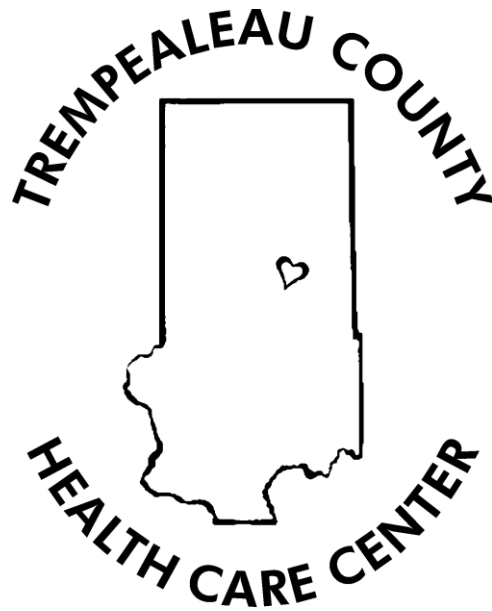


Trempealeau County Health Care Center

Employee Handbook



Revised 1/2020

Welcome, New Employee!

On behalf of your colleagues, we welcome you to Trempealeau County Health Care Center and wish you every success here.

Our evolution of and reputation for excellent services is due in no small measure to our greatest resource, the staff we employ.

It is our sincere hope that the assets you bring to our organization will enable continued growth and excellence of services to our clients. We hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees.

Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with the Trempealeau County Health Care Center.

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

Sincerely,

Jerry Deetz
Executive Director

EMPLOYEE ACKNOWLEDGEMENT FORM

This EMPLOYEE HANDBOOK is offered to help acquaint you with the general policies and procedures of Trempealeau County Health Care Center (TCHCC). Along with your orientation, it should answer many of your questions about what you may expect from the organization and what the organization expects from you.

TCHCC asks that you read the handbook completely as you begin your employment. It has been arranged to serve as a quick reference for you at any time.

This handbook is not an employment contract. The practices and procedures referred herein are not conditions of employment. The employment relationship of the organization is at will – this means that both you and TCHCC have the right to terminate the employment relationship at any time for any circumstance, and for any reason or no reason with or without notice.

Change is a constant thing. We are a diverse organization and must respond to the changing needs of the industry to serve those clients, residents and tenants in our organization. TCHCC reserves the right to change these practices at any time, with or without prior notice.

The organization, Trempealeau County Health Care Center, reserves the right to interpret this handbook. It is necessary for the organization to interpret and apply the handbook to changing circumstances and countless individual situations.

If you have questions concerning the contents of this handbook, ask your supervisor or the Director of Human Resources.

Employee's Signature

Date

Employee's Name (Printed)

ABOUT the TREMPEALEAU COUNTY HEALTH CARE CENTER

Our MISSION: *“Enhancing One’s Quality of Life”*

Our CORE VALUES: *Compassion, Respect, Leader, Enrich & Professional*

Our PHILOSOPHY

Trempealeau County Health Care Center (aka TCHCC) subscribe to the philosophy of individualized person directed, recovery based care – an approach that places a high value on providing opportunities for persons to participate as fully as possible in normalizing roles and relationships. An interdisciplinary team approach is used in the delivery of specialized services and coordinated community support services that enhance self-image, provide empowerment, successful coping and are appropriate to changing needs over time. The active participation of the person is fundamental for success.

Our FOCUS

The Trempealeau County Health Care Center has a strong tradition in innovative care for people with physical, mental and intellectual health care needs. Our history combines with plans and dreams to ensure this continues in a quality manner showing empathy to the customers.

Trempealeau County Health Care Center exists because of those we serve. We work together to provide care and direction to improve the quality of life for these individuals. All the decisions made, all the support, teaching and direction offered is with the hope of continuing to assist them to enhance their quality of life. TCHCC is dedicated to providing services based on person directed and recovery based elements; treating each person as an individual.

As an employee, you are a member of a team utilizing appropriate decision-making tools. You will be encouraged to use your creativity, in cooperation with other team members, to provide the best possible service to our clients, residents and/or tenants.

As we look at our focus, it is normal to look at the system of checks and balance within our organization to encourage good decision making. The Corporate Compliance plan works to set these standards and apply them to all aspects of TCHCC. The plan looks at the risk of fraud and / or abuse within our own system and how we can prevent it. A Compliance Officer and the Corporate Compliance Committee implement the program. The Core Values referred to on the previous page are identified to establish a climate of compliance at all levels within the organization. The Core Values and the Code of Conduct deal with the fundamental principles, values and framework within TCHCC.

Our HISTORY

The Trempealeau County Health Care Center is a county-owned facility with roots beginning in 1898. Razing of the 1898 building resulted in a new constructed building. In 2016, construction was completed on TCHCC's third replacement facility. The newest building offers private rooms, and remains located in a beautiful rural setting. Operations are guided by a five-member Board of Trustees that are representatives of the community at large (2 members) and the County Board of Supervisors (3 members).

TCHCC operates within the county as an Enterprise Agency. This means, TCHCC is not dependent on tax levy monies rather it funds its own operations from contracts with counties, Medicaid, Medicare, Family Care, private pay and other sources of funds. As such it functions as a separate entity from the routine County services and programs. Our customers therefore are Counties, federal and state programs, individuals and other funding sources from throughout the State of Wisconsin.

Since its origin, TCHCC has provided specialized services to the mentally ill, intellectually disabled and geriatric individuals with special treatment needs. Through the years we have expanded and strengthened services while continuing to meet the multiple and diverse needs of our clients, residents and tenants with a focus on individualized, person directed, recovery based care approaches.

Our OPERATIONS

Institute for Mental Disease – Nursing Facility (IMD-NF)

- Licensed under State Nursing Home Code HFS-132
- State only license
- 112 beds
- Funded by private pay, state and county moneys
- Provides services to persons throughout the State of Wisconsin ages 18 and over who have serious, persistent mental illness
- Treatment focus is recovery based rehabilitation and return to community living

Skilled Nursing Facility – NF-IMD

- Licensed under State Nursing Home Code HFS-132
- Subject to State and Federal Rules
- Funded by private pay, Medical Assistance, or state/county monies
- 34 beds
- Focus is on skilled nursing care, treatment and services to persons who are mentally ill, diagnosed with Alzheimer's, dementia, organic brain syndrome, or a chronic mental illness are experiencing difficult behaviors or complex medical needs. Treatment focus is individualized, person directed, recovery based
- Provides respite and hospice care

Pigeon Falls Health Care Center

- Licensed under State Code HFS-132
- Subject to State and Federal rules

- Funded by private pay, insurance, Medical Assistance and Medicare
- 37 beds for skilled nursing care located in a small, rural environment with strong support in the local community
- Provides respite and hospice care
- Focus is person directed in service to geriatric persons with social / activity needs and complex medical problems

Country Ridge

- Residential Care Apartment Complex (RCAC)
- Certified under State Code HFS-89
- Funded by private pay or Medical Assistance waiver funds
- 8 apartments connected to the Pigeon Falls Health Care Center
- Focus is to provide affordable residential living for Senior Citizens that promotes aging in place with individualized services.

Farnam Community Living Center

- Licensed under State Code HFS-83 as a Community Based Residential Facility
- Subject to State rules
- Funded by private pay, disability income or county monies
- 18 beds – located in the city of Whitehall
- Focus is on recovery based rehabilitation

Blair Apartments

- Four independent living apartments located in Blair, WI
- Capacity – 8 persons, 2 persons per apartment
- Funded by private pay, Medical Assistance eligible Community Support Services and county moneys
- Treatment / service focus is provision of comprehensive / coordinated recovery based rehabilitation and community support services

Clover Way RCAC

- Residential Care Apartment Complex (RCAC)
- Certified under State Code HFS-89
- Funded by private pay or Medical assistance waiver funds
- 7 apartments connected to the Clover Way Adult Family Home
- Treatment/service focus is provision of comprehensive/coordinated recovery based rehabilitation and community support services

Certified Adult Family Homes

- Four homes located on County Rd QQQ: Oakwood, Maplewood, Elmwood & Pinewood)
- Recovery programs for individuals having serious/persistent mental illness
- Provide hands-on ADL skills and training opportunities complimented by the vocational/recreational and recovery based programs offered from TCHCC staff
- Serve as a transitional environment to enable recovery outside the facility based program

Adult Family Homes

- Six homes located in various community settings - Apple Way, River Way South, River Way North, Clover Way, Hickory Ridge, and Cedar Ridge
- Recovery programs for individuals having serious/persistent mental illness and / or developmental disabilities

- Provide hands-on ADL skills and training opportunities complimented by the vocational/recreational and recovery based programs offered from TCHCC staff
- Serve as a transitional environment to enable recovery outside the facility based program

Annex

- Located on Highway 121 in the City of Independence
- Provision of vocational rehabilitation services along with recovery based services to persons from IMD, Community Programs and to persons living in the community or in the school system who have mental illness or an intellectual disability
- Home of West Central Wisconsin Behavioral Health
- Home of Information Technology Department and Business Office for TCHCC

West Central Wisconsin Behavioral Health

- Clinic located at the Annex in Independence, WI
- Provides outpatient therapy, medication management, and AODA outpatient services
- Full staff of professionals including, psychiatrist, counselors and nursing

Crisis Bed Program

- One bed is provided within the IMD (Licensed Nursing Facility Bed) for individuals experiencing significant emotional difficulties requiring more support than can be offered on an outpatient basis
- The Crisis Bed Program provides a protective and supportive environment to assist an individual as planning begins for recovery
- The program deals closely with Community Boards and focuses on short-term intervention and care
- The following “service” team members will provide services:
24-hour nurse and certified nursing assistants, board certified psychiatrist, psychologist, professional counselor, registered occupational therapist and certified social worker.

