each request individually.

Please contact the Human Resources for questions about Family & Medical Leave.

Military Leave

Federal law gives reemployment rights to people who leave their jobs to serve in the Armed Forces. These job rights apply to veterans returning from active duty, to members of reserve components returning from initial active duty for training, and to those who leave their jobs to enter military service but are rejected. The organization will provide employees with a statement of their rights as required by applicable law.

Pastoral Services

The chaplains of the Pastoral Care Department are available by appointment to minister to employees, residents and their families. Employees may do so during approved breaks or after completion of their shift. A chapel is available for reflection, private meditation and common worship during breaks or at the end of shift.

Bereavement Leave

Up to three (3) days paid leave may be granted upon the death of any of the following listed for regular full-time employees' immediate family. Part time employees will receive bereavement leave on a pro rata basis, based upon average hours worked. An employee's immediate family is limited to the employee's:

1. Spouse
2. Child, including step-child/Grandchild, including step-grandchild
3. Sibling, including step siblings/Brother & Sister-in-law
4. Parent, including step-parent/Mother-in-law, Father-in-law/Legal Guardian
5. Grandparent, including step-grandparent/Grandparent-in-law

Supervisors must be notified as soon as possible for Bereavement Leave. Supervisors may require proof before bereavement leave is paid.

Jury Duty

When an employee is subpoenaed for jury duty causing them to miss regularly scheduled work, they will be given a leave of absence and paid at the employee's basic wage rate during that leave of absence. Employees must report to work on any day that jury service is less than six (6) hours of their regularly scheduled workday. Employees whose jury service requires them to miss six (6) or more hours of their regularly scheduled shift will be paid for a full workday and are not required to report to work. In order to receive pay for subpoenaed service, the employee must: secure evidence from the clerk of court showing the time served and time they were released from jury service. Jury duty reimbursement does not count towards overtime pay.

Sick Leave

All regular full-time (employees who work an average of 35 hours per week) and part-time (employees who work an average of between 20 and 34 hours per week) employees will accrue sick leave for personal illness or disability from the first day of employment based on hours worked. In coordination with the short term disability policy, no more than 30 days' sick leave will be paid for an illness which will be eligible for disability payments.

Sick leave is not paid for self-caused or preventable illnesses, unless covered under FMLA. Sick leave will be considered on a case by case basis.

Sick leave may be carried from one year to the next. A maximum of 288 hours may be accrued. Sick leave may not be used until completion of the first three (3) months of employment.

Any employee requesting sick leave, not under FMLA, must notify their supervisor at least four (4) hours before their scheduled shift. Each day that an employee is absent, unless under FMLA, they must contact and inform their supervisor of their status and the date they expect to return to work. If the employee is unable to reach their supervisor, they must continue to call until the supervisor is contacted and informed. Employee absences of three days or more require direct contact with the supervisor or the Administrator. Requests for sick leave do not guarantee payment of the benefit. Payment of the benefit is up to the discretion of the supervisor.

Absences of three (3) days or more require a written physician's certification releasing employee to return to work. All physician certifications must include physician signature, diagnosis, dates employee was unable to work and employee's current ability to return to work.

Sick leave will not be included in the calculation of overtime. Once the employee has exhausted thirty (30) consecutive calendar days of sick leave, he/she is eligible to apply for short term disability benefits. An employee is not entitled to reimbursement for earned but unused sick leave at the time of the employee's separation from employment for any reason.

GENERAL RULES OF PROCEDURE

Chain of Command

The organization's staff are accountable to their respective supervisor, who is accountable to the Administrator, through whom all communication to the CEO of Chateau de Notre Dame is directed. The Administrator is accountable to the CEO of Chateau de Notre Dame through whom all communication to the Executive Director for the Department of Community Services for the Archdiocese of New Orleans is directed. Staff members are encouraged to follow the stated policy of communicating information through the 'Chain of Command'.

Open Door

All employees are encouraged to provide input and suggestions concerning the overall operation and programs of the organization. Following the proper chain of command, employees should initially bring their comments to their immediate supervisor. In those cases where that might be uncomfortable or inappropriate, or further action is required, employees may contact the Administrator.

Dress Code

The organization considers it very important for employees to be well groomed, neat and dressed appropriately as it relates to an individual's job function. While we trust each employee's common sense and good judgment, a dress code must be followed that is appropriate to the work environment. All employees are expected to follow the uniform requirements and color code for their respective facility and department. *NOTE: Employees who are unable to meet the expectations below due to religious, disability or other reasons should discuss those reasons with your supervisor.*

Clothing & Shoes

RN's & LPN's – Attire consists of professional nursing scrub uniform pants or skirts, a coordinating top, and appropriate professional nursing shoes or non-skid and non-canvas tennis shoes. Shoes cannot be open toed and must be fully enclosed (no "Crocs", clogs or shoes without a back). Uniform nursing skirts cannot be more than two (2) inches above the knee and must be worn with clean coordinating pantyhose without holes or runs. No socks are to be worn over pantyhose. Solid undergarments must be worn and not seen through the uniform pants, tops or shirts. Color coordinating nursing uniform jacket may also be worn. Colors are per entity and department color code requirements.

CERTIFIED NURSING ASSISTANTS (CNA'S) – Attire consists of professional nursing scrub uniform pants or skirts, a coordinating top, and appropriate professional nursing shoes or non-skid and non-canvas tennis shoes. Shoes cannot be open toed and must be fully enclosed (no "Crocs", clogs or shoes without a back). Uniform nursing skirts cannot be more than two (2) inches above the knee and must be worn with clean coordinating pantyhose without holes or runs. No socks are to be worn over pantyhose. Solid undergarments must be worn and not seen through the uniform pants, tops or shirts. Color coordinating nursing uniform jacket may also be worn. Colors are per entity, department & position color code requirements.

