



Focused Living, Inc.
Stability ~ Success

Employee Handbook

Little Falls, Minnesota
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About Focused Living's, Inc. Handbook

Focused Living, Inc. wants to provide you with a warm welcome, we are excited to have you join us in this amazing journey as we focus on changing and enhancing the lives of the people we serve. Anytime you join a new organization, you experience change and go through a period of adjusting. We are here to support you and provide you with the necessary resources and tools that you need to be successful.

This handbook is created to act as a guide for your questions regarding policies and procedures in relation to your employment at Focused Living, Inc. We understand that not every situation is outlined in this handbook however, we use this as a guide to keep consistency with our team members.

Focused Living, Inc. regarding employment is "at will". You are free to leave the organization at any time, with or without notice or reason. As your employer we have the right to end your employment at with or without notice. Focused Living, Inc. also has the right to hire, transfer, demote, promote, reclassify, lay off, terminate or change your condition of employment with or without notice unless otherwise required by law.

Focused Living, Inc. has the discretion at anytime to modify or vary anything stated in this handbook, except as required by law and except for the parties to terminate at will, which may only be modified on an individual basis, by an express written agreement signed by CEO or COO of Focused Living, Inc.

Any violation of the policies and procedures outlined in this handbook may result in discipline action, up to and including termination.

I verify I have fully read the handbook and understand the policy and procedures outlined.

Signature: _____

Date: _____

Printed Name: _____

Introduction

Mission Statement

To be the provider who offers stability and success to our residents, families and team members through.....

Culture

Focused Living will provide a culture that embraces diversity and strives to make our team and residents feel safe, accepted and able to embrace who they are.

Core Values

Accountability

Responsibility equals accountability equals ownership. And a sense of ownership is the most powerful weapon a team or organization can have.

Continuous Improvement

No matter how good you get, you can always get better, that is what is exciting.

Commitment

When you make a commitment you create hope, when you keep a commitment, you create trust.

Teamwork

Teamwork makes the dream work.

Community

We make a living by what we get, but we make a life by what we give.

Perseverance

Go over, go around or go through it. Never give up.

Passion

The only way to do great work is to love what you do.

Trust

Trust is not given, it is earned.

II. Conditions of Employment

Minimum Age Requirements

In compliance with Federal and State Laws and Organizational license requirements, the Organization shall not employ any individual under the age of 16, unless explicitly permitted by law and license requirements per specific Organizational site or program. Employees under the age of 21 cannot be employed at specific organizational sites and programs due to license minimum age requirements. Employees under the age of 18 must follow all labor law guidelines and restrictions under the licensing requirements for working at Focused Living, Inc.

Conditions of Employment

At Focused Living, Inc. your employment is “at will”. You are free to leave Focused Living, Inc. at any time, or without reason or without notice. Focused Living Inc. at its sole discretion, also has the right to end your employment at any time, without reason or without notice. We may choose to end your employment for cause, cause is not required. Focused Living, Inc. has the right to manage its employees, this includes the right to hire, transfer, promote, demote, lay off, reclassify, terminate or change the conditions of your employment at any time with or without reason or notice, unless required by law. No one other than the CEO or the COO can enter into an agreement of employment. A signed offer letter must be executed at least 3 days prior to you beginning employment at Focused Living, Inc.

To obtain or continue employment with Focused Living, Inc., applicants and employees must satisfy the specific conditions below that are required for the position currently held or applying for.

- Initial and continuing County, Federal and State law, licensing, and other education and training requirements.
- Obtaining and maintaining an acceptable or qualified status for employment as issued under Minnesota Department of Human Services.
- Initially and continually, if required, providing proof of employment eligibility in the United States.
- Meeting age requirements per site program.
- Not listed on the “Excluded Provider List” as issued and maintained by the Officer of Inspector General.
- Initially and thereafter be considered an acceptable driver per Focused Living’s automobile insurance carrier guidelines based on a position within the company.
- Receiving and maintaining certifications, licensures, or other qualifications required for the position. (CPR, First Aid, Med Distribution)
- Agree to have photos taken for identification and public social media purposes.
- If you are under the age of 18, comply with the following requirements: No med passing, no working past 11 pm or prior to 6 am. No driving of Focused Livings vehicles and no use of DME life equipment for individuals served.