Our STRUCTURE AND MANAGEMENT STYLE

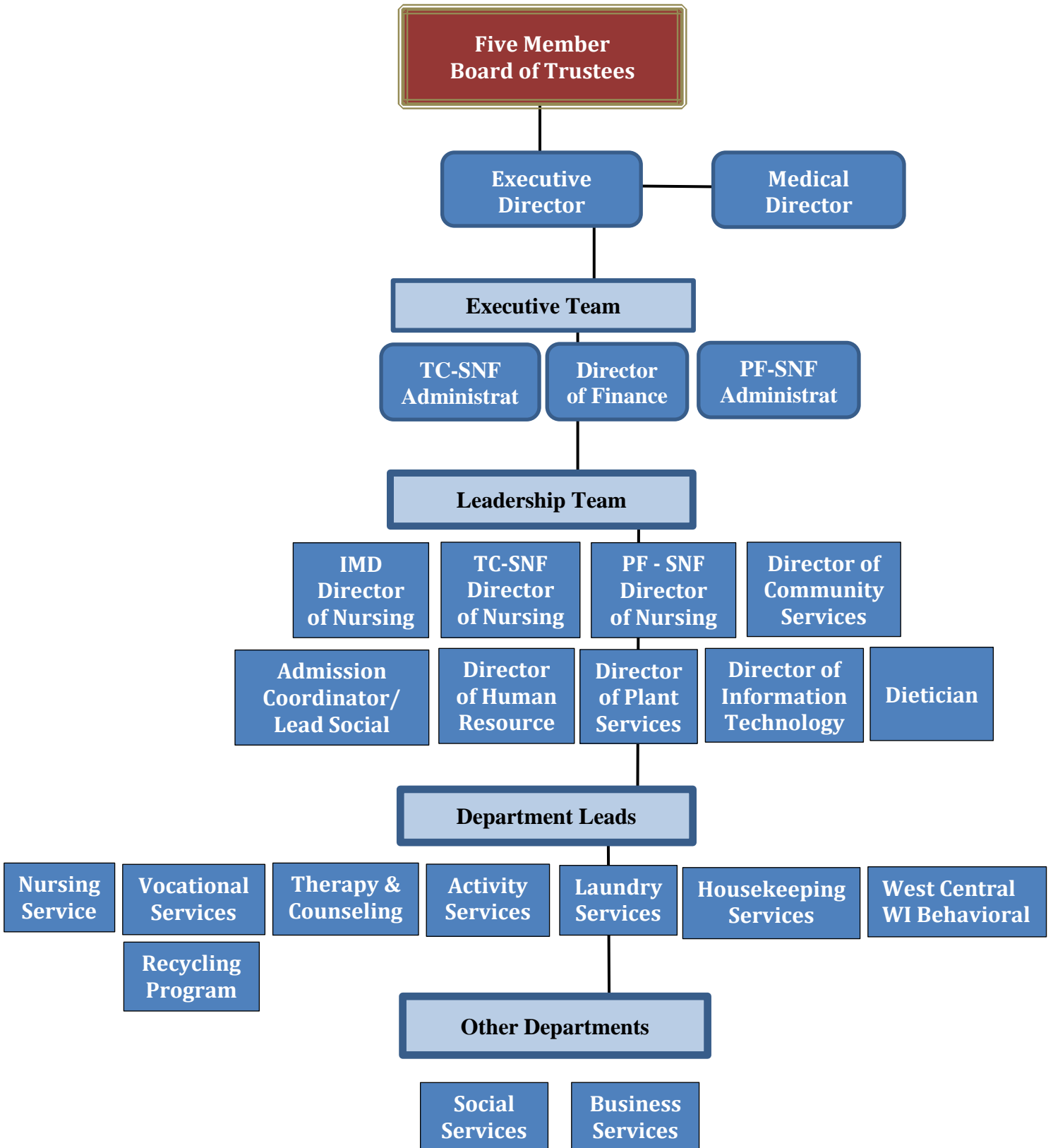
Long-range strategic planning and annual objectives provide for priorities set within the Mission Statement. The Board of Trustees has the ultimate responsibility for guiding the course of the organization. Employees at all levels are asked to participate in making and carrying out these goals and objectives.

Every staff member is expected to be part of the continuous Quality Improvement Program, whether it is in an informal or formal way. This ensures an on-going commitment to the mission and the quality of the mission.

The Leadership Team meets on a regular basis to guide the organization through meeting these goals. Communication is the cornerstone of understanding and reaching this level.

Committees are important in the structure of the organization. Employees are asked to be a part of various committees at different times. They may be regular committees, committees set to perform a certain duty or a task force asked to examine and recommend objectives for the organization.

Trempealeau County Health Care Center
Organizational Chart



EMPLOYMENT

Our EMPLOYMENT POLICIES

Employment decisions are made without regard to age, race, color, religion, marital status, sex, national origin, ancestry, veteran status, sexual orientation, physical appearance, political beliefs or mental or physical disability which does not prohibit performance of essential job functions, except where any of the above stated characteristics represent a bona-fide occupational qualification and are not protected by law. Our services depend on the effective utilization of qualified persons and their abilities and education.

TCHCC recognizes the need and obligation to provide reasonable accommodation to qualified persons with disabilities. The organization is committed to an affirmative action program to improve employment opportunities for all. Our organizational plan provides for the establishment of annual employment and promotion objectives for all.

It is the duty of all employees to help create a work environment, which is conducive to effective equal employment opportunities.

TCHCC is committed to all employment practices which provide that persons are recruited, hired, assigned, advanced, compensated and retained based on an individual evaluation of their qualifications and in accordance with existing laws.

EMPLOYEE DEFINITION

Regular Full-Time employees are those who regularly work 40 hours per week or 80 hours per two weeks and who maintain continuous regular employment status.

Regular 4/5 employees are those who regularly work 32 hours per week or 64 hours per two weeks and who maintain continuous regular employment status.

Regular Part-time employees are those who regularly work less than 30 hours per week and who maintain continuous regular employment status.

Per Diem employees are those who maintain a relationship of employment but do not maintain a continuous regular employment schedule. Must work a weekend shift every two months to maintain this status.

Probationary employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the organization is appropriate. Employees who are newly hired and/or transfer into a new position will complete a six-month probationary period.

Limited-Term employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment

assignments in this category are of a limited duration. Limited-term employees retain that status unless and until notified of a change.

Student Interns (paid or unpaid) are considered employees who are fulfilling a school requirement.

Non-Exempt (Hourly) Employees are protected by minimum wage and overtime provisions of the Fair Labor Standards Act as amended. Direct Care employees receive overtime pay at a rate of one-and-a-half times their average weekly rate for hours worked more than an eight (8) hour work shift and eighty (80) hours per pay period. Work time is reported on E-time sheets.

Designated departments and/or individuals volunteering may be designated as having a work week base of forty (40) hours. Non-exempt employees working from this base receive overtime pay at a rate of one-and-a-half times their average weekly rate for hours worked over forty (40) in the week. Work time is reported on E-time sheets.

Exempt Employees are exempt from overtime provisions of the Fair Labor Standards Act as amended. Executive, administrative, professional and supervisory personnel do not receive overtime pay and are expected to work a minimum average of forty (40) hours per week if full time.

BACKGROUND CHECKS

At the time of employment TCHCC completes a criminal background check once the employee has filled out the Background Information Disclosure (BID). The criminal background check is completed through the Department of Justice and the Department of Health and Family Services.

Additionally, a criminal background check is completed on all employees every four years, or more often if indicated by regulations. Employees will receive a Background Information Disclosure form to complete, which must be returned to the Human Resource Department prior to the check being done. It is important that the employee completes this form truthfully and accurately.

YOUR COMPENSATION

Trempealeau County Health Care Center seeks to establish and maintain compensation levels which reflect position responsibilities. TCHCC strives to be competitive with other organizations in the same labor market, so we can attract and retaining employees.

Every position is defined in terms of duties and scope of responsibilities as well as necessary knowledge and abilities.

The actual compensation received is dependent on several factors. They include, but are not limited to performance, experience, the organization's ability to pay, range increases, promotions or demotions and length of service. In addition, the facility participates in two market

studies of prevailing wage and benefit amounts and attempts to assure a continuous competitive comparison with these findings.

Trempealeau County Health Care Center takes all reasonable steps to ensure that employees receive the correct amount of compensation in each paycheck and that all employees are paid promptly on the scheduled payday. Employees are paid every other week via electronic transfer to the financial institution of their choice. In the event there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Assistant Business Manager so that corrections can be made as quickly as possible.

PERSONNEL RECORDS

Trempealeau County Health Care Center must maintain certain employment information concerning each staff member. Your personnel file, maintained by the Human Resources Department, includes records reflecting significant job-related events that occur during your employment with the organization. Additionally, we are legally mandated to keep a separate file for medical records, which your supervisor has limited access to.

It is your responsibility to notify the Human Resource Department and keep the organization advised of any changes in your address, telephone number, marital status, dependent status, emergency contact information, degrees or certificates for completion of training, pending criminal charges, conviction of a crime (criminal or non-criminal) and other changes which would affect your employment record and your ability to perform the duties of your job.

Those employees with certifications or licenses that are needed to perform the duties of their job within the organization are responsible to maintain them in a current status. At the time the current certificate or license is received, a copy must be sent to the Human Resources Department for the personnel record.

These files are the property of the organization and are kept in a secure place where only authorized personnel have access. Your access to personnel records is subject to the requirements of applicable laws.

Employees who wish to review their own file should contact the Human Resources Director. With written notification and reasonable notice, employees may review their own personnel files in TCHCC offices and in the presence of an individual appointed by the organization to maintain the files. You may copy or receive copies of your records for the cost of the copies subject to exceptions available under state law.