WARD CLERKS – Attire consists of nursing scrub uniform pants, appropriate nursing scrub/polo uniform tops and appropriate professional nursing shoes or non-skid and non-canvas tennis shoes. Shoes cannot be open toed and must be fully enclosed (no "Crocs", clogs or shoes without a back). Color

coordinating nursing uniform jacket may also be worn. Colors are per facility, department & position color code requirements.

ACTIVITY – Attire consists of casual pants or scrubs, scrub/polo tops and appropriate professional non-skid shoes. Shoes cannot be open toed and must be fully enclosed (no “Crocs”, clogs or shoes without a back). Color coordinating nursing uniform jacket may also be worn. Colors are per facility, department & position color code requirements.

HOUSEKEEPING/LAUNDRY – Attire consists of scrub pants, appropriate coordinating scrub uniform top and appropriate professional non-skid shoes. Shoes cannot be open toed and must be fully enclosed (no “Crocs”, clogs or shoes without a back). Coordinating scrub uniform jacket may also be worn. Colors are per facility & department color code requirements.

DIETARY – Attire consists of scrub pants, appropriate coordinating scrub uniform top and appropriate professional non-skid and non-canvas shoes. Shoes cannot be open toed and must be fully enclosed (no “Crocs”, clogs or shoes without a back or rain boots). Coordinating scrub uniform jacket may be worn. Colors are per facility & department color code requirements. Hair nets or approved head covering must be worn at all times while working with food in and around the kitchen and dining area.

MAINTENANCE – Attire consists of work pants and appropriate top. Shoes should be closed toe and non-skid. Colors are per facility & department color code requirements.

TRANSPORTATION - Attire consists of pants and appropriate top. Shoes should be closed toe and non-skid. Colors are per facility & department color code requirements.

ALL OTHER PERSONNEL – All office personnel, including receptionists, are expected to wear professional business attire. No flip flops or hiking boots.

GENERAL DRESS GUIDELINES FOR EVERYONE

GENERAL – Garments, including scrubs, must cover the torso and legs, must not be low-cut (cleavage must be covered), and must have a professional look. All employees must report to work in clean, appropriate attire that is properly fitted and in good repair.

COSMETICS AND FRAGRANCES – Use cosmetics moderately. The use of strong perfumes is not permitted.

HAIR – Hair is to be clean and neatly arranged. Long hair must be tied back or pinned up. Hair styles are to be conservative and in good taste. Immoderate (excessive, extravagant, wild or extreme) hairstyles or colors (fuchsia, pink, magenta, burgundy, blue, yellow, green, etc...) are unacceptable. Hair, beards, mustaches and sideburns should be clean and neatly styled. No rollers, scarves, or decorative hair ornaments are allowed. Clinical and administrative staff are not allowed to wear head dressings of any kind, including baseball caps. Exceptions to the head covering prohibition may be requested for religious or medical purposes. Those accommodation requests will be reviewed by the Administrator. Male porters (housekeeping and dietary), maintenance workers & transportation driver, may wear approved baseball caps only, if approved by Administrator.

FINGERNAILS – Finger nails should be trimmed and clean. Very long natural or artificial nails are not conducive to performing patient care.

JEWELRY – Excessive jewelry is not permitted. Jewelry must be simple and limited to one ring per hand (with the exception of wedding rings). Jewelry is to be in good taste and no dangling bracelets or earrings past the earlobe are allowed. At all times while employees are conducting the Archdiocese's business, tattoos and body art must be covered and body piercings (other than traditional pierced earrings for women only) must be removed. Jewelry should be appropriate to the occasion.

BODY PIERCINGS – There are to be NO visible body piercing(s) other than earrings (more than 2 earrings are not allowed).

ID BADGES – Identification Badges must be worn and name visible at all times while at the facility. Employees are required to wear their authorized ID badge while on duty. The first name badge is provided at no cost to the employee. Thereafter, it is the employee's responsibility to purchase a new name badge at a cost of \$5. Name badges must be visible at all times.

OUTERWEAR – Coordinating uniform jackets may be worn. NO sweaters, sweatshirts, hoodies, coats or jackets may be worn while on duty. Long sleeve undershirts may be worn for warmth.

The organization wishes to provide a work environment that is free of safety hazards, offensive behavior and harassment of any kind. Therefore, the following clothing is **NOT ACCEPTABLE**: jeans, capris, spandex; bare feet; pants, shorts or skirts worn below the waistline; sexually provocative clothing; hats of any kind (unless approved under position dress code above); clothing with profanity, nude or semi-nude pictures; sexually aggressive slogans, cartoons, or drawings; the observable lack of undergarments and/or exposed undergarments. A neat and professional appearance should be adhered to, undershirts must be tucked in and not hanging below shirt line and pants must be worn at the waist and not hanging down to expose underpants.

COMPLIANCE

Managers and supervisors are responsible for ensuring their department personnel are in compliance. Managers and supervisors reserve the right to send any person home to change clothes that violate any part of the dress code policy. The time spent away from work for this reason will be time without pay.

Telephone Use

Employees should only receive emergency personal telephone calls while at work. Emergency phone calls will be screened by reception. Employees may make personal telephone calls during breaks. Telephones in offices and nursing stations are for business use only except for emergencies. Use of residents' phones for personal purposes may result in termination.

Visitors

Employees may not allow friends, relatives or sales persons to call on them during working hours except in an emergency. In an emergency any employee visitor must wait at the front desk for the employee to be called.

Photographs

Photographing of employees or residents on the organization's property is permitted only when authorized in writing by the Administrator.

