



**HIAWATHA HOMES, INC.**

# **EMPLOYEE HANDBOOK**

Hiawatha Homes, Inc.  
Hiawatha Homes Foundation

Effective Date: January 1, 2019

# *Hiawatha Homes*

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# Hiawatha Homes

## WELCOME!

Welcome to Hiawatha Homes. We are excited to have you as part of our team. It is our hope that you will find your colleagues, work environment and employment responsibilities to be stimulating and personally rewarding.

### **Vision Statement**

Hiawatha Homes provides an environment of respect and dignity that:

- Empowers People
- Provides Choice
- Focuses on Individual Abilities
- Promotes Independence

### **Mission**

To provide quality support services to people with disabilities at home and in their community

### **Core Values**

- Everyone has the right to be treated with respect and to have their dignity maintained.
- Everyone has the right to make choices that affect their lives.
- Everyone is vital to the success of a community.
- Everyone deserves to live in a safe, clean, and well-maintained home in a desirable neighborhood.
- Innovation and commitment are necessary in meeting changing service needs.
- Social and political change can only come about through advocacy.
- Valued employees make for a stable work force.
- Financial stability is based on sound management strategies.

### **Who We Support**

Hiawatha Homes, Inc. supports children, adults, and families with:

- Developmental disabilities
- Physical health needs
- Brain injury
- Specialized medical needs
- Autism spectrum disorder
- Emotional and behavioral health needs

### **How We Support People**

Hiawatha Homes is dedicated to providing person-driven support services to individuals and families. Quality support services will be delivered with dignity and respect for each person and his or her unique needs.

While the specific responsibilities of persons in the organization vary, we hold these values for all positions. You were hired because of your knowledge, skills and abilities. We trust that you will use those attributes to their fullest extent while employed at Hiawatha Homes. Furthermore, mutual respect, honesty and a 'team' spirit contribute to bringing out and utilizing everyone's strengths, and thus make continual improvement and quality part of the norm at Hiawatha Homes.

This employee handbook has been prepared for your information and understanding of the policies, philosophies, practices and benefits of Hiawatha Homes. Please read it carefully. Upon completion of your review of this handbook, please sign the acknowledgement statement at the back, and return it to your supervisor.

Once again, welcome!

Cindy Ostrowski  
Chief Executive Officer

# *Hiawatha Homes*

## **PURPOSE OF HANDBOOK**

This employee handbook describes the general, not specific or all-inclusive, administrative policies of Hiawatha Homes. It is not meant to and does not create a contract of employment of any kind. Hiawatha Homes will decide final interpretation and implementation of any policies or guidelines in this handbook.

Hiawatha Homes reserves the right to amend, modify, or rescind any section of this handbook at any time and for any reason without prior notification. However, the Board of Directors is responsible for the contents of this handbook and must approve any and all changes to this handbook. Any modifications will be appropriately posted and such changes will be incorporated into this handbook at the discretion of the Board of Directors.

Hiawatha Homes Chief Executive Officer, who is selected and employed by the Board of Directors, is responsible for the execution of the policies contained in this handbook.

Policies, procedures and practices contained in previous handbooks, letters, manuals, or other oral or written representations of Hiawatha Homes are expressly revoked.

Hiawatha Homes is an at-will employer and operates under the provision that employees have the right to resign their position at any time, with or without notice and with or without cause. We, the employer, have similar rights to terminate the employment relationship at any time, with or without notice and with or without legal cause.

## *Hiawatha Homes*

### **EQUAL EMPLOYMENT OPPORTUNITY**

Hiawatha Homes is an equal opportunity employer. It is our policy to provide equal employment opportunity for all, without regard to race, religion, color, creed, ancestry, national origin, age, sex, sexual orientation, marital status, status with regard to public assistance, veteran or disability status, or other applicable protected classification.

This policy relates to all phases of employment, including, but not limited to, recruiting, employment, job assignments or placement, promotion, demotion, transfer, lay-off, recall, termination, benefits, compensation, disciplinary action and training.

**ADA ACCOMMODATIONS**

EFFECTIVE DATE: 01/01/2012

REVISED: 12/09/2014

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**Purpose**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAA) requires that employers do not discriminate against applicants and employees with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

**Policy**

Hiawatha Homes will comply with all federal and state laws concerning the employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

When an applicant or employee with a disability is requesting an accommodation the applicant or employee must complete the Request for Reasonable Accommodation form and turn into their primary supervisor and the Human Resource Manager. Hiawatha Homes will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to applicants, employees or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Hiawatha Homes.

**Pregnancy Accommodations**

Hiawatha Homes will provide reasonable accommodations to an employee for health conditions related to pregnancy or childbirth if she so requests, with the advice of her licensed health care provider or certified doula, unless Hiawatha Homes demonstrates that the accommodation would impose an undue hardship on the operation of Hiawatha Homes business. A pregnant employee shall not be required to obtain the advice of her licensed health care provider or certified doula, nor will Hiawatha Homes claim undue hardship for the following accommodations: (1) more frequent restroom, food, and water breaks; (2) seating; and (3) limits on lifting over 20 pounds. Hiawatha Homes will engage the employee in an interactive process with respect to an employee's request for a reasonable accommodation. A reasonable accommodation may include, but is not limited to, temporary transfer to a less strenuous or hazardous position, seating, frequent restroom breaks, and limits to heavy lifting. Notwithstanding any other provision of this policy, Hiawatha Homes will not be required to create a new or additional position in order to accommodate an employee, and shall not be required to discharge any employee, transfer any other employee with greater seniority, or promote any employee.

For further information please contact Human Resources.

# *Hiawatha Homes*

## **ANNIVERSARY DATE**

EFFECTIVE DATE: 10/01/2007

REVISED: 11/23/2016

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### **Purpose**

To inform employees about their anniversary date and the benefits associated.

### **Policy**

Your anniversary date is the date on which you were hired by Hiawatha Homes (first day worked). Certain benefits are based on your anniversary date.

If an employee ends employment with Hiawatha Homes, for any break of time, and is later rehired; the actual rehire date will be used for certain benefit eligibility, PTO accrual, annual performance reviews, anniversary cards and/or milestone bonuses.

If you have questions regarding your anniversary date, contact your supervisor or the Human Resource Manager.



# *Hiawatha Homes*

## **AT WILL EMPLOYMENT**

EFFECTIVE DATE: 01/01/2013

REVISED:

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### **Purpose**

The state of Minnesota recognizes employment at-will and Hiawatha Homes operates as an at-will employer.

### **Policy**

Employment at Hiawatha Homes is employment-at-will. Employment-at-will may be terminated with or without cause and with or without notice at any time by the employee or Hiawatha Homes. Nothing in this Handbook or any document or statement shall limit the right to terminate employment at will. No employee of Hiawatha Homes has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will. Only the Hiawatha Homes Board of Directors has the authority to make any such agreements, and then only by a properly adopted resolution.

# *Hiawatha Homes*

## **BACKGROUND STUDY**

EFFECTIVE DATE: 09/24/2013

REVISED: 05/23/2018

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### **Purpose**

Hiawatha Homes will conduct background studies on all employees, volunteers and individuals participating in educational programs who are providing direct contact services as required by the Department of Human Services.

### **Policy**

Hiawatha Homes is licensed by the Department of Human Services which requires background studies to be conducted for employees and contractors providing direct contact services. Volunteers and individuals participating in educational programs will have background studies conducted if they are providing direct contact services and they will not always be within sight or hearing of a staff person. Direct contact is defined as providing face-to-face care, training, supervision, counseling, consultation or medication assistance to the people being served by the facility.

Hiawatha Homes will follow regulations set forth by 245D when initiating background studies for all employees at the time of hire or assignment. Employees, volunteers and people participating in educational programs will not be allowed to provide direct contact services until Hiawatha Homes has been notified in writing or by electronic transmission that the individual may provide direct contact services for Hiawatha Homes.

Employees, volunteers and people participating in educational programs will not be allowed to provide direct contact services for Hiawatha Homes if they have received a disqualification or a study that requires continuous direct supervision. Continuous direct supervision is defined as an individual being within sight or hearing of the program's supervising employee to the extent that the program's supervising employee is capable at all times of intervening to protect the health and safety of the persons served by the program.

If Hiawatha Homes receives notification that an employee has been disqualified from providing direct contact services, Hiawatha Homes will immediately remove the employee from their position at Hiawatha Homes. Hiawatha Homes does not allow employees to be employed with a disqualification; thus if an employee is disqualified the employee's employment will be terminated upon Hiawatha Homes receiving notification for the Department of Human Services.

If Hiawatha Homes receives notification that an employee is required to be under continuous direct supervision, Hiawatha Homes will immediately remove the employee from their position at Hiawatha Homes. Hiawatha Homes does not allow employees to be employed under continuous direct supervision; thus if an employee is required to be under continuous direct supervision the employee's employment will be terminated upon Hiawatha Homes receiving notification from the Department of Human Services.

# *Hiawatha Homes*

## **COMPANY PROPERTY**

EFFECTIVE DATE: 10/01/2007

REVISED: 12/26/2017

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### **Purpose**

Employees are expected to use due care in the use of company property.

### **Policy**

Negligence in the care and use of company property, unauthorized removal of property from the premises or using company property for personal use without prior approval, are cause for disciplinary action. In some situations, company property may be used for personal needs. However, a Supervisor or the Property Manager must grant prior approval.

Damage or destruction of company property will be at the employee's expense to repair or fix if the act is deemed intentional or neglect by the Chief Executive Officer.

### **Agency Issued Cell Phones**

Hiawatha Homes has determined that use of a work cell phone will contribute to the overall effectiveness of business communication and eliminate the need for employees to use or give out their personal cell phone information.

Agency cell phones may be issued to designated leadership employees whose responsibilities include frequent work communication while on travel and/or away from their permanent workstation, or where landline service is not available. Cell phones are for the purpose of conducting official agency business only. The cell phone should be used when a phone landline (stationary desk phone) and/or computer is not available or practical. The Chief Executive Officer, Chief Financial Officer or Senior Program Director are the only authorized agents to make changes to the agency cell phone accounts or services. Unauthorized or inappropriate use of agency cell phones may result in disciplinary action.

Cell phones are official Hiawatha Homes property. Employees are responsible for proper safeguarding of their assigned cell phone device. Employees will be responsible for reimbursing the agency if improper or negligent care leads to damage or loss of a cell phone.

Employees separating from the agency must return their agency issued cell phone to their designated Hiawatha Manager. Failure to return an assigned cell phone may result in a deduction from the employee's final paycheck.

**CONFIDENTIALITY AND DATA PRIVACY**

EFFECTIVE DATE: 10/01/2007

REVISED: 12/09/2014

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**PURPOSE**

The purpose of this policy is to establish guidelines that promote the rights of the individuals supported and ensure data privacy and confidentiality of the individuals supported.

**POLICY**

Individuals supported at Hiawatha Homes, Inc. have protection-related rights that include the rights to:

- Have personal, financial, service, health, and medical information kept private, and be advised of disclosure of this information by Hiawatha Homes, Inc.
- Access records and recorded information about the individual in accordance with applicable state and federal law, regulation, or rule.

Hiawatha Homes, Inc. encourages data privacy in all areas of practice and will implement measures to ensure that data privacy is upheld according to MN Government Data Practices Act. Hiawatha Homes, Inc. will also follow guidelines for data privacy as set forth in the Health Insurance Portability and Accountability Act (HIPAA). Data privacy will hold to the standard of “minimum necessary” which entails limiting protected health information to the minimum necessary to accomplish the intended purpose of the use, disclosure, or request.

**Access to records and recorded information and authorizations**

The individual supported and/or legal representative have full access to their records and recorded information that is maintained, collected, stored, or disseminated by Hiawatha Homes, Inc. Private data are records or recorded information that includes personal, financial, service, health, and medical information.

Access to private data in written or oral format is limited to authorized persons. Hiawatha Homes, Inc. employees may have immediate access to an individual supported private data only for the relevant and necessary purposes to carry out their duties as directed by the *Coordinated Service and Support Plan* and/or *Coordinated Service and Support Plan Addendum*. Please review the Policy and Procedure on Data Privacy for more detailed information.

The following entities also have access to persons’ private data as authorized by applicable state or federal laws, regulations, or rules. Please review the Policy and Procedure on Data Privacy for a complete list of authorized entities.

- Case manager.
- Child or adult foster care licensor, when services are also licensed as child or adult foster care.
- Minnesota Department of Human Services and/or Minnesota Department of Health.
- County of Financial Responsibility or the County of Residence’s Social Services.
- The Ombudsman for Mental Health or Developmental Disabilities.
- Adult or Child Protection units and investigators.

## *Hiawatha Homes*

### **Security of information**

The House Coordinator and/or Program Director will ensure that all information for individuals supported are secure and protected from loss, tampering, or unauthorized disclosures.

All records on active individuals should be maintained for the duration of their current admission. Records on individuals who have been discharged or who die while receiving services will be retained for seven years.

Hiawatha Homes, Inc. and its employees will not disclose personally identifiable information about any other individual when making a report to each individual and case manager unless Hiawatha Homes, Inc. has the consent of the individual. This also includes the use of other individual's information in another individual's record.

Written and verbal exchanges of information regarding individuals supported are considered to be private and will be done in a manner that preserves confidentiality, protects their data privacy, and respects their dignity.

The HIPAA Security Rule establishes a national set of security standards for the confidentiality, integrity, and availability of electronic protected health information. The HIPAA Privacy and Security Rules apply to covered entities. [Covered entities](#) include health care providers and professionals such as doctors, nurses, psychologists, dentists, and chiropractors. Individuals and organizations that meet the definition of a covered entity and who transmit health information in electronic form in connection with certain transactions must comply with the Rules' requirements to protect the privacy and security of health information, even when using mobile devices. Only authorized Hiawatha Homes' staff will have access to server system e-mail on mobile devices and can only be used if the mobile device has a password or security code.

### **Visitors and Guests of employees at Hiawatha Homes**

In order to ensure safety and confidentiality of the individuals supported at Hiawatha Homes and its employees; all visitors visiting a program site are required to receive prior approval before arriving at the program site.

Any visit from a family member or friend of Hiawatha Homes' employee must be preapproved by the supervisor prior to any visit at any of the Hiawatha Homes program sites. Employees are not permitted to visit a program site for social reasons when they are not scheduled to work; unless approved by the supervisor.

Employees who violate this policy are subject to disciplinary action up to and including termination of employment.

Visits by family members and friends of the individuals supported at Hiawatha Homes are not subject to restricted or preapproved visits.

### **Children in the Workplace**

The presence of children in the workplace during the employee's workday; including work shifts and paid meetings/trainings is not allowed. Children are not permitted at the worksite because of the legal liability of permitting such a practice. Hiawatha Homes recognizes there may be special events and celebrations in which employees and their family members are invited to attend on non-paid time. This will be permitted as approved by their direct supervisor.

## *Hiawatha Homes*

### **CONSERVATOR/GUARDIANSHIP**

EFFECTIVE DATE: 10/01/2007

REVISED: 03/28/2017

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#### **Purpose**

To avoid a conflict of interest in regards to the employees and the individuals that Hiawatha Homes supports.

#### **Policy**

Hiawatha Homes prohibits its employees from entering into guardianship/conservator arrangements with people who are currently supported and/or who have been previously discharged through the termination of services process through Hiawatha Homes.

If a new or current Hiawatha Homes employee is or becomes a guardian/conservator of a person supported by Hiawatha Homes, the employee will:

- Report or disclose any guardianship/conservatorship arrangements to their supervisor
- Not be permitted to work with the person with whom they have a legal relationship.
- Not be paid for time during which they carry out guardian/conservator duties.
- Not be permitted to engage in both roles at the same time.

Hiawatha Homes shall be held harmless for any acts or decisions by guardian/conservator.

# *Hiawatha Homes*

## **EMPLOYEE RELATIONS**

EFFECTIVE DATE: 10/01/2007

REVISED:

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### **Purpose**

Hiawatha Homes sincerely hopes that you will find your work experience desirable and rewarding. We have devoted our employee relations policy to fulfilling that goal.

### **Policy**

- To provide a management team that is skilled and concerned about the welfare of our employees.
- To compensate each employee in accordance with assigned responsibilities, professional ability, cooperation, and job performance, among other things.
- To fill vacancies or new positions with the most qualified candidates, whether from within or outside Hiawatha Homes. In the event there are candidates with equal qualifications, preference will be given to the internal candidate.
- To encourage employees to discuss willingly and frankly any problems, complaints, or questions about our organizational policy with their supervisor or Human Resources Manager.
- To advise employees, whenever possible, in advance of public notice of changes that may affect them or their families.
- To provide equal opportunity to all applicants and employees regardless of race, color, creed, religion, national origin, gender, age, disability, sexual orientation, marital status, status with regard to public assistance, or membership or activity in a local commission.
- To provide a workplace that is free from discrimination or harassment of any kind for all employees.

**JOB CLASSIFICATIONS**

EFFECTIVE DATE: 10/01/2007

REVISED: 12/6/2018

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**Definitions**

Exempt and Non-exempt Employees: The Fair Labor Standards Act (FLSA) provides minimum wage, overtime compensation, record-keeping, and child labor standards. Some employees are specifically exempted from the requirements of the Act.

- Exempt Employees: Certain administrative, supervisory, and professional employees, as defined by the FLSA, are exempt from the minimum wage and overtime requirements of the Act if they meet certain specific tests for each category. Exempt employees are paid on a salaried basis and are not entitled to overtime pay for hours worked in excess of 40 in a workweek.
- Non-exempt Employees: An employee whose job description does not meet all of the duties, responsibilities, or weekly salary tests as specified for exempt status is considered non-exempt and covered by the provisions of the FLSA. Non-exempt employees are typically paid at an hourly rate of pay and are entitled to receive compensation at one and one-half times their regular rate of pay for hours worked over 40 in a workweek.

**Employment Status**

Regular:

- Full-time: Employees who are hired to work 60 or more hours within a two week pay period.
- Part-time: Employees who are hired to work less than 60 hours within a two week pay period.

On-Call:

- Employees with no work agreement: Employees who work occasional shifts on an “on-call” basis, usually in a substitute capacity. On-call employees are required to work a minimum of 12 hours per month or 36 hours per quarter (3 months) and inactivity of 90 or more consecutive days would result in voluntary termination. On-call employees are not eligible for benefits.
- Nurses with no work agreement: Nurses who work occasional shifts on an “on-call” basis, usually in a substitute capacity. On-call nurses are required to work a minimum of 24 hours per quarter (3 months) and inactivity of 90 or more consecutive days would result in voluntary termination. On-call employees are not eligible for benefits.

Seasonal:

- Employees with no work agreement: Employees who work full or part-time during a specific time period (summer help/vacation relief), but do not fulfill regularly scheduled hours outside the specified time period. Seasonal employees must work a minimum of one shift per 9 months and a minimum of 144 hours per their anniversary year (month of hire).

Active Work Agreements:

- Employees must have a work agreement of at least 6 hours per pay period to maintain an active status.

Independent Contractors:

- Some individuals (e.g.: vendors, consultants, contractors) may receive compensation for services but are not considered employees of Hiawatha Homes



## *Hiawatha Homes*

- Contractual individuals are considered self-employed. They are not eligible for benefits and are responsible for payment of social security, income taxes, etc. A written agreement specifying terms of the contract shall be signed and kept in the office of the Human Resource Manager.