HOURS WORKED

Work hours are recorded on a timesheet each pay period and will be approved by their approver. Personal Leave Time (PLT) taken will be reported on his/her timesheet each pay period and will be approved by their approver. Exempt employee work hours are managed in consultation with their supervisor and his/her salary is divided evenly among pay periods.

Non-exempt employee work hours are scheduled by either their supervisor or designated person. Work hours are on an e-timesheet each pay period and will be approved by their approver.

Timesheets instructions and pay schedules are given to each employee at the time of hire.

An employee must have supervisory approval prior to working overtime.

Trempealeau County Health Care Center's work schedule is created based on the needs of our clients and residents. Schedule changes can occur and are at the discretion of the supervisor and/or the designated person for scheduling.

BUSINESS RELATED EXPENSE

Expenses that you incur in the performance of your duties will be reimbursed provided

- 1) you have received the prior approval of your supervisor,
- 2) you submit the necessary documentation and
- 3) your present receipts for such expenditures.

The TCHCC has vehicles available for employees to use for transportation to and from work-related designations, and for travel between programs during the employee's work day.

Employees must sign-out a vehicle using the Vehicle Sign Up Calendar located on TCHCC calendars. You must have a valid Wisconsin driver's license to use a TCHCC vehicle.

An employee may choose to use their personal vehicle for travel between programs during the employee's work day, but no reimbursement will be given to the employee.

Actual expenses for travel-related meals, overnight accommodations, parking and so forth will be covered if they are approved in advance and fall within reasonable limits as outlined by policies. Such expenses should be recorded on the organization's Expense Record, with necessary receipts attached. The record is then submitted to your supervisor to be authorized. Such expenses will be paid as vouchers through the monthly Board of Trustees meetings.

Approved travel in your own vehicle is reimbursed at a rate set annually by the Board of Trustees. You will be paid for mileage from your designated place of employment when on organization business; mileage from your home to work is not reimbursable.

Requests for training and associated costs shall be discussed in advance with your supervisor for initial approval. These requests should be made on-line via the Education Request Form located on the intranet. It should be filled out accurately and completely. Final authorization for attendance is made by Administration and submitted for recording as employee training.

PERFORMANCE EVALUATIONS AND REVIEW

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.

A formal written performance evaluation will be completed annually for staff in Certified Nursing Assistant positions.

Supervisors of other departments are strongly encouraged to discuss job performance at the end of an employee's initial period of hire, known as the probationary period, when an employee transfers into a new position and as needed or required by regulations.

Performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Supervisors shall use this time to talk with employees about concerns or strengths, allowing for teaching, reinforcement and appreciation. These meetings may be documented on the standard form with the opportunity for input from the employee.

General performance standards include the quality and quantity of service provided to our clients as outlined in your job description, achievement of annual goals, participation with your team, and adherence to organizational policies, standards and expectations. You will benefit the most by being an active participant in the planning and review process. It is through honest self-evaluation and openness to the feedback of others that we learn to improve and/enhance our skills.

TRAINING AND DEVELOPMENT

Having knowledgeable and skillful employees in his/her perspective position, is important to Trempealeau County Health Care Center. Continuous staff development is essential to maintain the quality of care and to assure our future. TCHCC invests in providing training and supervision to employees to maintain standards of excellence in our services to keep on the cutting edge of developing methodologies.

Career and personal development will enhance your knowledge and skills. The organization may assist you in formalized job-related training as funding and time allows. Training situations may be as follows:

Annual Trainings

To maintain certification, some employees are required by license/certification regulations to obtain a designated number of training hours per calendar year. TCHCC makes this available to employees through an internet-based training system and educational skills events. Employees are required to complete their assigned training during the work shift.

Training

Trempealeau County Health Care Center requires new hires to participate in an orientation program. This program will assist an employee understand their position, work area, organization's expectations and how the organization operates. It is your responsibility to read, attend, participate and assure understanding of information that is provided to you.

Informative meetings are held and computer-based learning assignments are assigned regularly. These trainings are designed to increase your knowledge so you may better care for the clients. Your attendance at in-service trainings and completion of training materials is an essential and necessary part of your work obligation.

Seminars, Conferences and Institutes

Employees may request or be requested to attend a seminar, conference and institute relevant to their position or duties. Requests should be made on-line via the Education Request Form located on the intranet. Organization payments of expenses are based on budgetary and department needs.

Individual Training Needs

Courses offered at technical schools, colleges and universities, and other training providers are often relevant to staff development goals. Depending on the cost and program resources, you may be assisted in attending when there would be direct program benefit. The educational assistance program is available based on funds.

Trempealeau County Health Care Center may provide Educational Assistance to eligible employees upon assignment to an eligible employment classification. TCHCC has the sole discretion to determine whether a course relates to an employee's current job duties or foreseeable future positions. Employees should contact Human Resources for more information or questions about educational assistance.

Professional Organizations and Groups

Employees are encouraged to participate in the activities of related professional organizations or service-specific groups. Depending on the benefit to the organization and based upon resources, Trempealeau County Health Care Center may pay membership dues.

PROMOTIONS AND TRANSFERS

It is Trempealeau County Health Care Center policy to promote qualified individuals from within the organization whenever possible, consistent with the person's qualifications and the needs of the organization.

Selection for any position will be based on several factors including qualifications, time since last position transfer, past performance, ability, dependability, initiative, length of employment and willingness to learn.

Written notices of position openings throughout the organization are available to employees via email or communication bulletin boards. Position openings available to external applicants are listed on the Trempealeau County Health Care Center website.

Organizational transfers and changes of hours are sometimes necessary. Conversations with the employee will be held by their supervisor prior to the event.

Trempealeau County Health Care Center will attempt to accommodate personal preferences regarding positions, locations and hours. Final determination will be made by TCHCC and in accordance with the needs of our customers and the organization.

PROGRESSIVE DISCIPLINE

The best disciplinary measure is one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels. TCHCC is committed to administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with the organization is based on mutual consent; both the employee and Trempealeau County Health Care Center have the right to terminate employment at will, with or without cause or notice.

The organization may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps – (1) verbal warning, (2) written warning, (3) suspension with or without pay, or (4) termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. A conference with the employee will be held informing them of the need for the Progressive Discipline step. This will be recorded on the standard “Progressive Discipline” form, indicating the level, summary, and recommendation and giving opportunity for employee comment. Suspension or termination of employment may be the outcome of progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Trempealeau County Health Care Center. The organization promotes and offers education as part of the disciplinary process to assist employees.

TERMINATION OF EMPLOYMENT

The Trempealeau County Health Care Center recognizes that you have the right to terminate your employment, with or without notice, with or without cause. The TCHCC also has the same employment at-will options.

Voluntary Termination

Resignation

Should you decide to resign, you shall provide your supervisor or Human Resource Director with a written notification of resignation, indicating your last working day. Exempt employees are requested to give a four-week notice. All other employees are requested to provide at least two weeks notification.

Failure to provide and/or you do not complete at least two-week notice, will cause forfeiture of any earned, but unused personal leave time (PLT) and will affect your eligibility for rehire. Generally, no paid time off can be taken during your notice period.

Retirement

Should you decide to retire from your employment, you shall provide your supervisor or Human Resource Director written notification of your planned departure, indicating your last working day.

If you are enrolled in the Wisconsin Retirement System, you will need to make an appointment with the Human Resource Director to review your benefits and receive a ET-4814 form to be sent with your Employee Trust Fund retirement packet.

If possible, a two months' notice is recommended prior to your planned date of retirement.

Involuntary Termination

Layoff

When conditions dictate that the organization must reduce staff, layoff decisions will be made based upon a determination of qualifications to perform the available work. TCHCC may consider past performance, ability, dependability, willingness to learn and length of service. The affected staff will be given as much notice of impending layoff as the situation permits.

Discharge

Some of the potential reasons for discharge are covered in the section Standards of Conduct. Persons discharged from employment, will affect their eligibility to be rehired.

Involuntary termination of employment will require forfeiture of any earned, but unused personal leave time (PLT).

When possible, timely notice and appropriate arrangements will be made for your departure. Final pay will be issued on the next regularly scheduled payday.

As you depart from your employment, you are required to return organization property, equipment, and keys to your supervisor or the Human Resource Department. If keys are not turned in at departure, you will be requested to pick up your final paycheck from Human Resources and turn in your keys at the same time.

Following a resignation or termination, you may receive an exit interview from the Human Resource Department. This may be in-person, by phone or through the mail. An exit interview offers you an opportunity to share your views regarding employment at TCHCC. An honest, thoughtful response will assist us in improving our performance as an employer.

YEARS OF SERVICE

Trempealeau County Health Care Center acknowledges the importance of longevity and dedication in its employees. A stable and knowledgeable workforce is a necessity to the success of the organization and its programs. As consideration for transfer in positions and/or job duties, one of the many elements to be considered is the number of years of service or longevity within the organization.

When employees choose to leave the organization and then return to employment at TCHCC, consideration may be made to credit employees for prior years of service on an individual basis. This consideration will be made by request from the employee to the Board of Trustees, in writing through the Executive Director. No employee will be considered for extension of prior years of service that has been separated from TCHCC for five (5) years or greater.

At the time of the request, the following information will be considered:

- Number of years between employment dates (i.e. number of years between ending employment and returning to employment at TCHCC)
- Employee standing at the time of ending employment with TCHCC and
- Current organization needs.

If the request is granted, the Board of Trustees with recommendation from Administration will consider credit for years of service up to 5 years or as determined.

Credit for years of service will only affect wage level as well as level of personal leave time (PLT) earned by the employee. It will not affect the number of years of service for consideration for position or duty changes. The off years will not be taken into consideration as years of service when determining retirement benefits.