Criminal Background Studies

All individuals who will be working with vulnerable adults or children must complete a background check. To the extent that the law allows. Focused Living will conduct individualized assessments of the results of criminal background checks before taking employment actions. Reasons you may be disqualified from work include but are not limited to: any convictions related to sexual misconduct, theft or assault. If, as a result of the background check, the applicant is disqualified or becomes disqualified as outlined in Chapter 245C of MN Statutes, the employee may be subject to immediate termination.

Additionally, Human Resources will run checks for Social Security Verification, the Office of Inspector General (OIG) excluded provider list. If the employee is listed on the “excluded provider list” maintained by the OIG, the employee may be subject to immediate termination. Human Resources will also complete New Hire Reporting in compliance with the law.

General Employment Policies

EEOC/Human Rights Policy

Focused Living conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, genetic information & testing, family & medical leave, protected veteran status, or any other characteristic protected by law. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

ADA- Disability Accommodation Policy

Focused Living, Inc. is committed to providing equal employment opportunities to all employees, including qualified individuals with disabilities. This includes providing reasonable accommodations that will allow qualified individuals with disabilities to successfully perform the essential functions of their positions, unless doing so undue hardship. In general, it is your responsibility to notify Human Resources in writing if you have a need for an accommodation. Upon doing so, Human Resources may ask you for your input, the type of accommodation you believe is necessary, or the functional limitations caused by the disability. Also, when appropriate, Focused Living, Inc. may need written permission to obtain additional information from your

physician or other medical or rehabilitation professional. Any information obtained is kept in a confidential employee file.

All requests for reasonable accommodations will be considered consistent with the business needs of the Organization in accordance with state and federal law. All questions should be discussed with Human Resources.

Job Posting Policy

Job openings are posted internally, which is accessible by computer at each site; however, the Organization may, at its sole discretion, choose not to post job vacancies if a possible candidate is already available for the position. The Organization may take the liberty to promote internal employees for a position without going through the formal interview process. If an employee is interested in a job that is posted, he or she should complete an application and may contact Human Resources regarding the position and its requirements. If an employee is offered and accepts the new job, he or she will give a 2-week (non-exempt employees) or 30-day (exempt employees) notice for their previous position as outlined in the Resignation Policy.

Personnel File Policy

Notice & Summary of Rights to Review Personnel Records; MN Statutes 181.960-181.966

You have the right under Minnesota law to review your personnel file once every 6 months while you are employed with us and once a year upon termination. If you choose to exercise this right, you must give your request in writing.

Within seven working days of receiving your request we will make your file available for your review. We may require that this review take place in the presence of an organization representative. After you review and upon your written request, we will provide you with a no charge copy of items in your file.

What is contained in the personnel file is carefully defined under Minnesota law. The law does not require that we allow you to review and copy information that is not contained in your personnel file.

After reviewing your file, if you dispute specific information it contains, we may agree to remove or revise the disputed information. If we cannot reach an agreement, you are entitled to submit a written statement of five pages or less explaining your position. This position statement will be included in your file along with the disputed information.

We may not take any action against you because you have appropriately asserted your rights to review your personnel record. If you improperly denied your rights as provided by this law, the law provides you certain remedies.

Internships Policy

Interns, Practicum, and Graduate Assistantship Students will be accepted based on availability. All those requesting an Internship, Practicum or Graduate Assistantship from Focused Living must work within the organization and will be paid for their part-time ratio services and be subject to all Organizational Policies as well as the internship procedure. Contact CEO, COO for more information.

HIPAA & Confidentiality Policy

Our individual's served lives are private and we have a duty to protect their confidential information. Employees are prohibited from sharing clients' information (work or non-work related) for any reason, unless it is necessary to fulfill their job duties.

****** It is important that you do not discuss any aspect of a client's life with any other client, acquaintance, family member or friend.**

HIPAA regulations define the clients Protected Health Information (PHI). PHI includes the client's name, address, phone number, social security number, and any identifiable personal information. A Client's PHI is not to be disclosed for any reason other than for means of Treatment, Payment or health care operations. Moreover, as a part of your responsibilities at Focused Living, you may learn of or be entrusted with sensitive, confidential organizational information, including, but not limited to, organization strategies, plans, employees personal identifiable information, financial figures or projections, intellectual property, operational vehicles, standards, policies, procedures and marketing plans and strategies. During and after employment, no individual shall disclose and confidential information to any firm, individual, or institution without permission from CEO or COO.