## *Hiawatha Homes*

### **MEDIA**

EFFECTIVE DATE: 10/01/2007

REVISED:

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#### **Purpose**

Hiawatha Homes will have delegated officials who will be responsible to speaking to the media.

#### **Policy**

Either the Chief Executive Officer or the Director of Development and Communication may serve as Public Information Officer for Hiawatha Homes and Hiawatha Homes Foundation. The Public Information Officers must approve any information provided to the media concerning Hiawatha Homes.

# Hiawatha Homes

## NEPOTISM

EFFECTIVE DATE: 10/01/2007

REVISED: 05/22/2012

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### **Purpose**

To clearly define Hiawatha Homes' policy regarding the standards for close relatives working for Hiawatha Homes in the same or different departments.

### **Policy**

Hiawatha Homes permits the employment of qualified relatives of employees, as long as such employment does not, in the opinion of Hiawatha Homes, create actual conflicts of interest. For purposes of this policy, a "relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation or any member of the employee's household. Hiawatha Homes will use sound judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood, marriage, or reside in the same household are permitted to work in the same department, provided no direct reporting or supervisor to subordinate relationship exists. That is, no employee is permitted to work within "the chain of command" when one relative's work responsibilities, salary, hours, career progress, benefits or other terms and conditions of employment could be influenced by the other relative.
- Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.
- Employees who marry while employed, or become part of the same household while employed, are treated in accordance with these guidelines. As a result, if in the opinion of Hiawatha Homes, a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest practicable time.

Hiawatha Homes reserves the right to deviate from this policy at any time and any exceptions to this policy must be approved by the Human Resource Manager and the Chief Executive Officer.

### **Relationships at Work**

Staff members are encouraged to socialize and develop professional relationships in the workplace provided that these relationships do not interfere with the work performance of either individual or with the effective functioning of the workplace. Staff members who engage in personal relationships (including romantic and sexual relationships) should be aware of their professional responsibilities and will be responsible for assuring that the relationship does not raise concerns about favoritism, bias, ethics and conflict of interest. In cases of doubt, advice and counsel should be sought from the Human Resource Manager or Chief Executive Officer.

Romantic or sexual relationships between staff members where one individual has influence or control over the other's conditions of employment are inappropriate. These relationships, even if consensual, may ultimately result in conflict or difficulties in the workplace. If such a relationship currently exists or develops, it must be disclosed by both parties to the Human Resource Manager or Chief Executive Officer.

**ANIMALS IN THE WORKPLACE**

EFFECTIVE DATE: 12/26/2017

REVISED:

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**Purpose**

In an effort to be sensitive to the needs and preferences of all of our employees and the people that we support, the following guidelines will apply to all employees bringing pets to visit their worksite and/or office areas.

**Policy**

**Pets Visiting the Workplace**

Employees are not allowed to bring pets to the worksite during their paid work time. Employees who wish to bring pets to the worksite should work with their supervisor to schedule a time outside of their scheduled working hours for the pet to visit. **All pet visits to the worksite must be preapproved by the House Coordinator or Program Director.** Prior to approving a request for a pet visit to the worksite, the House Coordinator or Program Director will receive consent from the individuals we support and/or their guardians as well as from employees scheduled to work during the proposed visit time.

1. All pets need to have immunities against rabies and/or other diseases common to that type of animal. Proof of vaccination and/or proof of disease immunities should be provided to the House Coordinator or program supervisor PRIOR to a pet visiting the worksite.
2. Pets should be properly groomed and treated with a flea preventative prior to visiting the worksite.
3. Only well-behaved pets that do not generally display aggressive tendencies, such as biting or growling at other people and/or animals will be allowed to visit the worksite.
4. Pets should be restricted to the common areas of the worksite and should never be allowed to enter kitchen areas, bathrooms, or bedrooms.
5. Pets should be kept on a leash, harness, or another type of restraint at all times.
6. Pets should be housebroken. Employees are expected to clean and dispose of all animal waste from their pet, both indoors and outdoors.
7. Pet visits to the worksite should last no longer than one hour, unless previous approval for an extended visit is granted by the House Coordinator or program supervisor.

The above guidelines do not apply to pets currently residing in the homes unless they visit another location.

## *Hiawatha Homes*

### **NON-EXEMPT EMPLOYEES WORKING OR ACCESSING HIAWATHA HOMES SERVER ON NON-WORK TIME**

EFFECTIVE DATE: 01/01/2013

REVISED: 09/16/2016

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#### **Purpose**

It is Hiawatha Homes' policy to comply with State and Federal Wage and Hour laws.

#### **Policy**

Due to the nature of Hiawatha Homes business, many exempt and non-exempt employees have access to Hiawatha Homes server; allowing the employee access to work email and agency drives (i.e. P Drive, H Drive) to access work documents.

Hiawatha Homes prohibits non-exempt employees from checking their work email or accessing agency drives on nonscheduled work days or time without prior approval from their manager. If there is a need for non-exempt employees to check their work email or access agency drives on nonscheduled work days or time, the employee must receive prior approval from their manager and document the time spent accessing their work emails or agency drives so they can be properly compensated for time spent working. If a non-exempt employee is accessing work email or agency drives during nonscheduled work days or time without prior approval, the employee may be subject to disciplinary action up to and including termination of employment.

Non-exempt leadership and foundation employees may receive business related phones calls during the work week. If a non-exempt employee receives a phone call anytime from Monday at 12:00am until Friday at 5:00pm; the non-exempt employee is required to document the conversation or situation and their time spent handling the phone call or situation. The non-exempt employee will report their time and documentation to their direct supervisor prior to the end of the designated pay period to ensure timely payment is made on the applicable pay check.

If a non-exempt program employee receives a business related phone call anytime from Friday at 5:00pm until Sunday at 11:59pm; the employee is to direct the caller to the appropriate on-call personnel. The non-exempt employee will document any time spent handling the phone call or situation.

## *Hiawatha Homes*

### **PERSONAL GIFTS**

EFFECTIVE DATE: 10/01/2007

REVISED:

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#### **Purpose**

Good judgment and discretion should be used when accepting gifts while in the course of employment with Hiawatha Homes.

#### **Policy**

Employees must notify their supervisor when gifts of value are being offered.

## *Hiawatha Homes*

### **POLICY REVISIONS**

EFFECTIVE DATE: 10/01/2007

REVISED:

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#### **Purpose**

Hiawatha Homes reserves the right to amend, modify, or rescind any section of this handbook at any time and for any reason without prior notification.

#### **Policy**

The Board of Directors is responsible for the contents of this handbook and must approve any and all changes to this handbook. Any modifications will be appropriately posted and such changes will be incorporated into this handbook at the discretion of the Board of Directors.

Policies, procedures and practices contained in previous handbooks, letters, manuals, or other oral or written representations of Hiawatha Homes are expressly revoked.

The Board of Directors is responsible to review and recommend specific changes to this handbook. Recommended changes shall be presented to the Board of Directors for final review and approval.

# Hiawatha Homes

## PROMOTIONS AND TRANSFERS

EFFECTIVE DATE: 10/01/2007

REVISED: 10/14/2016

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### **Purpose**

To provide information to employees on promotions, transfers and demotions within Hiawatha Homes.

### **Policy**

Transfers and promotions provide employees with the opportunity to develop their skills and talents, which can contribute to career growth and advancement within Hiawatha Homes. Transfers, promotions and demotions are all cases in which an employee moves from one position to another.

**Transfer:** a move to another position of similar level and/or compensation.

**Promotion:** a move from the employee's current position into a different position of a higher level and/or compensation.

**Demotion:** A move from the employee's current position into a different position of a lower level and/or compensation.

As openings occur, attempts will be made to notify all employees of these opportunities. Qualifications, experience, and performance in past or current position will all be factors in considering the employee for open positions.

If an employee is requesting a transfer to another department, he/she must notify their direct supervisor and Recruitment Specialist of the request to transfer. Employees should have successfully completed their initial Evaluation Work Period. In addition, all previous documented performance issues will be reviewed.

Employees applying for a position that would result in a promotion should have already successfully completed his/her Evaluation Work Period. Hiawatha Homes reserves the right to hire the most qualified applicant whether or not the applicant is a current employee or an external candidate.

A demotion may occur at an employee's request or if an employee's job performance has been unsatisfactory, despite progressive disciplinary efforts. Employees requesting a demotion must notify their direct supervisor who will consider their reassignment recommendation.

*Hiawatha Homes reserves the right to deviate from this policy at any time.*



## *Hiawatha Homes*

### **RELIGIOUS ACCOMMODATIONS**

EFFECTIVE DATE: 03/15/2011

REVISED:

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#### **Purpose**

Hiawatha Homes respects the religious beliefs and practices of all employees and will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the company's business.

#### **Policy**

An employee whose religious beliefs or practices conflicts with his/her job or with other aspects of employment and who seeks a religious accommodation must submit a written request form for Religious Accommodation and submit to his/her immediate supervisor. The written request will include the type of religious conflict that exists, the employee's suggested accommodation and the dates/frequency of requested accommodation.

The immediate supervisor and the Human Resource Manager will review and evaluate the written request considering whether a work conflict exists due to a sincerely held religious belief or practice and whether an accommodation is available which is reasonable and which would not create an undue hardship for Hiawatha Homes.

An accommodation may be a change in job, using paid leave or leave without pay, allowing an exception to the dress and appearance code which does not impact safety or uniform requirements, or for other aspects of employment. Depending on the type of conflict and suggested accommodation, the supervisor may confer with his/her manager and with the Human Resource Manager.

The supervisor and employee will meet to discuss the request and decision on an accommodation. If the employee accepts the proposed religious accommodation, the immediate supervisor will implement the decision. If the employee rejects the proposed accommodation, he/she may appeal following Hiawatha Homes Appeal Policy.

# Hiawatha Homes

## OFF DUTY WORK

EFFECTIVE DATE: 5/23/2018

REVISED:

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### **Purpose**

To clearly define Hiawatha Homes' policy regarding off duty work performed by employees of Hiawatha Homes, including but not limited to work performed for individuals supported by Hiawatha Homes which may be the same or similar to work performed by the same employees while on duty.

### **Definition**

"Outside Employment" means engaging in any other business for compensation or payment, either directly or indirectly, from any person, firm, company, or corporation, including self-employment, and including but not limited to performing any services which are the same or similar to work performed by the employee in the course and scope of their employment for Hiawatha Homes.

### **Policy**

Hiawatha Homes does not prohibit its employees from engaging in Outside Employment. Hiawatha Homes is aware that individuals supported and/or guardians sometimes wish to hire Hiawatha Homes' employees as independent contractors during their off duty hours. Employees may not solicit any Outside Employment while on duty; this may be subject to disciplinary action including but not limited to termination.

Employees will clarify to all parties involved that when engaging in Outside Employment, they have no relationship whatsoever to Hiawatha Homes.

Hiawatha Homes is in no way responsible for any Outside Employment. Hiawatha Homes is not responsible for any insurance, workers compensation, liability, or otherwise in regards to Outside Employment. Hiawatha Homes will not pay medical benefits for injuries or sicknesses resulting from any Outside Employment.

Employees who engage in Outside Employment will not use any Hiawatha Homes resources at any time to engage in Outside Employment. Employees are not permitted to engage in Outside Employment during their regular work hours.

## *Hiawatha Homes*

### **DAYLIGHT SAVING TIME**

EFFECTIVE DATE: 10/01/2007

REVISED: 09/24/2013

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#### **Purpose**

Hiawatha Homes' clocks will be advanced one hour in the spring and set back one hour in the fall in keeping with Daylight Savings Time regulations set by State and Federal Government.

#### **Policy**

Hiawatha Homes will compensate employees for actual hours worked. The impact on Daylight Savings Time will be automatically adjusted to appropriately compensate the employee. Daylight Savings Time will only impact the Late Night shift.

# *Hiawatha Homes*

## **EMPLOYEE COMPENSATION**

EFFECTIVE DATE: 10/01/2007

REVISED: 12/09/2014

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### **Purpose**

To describe the process for compensating each employee at Hiawatha Homes.

### **Policy**

### **Paydays**

Hiawatha Homes' employees are paid according to a bi-weekly pay schedule. There are 26 pay periods in a calendar year. Pay days are on Friday of the week following the close of the pay period.

### **Compensation**

Each paycheck will include Gross Wages through the end of the pay period less any required or authorized deductions (income taxes, Social Security, insurance premiums, benefits, garnishments, etc.). Gross Wages equals earnings for work performed and compensation for bonuses, Paid Time Off (PTO) and benefits.

### **Direct Deposit/ Pay Card**

Employees may receive their earnings either via Pay Card or Direct Deposit. Hiawatha Homes encourages all employees to take advantage of the convenience of having their paycheck directly deposited into a checking or savings account. Paper checks will only be used on an interim basis until Pay Cards or Direct Deposit is established. Hiawatha Homes is not responsible for lost or stolen checks.

### **Statement of Earnings**

At the end of each pay period, Hiawatha Homes will provide each employee an electronic earnings statement covering that pay period. Hiawatha Homes will provide employee's access to an employer owned computer during an employee's regular working hours to review and print earnings statements.

If an employee requests their earnings statement in writing, Hiawatha Homes will provide their earnings statement in writing within 24 hours from the request. Once Hiawatha Homes has received notice from an employee that the employee would like to receive earnings statements in written form, Hiawatha Homes will comply with that request on an ongoing basis.

## *Hiawatha Homes*

### **Wage Disclosure Protection**

Hiawatha Homes will not require nondisclosure by an employee of his or her wages as a condition of employment; require an employee to sign a waiver or other document which denies an employee the right to disclose the employee's wages; take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.

Nothing in this policy shall be construed to create an obligation by Hiawatha Homes or employee to disclose wages; permit an employee, without the written consent of Hiawatha Homes, to disclose proprietary information, trade secret information, or information that is otherwise subject to a legal privilege or protected by law; diminish any existing rights under the National Labor Relations Act under United States Code, title 29; permit the employee to disclose wage information of other employees to a competitor of Hiawatha Homes.

# *Hiawatha Homes*

## **EXPENSE REIMBURSEMENT**

EFFECTIVE DATE: 10/01/2007

REVISED: 12/26/2017

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### **Purpose**

Hiawatha Homes will reimburse employees on a bi-weekly basis for reasonable expenses as outlined below, upon presentation by the employee of an itemized account of such expenditures.

### **Policy**

In order for payment to be made, an itemized account must be in sufficient detail and be prepared in accordance with applicable reporting requirements of Hiawatha Homes and the Internal Revenue Service.

The employee must fill out an expense report provided by Hiawatha Homes, before being reimbursed for business related expenses. The employee needs to submit their itemized report to Hiawatha Homes preferably every two weeks, but at most quarterly. Anything turned in after the quarter, will not be reimbursed.

- Travel – local travel may be reimbursed at Hiawatha Homes' current rate of reimbursement (rate is subject to change) for actual business mileage. At no time will Hiawatha Homes reimburse mileage from home to work and return.
- The owner of any private vehicle used for Hiawatha Homes' business must carry liability insurance coverage.
- Meals and Lodging – Prior approval is required in order to be reimbursed for meals and lodging. Reimbursement will be made according to the meal allowance rates set annually by the Chief Executive Officer. At no time will Hiawatha Homes reimburse for alcoholic beverages.
- Employees wishing to attend conferences, trainings or workshops must complete the Professional Development Request form and submit to their primary supervisor and Human Resources for approval. Hiawatha Homes has identified annual allowances for employees for Professional Development costs.
- Paid time away from work to attend workshops or conferences will be granted at the discretion of the Human Resource Manager or Chief Executive Officer.
- At no time may an employee use company funds or a business credit card for personal use or for any reimbursement purpose. Fraudulent use of company funds is grounds for immediate termination and may be reported to law enforcement.

# Hiawatha Homes

## MEAL PERIODS AND REST BREAKS

EFFECTIVE DATE: 10/01/2007

REVISED: 12/09/2014

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### Purpose

Hiawatha Homes will provide employees with the accurate meal periods and rest breaks appropriate to their job status, and Federal and State laws.

### Policy

#### Meal Periods

According to Minnesota Statute: Hiawatha Homes will allow each employee who is working for eight (8) or more consecutive hours, sufficient time to eat a meal.

- Employees performing direct support care – Meals may be provided to direct support professionals if they are on duty when a meal is served. It is expected that meals shall be eaten with the people supported when possible and this is considered paid working time.
- Employees who do not provide direct support care – Lunch breaks are to be limited to one-half hour in length (applies to hourly employees) and are considered unpaid time unless otherwise approved by the manager. Lunch breaks should be scheduled at a time that will not inconvenience other co-workers or the people supported by Hiawatha Homes.

#### Rest Breaks

According to Minnesota Statute: Hiawatha Homes will allow each employee adequate time from work within each four (4) consecutive hours of work to utilize the nearest convenient restroom.

- Employees scheduled to work at least a four-hour shift will be allowed to take one 15-minute paid rest break within their four (4) consecutive hour shift. These breaks should be arranged with the immediate supervisor and/or co-workers for the purpose of insuring adequate staff coverage for the individuals supported according to the individuals Individual Abuse Prevention Plan/ Risk Management Plan. Breaks should be arranged when appropriate and convenient for the individuals supported within that program.
- Employees performing one to one care will be trained on how to delegate proper supervision of the individual supported when the employee is in need of a restroom break according to the individuals Individual Abuse Prevention Plan/ Risk Management Plan.
- Employees performing one to one care may not be able to take a 15-minute rest break due to adequate staff coverage requirements as indicated in the individuals Individual Abuse Prevention Plan/ Risk Management Plan. Employees will be informed whether or not rest breaks are permitted in their specific department/ program depending upon the individuals Individual Abuse Prevention Plan/ Risk Management Plan.
- Unused breaks may NOT be accrued. Employees working direct support may not leave the premises (program house, garage, yard or driveway) during breaks. Employees are not permitted to sleep during break times.

Failure to take rest or meal breaks does not allow an employee to otherwise modify their work schedule. Rest breaks and meal periods should be used in one episode versus intermittently throughout the employees shift. If an employee's rest break is interrupted by a call to duty, the employee should respond to the duty and may resume their break at a later time during their shift.

## *Hiawatha Homes*

### **NURSING MOTHERS**

Hiawatha Homes will provide reasonable unpaid break time each day to an employee who needs to express breast milk for her infant child. The break time must, if possible, run concurrently with any break time already provided by Hiawatha Homes. Hiawatha Homes is not required to provide break time under this section if to do so would unduly disrupt the operations of Hiawatha Homes. Hiawatha Homes will make reasonable efforts to provide a room or other location, in close proximity to the work area, other than a bathroom or a toilet stall, that is shielded from view and free from intrusion from coworkers and the public and that includes access to an electrical outlet, where the employee can express her milk in privacy.



## *Hiawatha Homes*

### **ON DUTY, OFFSITE 24 HOURS OR MORE**

EFFECTIVE DATE: 10/01/2007

REVISED: 09/24/2013

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#### **Purpose**

To address compensation for offsite duty in accordance with applicable rules and regulations in regards to working 24 consecutive hours.

#### **Policy**

##### **Duty of 24 hours or more**

If an employee is required to be on duty, offsite for 24 hours or more, Hiawatha Homes and the employee may agree to exclude a bona fide regularly scheduled sleeping period of not more than eight hours from hours worked, provided adequate sleeping facilities are furnished by Hiawatha Homes and the employee can usually enjoy an uninterrupted sleeping period. If a sleeping period is of more than eight hours, only eight hours may be excluded.