Our POLICIES FOR THE WORKPLACE

CONFIDENTIALITY

Due to nature of the Trempealeau County Health Care Center work, it requires a high degree of confidentiality. During your employment, you may have access to sensitive information.

Organization policy and federal regulations prohibit any employee from disclosing any sensitive or confidential information regarding the people we serve, our staff, our organization and programs without authorized consent. Any employee violating this policy is subject to discipline, up to and including immediate termination of employment. In addition, the federal and state governments impose individual fines and/or imprisonment for violating this regulation.

DISCRIMINATION, HARASSMENT & RETALIATION

Trempealeau County Health Care Center is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. TCHCC will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy, the company will seek to prevent, correct and discipline behavior that violates this policy.

All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination of employment.

Trempealeau County Health Care Center, in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Discrimination

It is a violation of Trempealeau County Health Care Center's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create a discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status.

Trempealeau County is committed to maintaining a place of employment and a work environment that is free from discrimination and any form of harassment. Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

Harassment

Trempealeau County Health Care Center prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy.

Harassment is verbal, written or physical conduct that denigrates or shows hostility or dislike toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Under this policy, harassing conduct includes descriptions, slurs or negative stereotyping; threatening, intimidating or hostile acts; demeaning jokes; and written or graphic material that denigrates or shows hostility or dislike toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Verbal taunting (including racial and ethnic slurs) that, in the employee's opinion, impairs his or her ability to perform his or her job is included in the definition of harassment.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance, including nicknames, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, hatred or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital or other protected status.

Sexual Harassment

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under Trempealeau County Health Care Center's anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical acts of a sexual nature where (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment; (2) an employment decision is based on an individual's acceptance or rejection of such conduct; or (3) conduct that interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

There are two types of sexual harassment:

- “Quid pro quo” harassment, where submission to harassment is used as the basis for employment decisions. Employee benefits such as raises, promotions and better working hours are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment.
- “Hostile work environment,” where the harassment creates an offensive and unpleasant working environment. A hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees or customers. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials or even unwelcome physical contact as a regular part of the work environment. Texts, e-mails, cartoons or posters of a sexual nature; vulgar or lewd comments or jokes; or unwanted touching or fondling all fall into this category.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or “kidding” that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, photos, text messages, tweets and Internet postings; or other form of communication that is sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling and forced sexual intercourse or assault.

Courteous, mutually respectful, pleasant, noncoercive interactions between employees, including men and women, that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Retaliation

Trempealeau County Health Care Center encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of TCHCC to promptly and thoroughly investigate such reports. TCHCC prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.

- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Any person who is found to have violated this policy, retaliation or attempted retaliation, will be subject to sanctions up to and including termination of employment.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to the Trempealeau County Health Care Center (an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Reporting an Incident of Harassment, Discrimination or Retaliation

Trempealeau County Health Care Center encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, human resources, any member of the Leadership Team or Administration.

In addition, Trempealeau County Health Care Center encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. TCHCC recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Complaint Procedure

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Trempealeau County Health Care Center will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as Trempealeau County Health Care Center believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal through the Trempealeau County Health Care Center grievance process.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

Representation

Any supervisor or manager who becomes aware of possible harassment should promptly advise the Human Resources Director or a member of Administration who will handle the matter in a timely and confidential manner.

An effective harassment policy requires the support and example of Trempealeau County Health Care Center personnel in positions of authority. Trempealeau County Health Care Center agents or employees who engage in harassment or retaliation or who fail to cooperate with Trempealeau County Health Care Center investigations of harassment or retaliation may be sanctioned by suspension or dismissal. By the same token, officials who refuse to implement remedial measures, obstruct the remedial efforts of other Trempealeau County employees, and/or retaliate against sexual harassment complainants or witnesses may be immediately discharged.

Harassment is unlawful and is conduct that exposes both Trempealeau County Health Care Center and individuals engaging in harassment to significant liability under the law. Employees at all times should treat other employees and members of the public doing business with Trempealeau County Health Care Center respectfully, with dignity and in a manner so as not to offend the sensibilities of a co-worker or member of the public

DRUG AND ALCOHOL TESTING

Trempealeau County Health Care Center recognizes that the use and / or abuse of illegal drugs, prescription drugs and / or alcohol can have a significant impact on the workplace in terms of safety to our clients, worker's compensation claims, personal leave time, absenteeism and productivity. TCHCC also recognizes the legal duty to protect the safety of its employees and clients from drug using employees and / or employees are impaired by alcohol while performing their job duties.

Trempealeau County Health Care Center prohibits the use of alcohol and/or illegal or non-prescribed controlled substances by its employees, vendors and contractors who are performing, ready or about to perform job functions. Any employee violating this policy is subject to discipline, up to and including immediate termination of employment.

Employees who possess, sell illegal drugs or abuse medications or alcohol while on the job will be subject to discipline, up to and including immediate termination of employment.

Trempealeau County Health Care Center has the right to test for illegal drugs and / or alcohol if an employee is suspected of being under the influence of such while performing or ready to

perform job functions. Staff will be asked to undergo testing for illegal drugs and / or alcohol if reasonable suspicion exists that an employee is under the influence of drugs and / or alcohol as determined by the person in charge of that department or shift. Any staff member who tests positive or fails to be undergo testing on a drug and / or alcohol test based on reasonable suspicion will be subject to discipline, up to, and including termination of employment.

An employee who tests positive will not be permitted to return to employment until the individual has successfully completed assessment and / or treatment and has been certified by a qualified professional as free from the use of drugs.

Licensed health care professionals who are found to be impaired by use of alcohol or other drugs will be subject to the disciplinary procedures of the Wisconsin Department of Regulation and Licensing.

EMPLOYMENT OF RELATIVES

The Trempealeau County Health Care Center may hire relatives of persons currently employed by the TCHCC. Relatives cannot directly supervise each other. TCHCC employees cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, administration will determine how to delegate supervision. A relative is any person within the employee's immediate family; parent, spouse, children, siblings, grandparent, grandchild and spouse's parent.

FRATERNIZATION

Employees may not have a relationship with customers under the supervision, custody, or contracted service of Trempealeau County Health Care Center. Employees having unplanned contacts with any of these persons must keep them brief and businesslike. This policy does not include employer-directed contacts or those contacts that are part of the employee's job duties or program. Please contact your supervisor for details.

Under this, a relationship includes:

- Living in the same household with a customer
- Working for a customer
- Employing a customer with or without remuneration
- Extending, promising, or offering any special consideration for treatment to a customer
- Having personal contacts, other than those required by the employee's job duties, such as, communicating through verbal or written means or being in the social or physical relationship with a customer
- Providing and/or receiving services with or without remuneration for or to customers

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The HIPPA Act was signed into law in 1996 with compliance required by mid-2003. The Act deals with establishing national standards for the submission of electronic transaction in health care, addresses privacy rules as related to health care information and secures the nature of this information. The HIPPA Act sets standards for health care providers as they deal with Protected Health Information of the clients they serve. Protected Health Care Information (PHI) is any information about a client's physical or mental health condition that could identify the client. The law also addresses business related information for those clients as well as electronic transactions.

To safeguard and maintain the confidentiality, integrity, and availability of our client, employee and organization information, all employees are asked to sign the "Confidentiality and Information Access Agreement."

MOTOR VEHICLE GUIDELINES

The safety of you and our customers is of the utmost importance to Trempealeau County Health Care Center. Putting that safety at risk creates a significant liability for the organization. Your job duties may require driving as a function; therefore, TCHCC shall conduct a background screen of your driving record.

If you receive any of the driving violations listed below, regardless of whether the driving violation occurs on or off the job, TCHCC may change your position to one that does not require driving as a function. If there is not a suitable position available, your employment with TCHCC may be terminated. TCHCC is not obligated to create a position for you. You will also be required to successfully complete a driving course approved by the Wisconsin Department of Transportation prior to returning to a position that require driving as a function. Documentation showing you successfully completed the driving course will be required before you are returned to your previous position. The same policy is in effect in the event your driver's license is suspended.

This list is not meant to be all-inclusive and other driving violations may be considered in job assignment. Furthermore, the circumstances surrounding the driving violation may be considered and treated on a case-by-case basis.

Driving Violation & Number of Violations before you are subject to Transfer or Termination

Number of moving violations in past 3 years: 3 (three)

Number of at-fault accidents in past 3 years: 2 (two)

Maximum number of moving violations & at-fault accidents combined in past 3 years: 4 (four)

Operating While Intoxicated (OWI) within last 5 years: 1 (one)

Multiple OWIs: 0 (zero)

Felony use of motor vehicle, evading an officer, last 15 years: 0 (zero)

OTHER EMPLOYMENT / ACTIVITIES

All employees will be evaluated by the same performance standards and Trempealeau County Health Care Center scheduling requirements, regardless of other employment, school schedules or other obligations. If the TCHCC determines that an employee's outside work interferes with or influences their work performance, judgment or the ability to meet the requirements of TCHCC's schedule; the employee may be subject to disciplinary actions.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals other than TCHCC for services rendered while performing their jobs.

PERSONAL APPEARANCE

As an employee of Trempealeau County Health Care Center, it is our expectation your appearance projects a professional image for our customers, potential employees and community visitors. TCHCC promotes dress that allows employees to work comfortably and is within guidelines reflecting standard precautions. Business casual is the dress code and the following guidelines will assist you in presenting yourself to work.

Direct Care Staff

Direct care staff is those who have direct contact on a regular basis with residents or clients in their daily routine. Direct care staff includes, but are not limited to, Certified Nurse Aides, Personal Care Workers, LPNs, RNs, housekeeping staff, dietary staff, activity and vocational staff.