Your failure to comply with the confidentiality policy will result in disciplinary action or termination.

DEFINITION- Breach of confidentiality is defined as unauthorized use, discussion or release of confidential information regarding clients or employees, their identity, and/or their retrieval of records on the computer, any other data without a need to do so, and conversations and discussions that may be overheard by unauthorized persons.

INFORMATION PROTECTED- "Personally identifiable information" means information about any individual, including other employees that could reasonably be used to identify that individual, including, but not limited to, first and last name, residence or any other physical address, electronic mail address, telephone number, birth date, credit card information, and social security number. Medical information, disability and accommodation requests, time and attendance records,

leave requests are also protected. Various federal and state laws may require additional protection of certain personal information. However, “personally identifiable information” does not include information collected as part of any regulatory, investigative, or criminal justice purpose, information collected as part of litigation in which the state is a party, or information that is required to be collected pursuant to any state or federal statute or regulation.

LIMITED ACCESS AND DISCLOSURE- Employees shall not access nor disclose personally identifiable info other employees unless it is necessary to fulfill their job responsibilities. Employees shall not seek or access protected information out of curiosity, out of malice, for personal gain, or for any other impermissible purpose, even if they are otherwise authorized in the ordinary course of business.

Employees shall hold in confidence and refrain from disclosing protected information to any person, including federal, state or local governments, unless the requestor has a demonstrated official business reason for the information, or the person to whom the information pertains has authorized its release. Requests from persons outside state and government must be handled in accordance with the appropriate state’s data privacy and protection laws. All personally identifiable information is governed by these laws including the protection of personnel files and other confidential information.

Precautions: Employees have the responsibility to ensure, that all information is properly protected and secured. Materials containing personally identifiable information should not be left unattended or in plain view. Email addresses and fax numbers should be verified, and authorized persons should be available to receive faxes containing personally identifiable information. If an employee receives an email or fax in error, he or she should promptly notify the sender.

AUTHORIZED PERSONNEL ONLY- Only appointed personnel will have access to client and employee files and access will be provided solely provided on a need-to-know basis. Furthermore, such access shall be granted only in accordance with applicable laws. Medical information, including leave requests and approvals, must be secured and only those with a business need should have access. Under MN Statutes 13.08-13.09, civil and criminal penalties can arise from unlawful disclosure of confidential information regarding clients.

Distribution and Solicitation Policy

Solicitation of any kind by one employee to another employee is prohibited while either person is on working time. Working time includes the time during which any of the employees are actually scheduled to work, but does not include scheduled rest periods, meal breaks and other specified times when employees are not expected to be working. Solicitation by non-employees on Focused Living premises

is prohibited at all times. Employees, during employment may not solicit any present individuals served of Focused Living for any purpose.

*** Distribution of advertising material, printed or written literature of any kind in working areas of the Organization is prohibited, unless approval granted by CEO or COO.

Employee Orientation Policy

New employees learn their position during orientation procedures. Each position has defined requirements and some requirements need to be completed before a person can be assigned work. Human Resources or the supervisor will provide you with a schedule for the position. You must report to orientation as scheduled or call your supervisor or Human Resources.

As a part of orientation process new employees will have their picture taken so they can be issued an employee ID badge. The badges are utilized for identification purposes when employees are at the main office and/or out in the community with the individuals served.

Policy Against Discrimination and Harassment

Focused Living will not discriminate against any person because of race, religion, color, age, sex, national origin, ancestry, citizenship status, religious creed, marital status, familial status, status regarding public assistance, sexual orientation, disability, military service or veteran status, genetic information, or any other classification protected by applicable federal, state and local laws and ordinances. Focused Living is committed to providing a work environment in which employees are treated with courtesy, respect and dignity. As a part of this commitment, Focused Living will not tolerate any form of harassment, verbal or physical, including individuals' race, color, religion, age, sex, national origin, ethnicity, disability, ancestry, genetic information, sexual orientation, marital status, familial status, military service or veteran status, or any other protected characteristics.