If the sleeping period is interrupted by a call to duty, the interruption must be counted as hours worked. If the period is interrupted so that the employee cannot get a minimum of five hours of sleep, the entire period must be counted as hours worked.

Employees agreeing to exclude a bona fide regularly scheduled sleeping period will complete the proper paperwork with their supervisor acknowledging this agreement.

## *Hiawatha Homes*

### **OVERTIME**

EFFECTIVE DATE: 10/01/2007

REVISED: 03/15/2011

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#### **Purpose**

Hiawatha Homes will pay employees overtime in accordance and compliance with applicable laws.

#### **Policy**

From time to time, increased needs of people supported or staff may indicate a need for overtime work. Although Hiawatha Homes tries to take into consideration individual requests concerning overtime, management reserves the right to schedule mandatory overtime when necessary. Hiawatha Homes treats scheduled overtime as a normal work period; therefore, overtime may be considered as a condition of continued employment. Employees will be given as much advance notice as possible when overtime is required. Any overtime must be approved in advance by an employee's manager.

Overtime will be paid for hours worked over 40 hours per week. The overtime wage rate will be based on a weighted average of the employee's compensation for that week, in accordance and compliance with the US Department of Labor Requirements.

# Hiawatha Homes

## **SALARY AND WAGES**

EFFECTIVE DATE: 10/01/2007

REVISED:

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### **Purpose**

Employees are paid based on the position they hold, with consideration given to credentials, experience and levels of responsibility.

### **Policy**

Compensation for exempt employees is based on an annual salary and for non-exempt employees is based on an hourly wage. Payroll deductions (i.e. social security taxes, employee-elected benefit premiums) will be made as required by law or as approved by Hiawatha Homes.

### **Salary and Wage Plan**

Salary ranges have been established for all Hiawatha Homes' positions. Hiawatha Homes participates in industry salary surveys to help ensure it pays competitive wages based upon the responsibilities of the job.

The salaries and wages of Hiawatha Homes are based on an established salary and wage schedule as approved by the Board of Directors. Salary and wage ranges are reviewed annually, and adjusted when necessary, by the Chief Executive Officer and the Board of Directors.

Considerations for the salary and wage ranges include: market comparisons, state/local indexes, budgetary conditions, job qualifications and responsibilities.

Employees are not guaranteed an annual salary or wage increase. All employees will be paid in accordance with the salary or wage range for their respective position.

The following are types of salary and wage increases for which an employee may be eligible:

- Minnesota Legislature mandated COLA (Cost of Living Adjustment) increases.
- Merit Increases. Any merit increases will be based on results of performance evaluations conducted by the supervisor and salary budget considerations.
- Promotional increases.

**TIME REPORTING**

EFFECTIVE DATE: 10/01/2007

REVISED: 12/26/2017

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**Purpose**

Accurately recording the time worked is the responsibility of every hourly employee. Federal and State laws require Hiawatha Homes to keep an accurate record of time worked in order to calculate employee wages and benefits. Time worked is defined as time actually spent performing job functions.

**Policy**

**Non-Exempt**

All non-exempt employees are required to use the automated time system to record their hours worked; excluding non-exempt employees working in the Family Support Services program. All clock in/clock outs must occur by using the designated computers/laptops at the programs.

Non-exempt employees working in the Family Support Services program will utilize the automated time system whenever possible. If an employee is unable to use the automated time system, then they will utilize an approved paper timecard. Employees will be expected to accurately record their hours worked on the appropriate paper timecard. Employees will be required to turn in their paper timecards as specified by the supervisor of the Family Support Services program. Failure of the employee to submit their timecard when required or submitting a fraudulent timecard may be subject to disciplinary action.

Non-exempt employees should report to work no more than 7 minutes prior to their scheduled start time nor should remain at work no more than 7 minutes after their scheduled end time unless approved by their supervisor.

Employees who miss a clock-in or clock-out entry should make the correction on the adjustment log at their program site. Non-exempt employees are not permitted to make changes to their own timecard and should contact their supervisor with any adjustments. If an employee is not able to clock-in or clock-out because the employee begins the work day at an alternate location, the employee should notify their supervisor to make a manual addition to their time record or make the adjustment on the adjustment log at their program site.

Employees who leave the worksite during their scheduled work time for non-work purposes must clock-out when leaving and clock-in upon their return to work. Please note that employees should receive approval from their supervisor prior to leaving the worksite for non-work purposes.

Employees who consistently miss clock-in and/or clock-out entries, clock in before their scheduled start time, and/or clock out before their scheduled end time may be subject to disciplinary action. Altering, falsifying, or tampering with time records, or clocking in or out for another employee may result in disciplinary action, up to and including termination of employment.

# Hiawatha Homes

## WORK SCHEDULES

EFFECTIVE DATE: 10/01/2007

REVISED: 12/26/2017

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### **Purpose**

Hiawatha Homes has established time periods in regards to work schedules.

### **Policy**

The daily work schedule will be established by management or leadership based on the needs and staffing requirements of Hiawatha Homes. In addition to original assignments, employees are expected to help in other areas when needed.

Upon hire, employees are assigned a set number of scheduled/standard hours per pay period. Management reserves the right to change the schedule as needed and employees will be notified if this occurs.

An employee may be asked by their supervisor to work beyond his/her normal schedule, and/or on Saturday or Sunday, if dictated by the needs of Hiawatha Homes, people supported or staff.

For timekeeping and payroll purposes:

- The workday is considered the 24-hour time period from 12:00 a.m. to 11:59 p.m.
- The workweek is the time period from Sunday at 12:00 a.m. to Saturday 11:59 p.m.
- The pay period is the time period beginning on Sunday at 12:00 a.m. and ending 14 days later on Saturday at 11:59 p.m.

These time periods are used to calculate earnings as well as any overtime wages that may have been earned.

### **Shift Differential**

Hiawatha Homes offers a shift differential to non-exempt employees who work on weekends. The weekend is defined as Saturday at 12:00 a.m. to Sunday at 11:59 p.m. Additional compensation for the hours worked during the designated time period, will be reflected on employees corresponding check.

**EMPLOYEE ASSISTANCE PROGRAM (EAP)**

EFFECTIVE DATE: 10/01/2007

REVISED: 12/9/2018

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**Purpose**

Hiawatha Homes recognizes that challenges of a personal nature can have an adverse impact on an employee's job performance. Hiawatha Homes also recognizes that most personal challenges can be dealt with successfully when the challenge is identified early and the employee is referred to appropriate care. The overall purpose of the Employee Assistance Program is to reduce challenges in the workforce and to retain valued employees by providing the services needed to successfully deal with these challenges.

**Policy**

The selected EAP vendor is designed to deal with the broad range of human challenges such as: emotional/behavioral, family and marital, alcohol and/or drugs, gambling, financial, legal, and other personal challenges. Their function is to provide assessment and referral (if needed). Hiawatha Homes will cover the costs for assessment and referral. In some cases, treatment may be covered under the group insurance plan.

This policy applies to all employees, regardless of the employee's job title or responsibilities. If management notices declining job performance, a referral may be recommended. Referral will not rule out corrective or disciplinary action. Information shared with the counseling center is considered confidential and is not shared with anyone at Hiawatha Homes. Hiawatha Homes will receive a bill for the services provided, without any explanation of what took place during the visit.

For more information about the current EAP vendor, see the current year's Benefit Summary fact sheet or contact the Human Resources department.

## *Hiawatha Homes*

### **FLEXIBLE BENEFIT PLAN (CAFETERIA PLAN)**

EFFECTIVE DATE: 10/01/2007

REVISED: 12/6/2018

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#### **Purpose**

Eligible Hiawatha Homes' employees may choose to use the Flexible Benefit Plan to set aside pretax money in accordance with IRS regulations and limitations.

#### **Policy**

This benefit is available to all employees that are regularly scheduled for 35 or more hours per two week pay period. The pretax money can be used to pay expenses in the following areas:

- Reimbursement of Medical Expenses
- Reimbursement for Child Care Expenses

Please refer to the Summary Plan Document and enrollment forms for more information.

Additional information regarding any of the benefits at Hiawatha Homes may be obtained by contacting the Human Resources Department.

# Hiawatha Homes

## GROUP HEALTH INSURANCE

EFFECTIVE DATE: 10/01/2007

REVISED: 12/7/2018

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### Purpose

Hiawatha Homes offers group health insurance benefits, in accordance with the Affordable Care Act, for eligible employees.

Hiawatha Homes uses a 12-month look-back measurement method to determine whether an employee is a full-time employee for purposes of group health insurance coverage.

### Policy

#### ACA Health Insurance Employee Classification Definitions:

##### **New Full-Time Hire**

- Employee who is reasonably expected to average 30 hours or more per week as of their start date. Employee will be offered group health insurance beginning the 1<sup>st</sup> of the month following 60 days of employment. This employee is considered ACA full-time until he or she is an ongoing employee.

##### **New NON-Full Time Hire [Part-time, Seasonal, or On-Call employees]**

- Employee who is hired to work in a less than full time status (29 hours or less per week).
- Eligibility for group health insurance coverage will begin the *earlier* of:
  - 1st of the month following 60 days of *change in work agreement* to full-time status *within first 12 months of hire* [This eligibility continues until he or she is an ongoing employee], or
  - 1<sup>st</sup> of the month following 13 months after their date of hire [This eligibility continues for an entire 12-month period], if the employee averages at least 30 hours per week during the 12-month initial measurement period.

An **ongoing employee** is one who has been employed by Hiawatha Homes for at least one complete standard measurement period from November of 2017 to October of 2018.

##### **Ongoing Full-Time**

- Employee who has averaged 30 hours or more per week based on the look-back period from November of 2017 to October of 2018. This employee is eligible for group health insurance coverage for the entire following calendar year, as long as he or she remains an employee.

##### **Ongoing Part-Time**

- Employee who has NOT averaged 30 hours or more per week during the look-back period from November of 2017 to October of 2018; NOT eligible for group health insurance for the following calendar year.



## Hiawatha Homes

### **Rehired Employees and Employees Returning from Unpaid Leave:**

- If an employee goes *at least 13* consecutive weeks without an hour of service and then earns an hour of service, he or she is treated as a **new** employee. Hiawatha Homes will apply a *rule of parity* for periods of less than 13 weeks.
  - Under the *rule of parity*, an employee is treated as a **new** employee if the period with no credited hours of service is *at least four* weeks long and is *longer than* the employee's period of employment immediately before the period with no credited hours of service.
- For an employee who is treated as a **continuing** employee, the measurement and stability periods that would have applied to the employee had he or she not experienced the break in service will continue to apply upon the employee's resumption of service.

In addition, a *special averaging method* applies when measurement periods include **special unpaid leave** [that is, leave under **FMLA**, or **USERRA**, or **jury duty** leave].

- This method only applies to an employee who is treated as a *continuing employee* upon resuming services for the employer, and not to an employee who is treated as terminated and rehired.
- Hiawatha Homes will determine the average hours of service per week for the employee during the measurement period, *excluding the special unpaid leave period*, and use that average as the average for the entire measurement period.

### **Qualifying Events:**

Employees may elect, modify or terminate group health insurance based on a Qualifying Life Event within 30 calendar days of the QLE. Qualifying Life Events include new hire, marriage, divorce, birth, adoption, death, loss of dependent coverage, loss of spousal coverage, and more. Employees should contact Human Resources for a complete list of QLE or if they have further questions regarding a QLE. Supporting documentation of QLE may be required by Human Resources.

When an employee elects benefits, they are required to continue those elected benefits (for themselves and any covered dependents) until the following Open Enrollment or designated Qualifying Life Event enabling the employee to modify coverage.

### **Nonpayment or late payment of employee premium:**

- If a *paycheck is insufficient to pay* the employee share of Plan premium, **premiums are due by the first day of the next following month**. The employee should send a check payable to Hiawatha Homes for his or her balance and submit payment to the business office within the *30-day grace period*.
- If the employee *fails to timely pay* the premium within the 30-day grace period, then his or her *coverage will be **terminated*** in 30 days.

In the event group health insurance is terminated, due to a separation of employment, the employee and all dependents on the plan will be provided with COBRA continuation information.

Group health insurance is based upon a plan reviewed and approved annually by the Board of Directors.

## *Hiawatha Homes*

### **ADDITIONAL INSURANCE BENEFITS**

EFFECTIVE DATE: 12/7/2018

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Additional insurance benefits include dental, life, and short-term and long-term disability.

Eligible employees are those who are hired to work 60 hours or more per two week pay period. An employee becomes eligible to participate beginning the 1<sup>st</sup> of the month following 60 days of employment. Insurance information and enrollment forms will be provided to employees who are eligible.

Should an eligible employee change their work agreement to less than 60 hours or more per two week pay period, they are no longer eligible for coverage. COBRA continuation information shall be provided for dental and voluntary life insurance.

Employees may elect, modify or terminate additional insurance benefits based on a Qualifying Life Event within 30 calendar days of the QLE. Qualifying Life Events include new hire, marriage, divorce, birth, adoption, death, loss of dependent coverage, loss of spousal coverage, and more. Employees should contact Human Resources for a complete list of QLE or if they have further questions regarding a QLE. Supporting documentation of QLE may be required by Human Resources.

Additional insurance benefits are based upon a plan reviewed and approved annually by the Board of Directors.

# Hiawatha Homes

## PAID TIME OFF (PTO)

EFFECTIVE DATE: 07/12/2009

REVISED: 12/26/2017

### Purpose

Paid Time Off (PTO) is available to cover an employee's needs for time off away from work for vacation, illness, holidays, funeral, or other leaves.

### Policy

### Eligibility

All Hiawatha Homes employees hired into an active full-time or part-time status will start to accrue PTO after 90 days of employment. Employees who are hired into an on-call, seasonal or temporary employment status with Hiawatha Homes is not eligible for PTO benefits.

Upon hire, employees hired into a full-time Administrative, Leadership or Management position will receive a one-time deposit of 24 hours and will start to accrue additional PTO after 90 days of employment. If an employee terminates prior to 90 days of employment, the employee will forfeit any remaining PTO balance. No PTO uplift will occur after last day worked.

### Accrual

PTO is accrued based on the number of paid hours and length of service with Hiawatha Homes. Employees will accrue PTO pro-rated based on their number of paid hours up to the maximum per year listed in the calculation table below. When moving to a new length of service tier, an employee will begin accruing at the higher rate the pay period that includes his or her anniversary date.

LENGTH OF SERVICE	PTO ACCRUED PER HOUR PAID	MAX PTO EARNED PER YEAR
Less than 2 years	.0692	18 days (144 hours)
More than 2 years – Less than 4 years	.0769	20 days (160 hours)
More than 4 years – Less than 6 years	.0885	23 days (184 hours)
More than 6 years – Less than 10 years	.1000	26 days (208 hours)
More than 10 years - Less than 15 years	.1077	28 days (224 hours)
More than 15 years- Less than 20 years	.1116	29 days (232 hours)
More than 20 years	.1154	30 days (240 hours)

PTO is accrued based on hours paid to the employee, up to 80 hours per pay period. PTO hours may be accrued up to a 288-hour maximum. PTO accrual automatically stops when the maximum is reached and will begin again the pay period after the employee uses PTO to reduce it below the maximum.

### Holidays

The holidays observed by Hiawatha Homes include: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. A holiday is designated as the 24-hour period beginning at 12:00 a.m. on the holiday and ending at 11:59 p.m. on the holiday.

# Hiawatha Homes

## **Non-Exempt Employees**

- Non-exempt employees who work on the holiday will be paid at one and one-half times the rate of pay they earn when working in that job position or shift. *For example, if a holiday falls on a Saturday, an employee who works on the holiday will be paid at one and one-half times their weekend rate of pay.*
- Non-exempt employees who work overtime hours on a holiday will be paid at one and one-half times their overtime rate of pay for the hours that they are in overtime.
- If a non-exempt employee works on the holiday, the employee also may choose to request PTO up to 12 hours on the holiday.
- If a non-exempt employee does not work on a holiday and it is not the employee's normally scheduled day, the employee may choose to request PTO up to 8 hours for that holiday.
- Non-exempt employees who do not work on a holiday, will have an automatic PTO uplift to meet their standard hours.

## **Administrative Employees**

Exempt and non-exempt administrative employees with a regular Monday through Friday schedule, will observe a holiday which falls on a Saturday the preceding Friday. They will observe a holiday that falls on a Sunday the following Monday.

- All non-exempt administrative and leadership employees are expected to take the designated holiday off and will have an automatic PTO uplift to meet their standard hours.
  - ❖ In the event that a non-exempt employee works on the designated or actual holiday, the employee will be paid at one and one-half times the rate of pay that he/she normally earns.
  - ❖ If a non-exempt employee works on the actual holiday, the employee will only receive holiday pay for one holiday.
- Exempt employees will not incur a PTO adjustment on the designated holidays. If an exempt employee works the holiday, the employee should take another day off during the same pay period with supervisory approval.

## **Scheduling Time Off**

Employees are asked to submit non-emergency PTO requests to their supervisor at least **four weeks** in advance of the time off request. An employee's supervisor will review and approve time off requests. Employees will be expected to assist in finding their own replacement when requesting time off.

If the employee is unable to cover the shift/s needed for the time off request they will not be charged with attendance points as long as the following criteria is met:

- The employee has given at least four weeks' advance notice of the need for time off
- The leave has been approved by the employee's supervisor
- The employee has sufficient PTO to cover the time off request
- The employee attempted to find their own replacement by calling all staff listed on the program phone/employee list and have documented the results of these attempts. This documentation should be submitted to the employee's direct supervisor.

# Hiawatha Homes

## Usage

Employees are expected to use PTO hours before requesting unpaid time off with the exception of jury duty, military leave, and/or for the time period an employee is covered under a temporary disability plan. If an employee requests time off and does not have enough PTO available, he/she may request unpaid time off.

- Non-exempt employees may not use PTO hours in increments less than 15 minutes.
- Exempt employees may not use PTO hours in increments less than 8 hours. Hiawatha Homes will deduct one full day of pay from an exempt employee's salary for each full day absence, if the employee does not have any PTO.

Employees may not borrow against future PTO accruals. Only the PTO balance at the beginning of the current pay period is available for use in that pay period. Employees are responsible for managing their own PTO hours.

Non-exempt employees who do not work their regularly scheduled/standard hours per pay period will have an automatic PTO uplift. Employees who do not have enough PTO to uplift will receive an uplift according to their available PTO (i.e. no PTO would result in no PTO uplift).

## Special Considerations

- **Funeral Leave:** Full-time employees may receive up to 24 hours (three days) of regularly scheduled shift pay if a death occurs in their immediate family. Immediate family is defined as an employee's parents or stepparents, spouse, children or stepchildren, sister and/or brother, grandparents or grandchildren. Others may be included in the definition of immediate family at the discretion of the Chief Executive Officer. Full-time employees will receive up to 8 hours (one day) of regularly scheduled shift pay in the event of a death of mother-in-law, father-in-law, sister-in-law, brother-in-law, spouse's grandparents and grandchildren, based on current marital status. Others may be included in the definition of immediate family at the discretion of the Chief Executive Officer. Employees may use PTO with approval of the manger/supervisor for additional time during a funeral leave. Employees may be asked to provide information verifying the death of the family member, in which they are requesting time off for. Eligibility for funeral leave requires 6 months of employment.
- **Emergencies** – Employees will be expected to use PTO hours for an absence from work to attend to personal affairs or other emergencies. If an employee does not have PTO hours available, it will be unpaid time off.
- **Illness:** If an employee calls in to report that he/she cannot work the scheduled work shift or leaves work early due to illness, he/she will have an automatic PTO uplift to meet their standard hours. If an employee does not have PTO hours available, it will be unpaid time off.
- **Special Requests:** An employee will be paid for PTO requests above their standard hours only if they originally requested PTO prior to the current pay period, however worked additional unscheduled hours. Any additional unscheduled work hours must be reported to the employee's supervisor. PTO hours used must be equal to the original PTO request.