Designated TCHCC logo shirts or scrub tops are to be worn with washable pants. Slacks or pants similar to khaki made of cotton or synthetic material pants are suitable. Inappropriate slacks or pants include sweatpants, exercise pants, or any spandex or other form-fitting pants such as people wear for biking, yoga, etc... Sweaters or other long-sleeve tops worn with the shirts should be removed when giving direct care or laundered after each shift if worn to and from work.

Non-Direct Care Staff

Non-direct care staff is those not providing direct care to residents or clients. They may include office staff, laundry staff, maintenance staff and others not directly involved in direct care. Business casual may include TCHCC provided shirts or other appropriate clothing.

General Guidelines

- Casual clothing that is not suitable for work includes clothing that is appropriate wear for the beach, yard work, dance clubs, exercise sessions and sports contests.
- Clothing that reveals cleavage, your back, your chest, your feet, your stomach or your underwear is not appropriate wear for TCHCC.

- Denim slacks are acceptable except those that have holes, tears or are frayed.
- All employees, except those employed in the Community Programs, must wear an identification badge at ALL times. The badge should be displayed so it is visible. You will be issued an identification badge and holder at orientation and you will receive one replacement for lost or broken identification badges during your employment without cost. If you have a change in name, position or title, an identification badge will be issued at no cost.
- All employees are expected to maintain good personal hygiene habits. This may include but not limited to no strong odors such as colognes, perfumes, and others that may be unpleasant (i.e. strong tobacco odor) to others and possibly be disruptive to the work environment or affect health conditions (i.e. allergies).
- No advertisements of alcohol, drugs or sexual content should be on clothing. This includes apparel that advertises tavern names.
- Shoes must be comfortable and safe. Employees doing direct care should not wear, open-toed, open-heel shoes, or boots. Other footwear should reflect the setting in which the employee works. Please check with your supervisor.
- Tattoos or other body marking are not to be visible if obscene or objectionable
- Ear piercings are allowed. Employees in direct care positions are limited to wearing only studs and must comply with standard precaution provisions. Other jewelry; rings, earrings, necklaces, etc. should reflect the setting in which the employee works. Please check with your supervisor or Human Resource Department if you have questions.
- Facial piercing is not permitted.
- Hats are not appropriate to be worn. Head gear may be worn while doing outside duties or with supervisor approval. Head covers that are required for religious purposes or to honor cultural beliefs are permitted.
- Departments are asked to set standards that reflect their areas. Please direct questions or concerns to your supervisor.

This is a general overview of appropriate work attire. It cannot cover all contingencies so employees must exert a certain amount of judgment in their choices for work attire. If there is uncertainty about acceptable, professional attire for work, please ask your supervisor.

If personal appearance fails to meet these standards as determined by the employee's supervisor and Administration, the employee will be counseled. If the problem persists, the employee may be sent home to change. Continued violations will result in the progressive disciplinary process, up to and including termination of employment.

PERSONAL CELLULAR PHONES

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of company phones. Excessive personal calls while at work, regardless of the phone used, can interfere with employee productivity and be disruptive to others.

Personal electronics and cell phone devices are not allowed on the person in any resident/client or tenant area of any Trempealeau County Health Care facility. Devices should be stored out of the work place in an area as a car, desk, or locker.

Employees using a personal electronics or cellular phone or having one on them as they perform duties in client areas will be considered an infraction of the confidentiality policy and will be subject to disciplinary action. Misuse of handheld devices constitutes as caregiver misconduct.

Personal electronics or cellular phone are prohibited to be used to record images of resident/clients. If images are needed for purpose of care or training, they are obtained by authorized persons only and use TCHCC equipment designated for that purpose.

Personal electronics or cellular phone may be used during break times in non-resident/client/tenant areas. The organization will not be liable for the loss or damage to personal cellular phones brought into the workplace.

Organizational-Provided Cellular Phones

Where business needs demand immediate access to an employee, the organization may issue a business cell phone to an employee for work-related communications.

Employees in possession of organization equipment such as cellular phones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the period requested may be expected to bear the cost of a replacement

Safety Issues for Cellular Phone Use

Employees whose job responsibilities include regular or occasional driving should refrain from using their phone while driving. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, keep conversation short and keep eyes on the road. These practices should be followed regardless of if you are using your personal cell phone or are using one issued by TCHCC. Trempealeau County Health Care Center prohibits texting on cell phones while driving, regardless of using a TCHCC vehicle or your personal vehicle during the employee's work shift.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

PROBLEM RESOLUTION/ GRIEVANCE POLICY

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

TCHCC strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect, taking into consideration the basic CORE VALUES presented earlier. Employees are encouraged to offer positive and constructive criticism.

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

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

1. Employee presents problem to immediate supervisor after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to Human Resource Director or any other member of management.
2. Supervisor responds to problem during discussion or after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Employee presents problem to Human Resource Director if problem is unresolved.
4. Human Resource Director counsels and advises employee, assists in putting problem in writing, visits with employee's manager (s), if necessary, and submits problem in writing to the Administrator for review.
5. Administrator reviews and considers the problem. Administrator informs employee of decision and forwards copy of written response to Human Resource Director for employee's file. The administrator has full authority to make any adjustment deemed appropriate to resolve the problem.
6. Employee presents problem to Executive Director and Board of Trustees if problem is unresolved. Executive Director and Board of Trustees review the information and inform employee of decision. A copy of the written response is forwarded to Human Resources for the employee's file.
7. The Board of Trustees makes the final resolution.

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

A grievance policy is established pursuant to Wis Stat. §66.0509(1m) to address employee terminations, employee discipline and work place safety. This procedure provides an employee with the individual opportunity to address concerns regarding discipline, termination or workplace safety matters, to have those matters reviewed by an impartial Hearing Officer and to appeal to the TCHCC Board of Trustees, when appropriate.

A grievance may only be filed by the employee who is the subject of the Discipline or Termination or Workplace Safety, and must be initiated by filing a written complaint on the designated form that is available in the Human Resource Department. This written complaint must be received by the Human Resource Director within ten (10) working days of the event giving rise to the Grievance.

SAFETY AND HEALTH PRACTICES

Trempealeau County Health Care Center has an organized emergency preparedness program and work place safety program to assist in providing a safe environment for employees, customers, and visitors. The success of the program depends on the alertness and personal commitment of all. Employees shall observe all safety measures related to the organization. Unsafe conditions must be reported to your supervisor immediately so necessary precautions can be taken. Failure to report work place injuries may result in disciplinary action up to and including termination.

Employees shall report any known or suspected communicable disease, to their supervisor. If an employee is off from work for more than 3 days, you may need to present a physician's note to Human Resource Department that you may return to work. Trempealeau County Health Care Center reserves the right to require an employee to obtain further medical consultation to assure no safety concern or communicable disease exists.

If an employee's duties put them at reasonable risk of contracting blood borne pathogens through exposure to blood or other potentially infectious materials such as certain body fluids, the employee will be offered the Hepatitis B vaccinations, training in universal precautions and personal protective equipment. This will be provided at no cost to the employee.

If an employee has been exposed to blood borne pathogens through your work, the employee must report such an incident immediately to his/her supervisor and complete designated paperwork. The employee will receive a confidential medical evaluation from a licensed health care professional with appropriate follow-up, including a post-exposure prophylaxis if medically indicated. This is at no cost to the employee.

All medical information is maintained in a separate confidential file.

Human immunodeficiency virus (HIV) and Hepatitis B virus (HBV) status is not, by law, reported to your employer.

Crisis Intervention

Employees of the Trempealeau County Health Care Center, should be familiar with the organization's policies and procedures related to non-violent and crisis intervention techniques and procedure. Knowing what to do in advance can reduce the risk of harm or injury. Key points to remember include:

- Attend to client and staff needs. In a crisis situation, your first concern is for the safety and protection of the client, staff and any other persons present.
- Use appropriate emergency procedures.
- Gather and document all facts as quickly and completely as possible.

SOLICITATION

To assure a productive and harmonious work environment, persons not employed by the Trempealeau County Health Care Center may not solicit or distribute literature in the workplace at any time for any purpose. In addition, the selling of products, tickets and/or similar activities is not permitted during work time, via work communications media or in work areas.

Employees are also limited by the above-mentioned policy with the noted exception that employees may sell tickets, products (i.e. High School Band candy bars) to each other out of the view of residents during/in employee break areas. Staff are prohibited in selling to residents.

Employees may not use e-mail, copy machines, etc. except to promote TCHCC sponsored/sanctioned event designed to benefit the residents we serve-

Employees may place notifications for non-profit fundraisers on company bulletin boards. Employees should check with their supervisor before posting a notification, or if he/she believes material that has been posted is inappropriate. Employees violating this policy will be subject to disciplinary action, up to, and including termination.

STANDARDS OF CONDUCT

Trempealeau County Health Care Center endorses a safe and pleasant work environment for you, our customers, and your co-workers. To ensure orderly operations and provide this environment, the TCHCC employees shall be committed to the policies and standards of conduct established by Trempealeau County Health Care Center.

It is not possible to list all forms of behavior or misconduct that are considered unacceptable at Trempealeau County Health Care Center. The following are examples of types of behaviors or conduct which, in the absolute discretion of Trempealeau County Health Care Center, may warrant disciplinary action, up to, and including termination of employment.