Bulletin Boards

The purpose of bulletin boards is to provide a permanent and official channel of communication to all employees. Important information about the organization will be displayed permanently on bulletin boards located at strategic points throughout the facilities. Information will be of the following four types:

1. Legally required posters and notices.
2. Safety rules and related information.
3. Memos and announcements including job postings.
4. Organization-sponsored social and recreational events.

No private posting of any type will be allowed. All employees will be responsible for regularly checking and reading the bulletin board and for following the rules, regulations, and instructions used there.

Smoking

Chateau De Notre Dame is a non-smoking organization. Violation of this policy may result in corrective action up to, and including, termination.

Drug & Alcohol Policy

It is the policy of the organization to maintain a safe, productive work environment for all employees. The use, possession, sale or distribution of alcohol or illegal drugs while on the organization's premises is strictly prohibited. Entry into or upon the organization's property while under the influence of alcohol or with having a recognizable trace of any illegal drug in the employee's system, is prohibited. Any employee who violates this policy may be subject to corrective action up to and including immediate discharge.

Fraternization

Employees are prohibited from having romantic, sexual, and exploitative relationships with current or former residents or clients of the facility or service units of the organization.

Lost and Found

Lost and found articles are to be reported/returned to Social Services or the receptionist desk.

Solicitation and Distribution

Soliciting by one employee of another, or collecting money from one employee by another, is prohibited while either employee is on work time. Work time is all time on the premises other than before and after work or at meal periods and at break times. Work time includes travel to and from the organization on official business.

Distributing literature and circulating petitions at the organization at any time is also prohibited. Finally, trespassing, soliciting or distributing any literature by anyone outside the organization is prohibited on the organization's premises.

Political Activity

Personal political views and organization employment should be held separate at all times. The organization is a 501(c) (3) not-for-profit social service agency and does not engage in partisan political activity. Employees may not use the authority of their position to secure support for, or oppose a candidate, party or election. When acting in an official capacity, employees are to avoid endorsing or opposing candidates or parties, or actively engaging in political campaigns for or against any candidate or party.

Change of Information

It is the employee's responsibility to notify the payroll department, and supervisor, of any changes in name, address, and/or phone number.

GRIEVANCES

Employees have a right to present any grievances, claims of discrimination, or claims of harassment through a formal internal grievance process. Presentation of a complaint or grievance will not result in any retaliatory action against the employee.

Grievance Procedure:

1. Employees who believe that they have been treated unfairly should first make every attempt to discuss the issue directly and openly with his/her direct supervisor.
2. If the complaint is not resolved through open communication with the direct supervisor, the employee should then discuss the issue with the Department Head.

3. If the individual is dissatisfied with the outcome of the meeting with the Department Head, he/she should present the facts of the situation in writing, as a formal grievance, to the Administrator or designee within 5 business days of the meeting with the department head.
4. Administrator/designee will investigate and respond in writing to the employee within 5 business days of receipt of grievance.
5. Upon receipt of Administrator's written response, employee may appeal the decision to the CEO within 5 business days. The CEO or designee will investigate and respond in writing to the employee. The decision of the CEO is final.

TERMINATION OF EMPLOYMENT

Employment with the organization may be terminated with or without cause at any time due to resignation, reduction in force or involuntary termination. The employment relationship is mutual and fulfills the needs of both employees and the employer, and therefore may be terminated "at will" by either party.

Resignation

Employees who plan to resign should give written notice at least two (2) weeks in advance of resignation. For persons in administrative or supervisory positions, as much notice as possible is desirable with an expected minimum of thirty (30) days. Senior management may be required to give sixty (60) days' notice.

Once an employee gives notice of resignation they are no longer be eligible to utilize sick time, unless covered under ADA or pregnancy laws.

CORRECTIVE ACTION

Prior to imposing any corrective actions, supervisors will investigate to determine whether a work rule has been violated. Employees will ordinarily be afforded an opportunity to tell their side of the story to the supervisor before any final corrective action is applied. Employees may be asked to provide a written statement of the incident. In serious circumstances, an employee may be suspended pending investigation.

The following are the corrective action penalties in order of severity:

First Notice – An initial Corrective Action Report Form outlining the improper conduct, its consequence(s), and a warning against repeated violations. A copy of this form is recorded in the personnel file.

Second Notice – More serious than the first notice, this counseling is also recorded in the personnel file.

Final Notice – The final notice against work-rule violations. This is a documented counseling and is placed in the employee personnel file.

Recommendation for Termination – Counseling with recommendation for termination. Employee is placed on suspension pending outcome of recommendation. Counseling is placed in personnel file.

Work rules, and the penalties associated with their violations, are grouped into three (3) general categories as follows:

Category I – These are normally lesser breaches of policy which can be simply corrected without serious corrective action measures. Supervisors will issue a notice to employees for minor violations with an emphasis on correcting the behavior.

Category II – These are violations which necessitate immediate corrective action in the form of a second notice for the first offense. Because Class II infractions are more serious, the first notice step is skipped.

Category III – These are serious violations of facility rules or employee misconduct which justify termination.

In all categories, the lists of offenses are not all inclusive. Employees can receive corrective action for any lawful reason under circumstances the organization deems appropriate. Employment is always at will.

GROUPS OF OFFENSES AND ASSOCIATED PENALTIES

CATEGORY I OFFENSES: Examples of these offenses include, **but are not limited to:** (other offenses may also merit these penalties)

1. Failure to comply with employer uniform or name tag policy.
2. Disruptive or unruly behavior or unreasonable noise on facility premises.
3. Creating or contributing to unsanitary conditions.
4. Improper or wasteful use of equipment and/or supplies.
5. Minor infraction of facility safety rules.
6. Minor disrespect to any supervisor.
7. Not attending a mandatory in-service.
8. Completing another employee's exception slip for time worked.
9. Failure to follow proper call-in procedures.
10. Working unauthorized overtime.
11. Minor medication error/ error in technique.
12. Use of cell phone, smoking, eating, lounging and/or breaking in unauthorized area.
13. Being on facility property outside of working hours without permission.
14. Failure to obtain advance authorization from your supervisor for overtime worked.
15. Unexcused Tardiness.