## Payment

PTO will be paid at an employee's base wage. Employees will not be allowed to sell back their PTO at any time during their employment unless otherwise authorized by Management. An employee's unused PTO balance will be paid in full to the employee upon a change in employment status from active full-time or part-time to on-call or seasonal. PTO will also be paid out to an employee upon separation of employment.

## *Hiawatha Homes*

### **Sick Leave Reserve Bank (*applies only to employees hired prior to the conversion to PTO*)**

An employee may use their sick leave bank to care medically for themselves or any other immediate family member. Immediate family is defined as an employee's parents or stepparents, spouse, children or stepchildren, sister and/or brother, grandparents or grandchildren. Others may be included in the definition of immediate family at the discretion of the Chief Executive Officer.

Employees may be asked to submit medical documentation from a physician to verify the illness. Sick leave reserve may also be used when caring for a newborn baby or a newly adopted child and for safety leave for the purpose of receiving assistance because of sexual assault, domestic assault or stalking.

There is no sellback or conversion provision for sick leave reserve at any time. Employees will forfeit any unused sick leave reserve hours at the time of a change in their employment status: on-call or seasonal or at the time of their separation of employment with the agency.

Employees will not accrue PTO on hours used from their sick bank.

## *Hiawatha Homes*

### **PROFIT SHARING PENSION PLAN (401K)**

EFFECTIVE DATE: 10/01/2007

REVISED: 12/9/2018

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#### **Eligibility**

An employee who is at least 19 years old is eligible to participate on the first day after completing six months of service from the hire date.

#### **Contributions**

Employees may elect to contribute a percent of their gross earnings to a 401K plan up to the maximum IRS limits, as defined by the plan document. Employee contributions are immediately vested into the employee's 401K account and may be withdrawn or transferred in accordance with the plan guidelines.

In addition to the employee contribution, the Hiawatha Homes Board of Directors may also elect to make a contribution to each qualified employee participant. Qualified employee participants have 1000 or more worked hours in the calendar year preceding the contribution and are employed on the last day of the plan year; with the exception of termination of employment after Normal Retirement Age or termination of employment after Early Retirement Date occurs. Employer contributions are vested in accordance with a graduated vesting schedule as defined by the Hiawatha Homes Board of Directors.

A Pension Plan and Trust summary description is available upon request from the Homes' Business Office.

## *Hiawatha Homes*

### **REFERRAL BONUS**

EFFECTIVE DATE: 10/01/2007

REVISED: 5/23/2018

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#### **Purpose**

Hiawatha Homes offers a referral bonus to employees (excluding Management Team Members and the HR Recruitment Specialist) who refer prospective employees to the agency.

#### **Policy**

To be eligible for a referral bonus, employees must complete and submit a Referral Bonus form online within thirty (30) days of the referred person submitting an application. For an employee to receive the referral bonus, the referred person must be hired, remain employed at least 120 days, and work at least 150 hours of total time (within the 120 days).

In the event that two or more Referral Bonus forms are submitted for the same applicant, only one Referral Bonus will be paid out based upon a first come first serve basis (based upon the date submitted to Human Resources or the Supervisor).

For more details about this program, please contact the Human Resources Department. Hiawatha Homes reserves the right to amend, modify, or revoke this policy at its discretion.



## *Hiawatha Homes*

### **TUBERCULOSIS SCREENING**

EFFECTIVE DATE: 10/01/2007

REVISED: 01/01/2012

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#### **Purpose**

To assure that employees are free of communicable disease.

#### **Policy**

Prior to beginning employment with Hiawatha Homes, every employee is required to provide evidence that s/he is free of tuberculosis. Mantoux tests (tuberculosis tests) may also be completed upon the employees request due to possible exposure to tuberculosis. The Mantoux test (tuberculosis test) can be administered under the direction of Hiawatha Homes' Health Service Director at no charge.

## *Hiawatha Homes*

### **EMPLOYEE PERSONAL DATA**

EFFECTIVE DATE: 10/01/2007

REVISED: 09/24/2013

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#### **Purpose**

Hiawatha Homes attempts to maintain accurate and up to date information for all current and former employees at Hiawatha Homes.

#### **Policy**

Employees are responsible for informing Hiawatha Homes of updates regarding their personal information. This would include the employee's mailing address, telephone number, any name changes and individuals to be contacted in case of an emergency. Employees can provide their updated information to Hiawatha Homes by completing the Status Change Form, which is available from an employee's supervisors or the Hiawatha Homes Administrative Office.

Any other changes regarding the employee should be directed to the Human Resources Department; these changes may include the employee's employment eligibility.

## *Hiawatha Homes*

### **EMPLOYMENT APPLICATION**

EFFECTIVE DATE: 10/01/2007

REVISED:

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#### **Purpose**

Hiawatha Homes relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment.

#### **Policy**

Any misrepresentations, falsifications or material omissions in any of this information or data may result in Hiawatha Homes' exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

## *Hiawatha Homes*

### **EMPLOYMENT VERIFICATION**

EFFECTIVE DATE: 10/01/2007

REVISED: 10/22/2013

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#### **Purpose**

Hiawatha Homes will provide accurate and consistent employment verifications for current and former employees; subject to applicable to state law.

#### **Policy**

Hiawatha Homes reserves the right to release the following employment information for current and former employees without written authorization from the current or former employee.

- The employee's dates of employment
- The employee's wage and compensation history
- The employee's job title, position description and the required job duties
- Training and education provided by Hiawatha Homes

All employment verification requests and other inquiries from or regarding a current or former employee should be directed to the Human Resource Manager. Only the Human Resource Manager or Chief Executive Officer may respond to these inquiries.

# *Hiawatha Homes*

## **PERSONNEL RECORDS**

EFFECTIVE DATE: 10/01/2007

REVISED: 12/9/2018

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### **Purpose**

Hiawatha Homes maintains a personnel record on each employee.

### **Policy**

As defined by Minnesota Statutes, an employee's personnel record may include information relating to an employee's application for employment; wage or salary history; notices of commendation, warning, discipline, or termination; authorization for a deduction or withholding of pay; fringe benefit information; leave records; and employment history with the employer, including salary and compensation history, job titles, dates of promotions, transfers and other changes, attendance records, performance evaluations, and retirement record.

Current employees may review and receive a copy of information contained within their personnel record no more than one time every six months during their employment. Upon separation of employment, former employees may review their personnel record no more than one time each year for as long as the personnel record is maintained.

Current and former employees should submit a written request to the Human Resource Manager to gain access to their personnel record or to request copies of information contained in this record. The original personnel record is property of Hiawatha Homes and nothing may be removed from this record without prior approval of the Human Resource Manager. Employees may prepare a written document in response to information contained in their personnel record.

Current and former employees will be given the opportunity to review their personnel record only in the presence of a management official at a mutually convenient time and place. Before granting access to a personnel record, Hiawatha Homes reserves the right to remove sensitive information that may be contained in the record including third-party references and confidential information or statements related to ongoing investigations as well as any information contained in the record that is not included in the definition of personnel record under Minnesota Statute.

An employee's personnel record is considered confidential and access to this record by individuals other than the employee is granted on a strict need to know basis. Parties that may be granted access to employee personnel records may include, but is not limited to, Human Resources, management or supervisory personnel, and government or law enforcement agencies.

Hiawatha Homes will maintain an existing physical personnel record for two years after an employee's separation. After two years, the record will be converted to an electronic record and stored until the retention schedule.

Upon implementation of Human Resources Information System (HRIS), all records will be initiated and stored electronically.

## *Hiawatha Homes*

### **DOCUMENTATION SURCHARGE**

EFFECTIVE DATE: 5/23/2018

REVISED:

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#### **Purpose**

Hiawatha Homes will apply a surcharge for duplicate copies of W-2s and paystubs requested by current and former employees.

#### **Policy**

Hiawatha Homes provides employees one original W-2 tax document per year.

- In the instance an additional year(s) is requested, a surcharge of \$5.00 per document will be applied via payroll deduction or by cash tender only. Receipts for transactions are available upon request.

Hiawatha Homes provides employees with electronic paystub histories through Hiawatha Homes' internal website. The employee is responsible for management of these paystubs as well as external distribution and printing accessibility.

- In the instance an employee requests the agency to print off paystubs via the Business Office, Human Resources or any like department, a surcharge of \$2.00 per copy (with a maximum of \$10.00) will be applied via payroll deduction or by cash tender only. Receipts for transactions available upon request.

## *Hiawatha Homes*

### **BONE MARROW/ ORGAN DONATION LEAVE**

EFFECTIVE DATE: 10/01/2007

REVISED: 01/01/2012

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#### **Purpose**

Hiawatha Homes will accommodate Leave of Absences in associating with donating bone marrow or an organ.

#### **Policy**

Hiawatha Homes provides a paid leave of absence for an employee who seeks to undergo a medical procedure to donate bone marrow or donate an organ or a partial organ to another person. The combined length of the leaves shall be determined by the employee, but may not exceed 40 work hours for each donation, unless agreed to by the Chief Executive Officer and Human Resource Manager. Hiawatha Homes reserves the right to require verification by a physician of the purpose and length of each leave requested by the employee to donate bone marrow or an organ. If there is a medical determination that the employee does not qualify as a bone marrow or organ, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

For the purposes of this policy an employee means a person who performs services for hire for Hiawatha Homes, for an average of 20 or more hours per week.

For further information, please contact the Human Resource Manager.

# Hiawatha Homes

## FAMILY AND MEDICAL LEAVE ACT (FMLA)

EFFECTIVE DATE: 10/01/2007

REVISED: 09/24/2013

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### Purpose

Hiawatha Homes will be in compliance with the Family Medical Leave Act (FMLA) for Federal and State.

### Policy

In accordance with government standards, Hiawatha Homes provides eligible employees up to 12 workweeks within a 12-month period of unpaid, job protected leave for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job;
- Employees with a spouse, son, daughter or parent on covered active duty or call to covered active duty status to address certain qualifying exigencies.

A special leave entitlement permits eligible employees to take up to 26 workweeks of leave to care for a covered servicemember during a single 12-month period.

### Definitions:

Covered Servicemember: A current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Eligible Employee: An employee that has worked for Hiawatha Homes for at least one year, for 1,250 hours over the previous 12 months.

Health Care Provider: A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices; or any other person determined by the Secretary to be capable of providing health care services

Serious Health Condition: An illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider or a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

12- Month Period Measured Forward: Hiawatha Homes will use the 12- Month Period Measured Forward to establish the 12-month period. FMLA leave is measured from the first date an employee takes FMLA leave. The next 12-month period would begin the first time FMLA leave is taken after completion of the prior 12-month period.



## *Hiawatha Homes*

### **Substitution of Paid Leave for Unpaid Leave:**

- Hiawatha Homes requires that employees utilize any accrued PTO prior to taking unpaid leave. Employees must utilize their PTO at the same rate as their normally scheduled hours. Employees who are covered under the short-term disability plan may elect not to use PTO during the time of their eligibility for disability coverage, as it may affect the benefit received under this plan.

### **Use of Leave:**

- An employee does not need to use their leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary or for qualifying exigencies. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations.

### **Employee Responsibilities:**

- Hiawatha Homes requests that employees provide 30 days' advance notice in writing when the leave is "foreseeable".
- Hiawatha Homes requires Medical Certification to support a request for leave because of a serious health condition and may require second or third opinions at Hiawatha Homes' expense.
- To ensure proper scheduling upon return from leave, employees are required to notify Hiawatha Homes at least two working days prior to the date that they intend to return to work.

### **Job Benefits and Protection:**

- For the duration for the FMLA leave, Hiawatha Homes will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work.
- Upon return from FMLA leave, the employees will be restored to their original or equivalent position with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

### **Employer Responsibilities:**

- Hiawatha Homes will inform the employee requesting leave whether they are eligible under FMLA. If the employee is eligible, Hiawatha Homes will specify any additional information required as well as employee's rights and responsibilities. If the employee is not eligible, Hiawatha Homes will specify a reason for the ineligibility.

**If an employee fails to report to work promptly at the end of the approved leave period, it will be considered that the employee has voluntarily terminated their employment with Hiawatha Homes.**

**JURY DUTY OR SUBPOENA**

EFFECTIVE DATE: 10/01/2007

REVISED: 09/24/2013

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**Purpose**

An employee summoned for jury duty or subpoenaed as a witness will be granted a leave of absence.

**Policy**

**Jury Duty**

Hiawatha Homes will allow employees time off to serve on a jury. The employee is responsible for notifying their primary supervisor and the Human Resource Manager well in advance, as soon as the employee receives their summons. Employees are requested to submit a copy of the summons to the Human Resource Manager.

Employees summoned for jury duty will be paid the difference between their regular wages and that which is paid by the court for jury duty services. For employees who are interviewed, but not selected for the jury, they will be paid at their regular rate for the work hours missed during the time of absence for the interview.

**Victim or Witness**

Hiawatha Homes will allow an employee who is a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony, reasonable time off from work to attend criminal proceedings related to the victim's case. Hiawatha Homes will allow a victim of a violent crime, as well as the victim's spouse or immediate family members, reasonable time off from work to attend criminal proceedings related to the victim's case.

An employee who is absent from the workplace shall give 48 hours' advance notice to Hiawatha Homes, unless impracticable or an emergency prevents the employee from doing so. Upon request of Hiawatha Homes, the employee shall provide verification that supports the employee's reason for being absent from the workplace. All information related to the employee's leave pursuant to this policy shall be kept confidential by Hiawatha Homes.

# Hiawatha Homes

## LEAVE DONATION

EFFECTIVE DATE: 10/01/2007

REVISED: 12/16/2015

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### Purpose

Hiawatha Homes has established guidelines for employees who wish to donate accrued PTO and/or sick leave reserve time to another employee affected by the circumstances.

### Policy

Hiawatha Homes recognizes that there are instances in which an employee may suffer from a serious health condition as outlined by FMLA that requires extensive treatment or is caring for a family member experiencing a serious health condition. Hiawatha Homes also recognizes that co-workers of this employee may desire to assist until he/she returns to work or has recovered from the health condition.

### Recipient Eligibility:

1. The recipient employee must complete the Request for Donated Sick Leave/ PTO Hours form and submit to Human Resources for approval.
2. The recipient employee must be suffering from a serious health condition, as outlined by FMLA or is taking care of a family member suffering from a serious health condition. Family members include employee's spouse, child, parent, brother or sister including adoptive relatives but not relatives by marriage.
3. The recipient employee may be asked to present a Certification of Health Care Provider for Serious Health Condition.
4. The recipient employee must have a minimum of six months of service with Hiawatha Homes.
5. The recipient will not have more than 40 hours of combined PTO or sick leave available at the time of requesting donated PTO or sick leave hours.
6. The recipient employee must not have offered anything of value to another employee in exchange for leave donation.
7. The recipient employee may receive up to 240 hours within twelve months from the first date of donation.
8. The recipient employee must have depleted all accrued sick leave reserve and PTO time prior to using donated hours. The recipient will only be required to deplete all of their accrued sick leave reserve or PTO one time within twelve months due to the same qualifying illness or injury.
9. The recipient employee acknowledges that all hours received will be converted to sick leave reserve time.
10. The recipient employee will be allowed to accrue PTO hours while on leave.
11. Hours used during the leave will be charged toward the recipient employee's annual FMLA time.
12. Nothing contained within this policy will replace any other policy in the Hiawatha Homes Employee Handbook.

## *Hiawatha Homes*

### **Donor Eligibility:**

1. The donor employee must complete and have the Donated Sick Leave and PTO form approved by the Human Resources Manager.
2. All regular full -time and part -time employees are eligible to donate hours.
3. The donor employee must have accrued PTO or sick leave reserve balance of at least 40 hours after making a leave donation.
4. The donor employee must donate in four-hour increments.
5. The donor employee must not have solicited or accepted anything of value in exchange for donation.
6. The donor employee forfeits all rights to recover any donated sick leave and PTO hours indefinitely.

### **How To Apply For or Donate Hours:**

- A recipient employee who qualifies for a serious health condition leave will complete the Request for Donated Sick Leave/PTO form and submit to the Human Resource Manager for review and approval or denial.
- Upon authorization from the recipient, The Human Resource Manager will send notification to Hiawatha Homes' employees regarding the opportunity to donate sick leave or PTO hours to the recipient.
- Donor employees will complete the Donated Sick Leave/PTO form indicating their willingness to donate, the number of hours they wish to donate. The form should be submitted to the Human Resource Manager.
- Employees donating their time are doing so strictly on a voluntary basis and will have their PTO/sick leave reserve balances debited for the amount of time transferred to the recipient employee. The transferred time will be placed in the recipient employee's sick leave account.
- The Human Resource Manager and the Payroll Specialist will monitor hours donated.
- Any time donated which is not used by the recipient employee remains with the recipient employee.
- Hours donated cannot be claimed as tax deductions.

## *Hiawatha Homes*

### **MILITARY LEAVE**

EFFECTIVE DATE: 10/01/2007

REVISED: 03/15/2011

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#### **Purpose**

Hiawatha Homes will comply with all applicable laws regarding the re-employment of such individuals.

#### **Policy**

Those who participate in Reserve or National Guard training will be allowed necessary time off for annual training duty in accordance with state and federal law. Hiawatha Homes requests that the leave be a written request.

Employees in uniformed services will be granted a leave of absence or furlough from Hiawatha Homes while they are performing military duty. Uniformed services include active duty, active duty for training, inactive duty training (drills), initial active duty training, and funeral honors duty performed by National guard and Reserve Members, as well as the period for which a person is absent from a position of employment for the purpose of an examination to determine fitness to perform on such duty.

Hiawatha Homes will comply with all applicable laws regarding the re-employment of such individuals. Hiawatha Homes requests that the employee or an appropriate officer of the uniformed service notify the employer in writing that the employee intends to leave the employment position to perform military service.

## *Hiawatha Homes*

### **PARENTAL LEAVE**

EFFECTIVE DATE: 10/01/2007

REVISED: 12/09/2014

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#### **Purpose**

Eligible employees may receive unpaid time off in conjunction with the birth or adoption of a child.

#### **Policy**

Hiawatha Homes will grant an unpaid leave of absence to an employee who is a biological or adoptive parent in conjunction with the birth or adoption of a child; or a female employee for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee, but must not exceed 12 weeks, unless agreed to by the employer

The leave shall begin at a time requested by the employee. The leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

All leave of absence requests must be submitted to the employee's primary supervisor for review and then the Human Resource Manager for completion of proper paper work, if applicable. FMLA may run concurrently with Parental Leave.

Hiawatha Homes will continue to make coverage available to the employee while on a leave of absence under any group insurance policy for the employee and any dependents. Employees will be required to pay their own group insurance premiums while they are on unpaid leave.