HARASSMENT DEFINED- Harassment is defined in this policy is any unwelcome verbal, visual or physical conduct, based on an individual's protected characteristic, creating an intimidating, offensive, or hostile work environment that interferes with work performance. Harassment can be verbal (including jokes, slurs, insults, epithets, gestures or teasing), graphic (including offensive posters, drawing symbols, cartoons, computer displays or emails) or physical conduct (including physically threatening another, blocking one's way) that designates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is unlawful. Because it is difficult to define unlawful harassment, employees are expected to behave in a professional and

respectful manner. You as an employee have the right to make the harasser aware of any conduct listed above and ask them to stop.

SEXUAL HARASSMENT DEFINED- Sexual harassment can include all of the above action, as well as other unwelcomed conduct, such as: unwelcome or unsolicited sexual advances, requests for sexual favors, conversation, regarding sexual activities, and other verbal or physical conduct of a sexual nature.

Examples of conduct that violates the policy includes:

- Unwelcomed sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement
- Requests for sexual favors or demands for sexual favors in exchange for favorable treatment.
- Obscene or vulgar gestures, images or comments.
- Sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies.
- Propositions, or suggestive insulting comments of a sexual nature.
- Derogatory cartoons, posters and drawings.
- Sexually explicit emails or voicemails.
- Uninvited touching of sexual nature.
- Unwelcomed sexually related comments.
- Conversation about one's own or someone else's sex life.
- Conduct or comments consistently targeted at only one gender, even if the content is not sexual.
- Teasing or conduct toward a person because of the person's gender.

REPORTING PROCEDURES- The following steps have been put in place to ensure the work environment at Focused Living is free from harassment. If an employee believes someone has violated this policy, the employee should promptly bring the matter to immediate attention of their supervisor and or Human Resources Department. If the alleged source of the harassment is the supervisor of Human Resources immediate contact should be made to the next person in chain of command, this would include CEO and COO. Employees are strongly encouraged to make their report on the objectional conduct in writing.

NO RETALIATION- No employee will be subject to, and Focused Living prohibits, any form of discipline or retaliation for reporting perceived violations of this policy in good faith, pursuing any such claim, or cooperating in any way in the investigation of such claims in good faith. If an employee believes someone has violated the no-retaliation policy the employee should bring the matter to their supervisor or Human Resources. If the alleged source of the harassment is the supervisor of Human Resources immediate contact should be made to the next person in chain of command, this would include CEO and COO. Regardless of the position or title, anyone who Focused Living determines has engaged in this

conduct violates the No Retaliation policy and will be subject to discipline, up to and including termination.

We cannot remedy claimed discrimination, harassment, or retaliation unless you bring these claims to the attention of management. Failure to report claims of harassment and/or retaliation prevents us from making steps to remedy the problem.

It is imperative that all managers of people t Focused Living comply with Equal Employment Opportunity Policy and enforce it. Each department lead, manager, supervisor is responsible for ensuring that all employees comply with this policy. Focused Living will enforce this policy against any individual engaging in prohibited or unlawful harassment or discriminatory conduct, and against management personnel who knowingly allow such behavior to continue.

Managers must take timely and appropriate action when they know or have reason to suspect a behavior might amount to prohibited or illegal harassment, discrimination or retaliation is occurring.

INVESTIGATION PROCEDURES- All complaints of sexual harassment, or harassment of any kind, will be investigated promptly and where necessary, prompt and appropriate action will be taken to stop and remedy the conduct. Any supervisor, agent or employee found in violation will be subject to disciplinary action, up to and including termination.

Drug Free Workplace Policy

Focused Living is required by law to provide a safe and healthy environment for employees and clients. To achieve these goals, Focused Living has the following rules about the use, possession and sale of drugs and alcohol to employees.

The illegal or unauthorized use, being under the influence of, sale, distribution, or possession of narcotics, drugs, or controlled substances while on the job (on or off Focused Living property) or on Focused Living property will result in immediate disciplinary action, up to and including termination.

In addition, alcohol cannot be consumed on Focused Living properties unless at an authorized social function sponsored by Focused Living, in which case consumption must be reasonable and responsible, and the use of alcohol during work hours or reporting to work under the influence of alcohol is strictly prohibited.