Penalties for Category I Offenses:

- First Offense: First Notice
Second Offense: Second Notice
Third Offense: Final Notice
Fourth Offense: Recommendation for Termination

CATEGORY II OFFENSES: Examples of these offenses include, **but are not limited to:** (other offenses may also merit these penalties)

1. Improper documentation in resident's medical record.
2. Horseplay or misconduct which does not result in damage to property or injury to any person.
3. Abusive language or disrespect to any other employee, supervisor, or any other individual in the facility.
4. Sexual or other harassment. (Can be Class III offense.)
5. Serious disrespect to any supervisor.
6. Unauthorized absence from assigned duty station.
7. Failure to report to the supervisor an on-the-job accident or injury.
8. Inconsiderate care of any resident of the facility not considered by management to be abuse.
9. Soliciting monetary contributions for any reason.
10. Distribution of non-work related material, pamphlets, cards, CD's, DVD's, etc.
11. Interfering with or purposeful distraction of another employee in the performance of his/her work.
12. Eating food prepared and intended for residents.
13. Use of profane, obscene, vulgar, or abusive language. (Such language used toward a resident is considered abuse, therefore is considered a Class III offense.)
14. Receipt of a gift, loan, or compensation from a resident or resident's family member.
15. Minor violation of resident rights, including but not limited to, not treating residents with respect and dignity.

16. Violation of a facility safety rule.
17. Use of resident's personal property (radio, TV, phone, etc.) with or without permission.
18. Storing personal belongings in a resident's room with or without permission.
19. Willful failure to perform job duties.
20. Failing to *immediately* report to a supervisor an incident of abuse, neglect, or mistreatment witnessed by an employee or of which an employee has knowledge.
21. Leaving the facility without supervisory permission and/or without clocking out.
22. Minor use of improper technique/procedure or failure to provide services necessary to avoid physical harm, mental anguish, or mental illness.

Penalties for Category II Offenses:

- First Offense: Second Notice
 Second Offense: Final Notice
 Third Offense: Recommendation for Termination

CATEGORY III OFFENSES: An employee will be subject to termination for a Class III offense. Other offenses may also merit termination. Class III examples include, **but are not limited to:**

1. Verbal, mental, physical, or sexual abuse of any resident of the facility, family member, visitor, or fellow employee, or neglect or mistreatment of any resident of the facility. Abuse is defined as: the willful infliction of injury, unreasonable confinement, intimidation, or punishment with resulting physical harm, pain or mental anguish. This includes racial slurs or discriminatory language.
2. Theft, damage, or destruction of property of employer, resident, visitor or other employee of the facility. Misappropriation of organization or resident property. Misappropriation is defined as: the deliberate misplacement, exploitation, or wrongful, temporary or permanent use of a resident's belongings or money without the resident's consent.
3. Falsification of any document, including the employee's employment application; completing an exception slip for time not worked.
4. Disorderly conduct on facility property resulting in injury to any individual, or fighting on company premises.
5. Removing unauthorized records or disclosing any confidential information concerning other employees, residents, or the facility. This includes but is not limited to discussing a resident's medical condition, personal, or financial status with other residents, families or visitors.
6. Drinking or possession of alcoholic beverages, use or possession of drugs, or being under the influence of drugs or alcohol while on company property.
7. Sleeping during working hours.
8. Being in possession of or bringing in weapons (i.e., guns, knives, etc.) on facility property (i.e., building, parking lot, lockers, etc.).
9. Failing to report to a supervisor an incident of abuse, neglect, or mistreatment witnessed by an employee or of which an employee has knowledge.
10. Insubordination; refusal to follow a direct order.
11. Serious disrespect to any supervisor in the presence of others.
12. Serious violation of resident rights, including but not limited to, not treating residents with respect and dignity.
13. Serious medication error or error in technique that could or does result in harm to a resident.
14. Serious violation of a safety rule.
15. Fraud or participation in fraud which harms the company.
16. Committing unlawful acts on facility property.
17. Walking off the job during your shift.
18. Serious use of improper technique/procedure or failure to provide services necessary to avoid physical harm, mental anguish, or mental illness.

Penalties for Category III Offenses:

First Offense: Recommendation for Termination

Listed work rules are not exclusive and recommended procedure for corrective action is not binding on the organization, in each situation as the optional facts may warrant immediate termination.

MEDIA RELATIONS

Organization Representation

Staff may not speak to the news media or represent themselves as an official or unofficial spokesperson of the organization. All inquiries must be referred to the Administrator and the CEO of Chateau de Notre Dame.

SECURITY AND SAFETY

Security Inspections

The organization wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, and other improper materials. To this end, the organization prohibits the possession, transfer, sale, or use of such materials on its premises. The organization requires the cooperation of all employees in administering this policy. Accordingly, employees should have no expectation of privacy regarding the contents of their desk, locker, file cabinets, and other storage devices.

Desks, lockers, and other storage devices may be provided for the convenience of employees but they remain the sole property of the organization. The organization will retain keys or combinations to the locks on storage devices. Employees may use their own locks or combinations but must give a key or the combination to the organization security/maintenance.

Any agent or representative of the organization can inspect desks, lockers, and other storage devices, as well as any articles found within them, at any time, with consent and search authorization, in accordance with applicable state laws.