A return to work statement may be required before an employee returns to work. Hiawatha Homes requires that employees utilize any accrued Paid Time Off (PTO) prior to taking unpaid leave.

## *Hiawatha Homes*

### **PERSONAL LEAVE (NON-PROTECTED LEAVE OF ABSENCE) AND UNPAID TIME OFF**

EFFECTIVE DATE: 10/01/2007

REVISED: 09/24/2013

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#### **Purpose**

Personal leaves may be granted if there is available staff to cover for the employee requesting leave.

#### **Policy**

It is at Hiawatha Homes' discretion whether a personal leave is approved. Hiawatha Homes has no obligation to hold the employee's position open if not covered under a protected leave of absence; however, the employee may return to his/her former position should the position still be available.

Employees are expected to assist in finding their own approved replacements for time off requests. Hiawatha Homes requires that employees utilize any accrued Paid Time Off (PTO) prior to taking unpaid leave. Employees must utilize their PTO at the same rate as their normally scheduled hours. PTO does not accrue during an unpaid leave of absence.

All leave of absence requests must be submitted to the employee's primary supervisor for approval and then the Human Resources Manager for completion of proper paperwork, if applicable.

Hiawatha Homes will continue to make coverage available to the employee while on a leave of absence under a group insurance policy for the employee and any dependents. Employees will be required to pay their own group insurance premiums while they are on unpaid leave. A return to work fitness statement may be required before an employee returns to work.

## *Hiawatha Homes*

### **SCHOOL CONFERENCE AND ACTIVITIES LEAVE**

EFFECTIVE DATE: 10/01/2007

REVISED: 12/16/2015

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#### **Purpose**

Hiawatha Homes will allow employees time off for the purposes of attending school conferences and school-related activities for the employee's child.

#### **Policy**

Hiawatha Homes will grant an employee leave of up to a total of 16 hours during any 12-month period to attend school conferences or school related activities to the employee's child, provided the conferences or school related activities cannot be scheduled during non-work hours. If the employee's child receives child care services, or attends a prekindergarten regular or special education program, the employee may use the leave time provided in this section to attend a conference or activity related to the employee's child, or to observe and monitor the services or program, provided the conference, activity, or observation cannot be scheduled during non-work hours.

When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of Hiawatha Homes. Requests must be submitted to the employee's primary supervisor for prior approval. Hiawatha Homes requires that employees utilize any accrued Paid Time Off (PTO) prior to taking unpaid leave.



## *Hiawatha Homes*

### **TIME OFF TO VOTE**

EFFECTIVE DATE: 01/01/2012

REVISED:

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#### **Purpose**

Every employee who is eligible to vote in an election has the right to be absent from work for the time necessary to appear at the employees polling place, cast a ballot, and return to work on the day of that election, without penalty of deduction from salary or wages because of the absence.

#### **Policy**

Hiawatha Homes will not directly or indirectly refuse, abridge, or interfere with this right or any other election right of an employee. Elections Covered: A regularly scheduled state primary or general elections, an election to fill a vacancy in the office of United States senator or United States representative, or an election to fill a vacancy in the office of State senator or state representative.

**WORK ABSENCE AND TARDINESS**

EFFECTIVE DATE: 10/01/2007

REVISED: 12/26/2017

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**Purpose**

Hiawatha Homes realizes that certain absences from work are unavoidable. However, attendance is essential to the daily operation of our business. Punctuality and regular attendance are responsibilities of every Hiawatha Homes employee.

**Policy**

In the event an employee is unable to be at work, or if the employee will arrive more than seven (7) minutes after his or her scheduled start time, he or she is expected to notify a supervisor directly (not via phone message, text or through email), prior to the start of the scheduled work shift or in the case of an emergency, as soon as possible. Employees should indicate the reason for the absence or tardiness and the time when they can be expected to report to work.

Employees are expected to report their own absences except in the case of rare emergency circumstances where this is not possible. Because of the nature of our business, employees may be asked to assist in finding their own replacement any time employees cannot complete their hours as scheduled.

Hiawatha Homes reserves the right to request medical clearance from a physician prior to allowing an employee to return to work following an absence due to the following:

- An illness that could pose a significant risk to the health of the individuals we support and/or the employee's coworkers.
- An injury that could impair the employee's ability to complete his or her essential job functions.
- Additional medical clearance, including a return to work clearance, may be requested for absences that fall under the provisions of the Family and Medical Leave Act or Americans with Disabilities Act.

Hiawatha Homes may request medical certification to prevent the employee from disciplinary action due to an absence or tardy related to an illness or injury.

A pattern of absenteeism and/or tardiness will not be tolerated and may subject an employee to disciplinary action up to and including the termination of employment. Any employee who fails to report to work for three consecutive work days and fails to notify his or her supervisor in advance will be considered to have voluntarily resigned his or her position with Hiawatha Homes.

**ABUSE AND NEGLECT**

EFFECTIVE DATE: 10/01/2007

REVISED: 12/16/2015

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**Purpose**

It is Hiawatha Homes' policy to protect the people supported who, because of physical or mental disabilities or dependency, are particularly vulnerable to abuse or neglect, and therefore have a need for safe programs and living environments.

**Policy**

Hiawatha Homes has established the following policies and plans to aid in the prevention of abuse/neglect:

**Policy and Procedure on Reporting and Review of Maltreatment of Vulnerable Adults & Maltreatment of Minors**

This policy enforces the Individual Abuse Prevention Plan, Summary of Assessed Needs, Coordinated Service and Support Plan Addendum and requires the reporting of suspected abuse and neglect. Employees will be trained on the policy and procedure on reporting and review of maltreatment of Vulnerable Adults and Minors within 72 hours of employment and annually thereafter.

**Program Abuse Prevention Plan** – Each program has its own Program Abuse Prevention Plan assessing these areas: population, environment, and physical plant. Areas for potential Abuse/Neglect are specified along with Hiawatha Homes' plan to minimize this potential.

**Individual Abuse Prevention Plan, Summary of Assessed Needs, Coordinated Service and Support Plan (CSSP) Addendum**

These plans are formulated by the Interdisciplinary Team at the time of the initial program plan development and addresses the susceptibility of the individual people supported to abuse or neglect. It identifies action to be taken by each staff person to minimize risk to the people supported.

**Note: All employees are deemed to be Mandated Reporters and must report internally or externally within 24 hours any witnessed or suspected abuse or neglect.**

## *Hiawatha Homes*

### **CONCEALED WEAPONS**

EFFECTIVE DATE: 10/01/2007

REVISED:

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#### **Purpose**

Hiawatha Homes does not allow employees to carry or conceal weapons on Hiawatha Homes' premises.

#### **Policy**

The carrying or possessing of weapons, including but not limited to, handguns or other firearms and explosives by Hiawatha Homes' employees in the workplace, while conducting Hiawatha Homes' business, or attending Hiawatha Homes-sponsored events is a violation of this policy and is prohibited even if the employee has a valid permit to carry a weapon. Violations of this policy may result in disciplinary actions, up to and including termination of employment.

# Hiawatha Homes

## EMPLOYEE WORK AND NON-WORK RELATED INJURIES

EFFECTIVE DATE: 10/01/2007

REVISED: 12/9/2018

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### Purpose

Hiawatha Homes' employees will report employee work and non-work related injuries.

### Policy

#### Work-Related Injury

All employees are expected to work safely at all times when on the job. In the event that an employee experiences a work-related injury, they should seek medical treatment if necessary. The employee may seek treatment through Hiawatha Homes designated medical provider; Olmsted Medical Center, Occupational Medicine or through a provider of their choice. Employees affected by a work place injury may be eligible for Workers Compensation. Any questions concerning Worker's Compensation should be directed to Human Resources..

#### **If a work-related injury occurs:**

1. The employee should call the SFM Work Injury Hotline at 1-855-675-3501 and report the injury. The employee will speak with a nurse who will triage/assess the injury and offer advice on the course of action to follow.
2. The employee needs to contact their Supervisor, On-Call Supervisor or Program Director immediately. The employee must complete an Employee Report of Injury and turn it into Supervisor or Human Resources within 24 hours.
3. In the event of an emergency or if an employee elects to seek medical treatment Hiawatha Homes has established a relationship with Occupational Medicine at Olmsted Medical Center (OMC), who is familiar with our work. The employee should identify themselves as a Hiawatha Homes employee and let OMC know this is a work-related injury. Employee shall provide a *Fitness for Duty Certification* to the doctor so they can best evaluate the situation.
4. After the appointment and prior to returning to work, the employee should bring the Doctor's Statement to Human Resources at Hiawatha Homes' Administrative Office.
5. If an employee's condition requires continued appointments, physical limitations, and/or work reassignment, the employee must bring in a Doctor's statement, to Human Resources, following each appointment.

## *Hiawatha Homes*

Hiawatha Homes supports bringing injured employees back to work, as soon as they are medically able, to a position within Hiawatha Homes compatible with any physical restrictions they may have. Current positions may be modified to fit the medical restrictions of the injured employee by providing accommodations or light-duty work; if this is not possible, a temporary job reassignment may be necessary within another department or an approved leave of absence.

### **Non-Work-Related Injury**

1. If an employee sustains a Non-Work Related Injury, the employee needs to promptly inform their supervisor if there are any limitations set forth by their Doctor.
2. If limitations were set forth by a Doctor; a *Fitness for Duty Certification* needs to be completed by a Doctor (if the Doctor has their own limitations form that will also be accepted).
3. After the appointment the employee should, bring the Doctor's Statement or the Hiawatha Homes *Fitness for Duty Certification* to their supervisor and/or the Human Resource Manager.
4. If the employee's condition requires continued appointments, physical limitations, and/or work reassignment, the employee must bring in a Doctors statement to their Supervisor and/or the Human Resources Manager, following each appointment.
5. The employees Supervisor, Program Director and the Human Resource Manager will work with Hiawatha Homes employees in regards to restrictions or limitations and make any necessary accommodations needed.

Hiawatha Homes will try to make reasonable accommodations for the employee; however, Hiawatha Homes reserves the right to decline any non-work related injury accommodation if it causes undue hardship to the employer and require the employee to take a Leave of Absence throughout their work limitation time period.

## *Hiawatha Homes*

### **EMERGENCY RESPONSE**

EFFECTIVE DATE: 10/01/2007

REVISED:

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#### **Purpose**

Each work site at Hiawatha Homes has procedures for dealing with emergency situations, including severe weather.

#### **Policy**

Every employee is responsible to remain aware of the procedure for handling the variety of emergencies that may arise. The needs of people supported may vary from work site to work site; therefore, it is important for employees to be aware of how the needs of the people supported should be addressed during an emergency situation.

## *Hiawatha Homes*

### **INCLEMENT WEATHER**

EFFECTIVE DATE: 10/01/2007

REVISED:

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#### **Purpose**

The decision on whether to close Hiawatha Homes' offices due to inclement weather will be made by the Chief Executive Officer or his/her designee.

#### **Policy**

Employees scheduled to work (not on PTO or leave of absence) when the office is closed by the Chief Executive Officer due to inclement weather will not lose salary or wages. Employees are expected to make plans in advance to get into work when bad weather is expected or make arrangements for substitute staff.

Employees not able to attend work due to poor driving conditions must utilize PTO. Time off without pay is available for employees who have not accrued enough PTO, or are not eligible for the PTO benefit.



# *Hiawatha Homes*

## **OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)**

EFFECTIVE DATE: 10/01/2007

REVISED: 12/09/2014

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### **Purpose**

The purpose of this policy is to establish guidelines for employees to follow to ensure a safe and healthy work environment.

### **Policy**

It is the policy of Hiawatha Homes, Inc. to develop and implement a written Employee Right-to-Know program, A Workplace Accident and Injury Reduction (AWAIR) program and complies with Occupational Safety and Health Administration (OSHA) standards.

### **Employee Right To Know Act**

The Employee Right-to-Know Act is intended to ensure employees are aware of the dangers associated with hazardous substances, harmful physical agents or infectious agents they may be exposed to in their workplaces. Hiawatha Homes, Inc. will identify the hazardous substances, harmful physical agents and infectious agents that are present in the workplace and provide information and training to employees who are "routinely exposed" to those substances or agents.

Hiawatha Homes, Inc. has developed a written Employee Right-to-Know program for hazardous substances, harmful physical agents and infectious agents that are present in the workplace. This program is available for staff reference in the OSHA Binder located at each worksite.

### **A Workplace Accident and Injury Reduction (AWAIR)**

Hiawatha Homes, Inc. has developed a written workplace accident and injury reduction program developed to comply with the AWAIR act. The program promotes safe and healthful working conditions and is based on clearly stated goals and objectives for meeting those goals. The program describes how employees are responsible for implementing the program and how continued participation of management will be established, measured and maintained; the methods used to identify, analyze and control new or existing hazards, conditions and operations; how the plan will be communicated to all affected employees so that they are informed of work-related hazards and controls; how work place accidents will be investigated and corrective action implemented; and how safe work practices and rules will be enforced

### **Material Safety Data Sheets (MSDS)**

Hiawatha Homes will provide employees with Material Safety Data Sheets for hazardous substances that they utilize or may be exposed to at their worksite. For household products, Hiawatha Homes will provide MSDS for products used outside of the scope of normal consumer use; either product used in greater frequency or in greater concentration that an employee would use in his/her own home.

## *Hiawatha Homes*

Material Data Sheets are included in the OSHA Binder located at each worksite. Because substances are frequently introduced or discontinued, MSDS will routinely be updated. For substances newly introduced to the worksite, training on the hazardous substance will occur prior to introduction of the substance at the worksite. For substances that have been discontinued, at minimum, the agency will retain the identity of the substance, where it was used, and when it was used, for 30 years following the discontinuation of use, in accordance with the exposure records guidelines defined under 29 CFR 1910.1020 (c)(5)(iii).

### **Harmful Physical Agents**

Physical Agents include noise, heat, ionizing radiation, and non-ionizing radiation. Hiawatha Homes will routinely evaluate job tasks for the existence of harmful physical agents. Where a harmful physical agent exists, Hiawatha Homes will label the equipment and/or work area the name of the physical agent and the appropriate hazard warning. Where exposure to harmful physical agents exists, Hiawatha Homes will provide employee training that will be conducted prior to initial use of the physical agent and annually thereafter, if the exposure risk still exists.

### **Harmful Infectious Agents**

Infectious Agents include bacterial, viral, fungal, parasitic, and rickettsial agents as defined in Minnesota Rules 5206.0600, subpart 4. Labeling of infectious waste will be handled in accordance with the Bloodborne Pathogens Standard, 29 CFR 1910.1030 and the Minnesota Infectious Waste Control Act. Training of harmful infectious agents will be conducted upon hire, when a new infectious agent is identified at the worksite, and annually. To ensure that this information is available to employees, Hiawatha Homes, Inc. will provide a reference manual that contains information on all infectious agents that employees could be exposed to at their worksite.

### **Universal Precautions and Sanitary Practices**

#### **Care and Sanitation of the General Program Site**

- Hiawatha Homes, Inc. will ensure that all programs are maintained in good repair and in sanitary and safe condition. Any safety hazards and/or unsanitary conditions will be corrected appropriately by a Hiawatha Homes, Inc. employee or external contractor.
- Hiawatha Homes, Inc. will ensure that food and drink is handled and stored properly to prevent contamination and/or spoilage. Food and drink will not be stored in areas where bodily fluids, hazardous materials, and harmful substances may be present.
- Chemicals, detergents, cleaning supplies, and other hazardous or toxic substances will not be stored in any way that poses a hazard to the individuals supported or employees.
- Individuals supported at Hiawatha Homes, Inc. will have their own personal care items for their own use. These items will be stored in a safe and sanitary manner to prevent contamination.

#### **Universal Precautions and Infection Prevention and Control**

- Hiawatha Homes, Inc. expects all employees to properly wash their hands to prevent the spread disease and infection. Employees are also expected to assist individuals supported to ensure regular hand washing.

## *Hiawatha Homes*

- Gloves will be used as a barrier between hands and any potential source of infection. Gloves must be worn when contact with high risk bodily fluids can be reasonably anticipated. Fresh gloves will be used for each situation and for each person served. Employees are expected to wash hands following glove use when working between individuals served. Employees are trained on proper technique for removal of gloves.
- Eye protection may be made available whenever splashes or drops of high risk bodily fluids are anticipated.
- A fluid resistant gown may be provided for employees to wear as a barrier during cleanup of high volume fluids.
- Employees will use extreme, deliberate precaution in handling contaminated needles and sharps. Contaminated needles will not be bent or recapped. All needles and sharps will be disposed of in an appropriate sharps container.

### **Infrequent or Non-Routine Tasks**

Employees expected to perform infrequent or non-routine tasks in the course of their employment with Hiawatha Homes, Inc. will be informed by their supervisor of any hazards associated with these tasks prior to performing the work. Such information will include, at minimum, the specific hazard warning associated with the tasks and protective equipment/safety measures needed to mitigate these hazards/ exposure.

Contractor's performing work at Hiawatha Homes, Inc. will be notified by the Safety Director of any hazardous substances, harmful physical agents, and/or infectious agents that they may be exposed to while performing their contracted work. The Safety Director will also suggest precautions that contractors may take to mitigate the hazards/ exposure.

### **Employee Training**

It is the policy of Hiawatha Homes, Inc. to develop and implement a written Employee Right-to-Know program, A Workplace Accident and Injury Reduction (AWAIR) program, comply with Occupational Safety and Health Administration (OSHA) standards

Hiawatha Homes, Inc. will provide training at orientation and annually thereafter on Hiawatha Homes, Inc. Employee Right-to-Know program, A Workplace Accident and Injury Reduction (AWAIR) program, Occupational Safety and Health Administration (OSHA) standards and agency licensing requirements pertaining to universal precaution procedures, infection control, and blood borne pathogens. Training will be conducted using a variety of mediums, but will always allow employees the opportunity to ask questions to ensure that they understand the information presented. Because the training offered to agency employees is specific to the hazards that exist within the worksite, Hiawatha Homes, Inc. will not consider OSHA training received at another worksite, school, and/or other location to fulfill the employee's OSHA training requirements for Hiawatha Homes, Inc.

**SAFE LIFTING AND TRANSFERRING**

EFFECTIVE DATE: 03/15/2011

REVISED: 09/24/2013

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**Purpose**

Hiawatha Homes will inform, educate and train employees on all lifting and transferring equipment, proper lifting mechanisms, lifting and transferring techniques and safe handling of the individuals that we support.

**Policy**

Hiawatha Homes requires employees to attend Back Safety training which provides education and demonstrations regarding proper techniques for the employee back care and prevention of injuries to the employee and for the individuals we support.

Employees participating in direct patient care will be trained annually regarding lift procedures, back care, E-Z lifts and Barrier Free lifts, and other lifts used at Hiawatha Homes. Employees are expected to follow lifting and transferring guidelines as specified in their training. Employees not following proper lifting and transferring guidelines may result in corrective action up to and including termination of employment.

**USE OF EQUIPMENT AND VEHICLES**

EFFECTIVE DATE: 10/01/2007

REVISED: 01/01/2012

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**Purpose**

Proper care and use of equipment and vehicles is important for everyone's safety.

**Policy**

Employees are expected to report any concerns regarding vehicles and equipment. Likewise, employees are expected to use equipment and vehicles in an appropriate manner and comply with guidelines as described in Hiawatha's Transportation Manual. Misuse/abuse of equipment or vehicles may result in disciplinary action. Please refer to Hiawatha's Driving Record policy for additional details.