Employees need to notify their supervisor immediately if they suspect an employee is in violation of this policy.

The use of controlled substances as prescribed to you by a licensed physician or are available over the counter is not prohibited in this policy. However, if a physician has prescribed medication that requires any accommodation, or poses safety concerns, please notify your supervisor and or Human Resources to discuss what accommodations are necessary. While taking prescription medications, employees are required to stay within the dose that was originally prescribed by the physician. Violation of this policy will result in disciplinary action, up to and including termination.

Focused Living maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation.

Business Ethics Policy

Employees must immediately report the CEO or COO any offer of gift, gratuity, service, or product from any Focused Living client, client family member, or any other person we do business with. Items such as pens, coffee mugs, calendars, or any other gifts under \$50 are acceptable as long as they are not received twice a year.

Reasonable Accommodations of Impairments and Disabilities

Focused Living tries to provide reasonable accommodations for all impairments a person may have, regardless of whether the amount to a disability. Focused Living will make reasonable accommodations, as required by applicable federal, state, or local laws, for otherwise qualified employees who have or develop a disability that affects their ability to perform all essential functions of the job, where this can be done without causing undue hardship on Focused Living's operation.

Focused Living reviews questions of reasonable accommodation -case basis, through an interactive dialog with the employee involved. Focused Living may request input from knowledgeable health care providers as applicable. The purpose of the dialog is to help us identify and evaluate any options that may be effective accommodations, and to assess whether a particular option would cause undue hardship.

An employee who believes that he or she needs a reasonable accommodation should inform their supervisor and/or Human Resources Department. Focused Living abides by the applicable laws requiring employers to treat medical information with appropriate confidentiality.

Reasonable Accommodation for Religious Beliefs

Focused Living will provide reasonable accommodation, consistent with federal and state law, for employees who request accommodations or reasonable changes to normal work conditions based on religious beliefs.

Focused Living reviews questions of reasonable accommodation on a case-by-case basis, through an interactive dialog with the employee involved. An employee who believes that he or she needs a reasonable accommodation should inform their supervisor and/or the Human Resources Department.

Whistleblower Protection & False Claims Act Policy

It is Focused Living's policy to provide health care services in a manner that complies with applicable state and federal laws and also meets Focused Living's high standards of business and professional ethics. Accordingly, Focused Living educates its employees about how to identify False Claims (as defined below) in order to prevent abuse, fraud and waste. Focused Living also advises employees on the whistleblower protections available for good faith reports of false claims.

The federal and state False Claims Act protect government health care programs against fraud that results from the submission of a False Claim (as identified below). The FCA applies to all state and federally funded contracts and programs relating to health care.

*** A False Claim is more broadly defined and includes, among other things the following:

- Knowingly presenting for payment a false or fraudulent claim.
- Knowingly making, using, or causing to be made or used a false record, statement or claim.

A "claim" includes any request or demand for money or property made for which federal or state health care funding is provided, in whole or in part.

Examples of false claims may include up-coding or over-coding, providing services that are not medically necessary, or billing for services that are not provided.

Whoever knowingly or recklessly causes a False Claim to be submitted to the federal or state government is liable for damages up to three times the amount of payment and civil penalties ranging from \$5,500 to \$11,000 per claim.

FRAUD AND ABUSE

ABUSE: Abuse generally refers to incidents or practices that are inconsistent with accepted, sound business, and fiscal or medical administrative practices.

Abuse may, directly or indirectly, result in unnecessary costs, improper payment,

or payment for services that fail to meet professional standards of care that is medically unnecessary. Abuse often takes the form of claims for services not medically necessary or not medically necessary to the extent provided.

FRAUD: An intentional deception or misrepresentation made by an entity or person, including but not limited to a subcontractor, vendor, provider, client or other customer with the knowledge that the deception could result in some unauthorized benefit to himself/herself or to some other entity or person. Fraud includes any attempt to obtain, by means of false or fraudulent pretenses, representations or promises, funds of any healthcare benefit program. It also includes any act that constitutes fraud under applicable state and federal laws.

REPORTING COMPLIANCE CONCERNS: In addition to complying with Focused Living policies requiring compliance with all applicable laws and with agency policies, an employee must report any suspected misconduct, including suspected violations of Focused Living policies or procedures or federal or state laws.