Individual Conduct:

- a. Unauthorized possession of weapons
- b. Failure to maintain acceptable standards of conduct and respect for co-workers, supervisors, board members, clients, and visitors
- c. Any degree or act of dishonesty
- d. Sexual or other unlawful harassment, discriminatory or retaliatory conduct
- e. Failure to follow dress code
- f. Theft, attempted theft, vandalism, sabotage, abuse or damage of TCHCC property, another employee's property, or visitor's property

- g. Insubordination, noncompliance or refusal by words and/or actions to carry out the directives of a supervisor or the refusal to follow TCHCC policy and/or department work rules
- h. Misuse, falsification, disclosure or removal of confidential materials; breach of confidentiality by inappropriately discussing issues concerning employees, supervisors, clients/residents, visitors, or others at any time or place; including violations of regulations under HIPPA HITECH processes and Security rules
- i. Provoking or participating in a physical assault and/or verbal altercation with another person on TCHCC property
- j. Acceptance, solicitation, borrowing money or accepting gifts of value from clients, vendors, visitors or others; the belongings of a deceased is not to be accepted if offered to any employee, nor are any clients, or other belongings to be borrowed
- k. Violation of any Federal, State or County standard that governs the agency worked under (i.e. administrative rules, state statutes, etc.)
- l. Unauthorized or improper use of facility equipment or supplies
- m. Excessive personal telephone or cell phone calls during work time other than emergencies
- n. Smoking or use of tobacco products in prohibited areas
- o. Failure to observe safety rules or use safety precaution devices; speeding, reckless driving; negligence or carelessness resulting in danger, damage, or loss to TCHCC property, fellow employees, clients, visitors, or others
- p. Arrest or conviction as it substantially relates to the requirements and/or essential functions of employed position
- q. Carrying, using personal cell phones in unauthorized areas; violation of Social Media policies
- r. Unauthorized use of personal possessions of client, visitor or coworker
- s. Any other instance of improper conduct not specifically listed

Work Performance Conduct:

- a. Unsatisfactory work performance
- b. Introduction, possession, or consumption of intoxicating beverages or controlled substances on TCHCC property, in TCHCC vehicles, on TCHCC time; or reporting to work in such a state that would impair the ability to perform your job; the use of prescription drugs while on duty in accord with the directives of a physician shall not be subject to discipline
- c. Neglect, abuse, or endangerment of any employee or recipient of services at the Trempealeau County Health Care Center
- d. Failure to maintain acceptable standards of attendance; excessive unauthorized absence; excessive tardiness; abuse of attendance policy; failure to notify the supervisor of illness and absence prior to scheduled shift and/or keeping supervisor informed of status; habitual leaving early; failure to obtain permission from your supervisor before leaving your department or assigned work area
- e. Starting work before or continuing to work after specified hours; failure to obtain approval for work exceeding scheduled hours

- f. Failure to maintain a clean, neat and well-groomed appearance; failure to maintain personal hygiene
- g. Failure to attend scheduled mandatory in-service and training sessions
- h. Sleeping or the appearance of sleeping during work hours
- i. Productivity issues, attitude problem(s) or malicious endeavors resulting in wasted time while on duty/paid TCHCC time
- j. Excessive unscheduled or non-productive activities not immediately relevant to the employee's job description
- k. Unauthorized frequent visitation/contact to employees by friends or family members during work hours, unless emergency
- l. Any other instance of improper work performance not listed above

While we recognize employee's right to privacy, any off-the-job conduct which interferes with the organization's ability to do business in the community or any act contrary to public laws may be the basis for disciplinary action up to and including termination.

USE OF ELECTRONIC MEDIA

All communication systems, electronic media (see below), and information transmitted by, received from or stored in these systems are the property of Trempealeau County Health Care Center. Employees should not maintain an expectation of privacy regarding these systems. Employees will not condone or participate in physical, emotional, sexual or verbal abuse, or harassment using electronic media. It is the employee's responsibility to report any such suspicions to a supervisor. Should a suspicion exist that an illegal act or violation has occurred regarding their use, TCHCC may access, review and monitor all electronic media and files, including data stored and transmitted, and employees may be disciplined, up to and including termination for failure to adhere to this policy.

- Employees are not permitted to access a file or retrieve any stored communication unless authorized to do so by an authorized supervisor.
- Supervisors are available to ensure that employees have been instructed on the proper use of electronic media for both internal and external communications.
- It is the employee's responsibility to ensure that the systems they use are backed up on a routine basis.
- Copies of license agreements are to be retained in a centrally located place and be reviewed upon request.
- Personal use of TCHCC software or other equipment should not interfere with an employee's job duties or the operations of TCHCC equipment for business purposes. Nor should it damage such equipment in any way, as is the case of viruses, etc.

Example of electronic media includes but are not limited to: telephones, cell phones, facsimiles, copy machines, computers, e-mail, internet, cameras, tele-communications equipment

USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

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

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

Employees driving TCHCC vehicles must have a valid Wisconsin Driver's license.

- Follow Transportation policies and procedure.
- Failure to follow these may result in loss of privilege for this job assignment.

Our BENEFITS

EMPLOYEE BENEFITS

Employee benefits are as important as wages to many of our employees and their families. Trempealeau County Health Care Center strives to maintain a benefit package that provides the most comprehensive and flexible coverage possible with available resources.

The following pages highlight the terms and conditions for the package of benefits, which TCHCC currently makes available. These benefits may be changed by Trempealeau County Health Care Center without notice. TCHCC reserves the rights to amend, modify or eliminate (including a change in coverage eligibility, coverage or carriers) in any way or at any time, with or without notice, any benefit program not required by law. Plan documentation or insurance contracts exist for many benefits discussed in this section of the handbook. The provisions of those documents govern your participation in those programs.

While many of the benefits are available to employees based on their employment status there are several that include all staff.

Situations occur when a non-benefit eligible employee becomes benefit eligible. In these cases, our policy allows employees to become eligible for benefits on the first of the month following 30 (thirty) days for the start of their benefit eligible schedule. Please contact the Human Resource Department if you have questions.

BONUS HOURS for REGULAR PART-TIME EMPLOYEE

Regular part time employees with an every other weekend obligation is eligible for Bonus Hours each month. If the part time employee works all scheduled hours in a calendar month time frame (example: January 1-31), their supervisor submits their name to Business Office for the Bonus Hours. Bonus Hours are paid at the rate of 4 hours per month if the eligibility is met. The Bonus Hours are included on the second payroll of the following month they are earned.

Bonus Hours are just those, extra hours. They cannot be used in place of any regularly scheduled hours. The hours are accrued from the date of employment but cannot be used until successfully completing the Probationary Period of employment (first 6 months).

Should an employee decide to resign from employment, failure to provide at least two-week notice will cause forfeiture of any earned, but unclaimed bonus hours.

EDUCATIONAL ASSISTANCE

Trempealeau County Health Care Center recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program (subject to funds being available) encourages personal development through formal education so employees can maintain and improve job-related skill or enhance their ability to compete for reasonably attainable jobs with TCHCC.

Trempealeau County Health Care Center may provide educational assistance to eligible employees immediately upon assignment to an eligible employment classification. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course. Employees in the following classifications are eligible for educational assistance: Regular full time, Regular 4/5 and Regular part time.

Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable future position in the organization to be eligible for educational assistance. TCHCC has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable future position. Employee should contact the Human Resources Department for more information or questions about educational assistance.

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

Trempealeau County Health Care Center invests in educational assistance to employees with the expectation that the investment be returned through enhanced job performance. However, if an employee voluntarily separates from TCHCC employment within two years from the last educational assistance payment, the amount of the payment will be considered only a loan. Accordingly, the employee will be required to repay up to 100% of the original educational assistance payment depending upon time remaining of the two-year commitment.

FLEXIBLE SPENDING ACCOUNTS (FSAs)

Trempealeau County Health Care Center offers three types of flexible spending accounts: a health care account, health insurance account and a dependent care account. Employees can elect to have pre-tax deductions taken from their paycheck, to later use and get reimbursed for eligible health care, health insurance and/or dependent care expenses.

Employees must complete appropriate enrollment forms every year to participate in either of these plans. Flexible spending accounts are available on the first of the month following 30 days of benefit eligible employment. The opportunity to enroll or change your per paycheck elections is offered at the annual open enrollment each year or due to a qualifying event. The plan year runs from January 1 through December 31.

Once the employee is enrolled, they cannot change the decision during the year unless there is a qualifying event. Qualifying events include birth or adoption of a child, death of a dependent, marriage or divorce. The paperwork for these changes must be completed within 30 days of the qualifying event.

In compliance with IRS regulations the employee forfeits any money not used for expenses from the previous year and remaining in any account after March 15 following the end of the plan year. Information about eligible flexible spending expenses, plan documents, and reimbursement forms are available at the Human Resource Department.

HEALTH INSURANCE

Health insurance benefits are available to employees eligible for benefits on the first of the month following 30 (thirty) days for the start of their benefit eligible schedule when the employer contributes premiums. Health insurance premiums are deducted the month-of the actual insurance coverage. If you change positions or status that make you benefit eligible, please see a representative of the Human Resource Department. You MUST enroll within 30 calendar days of hire or from the date you first become eligible for benefits to participate in these plans.

Employee's health insurance premiums are a pre-tax deduction from their paycheck. Details of plans, summaries, enrollment forms and other information are available from the Human Resources Department.

According to federal law, when terminating employment in good standing, or when no longer eligible for benefits or in the event of your death, you and/or any covered dependents may continue group health insurance for an extended period by paying the entire premium. This is known as your COBRA continuation privilege. Please see your Human Resource Department for further details.

Employee must notify the Human Resource Department within 30 days of a qualifying event to make changes, additions, or deletions to their health insurance coverage. Qualifying events include but not limited to: marriage, divorce, birth of a dependent, adoption of a dependent, or death of a family member.

LEAVES OF ABSENCE POLICIES

Family and Medical Leave

Trempealeau County Health Care Center will provide Family Medical Leave (FML) to eligible employees. Eligible employees can take unpaid, job-protected leave for a qualified family and/or individual medical condition with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Federal Family Medical Leave Act

Trempealeau County Health Care Center will grant up to 12 weeks for the reasons listed below (1-5), or up to 26 weeks of military caregiver leave to care for a covered servicemember with a serious injury or illness, during a 12-month period to eligible employees.