Electronic Monitoring

The organization may periodically monitor, survey, or review staff members' work performance through the use of mechanical, electronic or other devices and methods. Devices and methods may be used to limit personal calls at the workplace, review performance and investigate workplace problems. Monitoring may involve, but is not limited to, personal telephone calls, email transmissions, internet sites visited, voicemail, and computer (device) usage/storage. Employees should have no expectation of privacy when using various forms of business communications, or performing work electronically while using the organization's equipment, supplies or electronic messaging (i.e. websites, voicemail, cell phones, paging devices, email, fax, etc.)

Security & Parking

The facilities doors are locked in the evening and remain locked until the following morning.

Security guards are on duty at night. Parking for employees is provided in the rear parking lot. Parking spaces must be left available in front of the nursing home during visiting hours.

General Safety Statement

Each employee is expected to assist in providing a safe, clean and pleasant work environment for the residents, employees and visitors to our facilities. All unsafe equipment and conditions must be reported immediately to maintenance or the immediate supervisor. All employees of the organization must follow these safe practice rules and report all unsafe conditions or practices to a supervisor.

General Safety Rules

The following general rules apply to all departments and employees at the organization. These rules are to promote safety consciousness and an accident free environment. There are no exceptions to these safety rules. Additional department specific safety rules may also apply. Employees found in violation of any safety rule will face corrective action.

1. All employees are required to have assistance or use appropriate safety equipment when lifting or transferring a resident.
2. All non-management employees are required to wear low-heeled, fully enclosed, slip resistant shoes.
3. Oxygen safety precaution signs must be posted whenever oxygen is used. All smoking materials must be removed from the area before oxygen is started.
4. All toxic chemicals must be properly labeled and stored in a secured/ locked area.
5. Employees must know their job and their responsibilities. Learn the right way by asking, not by trial and error. Communicate suggestions on better and safer methods to a supervisor. Always be conscious of personal safety and the safety of others.
6. Protective clothing or equipment must be worn when specified by departmental procedure.
7. All employees are responsible for removing hazards such as water, paper wrappers, and objects from floors. This includes placement of safety signs once a hazard is identified.
8. Walk, never run. Be cautious when approaching swinging doors, corners, congested areas.
9. All spills must be cleaned up immediately upon discovery.
10. "Wet Floor" signs must be used at all times when floors are being mopped, cleaned or for spills.
11. Horseplay, scuffling and other acts, which may endanger employees, are prohibited.
12. Know what to do during fire and emergency procedures. Assume all alarms are real. Ask if you are unsure of procedures.
13. All employees should report accidents/incidents to their supervisor during the shift on which they occur. No matter how small, injuries must be reported to your supervisor immediately.
14. All carts must be pushed, not pulled, except when going around corners.
15. Employees may not use or operate any mechanical equipment unless properly instructed in its use.

Blood borne Pathogens

The organization has an Exposure Control Plan in place for Blood borne Pathogens. Vaccinations against Hepatitis B are available at no cost, on a voluntary basis, to all employees who have occupational exposure.

Hazardous Materials

Employees will be informed during orientation about hazardous chemicals/materials that they may work with or be exposed to. They must be familiar with the location of their department's MSDS notebook.

Universal Precautions

Universal Precautions will be practiced in the organization in order to protect employees, visitors, and residents against the transmission of blood and body fluid borne diseases.

Fire Safety

Fire is always a potential hazard and, therefore, all employees are required to know the organization's fire plan, location of exits, location of fire extinguishers and evacuation procedures. All employees' immediate action in the event of a fire is important to life and property. All fires, or any signs of a fire, are to be reported in accordance with the organization's fire plan. Different departments have specific duties in the event of fire alarms. It is the employee's responsibility to familiarize themselves with their role in the event of a fire alarm.

At the first evidence of a fire, you must do the following, listed in order of their priority: **R.A.C.E.** -

R – RESCUE

Remove residents and visitors from fire area. Close the door.

A – ALARM

Report the fire:

- Go to the nearest fire alarm box in the building, and activate.
- Immediately notify the fire department by telephone. When a fire is discovered, regardless of severity, call the fire department. Notify the Administrator and key personnel of the emergency.

C – CONFINE

Close all doors to the rooms in the fire area. Remove any obstructions in the corridors or exits. Turn off all gases and electrical equipment NOT ESSENTIAL to the care of the residents.

E – EXTINGUISH

Use the nearest appropriate extinguisher to control the fire, if possible, until the arrival of the fire department.

If the fire is not in your immediate area, remain there until requested to report to the emergency, or to evacuate the building. Close the windows and corridor doors. Reassure residents and visitors and prepare them for evacuation.

On-duty personnel away from their assigned work areas when an alarm is sounded or an emergency reported, will return to their assigned work area immediately and follow fire procedure instructions.

The greatest danger in most fires is panic. Residents are alarmed by excited emotions. NEVER SHOUT "FIRE!" Residents look to you for protection, so be calm and move with assurance. For more detailed information, see your facility fire and disaster plan. The "ALL CLEAR" should never be communicated to the alarm company or to organization personnel until the supervisor in charge is certain there is no threat of fire.

HARASSMENT, DISCRIMINATION & RETALIATION

The organization will provide employees and volunteers serving in the organization with a productive work environment and does not tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment. Harassment includes, but is not limited to:

- Verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, genetic information, military status, or any other characteristic protected by law.
- Making, as a condition of a person's continued employment or service, unwelcome sexual advances; request for sexual favors; verbal, non-verbal or physical conduct of a sexual nature.
- Making submission to or rejection of such conduct the basis for tangible employment or services decisions affecting the employee, volunteer, or client.
- Creating an intimidating, hostile, or offensive working or services environment by such conduct that is so severe and pervasive that it alters the condition of the person's employment or future services and creates an abusive work environment.