Employees must report potential improper activities to the CEO or COO. You can also use <http://www.stopmedicarefraud.gov/> or call 1-800-447-8477.

Depending upon the nature of the violation, investigators of integrity or compliance issues may be performed by Focused Living's CEO, COO, Human Resources, Legal Counsel. Or other appropriate staff or consultants.

WHISTLEBLOWER/ANTI-RELIATION PROTECTIONS: Focused Living expressly prohibits retaliation against an employee who, in good faith, reports or participates in the investigation of any compliance matter, or who, in good faith, files or participates in a whistleblower action as permitted by the federal or state laws.

Employees who observe activities or behavior that may violate the law in some manner and who report their observations either to management or to governmental agencies are provided certain protections under the law.

Focused Living will not:

Terminate, discipline, threaten, otherwise discriminate against, or penalize an employee regarding the employee's compensation terms, condition, location, or privileges of employment because:

- a. Employee or a person acting on behalf of an employee, in good faith, reports a violation or suspected violation of any federal or state law or rule adopted pursuant to law to an employer or to any government body or law enforcement official;

- b. The employee is requested by a public body or office to participate in an investigation, hearing or inquiry;
- c. The employee refuses an employer's order to perform an act that the employee has an objective basis in fact to believe violates any state or federal law or rule or regulation adopted pursuant to law, and the employee informs the employer that the order is being refused for that reason; or
- d. The employee, in good faith reports a situation in which the quality of health care services provided by a health care facility, organization, or health care provider violates a standard established by federal or state law or a professional recognized national clinical or ethical standard and potentially places the public at risk of harm.

Focused Living will do its best to keep confidential the individual who is reporting the complaint or violation.

QUI TAM ACTIONS: The False Claims Act authorizes qui tam, or whistleblower, actions where an employee whistleblower may be rewarded a portion of the funds recovered from the action.

Lactation Accommodation Policy

Focused Living will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for employee's infant child, to the extent that it requires and in accordance with applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid, to the extent permitted by applicable law.

Focused Living will make reasonable efforts to provide employees with the use of a room or location other than the toilet stall for the employee to express breast milk in private. This location may be the employee's private office, if applicable. Focused Living may not be able to provide additional break time if doing so would seriously disrupt the Organization's operations. Please speak to Human Resources if you have questions regarding this policy.

Use of Keys, Badges, or Passwords Policy

If issued a key, identification card, badge, password or other access device, the employee understands that they may use such only for the purposes of employment. The employee will not allow anyone to use these devices or to duplicate them. The employee will notify the Operations Director of the loss of any device or if they believe it has been improperly used and will surrender any device immediately upon discharge.

Online Training Policy

Employees may receive online training assignments that meet established standards set by the organization, applicable laws & rules or by licensing. These training programs enable employees to get that information, skills and competencies needed to succeed as a member of this organization's team.

Internal Training Orientation: All training must be completed on site at Focused Living's locations. Only annual and refresher trainings can be completed remotely without OT.

CPR Training: CPR Blended Learning online training can be completed remotely. There is an option for in person training for CPR as well.

Assignment: Employees may be assigned online training as is appropriate from their Human Resources Department, Supervisor, or other delegated person.

Responsibility: Employees are responsible to complete the online training during the assigned time period which should occur during scheduled shifts. Employees must verify that they are person taking the training and are responsible to complete the training independently.

Time tracking: Employees are responsible to track their online training time in a manner that is consistent with the organization's payroll and time tracking process.

Employees will be paid for online training time in accordance with wage and hour laws. Payment will be issued at the same hourly rate that classroom or live training is paid in. Employees must be paid for the time it takes them to complete the training. You will be paid for the time that is allotted to complete the course. If it is a 30 min course, you will be paid for 30 min if it's outside your scheduled work time at a location. Hours and verification of completion will be needed for verification. If you fail the course, a retake may be issued until you have successfully passed the course. If you need extra time to complete the course for some reason you must notify your supervisor to obtain approval.

Focused Living has created the courses and allotted time has been calculated, a fair amount of time will be given for completion.

Special accommodations are granted for learning and or assigned courses. Employees need to work with their Supervisor, Human Resources, or delegated person to make appropriate accommodations.