- 1) The birth of a child and in order to care for that child within one year of birth
- 2) The placement of a child for adoption or foster care and to care for the newly placed child
- 3) To care for a spouse, child or parent with a serious health condition
- 4) The serious health condition (described below) of the employee.
- 5) Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.*

*An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: short-notice deployment, military events and activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Trempealeau County Health Care Center will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy.

Employee Eligibility:

- 1) To be eligible for leave under the Federal Family Medical Leave Act, an employee must have worked for 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years.
- 2) An employee must have also worked at least 1,250 hours during the 12 months prior to the start of the leave.

If spouses both work for the company and each apply to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent with a serious health condition, the spouses may only take a combined total of 12 weeks of leave. The same will apply to care for a covered injured or ill servicemember, the spouses may only take a combined total of 26 weeks of leave.

Definition of a Serious Health Condition

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or
- a period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or
- any period of incapacity due to pregnancy, or for prenatal care; or
- any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or
- a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.); or,
- any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

Making a Request

Eligible employees must make requests of FML to the Human Resource Department at least 30 (thirty) days in advance of foreseeable events and as soon as possible for unforeseeable events.

Certification for the Serious Health Condition

Trempealeau County Health Care Center will require certification for the employee's serious health condition, family member's serious medical condition, for qualifying exigency for military family leave and for serious injury or illness of covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Medical certification will be provided using the Department of Labor (DOL) Certifications. An employee obtains the certification from Human Resources or the TCHCC's website.

The company may directly contact the employee's health care provider for verification or clarification purposes and has the right to ask for a second opinion if it has reason to doubt the certification.

Intermittent/Reduced Schedule Leave

An employee may take FMLA leave intermittently or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill servicemember over a 12-month period).

For the birth, adoption or foster care of a child, the company and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with Trempealeau County Health Care Center before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

Substitution of Personal Leave

The Trempealeau County Health Care Center requires the employee to use accrued personal leave time (PLT) more than 80 hours to cover the time approved under Federal Family Medical Leave. If an employee has 80 or fewer hours in his or her PLT bank, then the employee is permitted to use such PLT to cover the time approved under Federal Family Medical Leave, but is not required to use PLT for such purpose.

Family Medical Leave that qualifies under the Wisconsin Family Medical Leave, the employee may elect to use accrued personal leave time (PLT).

If the employee has elected not to use PLT (when permitted), or the employee has exhausted their PLT, then the leave will continue unpaid for the duration of the leave.

Benefits

While an employee is on leave, Trempealeau County Health Care Center will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. The employee is required to contribute their portions of their insurance premiums while on their leave. If payments are not made through payroll deductions during the leave, Trempealeau County Health Care Center will require the employee to reimburse TCHCC the amount it paid for the employee's insurance premium during the leave period.

Personal Leave Time (PLT) will continue to accrue during the employee's leave based on hours worked or PLT used.

Return to Work

An employee on leave is requested to provide TCHCC a two-week notice from date the employee intends to return to work, if possible. Written notification from the medical provider is required stating the employee can return to work and meet the essential functions and requirement of their position. This notification must be submitted to Human Resources prior to reporting back to work.

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request.

Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The company may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

If an employee fails to report to work at the end of the approved leave, the Trempealeau County Health Care Center will consider the employee has resigned from their employment.

Wisconsin Family Medical Leave Act

Trempealeau County Health Care Center will grant an employee to take up to two (2) weeks of leave for their own serious health condition, up to two (2) weeks of leave for the care of a child, spouse, parent, domestic partner, as defined in § 40.02(1) or 770.01(1), or parent of a domestic partner with a serious health condition and up to six (6) weeks for the birth or adoption of a child during a 12-month period to eligible employees. This leave may be taken as needed in blocks or intermittently as needed by the employee.

Trempealeau County Health Care Center will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy

Employee Eligibility:

To be eligible under the Wisconsin Family Medical Leave Act, an employee must have worked more than 52 consecutive weeks and who worked for the employer for at least 1,000 hours during the preceding 52-week period.

Making a Request

Eligible employees must make requests of leave to the Human Resource Department at least 30 (thirty) days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees are required to use the Department of Labor Certifications as defined under the Federal Family Medical Leave.

Leave of Absence

A leave of absence (LOA) is defined as an unpaid approved absence from work for a specified period of time. Leaves of absence are considered either medical or non-medical and are not automatically granted.

Making a Request

An employee must provide 90 days' notice when the need for the leave of absence is foreseeable, or provided as soon as practicable. Written documentation and or a letter from the employee must be submitted to the Human Resource Director, stating reason for the request, anticipated time frame of the leave, and provide any supporting documentation from a medical provider, if necessary.

Leaves, under this policy, are approved in coordination of Administration and the TCHCC Board of Trustees.

Benefits

Under an approved LOA, the employee is required use all available Personal Leave Time (PLT) and responsible to pay for the entire monthly premiums of their benefits; including health insurance premiums.

The time the employee is on leave is counted towards the employee's continuous length of service; however, the employee does not continue to accrue PLT while on this type of leave.

Returning to Work

An employee is not guaranteed to be returned to his or her former position after an approved leave of absence. If the employee's position is not available, the employee may be offered another available position for which he or she is qualified. If no position is available when the employee can return to work, the employee will be terminated and may apply for the next available position.

If medical related, written notification from the medical provider is required stating the employee can return to work and meet the essential functions and requirement of their position. This notification must be submitted to Human Resources prior to reporting back to work.

If an employee fails to report to work at the end of the approved leave, the Trempealeau County Health Care Center will consider the employee has resigned from their employment.

Bereavement Leave

An employee who wishes to take time off due to a death, should notify his or her supervisor as soon as possible. Trempealeau County Health Care Center does not designate specific time off for a bereavement leave, nor it is paid time off. The employee must use Personal Leave Time (PLT) for time scheduled off or work with their supervisor to adjust their schedule, if able.

Military Leave

Trempealeau County Health Care Center is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is TCHCC policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. No person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. No person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or this policy.

Military duties that include leaves of absence taken by members of the uniformed services, including Reservists, National Guard members for training, periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service, are protected under this policy.

An employee must provide the Trempealeau County Health Care Center with notice of the need for the leave as far in advance as is reasonable. Employees applying for this leave need to contact the Human Resource Department to receive procedures in its entirety, eligible benefits and receive instructions on reemployment.

Jury Duty

Trempealeau County Health Care Center allows employees to take time from work when called to perform jury duty. Employee can utilize PLT or will be granted leave without pay for jury duty.

Employees must show the jury duty summons to their supervisor as soon as possible so accommodations can be made. TCHCC or the employee may request an excuse from jury duty if, in TCHCC's judgment, the employee's absence would create serious operational difficulties.

TCHCC will continue to provide health insurance and voluntary benefits during time on jury duty. Benefits accruals, such as PLT benefits, will be suspended during unpaid jury duty leave and will resume upon return to active employment.

MEALS & BREAKS

Meals are provided by the organization. Employees are provided a meal, when working an 8-hour scheduled shift. This meal is to be eaten with clients as a social opportunity. If departments or individuals by their positions do not eat with clients, the facility will provide a 30-minute, unpaid mealtime. Employees are provided with one (1), 20 minutes or two (2), 10 minutes breaks per 8-hour shift, when possible and will be scheduled with their supervisor.

Employees under the age of 18 must be given a 30-minute unpaid, uninterrupted meal break, when working longer than six (6) consecutive hours.

PERSONAL LEAVE TIME

Trempealeau County Health Care Center has adopted Personal Leave Time (PLT) for its employees. This provides greater flexibility in scheduling your time away from work. It may be used for holidays, sick leave, bereavement, vacation, medical appointments, and for other time off as needed.

Personal leave time is available to TCHCC full time and 4/5 employees. Utilization of PLT will be in accordance with facility scheduling requirements, and abuse of PLT will result in disciplinary action. It is the responsibility of the employee to use PLT in a responsible manner. No employee may take personal leave time in excess of actual accrual. Requests may be made in writing to the Executive Director should a unique circumstance exist.

Employees are encouraged to use as much of their PLT on an annual basis that TCHCC can accommodate within the respective departments scheduling restriction.

A maximum of 50 PLT days (400 hours) may be accrued by employees during their duration of employment. Accrual beyond 50 days (400 hours) will be considered lost unless a request for cash payment is made to the Business Office by September 15 of the calendar year in which the excess of 50 days (400 hours) accrual occurs. ***No employee shall request a PLT payout greater than his or her accrual on an annual basis less PLT taken as time off during the calendar year.*** This cash payment will be made at the close of the calendar year. Cash payment requests will be reviewed on an individual basis and granted or denied in full or part by the Executive Director.

Your respective personal leave schedule and clarification along with the progression schedule is available from the Human Resource Department.

Should an employee decide to resign from employment, and fail to provide at least a two-week notice or have been involuntary terminated from employment; will cause forfeiture of any earned, but used PLT (personal leave time).

TIME RECORDING SYSTEM

Employees are required to punch in at their assigned start time and must punch out when they go off duty at their scheduled location/household/department/workstations. Under no circumstance may an employee punch in or out for another employee. Employees are required to punch out any time they leave the work site for any reason other than assigned work duties.

Employees should not punch out for break or lunch times and must stay in the assigned work area and/or building during the break. Exception: Employees under the age of 18 years old whom have worked six hours or greater, will be required to punch out and back in to take their required 30-minute unpaid break.

It is each employee's responsibility to learn the system and use it appropriately. Instructions and additional information about the time system are given to each employee at the time of hire.