The organization reserves the right to take whatever corrective action it deems appropriate including immediate termination and/or notification of appropriate civil or criminal law enforcement authorities for this action to any employee or volunteer who engages in any form of harassment.

Harassment on the basis of sex is a violation of Sec. 703 of title VII. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting such individual, or (3) such conduct has the purpose or

effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

It is the policy of the organization that all persons will work in an environment free from harassment, discrimination and retaliation including sexual harassment. The organization will investigate any allegation of harassment, discrimination and/or retaliation, and if it is determined that such alleged conduct in violation of this policy has occurred, the organization will take appropriate action, which may include immediate termination and/or notification of appropriate civil or criminal law enforcement authorities.

Acts that constitute harassment include, but are not limited to, all forms of workplace harassment such as race, age, disability, national origin, sex, sexual advances and suggestions and may include:

- (1) Verbal: Sexual innuendoes, suggestive comments, joke of a sexual nature, sexual propositions, lewd remarks, threats. Requests for any type of sexual favor (this includes repeated, unwelcome requests for dates). Verbal abuse or "kidding" which is oriented towards a prohibitive form of harassment, including that which is sex oriented and considered unwelcome.
- (2) Non-verbal: The distribution, display, or discussion of any written or graphic material, including calendars, posters, and cartoons that are sexually suggestive, or shows hostility towards an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gesture; content in letters and notes, facsimiles, e-mail, that is sexual in nature.
- (3) Physical: Unwelcome, unwanted physical contact, including but not limited to, touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling; forced sexual intercourse or assault.

Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, including men and women, that is acceptable to and welcomed by both parties, is not considered to be harassment, including sexual harassment.

Harassment, discrimination or retaliation by an employee, manager, supervisor, vendor, or family member, or anyone else will not be tolerated. All managers and supervisors, as part of their job responsibilities, will be responsible for preventing and eliminating such conduct in their department and work areas.

Any employee who believes that he or she is being harassed, discriminated or retaliated against, should when feasible, politely but firmly state, to the individual who is doing the alleged conduct, his/her complaint and request that the person cease the harassing behavior.

It is the employee's responsibility to bring concerns or complaints about actual incidents of harassment to the attention of his/her supervisor. This includes employees who think they are victims of harassment, discrimination or retaliation as well as those who believe they have witnessed another employee, volunteer, or client being harassed. The supervisor should report all complaints to the Administrator or designee.

Under no circumstances do employees need to report harassment, discrimination or retaliation to a supervisor who is the person being accused. of sexual harassment. In such a situation, the employee shall report the alleged conduct to the Administrator or designee as soon as possible.

The organization will, to the extent feasible, maintain the confidentiality of such complaints on a need-to-know basis. However, investigation of such complaints may require disclosure to the accused party, other witnesses and superiors in order to gather pertinent facts.

If the immediate supervisor or any member of management is informed or learns of the harassment, discrimination or retaliation, he or she should immediately inform the Administrator, who will instigate an immediate, fair and impartial investigation.

If the investigation reveals that the complaint is valid, action to stop the harassment, discrimination or retaliation immediately and to prevent its recurrence will be taken.

RESIDENT ABUSE

The people that the organization serves shall not be subjected to physical abuse, verbal abuse, sexual abuse, misappropriation of property or neglect, or any form of mistreatment by staff, visitors or others that the organization serves. Such abuse can result in fines, licensure removal and incarceration for abusers as well as for observers who neglect to report the abuse.

A resident is considered mistreated, abused and/or neglected when evidence shows he/she has been attacked, struck or kicked in any manner by an employee or any other person other than another resident. Verbal abuse includes teasing, speaking harshly or rudely to a resident, laughing at a resident, ridiculing, scolding or using foul or abusive language of any nature in the presence of a resident. Physical abuse includes pushing, shoving, striking or kicking. Further, abuse includes the use of rough or physical force beyond that necessary to protect the resident from injuring himself/herself or others.

The following are some examples of actual abuse/neglect and signs and symptoms of abuse/neglect that should be promptly reported. However, this listing is not all-inclusive. Other signs and symptoms or actual abuse/neglect may be apparent. When in doubt, report it.

1. Signs of/Actual Physical Abuse:
 - Welts or bruises;
 - Abrasions or lacerations;
 - Fractures, dislocations or sprains of questionable origin;
 - Black eyes or broken teeth;
 - Improper use of restraints;
 - Sexual exploitation;
 - Rape;
 - Excessive exposure to heat or cold;
 - Involuntary seclusion;
 - Multiple burns or human bites.
2. Potential Signs of/Actual Physical Neglect:
 - Malnutrition and dehydration (unexplained weight loss);
 - Poor hygiene;
 - Inappropriate clothing (soiled, tattered, poor fitting, lacking, inappropriate for season);
 - Decayed teeth;
 - Improper use/administration of medication;
 - Inadequate provision of care;
 - Caregiver indifference to resident's personal care and needs;
 - Failure to provide privacy;
 - Leaving someone unattended who needs supervision.
3. Possible signs/symptoms of psychological abuse/neglect:
 - Resident clings to abuser/caregiver;
 - Paranoia;
 - Depression;
 - New or increasing confusion or disorientation;
 - Withdrawal;
 - Inconsistent injury explanation;
 - New or more frequent expressions of low self-esteem or self-worth;
 - Anger;
 - Suicidal ideation.

Any alleged violation must be **immediately** reported to the supervisor on duty, who is responsible for initiating a thorough investigation, initiating an incident report form and contacting the Administrator or designee to ensure the State of Louisiana receives a report within twenty-four (24) hours, as required. Resident abuse, or failure to report suspected or confirmed resident abuse, will result in immediate corrective action up to and including termination.