The use of an employee's personal vehicle for transporting people we support or completing other job duties should be used as a last resort and is limited to employees who successfully pass the written portion of Hiawatha Homes' examination. In addition, employees must provide proof of insurance on their vehicle and the vehicle must pass Hiawatha's basic safety checklist prior to use for work purposes. The use of Hiawatha Homes' or personal vehicles during work time is limited to the transportation needs of the people we support. The use of any vehicle during work time to make unauthorized stops or to transport unauthorized passengers without prior approval from a supervisor is not acceptable and may result in disciplinary action.

For the purpose of this policy, an unauthorized passenger is anyone that does not have prior approval from a supervisor to travel in a Hiawatha Homes vehicle or an employee's personal vehicle used during work time to transport people we support.

## *Hiawatha Homes*

### **WORKPLACE SEARCHES**

EFFECTIVE DATE: 10/01/2007

REVISED: 05/23/2018

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#### **Purpose**

To protect Hiawatha Homes' property and to ensure the safety of all individuals we support and its employees, Hiawatha Homes reserves the right to search and inspect both company and personal items, including vehicles packages, parcels, purses, handbags, brief cases, lunch containers or any other possessions or articles brought onto Hiawatha Homes' premises.

#### **Policy**

Hiawatha Homes reserves the right to inspect all portions of its premises where there is probable cause. All employees, volunteers and visitors may be asked to cooperate in inspections of the work area and property. Employees who possess items deemed in violation of company policy who refuse to cooperate in inspections are subject to progressive discipline, up to and including termination.

Hiawatha Homes reserves the right to notify and/or consult with appropriate law enforcement entities as needed.

**WORKPLACE THREATS AND VIOLENCE**

EFFECTIVE DATE: 10/01/2007

REVISED:

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**Purpose**

Every employee has a responsibility for maintaining the safety and security of the workplace.

**Policy**

Threats, threatening behavior, acts of violence against employees, people supported, visitors, or other individuals by employees on Hiawatha Homes' premises, and/or the carrying and/or possessing of weapons, including guns, other firearms, explosives, or other weapons, (whether they have permit to do so or not), on Hiawatha Homes' premises will not be tolerated.

Any employee who verbally or physically threatens another, exhibits threatening behavior, or engages in violent acts on Hiawatha Homes' property may be removed from the property at Hiawatha Homes' discretion and will remain off the property pending the outcome of an investigation. If Hiawatha Homes determines that violations of this policy have occurred, including refusal to consent to searches and inspections, appropriate disciplinary action may be taken, up to and including termination of employment.

**Reporting**

Employees should notify their supervisor, any other supervisor or manager, the Chief Executive Officer or Human Resource Manager of any threats or acts of violence which they have witnessed, experienced, or have been told that another person has witnessed or experienced in any manner connected to Hiawatha Homes' employment. Even without an actual threat or act of violence, employees should also alert their supervisor, any other supervisor or manager, the Chief Executive Officer or Human Resource Manager of anyone carrying or possessing weapons, including guns, other firearms, or other weapons, or any behavior they have witnessed or experienced, which they regard as threatening or violent, when that behavior is job-related or might be carried out on a Hiawatha Homes controlled site or is connected to Hiawatha Homes employment. Such a report should be made whether or not such threatening or violent behavior is that of another employee or of another person encountered in connection with Hiawatha Homes' employment.

Employees who apply for or obtain a protective or restraining order which lists Hiawatha Homes' locations as being protected areas must provide their supervisor with a copy of the petition and declarations used to seek the order, and a copy of any applicable temporary or permanent protective or restraining order which is granted.

**Application**

This policy applies to all Hiawatha Homes' employees. It is Hiawatha Homes' intent to apply a similar policy, to the extent legally permitted and practicable, to all independent contractors, consultants, vendors, people supported, visitors and other persons who do business with Hiawatha Homes.

Hiawatha Homes has instructed employees to immediately report threatening or violent behavior or possession of weapons by both employees and non-employees.

**WORKPLACE BULLYING**

EFFECTIVE DATE: 12/16/2015

REVISED:

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**Purpose**

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that Hiawatha Homes will not *in any instance* tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

**Policy**

Hiawatha Homes defines bullying as repeated behavior (as defined below), either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against others, in the course of employment. Such behavior/s violate Hiawatha Homes High Performance Objectives, which clearly state that all employees will be treated with dignity and respect.

Bullying may be intentional or unintentional. As in sexual harassment, it is the effect of the behavior on the individual that is important. Hiawatha Homes considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the object of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- **Gesture bullying:** Nonverbal threatening gestures.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

Violations of the policy may result in disciplinary actions, up to and including termination of employment.



## Hiawatha Homes

### CELL PHONE USAGE, PERSONAL PHONE CALLS AND MAIL

EFFECTIVE DATE: 10/01/2007

REVISED: 12/26/2017

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#### **Purpose**

The unauthorized use of cell phones, electronic devices, personal phone calls or receiving personal mail while at work may present a hazard or distraction to the user and/or co-employees and the individuals supported at Hiawatha Homes.

#### **Policy**

In addition to telephone service, many cell phones, cellular providers and electronic devices offer a host of additional functions and/or services, including text messaging, digital photography and internet. It is not possible to list all of the services that are now -- or may become -- available. Whether enumerated or not, employees are strictly prohibited from using *any* of these services while at work unless on an approved break.

#### **Personal Phone Calls or Mail**

Unless otherwise authorized, employees may only make personal phone calls during approved break times or for an emergency. Employees should ask permission from their Coordinator prior to using the phone for personal long distance calls. Employees who make personal long distance calls will be expected to document and reimburse Hiawatha Homes for any charges incurred during the call.

The sending or receiving of personal mail may have a disrupting effect on trying to maintain an efficient environment. Employees are asked not to have personal mail or deliveries sent to Hiawatha Homes.

People supported are to have access to telephones. Long distance calls for people supported shall be made with assistance of staff and proper record made. Mail addressed to people supported is their property. The person supported, to the extent possible, should open his/her own mail, and then be given assistance as needed in having it read.

#### **Use of Cell Phones**

Unless otherwise authorized, employees may only use personal cell phones during approved break times otherwise turned off or switched to silent mode during work time. Employees are to use the designated program space (i.e. locker, basket) to store cell phones or other personal belongings while on work time. Employees are not to use or carry personal cell phones in the bedrooms or bathrooms of individuals supported. Excessive use or unapproved use of cell phones may result in disciplinary actions, up to and including termination of employment.

The use of cell phones while on a community activity with individuals supported at Hiawatha Homes is prohibited unless prior authorization or arrangements have been made with the employee(s) Supervisor and/or Manager.

## *Hiawatha Homes*

### **Use of Cell Phones While Driving**

The use of cell phones while driving may present a hazard to the driver, other employees and the general public. Employees are prohibited from using any and all cell phones while driving. Should an employee need to make a business or emergency call while driving, he/she should locate a lawfully designated area to park and make the call.

### **Use of Electronic Devices**

Unless otherwise authorized, employees are prohibited from using camera phones, smart watches, PDA's, MP3 Players, and/or Tablets during Hiawatha Homes paid time. The use of cell phones, PDA's, MP3 Players, Tablets, or other audio or video recording capable devices are prohibited from use while employees are performing direct care with the individuals supported at Hiawatha Homes.

### **Use of Cell Phones and Electronic Devices By Supervisors, Nurses and Management**

Leadership employees are expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

Violation of this policy may result in disciplinary actions, up to and including termination of employment.

## *Hiawatha Homes*

### **FOOD PREPARATION, SERVING AND FEEDING**

EFFECTIVE DATE: 10/01/2007

REVISED:

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#### **Purpose**

Hiawatha Homes will make reasonable accommodations for employees in consideration to food preparation, serving and feeding.

#### **Policy**

Hiawatha Homes provides residential supports to people who have disabilities. Many of the people supported rely completely on program staff to meet their daily mealtime needs. Therefore, all program staff is expected to help prepare, serve and feed a full variety of foods. If a staff person wishes to avoid direct contact with any food item, s/he may wear examination gloves while handling those food items. Other 'accommodations' that create additional limitations in the lives of the people supported are not acceptable.

# Hiawatha Homes

## **SLEEPING ON DUTY**

EFFECTIVE DATE: 12/16/2015

REVISED: 03/28/2017

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### **Purpose**

Hiawatha Homes employees shall remain alert and vigilant at all times while on duty.

### **Policy**

It is the policy of Hiawatha Homes that all employees regardless of department worked, remain awake at all times; except when permissible as noted below. Failure to remain alert and vigilant while on duty poses a health and safety risk to the individuals supported, co-workers and/or the general public. If an employee falls asleep during the time they are on duty, they are engaging in unacceptable personal conduct and will be subject to disciplinary action up to and including termination.

Sleeping while on duty is only permitted during designated late night hours in programs with approved sleep status.

*Special situations (such as respite stays or taking individuals on vacation) may be arranged that permit staff to sleep while on duty. Those situations will be described in temporary work agreements and signed by the supervisor and the employee.*

## *Hiawatha Homes*

### **LANGUAGE ON DUTY**

EFFECTIVE DATE: 10/01/2007

REVISED: 12/9/2018

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#### **Purpose**

Hiawatha Homes' employees will speak English while on work time.

#### **Policy**

Employees must comprehend and

possess functional reading, writing, and verbal English language skills to adequately perform their job duties. Thus, in meeting these operational requirements, the use of English will be required by employees while on Hiawatha Homes paid time.

## *Hiawatha Homes*

### **MEETINGS**

EFFECTIVE DATE: 10/01/2007

REVISED:

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#### **Purpose**

Meetings are an effective way to communicate important events and information to all employees. Although meetings are normally scheduled far enough in advance to allow everyone to attend, occasionally they must be scheduled with short notice.

#### **Policy**

Employees should contact their supervisor in the event a conflict arises that necessitates their absence. In the event an employee is excused from a required meeting, s/he will still be held accountable for the content of the meeting and for seeking information on action taken or assignments made.

Regular team meetings and 1-on-1 meetings will be scheduled by the supervisor or coordinator. Attendance at these meetings is required unless excused in advance by the supervisor. Attendance at Hiawatha Homes' staff meetings and 1-on-1 meetings scheduled by the Chief Executive Officer is required unless excused with appropriate notice.

## *Hiawatha Homes*

### **PERSONAL APPEARANCE AND ATTIRE**

EFFECTIVE DATE: 10/01/2007

REVISED:

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#### **Purpose**

To provide guidelines for acceptable employee work attire and appearance.

#### **Policy**

As representatives of Hiawatha Homes, all employees should be neat, well-groomed and dressed in job-appropriate attire which reflects the organization's interest in projecting a professional, business-like image. Employees should use good judgment regarding work attire and refrain from wearing inappropriate attire while conducting Hiawatha Homes business.

Well-groomed hair and clean and comfortable clothes are expected dress for employees. Jewelry that could injure the staff or people we support are forbidden. Protective cover-ups are acceptable for feeding, bathing, etc. Revealing clothing or offensive messages on clothing will not be permitted (refer to Discrimination and Harassment Policy). No open-toed shoes are permitted.

Generally, clothing should be in good repair and fit so there is ease-of-movement without being revealing when bending, sitting, leaning or reaching as duties are conducted. Clothing that would show front or back cleavage, undergarments, bare lower abdomen--front or back, too tight or too loose fitting, is not acceptable for work and is to be avoided. If a jacket, sweater, sweatshirt or 'outer' layer of clothing is removed, the 'under' layer must also be acceptable. Long, loose flowing garments or scarves that pose a safety hazard are not allowed.

Proper dress for front office reception areas, meetings, appointments, presentations, or other activities in the community may call for a more 'dressed' appearance and should be taken into account when preparing for the workday.

Staff who wear unacceptable dress will be given one of the following options by their Supervisor:

- Call home to have acceptable clothing brought in;
- Put on acceptable clothing that may be provided by Hiawatha Homes;
- Return home to change clothing.

Work time that is lost due to unacceptable clothing is considered unexcused time. Repeat offenses will be dealt with as a performance issue.

## *Hiawatha Homes*

### **PERSONAL PROPERTY**

EFFECTIVE DATE: 10/01/2007

REVISED:

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#### **Purpose**

Hiawatha Homes encourages employees to leave personal belongs at home.

#### **Policy**

Hiawatha Homes does not assume any responsibility for damage or loss of employee's personal possessions unless damage or loss is caused by a person supported by Hiawatha Homes. In this case, employees are to contact their supervisor.



## Hiawatha Homes

### SOLICITATIONS AND DISTRIBUTION OF LITERATURE

EFFECTIVE DATE: 10/01/2007

REVISED:

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#### **Purpose**

Hiawatha Homes has established rules regarding solicitations and distribution of literature.

#### **Policy**

Employees' *on-duty* may not solicit or campaign for any purpose during working time. "Working Time" refers to the working time of the person doing the solicitation as well as the working time of the individual(s) being solicited. Employees may not distribute literature during working time or in working areas. Employees may not use Hiawatha Homes' work areas as the point of sale for any personal or non-Hiawatha Homes organizational products or services.

Employees' *off-duty* may not remain inside or enter the work site for any purpose except to conduct official business.

Solicitation and distribution by non-employees on Hiawatha Homes' property or within the confines of Hiawatha Homes' premises is strictly prohibited.

#### **Bulletin Boards**

Hiawatha Homes provides bulletin boards for the placement of important information concerning our organization, people supported, and our employees. Use of bulletin boards by employees for purposes other than for notices relating to Hiawatha Homes' activities/programs is prohibited. The House Coordinator, Program Director or Human Resource Manager must approve all announcements. Only bulletin boards may be used for displaying approved materials.

# *Hiawatha Homes*

## **TRAINING**

EFFECTIVE DATE: 10/01/2007

REVISED: 10/14/2016

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### **Purpose**

Hiawatha Homes requires employees to attend and stay compliant with all mandatory trainings.

### **Policy**

Employees will be required to attend internal trainings as needed to maintain competence and compliance in Hiawatha Homes' related processes, procedures, policies and services. Attendance is considered mandatory at such training sessions, unless excused with appropriate notice from the employee's direct supervisor.

It is requested that employees notify their direct supervisor at least 24 hours in advance if they will be unable to attend a scheduled training. Failure to notify an employee's supervisor may result in disciplinary action up to and including termination.

### **Professional Development**

The work performance of employees is a vital key to the success of our organization. Therefore, Hiawatha Homes has identified annual allowances for employees for Professional Development costs. Employees should check with their supervisor for annual allowance amounts.

Full-time and part-time employees are eligible for reimbursement for professional development or training costs that are approved by the organization. It is the employee's responsibility to seek out the courses and other training mediums that will enhance his or her career development and are in line with Hiawatha Homes mission.

Employees wishing to attend conferences, trainings or workshops must complete the Professional Development Request form and submit to their primary supervisor and Human Resources for approval.

**ALCOHOL AND DRUG ABUSE**

EFFECTIVE DATE: 10/01/2007

REVISED: 05/23/2018

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**PURPOSE**

The purpose of this policy is to establish guidelines regarding the use and possession of drugs, alcohol, chemicals, and the abuse of prescription medications while employees, subcontractors, and volunteers are on duty at a program site, transporting individuals supported or with individuals in the community.

**POLICY**

It is the policy of Hiawatha Homes, Inc. to support a workplace free from the effects of alcohol, drugs, chemicals, and abuse of prescription medications so that the use does not jeopardize the success of Hiawatha Homes, Inc. operations or otherwise affect Hiawatha Homes, Inc., its employees or its people supported. This policy applies to all employees, subcontractors and volunteers as they must report to and be at work in a fit condition to perform their duties.

**PROCEDURE**

- A. Hiawatha Homes prohibits the use, possession, sale, manufacture, distribution, dispensing, transfer, consumption of alcohol, drugs, or controlled substances (other than those prescribed for bona fide medical purposes) while an employee is working, on its premises (including lunch breaks and other rest periods), or operating its equipment or vehicles. Such conduct constitutes a violation of policy which will result in corrective action up to and including termination of employment.
- B. When there is reasonable suspicion to believe that an employee may be under the influence or have possession of alcohol and/or drugs, staff will notify the Program Director, HR Manager or CEO (refer to Alcohol & Drug Abuse Policy Flow Chart). Hiawatha Homes reserves the right to notify appropriate law enforcement and where appropriate, any licensing board.
- C. Any employee that is thought to possess or be under the influence of any controlled substance identified under Minnesota Statutes, chapter 152, or alcohol, or illegal drugs in any manner that impairs or could impair an employee's ability to provide care or services to individuals supported will be evaluated by a manager and/or may be asked to leave the program site as well as being subject to corrective action up to and including termination. In the event the employee is asked to leave the program, the manager will make arrangements for the employee to be transported home. Third party transportation, such as a taxi, shall be offered at the expense of the employee.
- D. Any employee who must use a prescription drug that causes adverse side effects (e.g., drowsiness or impaired reflexes or reaction time) should inform their supervisor that they are taking such medication on the advice of a physician. Such employees are responsible for informing their supervisor of the possible effects of the drug on performance and expected duration of use. If the prescription drug use could cause safety problems, a supervisor may grant the employee a leave of absence or temporarily assign the employee different duties.
- E. Any employee convicted of criminal drug use or activity must notify the Human Resources Manager or designee no later than five (5) days after the conviction. A criminal conviction for a violation of any part of the criminal drug statute will result in corrective action up to and including termination of employment.

# Hiawatha Homes

## ANTI FRAUD

EFFECTIVE DATE: 12/15/2010

REVISED: 12/09/2014

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### Purpose

The purpose of this policy is to provide information regarding the prevention, elimination, monitoring, and reporting of fraud, abuse, and improper activities of government funding in order to obtain and maintain integrity of public funds.

### Policy

A holder of a license that is issued by Minnesota Department of Human Services (DHS), pursuant to MN Statutes, chapter 245A [Human Services Licensing Act], and who has enrolled to receive public governmental funding reimbursement for services is required to comply with the enrollment requirements as a licensing standard (MN Statutes, sections 245A.167 and 256B.04, subdivision 21). Hiawatha Homes, Inc. is a provider of services to persons whose services are funded by government/public funds.

Government funds may be from state or federal governments, to include, but not be limited to: Minnesota's Medical Assistance, Medicaid, Medicare, Brain Injury (BI) Waiver, Community Alternative Care (CAC) Waiver, Community Alternatives for Disabled Individuals (CADI) Waiver, Developmental Disability (DD) Waiver, Elderly Waiver (EW), and Minnesota's Alternative Care (AC) program. Hiawatha Homes, Inc. has a longstanding practice of fair and truthful dealing with persons served, families, health professionals, and other businesses. Management, staff, contractors, and other agents of Hiawatha Homes, Inc. shall not engage in any acts of fraud, waste, or abuse in any matter concerning Hiawatha Homes, Inc. business, mission, or funds.