Working at Focused Living

Wage and Hour Policies

Work Week and Pay Date Policies

Payroll dates are Wednesday at 12 a.m. thru Tuesday 11:59 p.m. Pay day will be every Friday. Live checks will be available for pick up after 9:00 a.m. We encourage deposit to ensure that there are no delays in your pay. We can mail your check out if you request. Initially the way you chose to be paid will be determined by you at new hire orientation. This can be change at any time. You will need to with Human Resources if you are wanting to change your method of being paid.

Overtime Hours and Overtime Pay Policies

In accordance with state and federal laws, all hours worked over 40 hours per week by non-exempt (hourly employees) are considered overtime hours. Overtime is paid at 1.5 times the employee's regular rate of pay. All overtime must be approved by employee's supervisor before it is taken. Failure to obtain prior approval for overtime may result in disciplinary action, up to and including termination. Paid leave and holiday pay do not count in overtime calculations.

Break Periods Policy

A 15-minute break period is granted for every four consecutive hours worked or as the schedule permits. Break periods cannot be taken in connection with meal periods, other break periods, and at the beginning or end of the workday. Employees may not that their break periods at the same time and employees must maintain the individual served, Individual Abuse Prevention Plan (IAPP), Coordinated Service and Support Plan (SSP), Coordinated Service and Support Plan Addendum (SSP-A), Self-Management Assessments, stay on Focused Living property, and supervise the individual served. Employees are not permitted to sleep during their break periods.

Meal Periods

Non-exempt ratio employees are required to remain at the site to assist the individual served at mealtimes. Based on this requirement, all non-exempt ratio employees working an 8 or more-hour shift are entitled to 30 minutes for meals with pay. Meal periods shall be taken as assigned by the supervisor and may not be taken at the beginning or end of their workday. The employee must maintain the individual served, IAPP, SSP, SSP-A, SELF management Assessments, supervise the individual served, and remain on Organizational property.

All non-exempt ratio employees working an 8-hour shift or more, who are not required to assist individuals served, are required to take a 30 minute break for meals without pay.

Recording Hours of Work

As required by law, a record of hours worked per workday and workweek must be maintained. Employees will use their login to punch in/out using the time clock server at each location. If an employee forgets to clock in or out, please notify your supervisor right away. It is your responsibility to ensure that all your work hours are accurate and documented in the time clock server. If there are adjustments that need to be made in your clock in/out time, please contact your supervisor immediately to correct. If hours are missed on a paycheck, please notify Supervisor and Human Resources right away and the check will be issued within 5 days or added to your next paycheck. Supervisors will be responsible for approving your time at the end of each pay period. Under no circumstances is it okay to let another employee clock in or out for you or use another employee's login information.

Attendance

The success of Focused Living depends upon the cooperation and commitment of each member on our team. Your attendance and punctuality are extremely important. The individuals served and your fellow teammates will bear the burden of your absence or tardiness. Good attendance is required. We ask that you please be at your workplace 10 minutes early to prepare and begin shift/work at your starting time.

Ratio employees must remain at their worksite or program until the next ratio employee arrives. Employees are not allowed to leave their work site early unless approved. Employees who walk off the job or leave with no notice during a scheduled shift will be considered to have voluntarily resigned from their employment with Focused Living. Scheduled staff providing individuals care must find their own replacements for their absences and are held responsible for working their scheduled shifts. Failure to work scheduled shifts without finding a replacement may result in disciplinary action, including up to termination.

A scheduled change must be completed prior to the schedule change and your supervisor must be notified and must approve the schedule change.

Focused Living does not permit any unapproved, unexcused absences or tardiness from work. Unapproved or unexcused absence or tardiness may result in disciplinary action, including up to termination. Human Resources will consult with the supervisor of the location and unapproved tardiness, absences and unexcused absences will be addressed by Human Resources.

Employee without an approved, excused absence or tardiness as listed below will be held to the following disciplinary actions:

- Employee calls/does not call or show up for 3 shifts or workdays within a 6-month period of time will be considered to have voluntarily resigned from employment with Focused Living.

- Employee is tardy beyond 1 hour from the start of the shift or workday, whether they call or not, for 3 shifts or workdays within a 6-month period of time will be considered to have voluntarily resigned from Focused Living.