Disciplinary Actions will be given to employees who: continually fail to punch in and/or out, incorrectly report time worked, tardiness and punching out early, punching in and not work ready, and punching in and out for other employee(s).

VOLUNTARY BENEFITS

Trempealeau County Health Care Center offers a variety of Voluntary Benefits available by choice to eligible employees. This group of benefits is administered by an outside agency. Contact the Human Resource Department for additional information on and enrollment in these benefits.

Accident Insurance, Cancer Insurance, Critical Illness Insurance, Dental Insurance, Disability Insurance, Term Life Insurance and Vision Insurance

The TCHCC offers two different supplemental retirement saving programs. The programs are optional to employees and are regulated by Section 457 of the Internal Revenue Code. Employee can invest a portion of their annual earnings on a before- or after-tax basis. Contact the Human Resource Department for additional information on and enrollment information in these benefits: Wisconsin Deferred Compensation (WDC) Program and Nationwide

WISCONSIN RETIREMENT PROGRAM

As a public employer, the Trempealeau County Health Care Center participates in the Wisconsin Retirement System (WRS). The retirement plan consists of two parts: the employee portion and the employer portion. The TCHCC and employee shall each pay fifty percent (50%) of the actuarially required contribution to the Wisconsin Retirement Fund.

Eligibility for Participation in WRS

Employees who meet the eligibility criteria are required to participate in the Wisconsin Retirement System (WRS), as stipulated by the State of Wisconsin statutes and County policy.

Employees hired on or after July 1, 2011

An employee immediately becomes enrolled in the WRS on the first date of employment or on the start date of their benefit eligible position (classified as full-time or 4/5 employee).

All other employees become enrolled when the following criteria are met: have worked 1,200 hours AND have worked one year of consecutive service. Once the employee is enrolled in the WRS, the employee doesn't need to work the required hours every year to remain in the WRS.

Previous WRS Participant

An employee covered under WRS who terminates, who does not apply for a WRS benefit and subsequently returns to work for the same employer **within** 12 consecutive months must be

reenrolled in WRS without consideration as to the expectation of the number of hours or duration in the new period of employment.

WRS Contributions

The Employee Trust Funds Board approves and sets WRS contribution rates on an annual basis. Under Wis. Stat. §40.05, WRS contribution rate changes are distributed evenly between the employer and employee.

Vesting

The minimum number of years of covered WRS employment needed to qualify a participant for a retirement benefit. Some participants must meet one of two vesting laws based on when they first began WRS employment.

- Participants who first began WRS employment after 1989 and terminated employment before April 24, 1998 must have some WRS creditable service in five calendar years.
- Participants who first began WRS employment on or after July 1, 2011 must have five years of WRS creditable service.

If neither vesting law applies, participants were vested when they first began WRS employment. Vested participants may receive a retirement benefit at age 55 once they terminate all WRS employment.

Participants who are not vested may only receive a separation benefit.

WORKERS' COMPENSATION

Trempealeau County Health Care Center provides comprehensive workers' compensation insurance program at no cost to employees. If you are injured while at work or become ill due to a work-related cause, you may be reimbursed for the cost of medical care as provided under the Wisconsin State workers' compensation laws. You must report any job-related accidents, injury, illness or exposure to blood borne pathogens, no matter how minor, immediately to your supervisor. Failure to do so may result in disciplinary action up to and including termination.

All determinations of whether an injury or illness is compensable or not under the law are solely the responsibility of TCHCC's workers' compensation carrier. When seeking medical attention for a work-related injury, please inform your provider that it is work-related: do not use your individual medical insurance for payment of medical care or prescriptions.

TCHCC provides a light duty work program that adheres to physical restrictions when able. The goal of TCHCC and the workers' compensation insurance is to return employee to work as soon as possible.

It should be noted that to file a false or fraudulent worker's compensation claim is a crime in Wisconsin and could result in action by the district attorney of the county in which the alleged insurance fraud occurred for prosecution.

BENEFITS SUMMARY
Regular Full-Time & Four-Fifth Employees Only

Benefits	Who Provides	When Eligible	What You Receive
<i>Paid Time Off</i> Paid Time Off	TCHCC	On Employment	Accrued per PLT schedule
Rest Periods	TCHCC	On Employment	20 minute per shift, as time permits
Inservice/Workshop Attendance	TCHCC	On Employment	Employees are encouraged to attend inservice/ workshops as scheduled by supervisor.
<i>Benefits</i> Health Insurance*	TCHCC/Self	First of month after 30 days of employment	State of Wisconsin – Department of Employee Trust Funds (ETF) – variety of plans – cost of premium dependent on plan of choice
Dental Insurance*	TCHCC/Self	First of month after 30 days of employment	Participating Provider network is available – reduces out-of-pocket costs.
Vision Insurance*	TCHCC/Self	First of month after 30 days of employment	Participating Provider network is available – reduces out-of-pocket costs.
Disability Insurance*	TCHCC/Self	First of month after 90 days of employment	Short-term disability plan – insures a portion of your salary, per provisions of the plan, should you become disabled. Payments begin the 15th day after onset of disability and continue for up to one year.
Cancer Insurance *	TCHCC/Self	First of month after 30 days of employment	Covers direct & indirect costs related to cancer diagnosis. Optional Policy Riders for critical illness.
Term Life Insurance*	TCHCC/Self	First of month after 30 days of employment	Premium depends on age & benefit selected. Post-tax spouse & children policies available. Spouse policy can only be 50% of employee policy.
*TCHCC contribution toward cost of benefits full time - \$12.50 ppp; 4/5 - \$10.00 ppp			
Flexible Spending Account		On Employment	Dependent Care, Medical or Insurance reimbursement account—pre-tax dollars If employee elects Health Insurance through TCHCC; TCHCC contributes \$500.00 in a flex account for eligible expenses.
Workers' Compensation	TCHCC	On Employment	Financial Protection in case of a disabling work injury
<i>Retirement</i> Wisconsin Retirement Program	TCHCC/Self	On Employment	Wisconsin Dept. of Employee Trust Funds: Employer and Employee contribute even amounts set by the state---as required by Act 10.
Wisconsin Deferred Comp Programs / Nationwide Retirement Solutions	Self	On Employment	Opportunity to defer taxes and save for retirement
Social Security	TCHCC/Self	On Employment	Disability, dependent, health and retirement benefits
<i>Educational Opportunities</i> Tuition Reimbursement	TCHCC	Regular Employees – After 1 year employment	Tuition reimbursement towards medical related filed as approved by Board of Trustees
<i>Miscellaneous</i> Section 125 Plan	TCHCC	On Employment	Benefit program under Section 125 of IRS code that offers employees a choice between taxable and non-taxable health and other benefits.
Health Screening	TCHCC	On Employment	TB testing, Hepatitis B Vaccines
Cafeteria Service	TCHCC	On Employment	One free meal per 8 hour shift
Direct Deposit	TCHCC	On Employment	Direct deposit into any financial institution
Travel/Lodging Expense	TCHCC	On Employment	Reimbursement of mileage and meals at established rate and reasonable lodging expenses when travel is work related
Benefit Continuation	TCHCC	Based upon hours worked	Opportunity to continue health insurance coverage at employees expense under certain qualifying events
Family Medical Leave Act (FMLA) & Wisconsin FML	Self	Once met number of hours worked criteria	Leave without pay from work duties relating to a qualifying event under the criteria of FMLA – up to 12 weeks in an establish year from start of FML
Longevity Pay	TCHCC	On Employment	Payment after 10 years of employment

BENEFITS SUMMARY

Trempealeau County Health Care Center

Regular Part-Time Employees Only

April 2018

Benefits	Who Provides	When Eligible	What You Receive
<i>Paid Time Off</i>			
Bonus Hours	TCHCC	On Employment	Part-time employees working every other weekend obligation; 4 hours accrued per month if all schedule shifts are worked with no call-ins
Rest Periods	TCHCC	On Employment	20 minute per shift, as time permits
Inservice/Workshop Attendance	TCHCC	On Employment	Employees are encouraged to attend inservice/ workshops as scheduled by supervisor.
<i>Benefits</i>			
Workers' Compensation	TCHCC	On Employment	Financial Protection in case of a disabling work injury
<i>Retirement</i>			
Wisconsin Retirement Program	TCHCC	When employed for 1,200 hours & one year	Wisconsin Dept. of Employee Trust Funds: Employer and Employee contribute even amounts set by the state---as required by Act 10.
Wisconsin Deferred Comp Programs / Nationwide Retirement Solutions	Self	On Employment	Opportunity to defer taxes and save for retirement
Social Security	TCHCC/Self	On Employment	Disability, dependent, health and retirement benefits
<i>Educational Opportunities</i>			
Tuition Reimbursement	TCHCC	After 1 year employment	Tuition reimbursement towards medical related filed as approved by Board of Trustees
<i>Miscellaneous</i>			
Section 125 Plan	TCHCC	On Employment	Benefit program under Section 125 of IRS code that offers employees a choice between taxable and non-taxable health and other benefits.
Health Screening	TCHCC	On Employment	TB testing, Hepatitis B Vaccines
Cafeteria Service	TCHCC	On Employment	One free meal per 8 hour shift
Direct Deposit	TCHCC	On Employment	Direct deposit into any financial institution
Travel/Lodging Expense	TCHCC	On Employment	Reimbursement of mileage and meals at established rate and reasonable lodging expenses when travel is work related
Benefit Continuation	Self	Based upon hours worked	Opportunity to continue health insurance coverage at employees expense under certain qualifying events
Family Medical Leave Act (FMLA) & Wisconsin FML	TCHCC	Once meet number of hours worked criteria	Leave without pay from work duties relating to a qualifying event under the criteria of FMLA – up to 12 weeks in an establish year from start of FML