### Definition

Types of fraud, abuse, or improper activities include, but are not limited to, the following:

- Billing for services not actually provided.
- Documenting clinical care not actually provided.
- Paying phantom vendors or phantom staff.
- Paying a vendor for services not actually provided.
- Paying an invoice known to be false.
- Accepting or soliciting kickbacks or illegal inducements from vendors of services, or offering or paying kickbacks or illegal inducements to vendors of services.
- Paying or offering gifts, money, remuneration, or free services to entice a Medicaid recipient to use a particular vendor.
- Using Medicaid reimbursement to pay a personal expense.
- Embezzling from Hiawatha Homes, Inc.
- Ordering and charging over-utilized medical services that are not necessary for the person served.
- Corruption.
- Conversion (converting Hiawatha Homes' property or supplies to personal use.)
- Misappropriation of funds of Hiawatha Homes, Inc. or person served by Hiawatha Homes, Inc..
- Personal loans to executives.
- Illegal orders.
- Maltreatment or abuse of persons served by Hiawatha Homes, Inc.

## *Hiawatha Homes*

### **Public Funds Compliance Officer**

Hiawatha Homes, Inc. has designated the Chief Financial Officer as their Public Funds Compliance Officer.

### **Reporting Responsibility**

Hiawatha Homes, Inc. has an open door policy and encourages staff to share their questions, concerns, suggestions, or complaints regarding Hiawatha Homes, Inc. and its operations with someone who can address them properly. In most cases, this will be a staff person's supervisor. However, if the staff person is not comfortable speaking with their supervisor or is not satisfied with the supervisor's response, the staff person is encouraged to speak with the Public Funds Compliance Officer. If the staff is not comfortable speaking with the Public Funds Compliance Officer, the staff is encouraged to speak with the Chief Executive Officer. At any time, the staff may speak with an applicable external agency to express their concerns if it is believed that it is not possible to speak with the Chief Executive Officer. Examples of applicable external agencies are local social service agency's financial manager or law enforcement. This policy is intended to encourage and enable persons to raise serious concerns within Hiawatha Homes, Inc. prior to seeking resolution outside it.

### **Requirement of Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the law or regulation requirements must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **No Retaliation**

No staff person who in good faith reports a violation of a law or regulation requirements will suffer harassment, retaliation, or adverse employment consequences. A staff that retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

### **Report Acknowledgement**

The Public Funds Compliance Officer, or designee, will acknowledge receipt of the reported violation or suspected violation by writing a letter (or email) to the complainant within ten (10) business days, noting that the allegations will be investigated.

## *Hiawatha Homes*

### **Responding to Allegations of Improper Conduct**

The Public Funds Compliance Officer is responsible for responding to allegations of improper conduct related to the provision or billing of Medical Assistance services. This may include, but is not limited to: investigating, interviewing applicable individuals involved, reviewing documents, asking for additional assistance, seeking input on process of the investigation, or seeking input on Medical Assistance laws and regulations interpretations to address all staff complaints and allegations concerning potential violations. The Chief Executive Officer will take on functions of the Public Funds Compliance Officer role if the complaint involves the Chief Financial Officer. If the complaint involves both the Chief Executive Officer and Chief Financial Officer, outside legal counsel or an applicable external agency will carry out the functions of the Public Funds Compliance Officer. The Chief Financial Officer or its designee will implement corrective action to remediate any resulting problems.

### **Evaluation and Monitoring for Internal Compliance**

On a regular schedule and as needed, the Chief Financial Officer, or its designee, will run routine financial reports to review financial information for accuracy and compliance. On a regular schedule and as needed, the Chief Financial Officer, or its designee, will review standard operations and procedures to ensure that they remain compliant.

### **External Auditing For Compliance**

On a regular schedule, Hiawatha Homes, Inc. will have an external financial audit.

### **Promptly Reporting Errors**

The Public Funds Compliance Officer shall immediately notify appropriate individuals of all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. This may include the Chief Financial Officer, the Chief Executive Officer, or the President of the Board of Directors. The Chief Financial Officer will promptly report to DHS any identified violations of Medical Assistance laws or regulations.

### **Recovery of Overpayment**

Within 60 days of discovery by Hiawatha Homes, Inc. of a Medical Assistance reimbursement overpayment, a report of the overpayment to DHS will be completed and arrangements made with DHS for the Department's recovery of the overpayment.

### **Training**

Staff are trained on this policy and as needed, they may need to be re-trained. As determined Hiawatha Homes, Inc., staff may need to demonstrate an understanding of the implementation of this policy.

## **APPEAL PROCESS**

EFFECTIVE DATE: 10/01/2007

REVISED:

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### **Purpose**

To resolve employee relations or human resources policy and practice issues or concerns promptly and in a fair and consistent manner.

Employee relations issues or concerns are defined as:

- Any difference arising between an employee and a co-worker, immediate supervisor, or any other member of the management team as to the meaning and application of the provisions of the human resources policies or as to any question relating to wages, hours of work, or other conditions of employment. For issues centered on discrimination and/or harassment, refer to the Discrimination and Harassment section of this handbook.

### **Policy**

Hiawatha Homes acknowledges that conflicts, problems and disagreements related to the application of Hiawatha Homes' policies and procedures may arise between employees, their peers, and/or management. When this occurs, employees are expected to discuss their problems with the appropriate individuals so that these issues are resolved promptly, fairly and professionally. If the issue remains un-resolved, the appeal process should be followed. Note: The appeal process is not intended to be used to resolve programmatic or strategic decisions of the Board of Directors or the Chief Executive Officer.

### **Appeal Process**

When an un-resolved issue exists between an employee and a co-worker, immediate supervisor, or any other member of the management team as to the meaning and application of a human resources policy or any question relating to wages, hours of work, or other conditions of employment, the following process should be followed:

1. It is the policy of Hiawatha Homes that employee issues are settled informally, promptly and equitably at the immediate supervisor level; and those efforts of the employee and the supervisor(s) are directed toward that objective. Therefore, the employee should first discuss any problems or complaints with her/his immediate supervisor. The supervisor should take prompt action to resolve the issue or answer any questions. In instances where an employee is uncomfortable taking a complaint to his/her supervisor, the Human Resource Manager or Chief Executive Officer may be contacted. It is the joint responsibility of both the supervisor and employee to resolve issues in the most confidential and respectful manner possible. This process prohibits retaliation against employees who bring forward complaints or, at the request of management, assist in investigating issues. Retaliatory actions will not be tolerated and will result in disciplinary action, up to and including termination of employment.
2. If the problem cannot be resolved as described above, the employee may request a meeting with the Chief Executive Officer or Human Resource Manager to act as an appeal reviewer. If practical, this meeting will be held within five working days from receipt of the meeting request. The purpose of the meeting is for the employee to communicate his/her concerns to the appeal reviewer. It is not intended to necessarily bring resolution to the issue at that point, however that could be a result, depending on the situation. Upon completion of the meeting, the appeal reviewer will notify the Board Chair that an appeal has been received.

## *Hiawatha Homes*

3. The appeal reviewer will then conduct a review of the concern to determine how best to resolve the issue. The review process may include meeting(s) with the employee's co-worker(s), immediate supervisor, other members of the management team, people supported, customers, partners, vendors, contractors or consultants to gain a better understanding of the issue. The review should be completed, wherever possible, within five working days.  
The appeal reviewer should limit the number of people involved in the review process to only those necessary to conduct a thorough review. Confidentiality will be maintained to the extent possible.
4. Upon completion of the review, the appeal reviewer will review his/her findings and any resultant actions with either the Chief Executive Officer or Human Resource Manager as appropriate prior to communicating the findings to the employee who initiated the appeal.
5. After the Chief Executive Officer and Human Resource Manager have agreed on the results of the review, the appeal reviewer will meet with the employee to convey the findings and any resultant actions of the review. At that point, the decision is final and no further appeal is warranted within Hiawatha Homes.
6. The appeal reviewer will document in writing the issue, the review process, the findings, and any resultant actions regarding the issue and place the document in the employee's file who initiated the appeal. This document will remain in the employee's file for a minimum of three years. A copy will also be placed in the central appeals file which is located in the human resources office.

Should an employee have an employee relations issue or concern with the Chief Executive Officer, s/he should follow the process outlined below:

1. The employee should first discuss the issue with the Chief Executive Officer, if appropriate. In instances where an employee is uncomfortable discussing the issue with the Chief Executive Officer or is not satisfied with the results of the discussion with the Chief Executive Officer, s/he should contact the Human Resource Manager. The Human Resource Manager will then act as the appeal reviewer and notify the Board Chair that an appeal has been received.
2. Upon completion of the review, the appeal reviewer will review his/her findings and any resultant actions with the Board Chair prior to communicating the findings to the employee who brought the issue forward.
3. After the appeal reviewer and Board Chair have agreed on the results of the review, the reviewer will meet with the employee to convey the findings and any resultant actions of the review. At that point, the decision is final and no further appeal is warranted within Hiawatha Homes.
4. The appeal reviewer will document in writing the issue, the review process, the findings, and any resultant actions regarding the issue and place the document in the employee's file who initiated the appeal. This document will remain in the employee's file for a minimum of three years. A copy will also be placed in the central appeals file which is located in the human resources office.



**CONDUCT AND CORRECTIVE ACTION**

EFFECTIVE DATE: 10/01/2007

REVISED: 04/27/2010

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**Purpose**

The purpose of this policy is to establish guidelines pertaining to employee conduct, performance, and responsibilities within the scope of his or her employment with Hiawatha Homes. Establishing guidelines for appropriate conduct is intended to help people work effectively together in accordance with the agency high performance objectives and standards that were established to provide the best possible environment for the people we support. All Hiawatha Homes' employees are expected to satisfactorily perform the duties listed in their job description and to follow the agency's established policies and procedures. When acting as a representative of Hiawatha Homes in the community or while at work, employees should act in a manner viewed favorably by the people we support, their family members, visitors, employees, and the general public. If an employee's conduct is viewed as not in the best interest of Hiawatha Homes, or is in violation of an established policy and/or standard, an employee may be subject to corrective action, up to and including termination of employment.

**Policy**

Hiawatha Homes supports the use of progressive discipline to address employee conduct issues to ensure that an employee has adequate opportunity to correct his or her performance and to review performance expectations with an employee. Degrees of discipline are generally progressive and are described below:

- *Written Coaching* – This is generally the first step in addressing Level 1 Offenses (Problems of Concern). Employees will receive a written statement of the offense(s) and will be asked to acknowledge, with their signature, that the written statement was reviewed with them. The written statement will be active for one year from the date it was reviewed with the employee. If there is no further corrective action within the year the written statement is active, it becomes inactive, but will remain in the employee's personnel record.
- *Written Warning* – This is generally the first step in addressing Level 2 Offenses (Problems of Serious Concern). Employees will receive a written statement of the offense(s) and will be asked to acknowledge, with their signature, that the written statement was reviewed with them. The written warning will be active for one year from the date it was reviewed with the employee. If there is no further corrective action within the year the written warning is active, it becomes inactive, but will remain in the employee's personnel record.
- *Final Warning* – A final warning is generally given after a previous written coaching and/or written warning has been issued and prior to termination of employment. Employees will receive a written statement of the offense(s) and will be asked to acknowledge, with their signature, that the final warning was reviewed with them. The final warning will be active for one year from the date it was reviewed with the employee. If there is no further corrective action within the year the written statement is active, it becomes inactive, but will remain in the employee's personnel record.
- *Termination of Employment* – This is generally a result of committing a Level 3 Offense (Problems of Extremely Serious Concern) or of repeated conduct violations that progressed through the corrective action process.

Please note that despite the progressive discipline guidelines, *Hiawatha Homes reserves the right to terminate any employee at will, with or without prior notice, reprimand, or suspension.*

## Hiawatha Homes

### **Investigative Suspension**

An investigative suspension is a time period where an employee is relieved of his or her job duties because of alleged serious misconduct. An employee may be placed on investigative suspension while a full investigation of the alleged misconduct is being conducted. Employees suspended as a result of an ongoing investigation will not receive pay for missed work hours, but may use any earned Paid Time Off benefits during this time.

#### *If after the investigation:*

- Discharge is warranted, the employee will not be paid for the time period he or she was on investigative suspension. During this time period however, the employee may use earned Paid Time Off benefits.
- Misconduct is determined, but termination of employment is not warranted, the employee will receive a written statement of the offense(s) and forfeit pay lost as a result of the investigative suspension. During this time period however, the employee may use earned Paid Time Off benefits.
- No misconduct is determined, the employee will be allowed to return to work and HH reserves the right to pay the employee for missed work hours as a result of the investigative suspension.

In considering the degree of discipline issued to an employee, the supervisor or manager may consider the number of offenses involved, the severity of the offenses, and/or the previous work history of the employee. *Hiawatha Homes also reserves the right to deviate from this process and skip any or all degrees of discipline at its discretion.*

### **Conduct Issues Off The Job**

If an employee engages in conduct off the job or in the community, that adversely affects the interests of Hiawatha Homes, it may be viewed as a performance concern and subject the employee to corrective action, up to and including the termination of employment. Some off duty conduct, including certain criminal convictions, may disqualify an employee from providing direct care services under the Department of Human Services licensing standards. Hiawatha Homes will take direction from the Department of Human Services in evaluating whether a convicted employee can continue in his or her current job position. All employees are responsible for reporting their criminal convictions to the Human Resource Manager as soon as practicable, but no later than five (5) days following the conviction. The failure to report a conviction could result in corrective action, up to and including the termination of employment.

### **Cumulative Incidents**

If an employee commits the same or another offense during the year that a corrective action is active, the agency will generally treat these offenses as cumulative and progress through the corrective process accordingly.

*Example:* If an employee is issued a Level 1 offense and within the same year commits another Level 1 offense, a written warning may be issued. If within one year of the written warning the employee commits an additional offense, a final warning may be issued.

# Hiawatha Homes

## Standards of Conduct

The lists below are intended to provide employees with examples of inappropriate conduct and corrective action steps that may be taken as a result of inappropriate conduct. The lists are in no way intended to be all-inclusive of conduct that would result in corrective action and are not a guarantee of a course of action to be taken. Offenses are classified into levels of severity based on the usual severity of the infraction.

### Level 1 Offenses: *(Problems of Concern)*

#### **Corrective Action Steps**

- First Offense: Written Coaching
- Second Offense: Written Warning
- Third Offense: Final Warning
- Fourth Offense: Termination

#### **Examples**

- No-call, no-show absence for training
- Inappropriate dress
- Leaving early without supervisor approval
- Soliciting, campaigning, or distributing literature during work time, without prior approval
- Failure to complete essential job duties

### Level 2 Offenses: *(Problems of Serious Concern)*

#### **Corrective Action Steps**

- First Offense: Written Warning
- Second Offense: Final Warning
- Third Offense: Termination

#### **Examples**

- No-call, no-show absence for work shift
- Misuse of Agency Computers
- Unintentional sleeping
- Improper or unauthorized use of Electronic Systems
- Unauthorized use of Cell Phones
- Violation of professional boundaries
- Violation of safety standards
- Disregard for policies or procedures
- Violation of Tobacco Use policy
- Insubordination or willful disregard of supervisor's instructions
- Failure to follow individuals plan of care
- Falsification of documents
- Repeated attendance violations
- Repeated and/or significant medication errors

### Level 3 Offenses: *(Problems of Extremely Serious Concern)*

#### **Corrective Action Steps**

- First Offense: Termination

#### **Examples**

- Job Abandonment (Missing 3 or more consecutive work days without prior approval)
- Intentional sleeping on duty
- Theft
- Intentional breach of confidentiality
- Violence
- Abuse
- Neglect
- Financial Exploitation
- Intentional disregard of policies and procedure
- Violation of Drug-Free Workplace policy
- Indecent or obscene conduct

*Hiawatha Homes reserves the right to deviate from the progressive discipline process at its discretion.*

**DISCRIMINATION AND HARASSMENT**

EFFECTIVE DATE: 10/01/2007

REVISED: 12/09/2014

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**Purpose**

To inform all Hiawatha Homes employees of Hiawatha Homes' commitment to providing a workplace free from discrimination and harassment. In keeping with this commitment, we will not tolerate harassment or discrimination of Hiawatha Homes' employees by anyone including any supervisor, manager, co-worker, person supported, visitor, customer, vendor, contractor or consultant.

**Policy**

Every employee at Hiawatha Homes has the right to work in an environment free from discrimination and harassment. Discrimination or harassment of any employee on the basis of his or her race, religion, color, creed, ancestry, national origin, age, sex, sexual orientation, marital status, familial status, status with regard to public assistance, or the presence of any physical, mental or sensory disability is a serious violation of our anti-discrimination and anti-harassment policy and will not be tolerated.

Discrimination or harassment can take many forms and can include slurs, comments, jokes, innuendoes, unwelcome compliments, pictures, cartoons, pranks or other verbal or physical conduct which:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise unreasonably affects an individual's employment opportunities.

If you feel you or other employees have been subjected to discrimination or harassment of any kind, you are encouraged to immediately identify the offensive behavior to the offender and request that it stop. If you are uncomfortable in addressing the matter directly with the offender, or if you do so and the behavior does not stop, then discuss the matter immediately with your supervisor, or any supervisor with whom you feel comfortable. Supervisors who receive a discrimination or harassment complaint are required to contact the Chief Executive Officer or Human Resource Manager.

All complaints will be investigated promptly, impartially and discreetly. When any complaint is made, even if the alleged victim does not want there to be an investigation, Hiawatha Homes is required to investigate. Hiawatha Homes cannot honor requests for inaction. Because of the nature of the investigation, there cannot be a guarantee of confidentiality.

The process will include investigating the details, interviewing witnesses, and questioning of parties directly involved. The investigating team may include members of the Human Resource department, the management team, and/or members of the Board of Directors, as deemed appropriate by the Chief Executive Officer.

Upon completion of the investigation, the appropriate parties will be notified of the findings. Any supervisor, manager, agent, or other employee who has been found to have discriminated

## *Hiawatha Homes*

against or harassed an employee will be subject to appropriate corrective action, including but not limited to, disciplinary warning, reprimands, suspension, reassignment, demotion, reduction of wages, training for the harasser, monitoring of the harasser, and/or termination.

No employee will suffer retaliation in any form for reporting instances of discrimination or harassment.

We trust that employees of Hiawatha Homes will act responsibly to maintain a safe working environment free of discrimination and harassment, allowing each employee to perform to his or her maximum potential. Hiawatha Homes encourages any employee to bring questions he or she may have regarding this policy to the Chief Executive Officer or Human Resource Manager.

### **SEXUAL HARASSMENT**

#### **Statement of Policy**

It is the policy of Hiawatha Homes to provide a working environment free from sexual harassment. Sexual harassment of an employee is prohibited and will not be tolerated. This policy also prohibits sexual harassment by members of the same gender. Retaliation against a person who reports or complains about sexual harassment, or who participates in the investigation of a sexual harassment complaint is also prohibited.

Any employee of Hiawatha Homes found to have violated this policy is subject to disciplinary action, up to and including termination of employment.

#### **Definitions**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment, or
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual, or

Such conduct unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive working environment.

Some examples of conduct which may constitute sexual harassment include, but are not limited to, the following:

- Repeated and unwelcome suggestions regarding, or invitations to, social engagements or social events; or
- Any indication, expressed or implied, that any aspect of employment conditions, or personal safety depends or may depend on the granting of sexual favors or a willingness to accept or tolerate conduct or communication of a sexual nature; or
- Unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated; or
- The deliberate use of offensive or demeaning terms which have a sexual connotation; or
- The deliberate creation of an intimidating, hostile, or offensive atmosphere, through conduct or communication of a sexual nature; or
- Inappropriate remarks of a sexual nature.