GENERAL EQUIPMENT USE POLICY

As part of their mission, Archdiocesan agencies acquire, develop, and maintain computers, computer systems, voice mail systems and networks (information resources). These information resources are intended for Archdiocesan-related purposes, including direct and indirect support of the Archdiocese's ministries and administrative functions and of the free exchange of ideas among members of the Archdiocesan agencies and between the Archdiocesan agencies and the wider local, national, and world communities. The Archdiocesan agencies, thus, are encouraged to make innovative and creative use of information technologies in support of service and administration, but the information system is not to be used for the expression of personal opinion other than in regard to Archdiocesan business. Further, all of the information resources are and remain at all times the property of the Archdiocese of New Orleans and are subject to search and seizure.

The use of the aforementioned information resources, like the use of any other Archdiocesan-provided resource and like any other Archdiocesan-related activity, is subject to the normal requirements of legal and ethical behavior within the Archdiocesan agencies. Based on the teachings and moral principles of the Roman Catholic Church, it is the policy of the Archdiocese of New Orleans to provide members of the Archdiocesan agencies with an environment free from conduct deemed inappropriate by the Roman Catholic Church. Should any member of the Archdiocesan agencies, including employees and volunteers, engage in any conduct violative of Roman Catholic Church teachings or principles in the use of a computer, e-mail, voice mail or the internet, the Archdiocese of New Orleans reserves the right to take whatever corrective action it deems appropriate as to any user, notwithstanding whether such action violates any other laws, regulations or policies. Thus, legitimate use of a computer, computer system, voicemail system or network does not extend to whatever is technically possible. Although some limitations are built into the computer operating system and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network, and whether or not they can be circumvented by technical means.

With access to computers and people from around the world also comes the availability of material that may be offensive and contrary to the mission of the Archdiocese. The Archdiocese does maintain a firewall/filter to protect individuals against the existence or receipt of material that may be offensive to them. However, with the global nature of computer networks it is impossible to control all materials and an industrious user may discover controversial materials, either accidentally or deliberately. As such, those who make use of electronic communications are warned that they may come across or be recipients of material they find offensive. Those who use e-mail or make information about themselves available on the Internet should be forewarned that the Archdiocese cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information. Should any user of the Archdiocesan information resources become aware of unauthorized access to improper sites or material or inappropriate use of e-mail, the user should report this matter to the appropriate supervisor.

Only computer software approved by the appropriate supervisor should be installed on individuals' computers and the Archdiocese reserves the right to delete any unauthorized programs from any Archdiocesan computer, even though the deletion may cause damage to any files belonging to the owner/user.

Applicability

This policy applies to all users of Archdiocesan information resources and to all users of those resources, whether on Archdiocesan property or from remote locations. Additional policies may apply to specific computers, computer systems, voice-mail systems or networks provided or operated by specific units of the Archdiocese. Consult the operators or managers of the specific computer, computer system, voice-mail system or network in which you are interested for further information.

Policy

All users of Archdiocesan information resources must comply with all federal, Louisiana and other applicable law; all Archdiocesan rules and policies; and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses included the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking" "cracking", and similar activities; the Archdiocese's sexual harassment policy; the Archdiocese's policy regarding the abuse and neglect of minors and all applicable software licenses. Individuals involved in "hacking" and/or "cracking" break into someone else's computer system and/or bypass passwords or licenses in computer programs. Users who engage in electronic communications with persons in other states or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

Employees must use only those information resources that they are authorized to use and use them only in the manner and to the extent authorized. Ability to access information resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. E-mail and related Archdiocesan accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the Archdiocese.

Employees must respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Again, ability to access other persons' accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Under no circumstances should a user of Archdiocesan information resources use another user's account and/or hide their identity in the forwarding of e-mail messages and/or during the use of the internet or voice-mail system. Violation of the privacy issues discussed herein will subject the user to corrective action, up to and including termination.

Employees must respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. Although there is no set bandwidth, disk space, CPU time, or other limit applicable to all uses of Archdiocesan information resources, the Archdiocese may require users of those resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances.

Employees must refrain from using those resources for personal commercial purposes or for personal financial or other gain. Such use is prohibited. Personal use of Archdiocesan information resources for other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other Archdiocesan responsibilities, and is otherwise in compliance with this policy. Further limits may be imposed upon personal use in accordance with normal supervisory procedures.

Employees must refrain from stating or implying that they speak on behalf of the Archdiocese and from using Archdiocesan symbols and logos without authorizations to do so. Affiliation with the Archdiocese does not, by itself imply authorization to speak on behalf of the Archdiocese. Authorization to speak on the behalf of the Archdiocese may be granted only by the Office of the Archbishop.

Authorization to use Archdiocesan symbols and logos on Archdiocesan information resources may be granted only by the Office of the Archbishop. The use of a disclaimer on all communications is recommended, such as; "The contents of this communication are the sole responsibility of (*name of user*) and do not necessarily represent the opinions or policies of the Archdiocese of New Orleans. Additionally, any communication should not be considered confidential. Any comments should be sent to (*user's e-mail address*)."

Enforcement

Users who violate this policy may be denied access to Archdiocesan information resources and may be subject to other penalties and corrective action, both within and outside of the Archdiocese. Violations will be handled through the Archdiocese's corrective action procedures applicable to the relevant user. However, the Archdiocese may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity or security of Archdiocese or other information resources or to protect the Archdiocese from liability. The Archdiocese may also refer suspected violations of applicable law to appropriate law enforcement agencies.

Security and Privacy

The Archdiocese employs various measures to protect the security of its information resources and of their users' accounts. Users should be aware, however, that the Archdiocese cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.

Users should also be aware that their uses of the Archdiocese's information resources, including voice-mail resources, are not completely private. Data saved on the Archdiocese's computers and/or servers, including e-mail equipment and e-mail and voice-mail messages are the property of the Archdiocese of New Orleans. Messages that are created, sent or received using the Archdiocese's e-mail or voice-mail system are the property of the Archdiocese. The Archdiocese reserves the right to access and monitor the activity and accounts of individual user of Archdiocesan information resources, including but not limited to the contents of individual email accounts, voice-mail accounts, login sessions and communications. Further, users should be aware that their computer information, voice-mail information and e-mail information, whether deleted or not, may be reviewed by the Archdiocese of New Orleans and that the users have no expectation of privacy in such information.

Cell Phone Use

The Chateau De Notre Dame staff are not allowed to have personal communication devices such as cell phones, headphones, or accessories such as earbuds, charger etc... while on duty. Any personal cell phone, headphone, earbuds or charger brought into the facility must be placed in a locker in the designated area. An employee may only use their cell phone, headphone or accessory (ies) in the locker room area or employee break room while on a supervisor approved break. After use, the cell phone, headphone, or accessory (ies) must be returned to a locker in the designated area. If an employee's cell phone, headphone, or accessory (ies) is heard, observed or if an employee is found using or charging any electronic communication device anywhere else within the facility, they will be subject to disciplinary action up to and including termination. The Administrator may approve specific members of the management team and other staff members to use personal and/or facility cell phones within the facility for facility purposes ONLY. Any approved member of the management team and other staff members that abuse the cell phone policy will be subject to disciplinary action up to an including termination.

Note: This policy is to protect the privacy of our residents, as well as, prevent a distraction from the quality care we are committed to give. It is not the intent of Chateau De Notre Dame to cause stress or distress to our employees at any time, especially in the case of emergency. Therefore, it is important that you give an emergency contact information to those you deem necessary such as, family, children and schools or the daycare facility the attend. Please give the name of your department, your supervisor's name and the floor number when necessary.

Locker Use

Each new employee may be issued a locker with a key after orientation. The organization reserves the right to open an employee's lock and remove the contents of the locker during an investigation. Perishable items should not be stored in lockers. Personal belongings and locks must be removed daily.

Use of Organization Property

Staff members will not directly or indirectly use or allow the use of property, equipment or supplies belonging to the organization or located on the organization's premises for any purpose other than organization business, unless special permission is obtained from the Administrator. Furthermore, no staff member shall willfully alter, mutilate, abuse or waste any property, equipment or supplies belonging to the organization or located on the organization's property. The improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles can result in corrective action, up to and including termination.

If in the course of normal business use an employee notices that any equipment, machines, tools or vehicles appear to be damaged, defective or in need of repair, he or she should notify the supervisor or maintenance in writing as soon as possible. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or residents.

Vehicle Use

This policy affects any individual who may drive an organization vehicle or personal vehicle on organization business. Prior to driving any vehicle on organization business, the following information should be in your personnel file:

- Driver's license number and expiration date.
- A copy of the driving record from the Department of Motor Vehicles in the State of Louisiana showing the employee does not have more than two moving violations during the most recent three (3) year period, updated annually.
- Proof of insurance, if personal vehicle is used for organization business.

All information will be kept confidential. It is the employee's responsibility to keep this information up-to-date, including reporting to the Administrator any moving violations or changes in driving status within five (5) days of the violation or change. Failure to do so can result in corrective action up to and including termination.

Safe driving practices, speed limits and other driving laws must be observed at all times. Texting while driving or using cell phones in school zones, is prohibited at all times. The organization is not responsible for fines incurred by employees while driving an organization vehicle or a personal vehicle while on organization business. The Administrator may make an exception by assuming responsibility for fines in unusual circumstances. Employees are responsible for reporting any accidents, no matter how minor, to the police before leaving the scene of the accident and as soon as possible to the Administrator.

HANDBOOK RECEIPT AND ACKNOWLEDGEMENT OF POLICIES FORM

(Copy to be placed in employee's personnel file)

Please read this page, initial each paragraph, then complete the information at the bottom, sign it and return it to your supervisor.

Initials:

_____ I have received and thoroughly read the organization's Employee Handbook. I understand it is my responsibility to become familiar with and follow the policies set forth in this Handbook. I further understand that I should contact my supervisor for any questions and/or additional information I need regarding topics covered in this Handbook.

_____ I understand that I am employed by the organization on an "at-will" basis, which means that either the organization or I may terminate my employment, at any time, with or without notice and/or with or without cause and that nothing in this Handbook changes my "at-will" status since I understand that this Handbook is not a contract.

_____ I understand that this Handbook does not contain every policy or employment practice of the organization. I further understand that this Handbook supersedes any and all prior policies or communications I may have received. I also understand that the organization in its sole discretion, may make changes to this Handbook at any time without notice.

_____ I specifically acknowledge receipt of the *Discrimination, Harassment & Retaliation* policy and *Compensation* policy and understand the complaint procedures set forth.

_____ I specifically acknowledge receipt of the organization's *Drug & Alcohol* policy and agree to abide by that policy.

_____ I understand and acknowledge that the organization, in the interest of the safety and health of its employees, may inspect and search, at random and unannounced times, all packages, boxes, clothing, or any of my personal belongings carried on the organization's property. I consent to these searches and agree to allow and cooperate with such inspections while employed with the organization.

_____ I understand that as an employee of the organization, I must abide by this employee Handbook at all times as a condition of my at will employment and that violation of any policies or procedures contained in this Handbook as well as violation of the organizations workplace practices or policies may be ground for disciplinary action, up to and including termination.

A reproduction of this acknowledgement appears at the back of this Handbook for your records.

Employee's Printed Name

Employee's Signature

Date