## *Hiawatha Homes*

### **Complaint Investigation and Responsive Action**

If any employee believes that he or she has been sexually harassed or offended by another employee, supervisor, manager, person supported, visitor, customer, vendor, contractor, consultant or any other person whom the employee encounters in the course of employment, or if an employee observes suspected sexual harassment, and the employee does not wish to deal with the problem directly, the employee should report the conduct to the Chief Executive Officer, Human Resource Manager or any other member of management.

If a complaint is made to anyone else, the complainant risks the possibility that it will not come to the attention of the appropriate Hiawatha Homes representative and, therefore, may not be acted upon. Complaints received by anyone other than the Chief Executive Officer must be reported promptly to the Chief Executive Officer or Human Resource Manager for investigation unless he or she designates someone else to handle the investigation.

Every complaint about sexual harassment made to any of the individuals listed above will be promptly investigated by the Chief Executive Officer or Human Resource Manager unless another individual is more appropriate. The timing and specific nature of the investigation of any complaint will be determined by the Chief Executive Officer and Human Resource Manager. Although investigations will be conducted with sensitivity and confidentiality, investigative information will be communicated as appropriate to those with a need to know. Because the circumstances of every complaint of sexual harassment are different, the Chief Executive Officer or Human Resource Manager will use discretion and flexibility in conducting an appropriate investigation of and formulating an appropriate response to each complaint, consistent with Hiawatha Homes' policy against sexual harassment. If an investigation indicates that a violation of this policy may have occurred, immediate and appropriate action will be taken. A person found to have committed a violation of this policy may be subject to a broad range of consequences, up to and including termination of employment.

If the sexual harassment reoccurs, it should be immediately reported to any of the individuals listed above. Hiawatha Homes does not tolerate any retaliation or intimidation directed towards anyone who makes a complaint in good faith, and/or participates in good faith in an investigation of a complaint. The reporting procedure described above should also be used if an employee believes he or she has been subject to prohibited retaliation or intimidation.

This policy applies to every employee of Hiawatha Homes, including contract employees, vendors, consultants, part-time employees, board members, or anyone acting on behalf of Hiawatha Homes.

# *Hiawatha Homes*

## **DRIVING RECORD**

EFFECTIVE DATE: 10/01/2007

REVISED: 12/09/2014

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### **Purpose**

The use of Hiawatha Homes' vehicles for transporting people we support is limited to employees who have a valid driver's license, satisfactory driving record, and successful completion of Hiawatha Homes' drivers training program.

### **Policy**

For insurance purposes, a satisfactory driving record is defined as no more than two minor violations in the past three years and no major violations in the past five years.

In order to drive Hiawatha Homes' vehicles, eligible employees must successfully complete Hiawatha's driver's training program and receive instruction on proper use of the lift, securing wheelchairs, parking in ramps, refueling, accident and maintenance reporting, and the use of handicapped parking permits.

Hiawatha Homes' completes Motor Vehicle Reports on all new hires; after a job offer has been made and a release is signed by the applicant authorizing Hiawatha Homes' to complete a Motor Vehicle Report. Motor Vehicle Reports are tracked throughout employment on current employees with a Minnesota Driver's License and Hiawatha Homes is alerted of any motor vehicle violations.

If a Motor Vehicle Report of a current employee reveals an unsatisfactory driving record at any time during employment, the employee's driving privilege will be suspended and it may result in work reassignment until the record returns to a satisfactory status. Work reassignment may include transferring to a non-driving position which may include late nights, on-call, or third person shifts. Employees are expected to report any moving violation that may have an adverse effect on their driving privileges promptly to their supervisor. Citations for vehicle operation will not be paid by Hiawatha Homes.

**ELECTRONIC SYSTEMS**

EFFECTIVE DATE: 10/01/2007

REVISED: 12/09/2014

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**Purpose**

The use of Hiawatha Homes' electronic systems is assigned to staff members whose job functions routinely require the usage of these resources.

**Policy**

Staff members who have not been assigned electronic system privileges must seek the approval of their supervisor prior to the use of agency systems. All Hiawatha Homes' electronic systems including, but not limited to, computers, modems, phone lines, e-mail, voicemail, computer hardware, software and web based programs are the property of Hiawatha Homes.

**Access to Employee Communications**

Employees utilizing agency electronic systems should not have an expectation of privacy. Hiawatha Homes reserves the right to review and monitor use of its electronic systems and the following conditions should be noted:

- Hiawatha Homes does routinely gather and/or maintain logs for most electronic systems, and may monitor electronic files and communications directly.
- Hiawatha Homes reserves the right, at its discretion, to review and/or monitor any employee's electronic files and communications to the extent necessary to ensure electronic systems are being used in compliance with the law, this policy, and other agency policies and expectations.
- Electronic communications are generally considered a secure method of communication; however, employees should not assume electronic communications are completely private. Accordingly, if sensitive information needs to be transmitted, a more secure medium should be used.
- Employees should remember that any messages or information sent by Hiawatha Homes-provided means to one or more individuals via an electronic network (e.g. Internet mailing lists, bulletin boards, and online services) are statements identifiable and attributable to Hiawatha Homes. Hiawatha Homes recognizes that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a news group devoted to an area of interest. Therefore, all electronic communications must have the same level of professionalism, as one would expect in a more formal letter.

**Security Considerations**

To prevent computer viruses from being transmitted through Hiawatha Homes' computer system, unauthorized loading and downloading of any software is strictly prohibited. The technology staff is exclusively responsible for installing and supporting all software/hardware.

Employees must respect the confidentiality of other individuals' electronic communications. Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner. In addition, electronic media and services should not be used in a manner



## *Hiawatha Homes*

that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

Except in cases where explicit authorization has been granted by Hiawatha Homes' management, employees are prohibited from engaging in, or attempting to engage in:

- Monitoring or intercepting the files or electronic communications of other employees or third parties;
- Hacking or obtaining access to systems or accounts they are not authorized to use;
- Using other people's log-ins or passwords; and
- Breaching, testing, or monitoring computer or network security measures.

Employees who have enabled or have access to work email and Hiawatha Homes Network Locations or Drives on their mobile device and/or personal computer are required to have password protection to ensure confidentiality, Data Privacy and HIPAA Guidelines.

### **Terms of Use**

Misuse of agency electronic systems can result in disciplinary action up to and including termination of employment. In addition to the unacceptable conduct previously described, the following examples are in violation of the agency's Electronic Systems policy.

- Accessing, downloading, posting, creating, storing, sending, or communicating offensive or sexually explicit materials or materials that violate the agency's nondiscrimination or harassment policies
- Sending, storing, posting, or communicating confidential agency information to unauthorized parties
- Using or attempting to gain access to any computer, e-mail, or voicemail system, data file, or the Internet without prior authorization
- Allowing unauthorized parties to use agency electronic systems
- Spending work time on the agency computer, Internet, or e-mail systems for personal use; although limited personal use during nonworking hours (i.e. break time) or in a way that does not impact productivity during work hours may be acceptable with prior approval from a supervisor
- Use of agency computer, Internet, or e-mail systems to access chat rooms, blogs, personal websites, social networking or social media websites, instant messaging services, or to conduct job searches
- Use of the agency computer, Internet, or e-mail systems for personal gain or commercial purposes
- Playing computer games during working hours
- Illegally downloading electronic files
- Sending chain letters through the agency e-mail system
- Using systems or devices outside of the agency for the storage and/or transmission of confidential agency information
- Using e-mail or other electronic communication to hide the identity of the sender or to represent the sender as someone or something that he/she is not
- Using agency telephones/fax machines for personal long-distance and toll calls.
- Using agency telephones for excessive personal use during work time
- Accessing work email, Hiawatha Homes Network Locations or Drives and Web Based Programs on non-work time or without prior authorization.

The examples provided of improper or inappropriate behavior are intended as general guidelines and are not intended to define every possible behavior that may result in disciplinary action. Staff members are obligated to notify their supervisor or a member of the Management Team when improper or inappropriate actions are observed.

# Hiawatha Homes

## EMPLOYEE PROTECTION (WHISTLEBLOWER)

EFFECTIVE DATE: 10/01/2007

REVISED: 12/15/2010

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### Purpose

It is the intent of any Hiawatha Homes' officer, manager, employee, contractor or agent to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance.

### Policy

Hiawatha Homes requires any officer, manager, employee, contractor or agent to report, in good faith, any violation of a policy, procedure, practice, or activity of Hiawatha Homes. This policy is intended to encourage and enable persons to address any concerns within Hiawatha Homes.

### Reporting

Any Hiawatha Homes' officer, manager, employee, contractor or agent should report, in good faith, any question, concerns or violations in writing to the Chief Executive Officer, the Board President or to any governmental body or law enforcement official.

Violations or suspected violations may be reported on a confidential basis by the reporter or may be submitted anonymously. Reports of violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### No Retaliation

Hiawatha Homes will not discharge, discipline, threaten, otherwise discriminate against, or penalize any officer, manager, employee, contractor or agent regarding their compensation, terms, conditions, location, or privileges of employment because he or she:

- In good faith, reports a violation of any federal or state law;
- Participates in an investigation, hearing, or inquiry;
- Refuses an employer's order to perform an action that the employee objectively believes violates any state or federal law;
- In good faith, reports a situation in which the quality of health care services provided by a health care facility, organization, or health care provider violates a standard established by federal or state law or a professionally recognized standard and potentially places the public at risk of harm;
- Communicates the findings of a scientific or technical study that the employee, in good faith, believes to be truthful and accurate, including reports to a governmental body or law enforcement official.

This policy prohibits Hiawatha Homes from taking any adverse action to any officer, manager, employee, contractor or agent who, in good faith, reports a violation. Reports made in good faith will insure that the person will be protected from harassment, retaliation or adverse employment consequences. An employee who retaliates against a person who has reported a violation in good faith is subject to discipline up to and including termination of employment.

**EVALUATION WORK PERIOD**

EFFECTIVE DATE: 10/01/2007

REVISED: 09/24/2013

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**Purpose**

Employees who are newly hired, rehired, promoted, demoted, or laterally transferred within the agency will serve an evaluation work period. The evaluation work period is the 90 days following an employee's date of hire, rehire, or transfer into a new job position and allows the supervisor time to evaluate the employee's conduct on the job and ability to complete the job's essential functions. It also allows the employee time to become proficient and demonstrate competency in the job position.

**Policy**

**Provisions**

An evaluation work period will be 90 days in duration, but may be extended upon review and approval from the primary Supervisor, primary Manager and/ or the Human Resource Manager or Chief Executive Officer. Employees who are newly hired or rehired to a new position will not accrue Paid Time Off during the evaluation work period.

Prior to the completion of the evaluation work period, employees will receive a performance evaluation, which considers their employment during the entire evaluation work period. The outcome of this evaluation will be used to determine whether the employee's performance has met expectations of the position and whether a continuation of employment, extended evaluation period, or termination of employment is warranted.

Please note that at any time during the course of the evaluation work period, as an at-will employer, Hiawatha Homes may terminate the employment relationship at any time, with or without notice or cause. The successful completion of the evaluation work period does not in any way alter Hiawatha Homes' employment at-will status.

**Exceptions**

Generally, in the following circumstances, employees would not be subject to an evaluation work period:

- An employee is rehired to the same position previously held and has already successfully completed an evaluation work period.
- An employee assumes a temporary job assignment or is hired on a contractual basis
- An employee is demoted into a position in which the employee has completed an evaluation work period.

**PERFORMANCE EVALUATIONS**

EFFECTIVE DATE: 10/01/2007

REVISED: 12/262017

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**Purpose**

Hiawatha Homes Performance Evaluations are designed to evaluate the performance and identify the training and development needs of the employee.

**Policy**

Performance Evaluations review and clarify the expectations and responsibilities that are required by each employee per the job description. It also provides feedback to the employee regarding the companies High Performance Objectives. The evaluation is rated on a scale from 1-4:

**Rating Scale:**

1. Employee consistently goes above and beyond and exceeds job expectations.
2. Employee consistently meets job expectations.
3. Employee achieved some job expectations, more is expected.
4. Employee did not achieve job expectations; immediate improvement is expected.

**High Performance Objectives:**

- All employees will be rated on the same scale for High Performance Objectives
  - Communication
  - Accountability
  - Proactive
  - Team Player

**Essential Job Functions:**

- All employees will be rated on their essential job functions. These job functions are located on the employee's job description.

**Individual Goals:**

- Employees will be rated on individual goals which are initiated by themselves with approval and review by their supervisor.

Performance Evaluations will be conducted on an annual basis, based upon the employee's individual anniversary date (month of hire). Employees are eligible to participate in the annual Performance Evaluation process after one year of consecutive employment with Hiawatha Homes.

**SOCIAL MEDIA**

EFFECTIVE DATE: 10/01/2007

REVISED: 12/09/2014

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**Purpose**

Hiawatha Homes recognizes that employees may elect to engage in social networking and or social media activities outside of work hours.

**Policy**

Social media includes all means of communicating or posting information or content of any sort on the Internet, including blogs, journal or diary, personal web site, social networking, web bulletin board or a chat room, whether or not associated or affiliated with Hiawatha Homes, as well as any other form of electronic communication. Ultimately, employees are solely responsible for what they post online. Employees are expected to exercise good judgment in maintaining professional boundaries with their coworkers, parents/guardians, and/or individuals we support on social networking sites.

**Prohibited Social Media Practices**

- Employees using social media while on Hiawatha Homes' equipment, unless it is work-related as authorized by a supervisor.
- Disclosing confidential information of the individuals supported at Hiawatha Homes.
- Displaying unauthorized photos of the individuals supported at Hiawatha Homes.
- Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct.

Any of the above actions will not be tolerated by Hiawatha Homes and may subject the employee to disciplinary action up to and including termination.

**Retaliation Is Prohibited**

Hiawatha Homes prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

# Hiawatha Homes

## TOBACCO USE

EFFECTIVE DATE: 10/01/2007

REVISED: 12/09/2014

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### Purpose

Hiawatha Homes is committed to providing a safe and healthy workplace and to promoting the health and well-being of our employees.

### Policy

It is the policy of Hiawatha Homes to prohibit smoking and tobacco use (cigarettes, cigars, chewing tobacco, snuff, pipes, etc.) during work time, including paid meal and/or rest breaks and on Hiawatha Homes' property.

#### *Smoke-Free Workplace Considerations*

In compliance with the Minnesota Clean Indoor Air Act (MCIAA)/Freedom to Breathe Act (FTB) and the Olmsted County Smoke-Free Workplace Ordinance, the following guidelines shall apply to all employees, volunteers, contractors, and visitors of Hiawatha Homes.

- Hiawatha Homes prohibits tobacco use at all times in the following locations:
  - Hiawatha Homes' facilities (owned or leased)
  - Hiawatha Homes' property and grounds
  - Hiawatha Homes' vehicles (owned or leased)
  - Any vehicle on Hiawatha Homes' property and grounds

For the purposes of this policy smoking is defined as inhaling or exhaling smoke from a lighted tobacco product or any other lighted plant product intended for inhalation. Carrying a lighted tobacco product or lighted plant product is also considered smoking. Smoking includes inhaling and exhaling of vapor from electronic cigarettes or any other electronic delivery device. Tobacco is defined as cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product.

Smoking and tobacco use is only permitted by people supported, provided:

- The person supported is an "independent smoker" capable of lighting their cigarette, cigar, pipe independently. Employees may not assist a person supported in smoking. They can however, assist the person in getting to a safe and comfortable location to smoke.
- The person supported is located and remains at least 15 feet from any Hiawatha Homes' building.

Employees who violate the tobacco policy and/or Smoke-Free Workplace guidelines will be subject to disciplinary action up to and including termination of employment.

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### **Complaint Process**

We believe that the spirit of thoughtfulness and cooperation which is characteristic at Hiawatha Homes is adequate to resolve most disputes which might arise under this policy. Where disputes cannot be so resolved, the following procedure should be followed:

- Any complaints about the application of the policy to the workplace should be brought to the attention of the Chief Executive Officer or the Human Resource Manager for resolution.
- The complaint should be submitted in writing and identify specific objections. Hiawatha Homes will investigate the complaint and resolve it in accordance with the policy.
- No employee shall suffer any form of retaliation for raising a complaint or asking a question about this policy.

All employees and applicants for employment are free to exercise their rights under this policy without fear or threat of retaliation or reprisal.

All employees may review the tobacco cessation resources information online at [www.health.state.mn.us/freedomtobreathe](http://www.health.state.mn.us/freedomtobreathe).

## *Hiawatha Homes*

### **TERMINATION OF EMPLOYMENT**

EFFECTIVE DATE: 10/01/2007

REVISED: 12/26/2017

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#### **Purpose**

Hiawatha Homes encourages and promotes communication between employees and their supervisors regarding their employment status with Hiawatha Homes.

#### **Policy**

Hiawatha Homes recognizes that employees may choose to terminate their employment at any time and for any reason. If an employee elects to voluntarily terminate his/her employment, s/he is requested to give at least two weeks written notice for direct support and maintenance positions and at least four weeks written notice for House Coordinators, nursing, administrative and all exempt or management positions. This will allow Hiawatha Homes' time to process the termination and begin the recruitment process.

Any employee who honors the two week or four-week voluntary notice of termination as described above will be compensated for this full period should Hiawatha Homes choose earlier termination.

Employees, who elect not to honor their notice and terminate early, will be compensated through the last day worked. Employees involuntarily terminated will be compensated through the last day worked.

Hiawatha Homes also has the right to discontinue its employment relationship with an employee, at any time at its discretion. Final pay arrangements will be done in accordance with applicable state law. Terminated employees will receive information concerning the disposition of employee benefits, including their medical insurance, as soon as possible after termination.

Departed employees may be asked to participate in an exit interview, conducted by the Human Resource Department after the termination date. The exit interview results will be compiled by the Human Resource Manager and shared with the Chief Executive Officer and the Board's Personnel Committee.

Employees who leave Hiawatha Homes should notify Hiawatha Homes if their address changes during the calendar year in which termination occurs so that their tax information will be sent to the proper address.



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**ACKNOWLEDGMENT OF EMPLOYEE HANDBOOK<sup>1</sup>**

By signing below, I acknowledge that it is my responsibility to have read and understand the policies and any changes outlined in the Hiawatha Homes Employee Handbook. I understand that the handbook is intended only as a general reference, and not as a full statement of Hiawatha Homes' procedure or a legal contract. I understand that this handbook replaces any and all prior handbooks, manuals, policies, processes and practices of Hiawatha Homes.

I agree to abide by the policies and procedures contained therein. I understand that the policies and benefits contained in this handbook may be added to, deleted, or changed by Hiawatha Homes at any time. I understand that neither this handbook nor any other written or verbal communication by a management representative is in any way intended to create a contract of employment and that this handbook is for informational purposes only. I also understand that Hiawatha Homes abides by employment-at-will, which permits either Hiawatha Homes or the employee to terminate the employment relationship at any time, for any reason, with or without notice.

I understand that I may access the Hiawatha Homes Employee Handbook at any time either on the Hiawatha Homes website or at any program location. I understand that upon request, I may receive an updated copy of the Employee Handbook for my personal use. I understand that each handbook is the property of Hiawatha Homes and that copying any section of the handbook is against Hiawatha Homes' policy.

Note: In order to record that you have received a copy and been informed of the changes made to the Hiawatha Homes Employee Handbook, please print your name, sign, and include the date below.

NAME \_\_\_\_\_  
*Please Print*

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

***Please return this acknowledgement receipt and return to your supervisor.***

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<sup>1</sup> Revised January 2019