If any employee has any combination of the above 3 infractions that equates to 3 occurrences within a 6-month period will be considered to have voluntarily resigned from their employment with Focused Living.

Employees that have tardiness less than 1 hour, whether they call or not, for 5 shifts or workdays within a 6-month period of time will be considered to have voluntarily resigned from the employment with Focused Living.

Employees who provide a Physicians order/note indicating they are unable to work due to a sickness or medical condition may be excused from work, unpaid for the time period indicated on the Physicians order. Physicians notes/order must be submitted directly to Human Resources immediately upon receipt. This needs to be done no longer than 2 business days or the Monday following a weekend, whichever is less. You are still required to fill your shifts or inform your supervisor of any shifts that you will miss prior to bringing the Physicians note. A Physicians note does not excuse you from covering your shift or speaking with your supervisor.

Deductions From Paychecks Policy

Deductions from employee payroll checks are made for payroll taxes and Focused Living sponsored benefit programs (i.e., health insurance, retirement etc.).

Deductions may also be made pursuant to a court order, including garnishments, and child support withholdings.

Deductions for Focused Living approved programs and other any other deductions can take place only with written authorization from the employee or the court.

Expense Reimbursement policy

Occasionally, during the course of business, employees will incur expenses on behalf of Focused Living. Focused Living will reimburse employees for the cost of these expenses if that are properly authorized and documented. All employees must use the Reimbursement Form to record expenses they want to be reimbursed.

The following expenses may be authorized prior to approval.

- Meal Expenses

Meal expenses incurred by an employee while attending a required Focused Living function shall be paid as follows:

| | |
|----------------------------|-----------------------|
| Meal Allowance: Breakfast: | not more than \$5.00 |
| Lunch: | not more than \$10.00 |
| Dinner: | not more than \$15.00 |

- Lodging Expenses
Lodging expenses of a reasonable amount will be paid when an employee is required to stay overnight at a Focused Living approved function. Lodging stays will need to be approved prior to making the reservation. Lodging should be booked as soon as close as possible to where the function is occurring.

- Seminars
Over the course of employment, employees might find certain seminars relating to their position or to Focused Living that are beneficial. Under certain situations, seminars qualify to be reimbursed with prior approval and proof of attendance.

- Personal Property
Focused Living will reimburse the loss of personal property when it has been caused by an individual served, and if the personal property was required to complete the job responsibilities, reimbursement rates are as follows:
 - Shirts up to: \$15.00
 - Sweatshirts up to: \$20.00
 - Jackets up to: \$40.00
 - Undergarments up to: \$15.00
 - Pants up to: \$20.00
 - Prescription Frames up to: Cost of frames
 - Jewelry is not reimbursable

Requests for reimbursement must be accompanied by a supervisor's signature and receipt. Expenses should be submitted to the CEO or COO as soon as possible to be reimbursed in a timely manner, within 5-10 days.

Focused Living is not responsible for personal property if lost, stolen or damaged (excluding by a person served) on grounds and in Focused Living vehicles. It is strongly advised that employees not bring anything of value or unnecessary amounts of cash to work with them, in addition do not leave anything of values unlocked or in plain view. If a personal property item is found, it should be returned to the rightful owner if known or submitted to corporate office.

- Mileage
Mileage expenses incurred by employees who have approved annual mileage reimbursement will be reimbursed up to an approved amount. Please confirm this with your supervisor.

Employees who do not have an approved annual mileage reimbursement amount or exceed their amount may be reimbursed with supervisor approval prior to using their personal vehicle. If you need to use your personal vehicle you must have approval prior to from your supervisor. We are strongly encouraging use of company vehicle when available.

When you are on call your time will be added to the next pay date. Your supervisor will need to sign off on the form and then submit it to Human Resources for payment.

Employment Classifications Policy

Every employee of Focused Living is classified as either exempt or non-exempt in compliance with the Fair Labor Standards Act (FLSA). In order for an employee to be exempt from the provisions of the FLSA, the employee must meet certain minimum qualifications. All employees who do not meet the exemption requirements shall be classified as non-exempt.

Exempt employees are exempt from an “hourly wage”, rather they are salaried. They do not qualify for overtime. Please refer to the Safe Harbor Policy for exempt Employees for a description of when an exempt employee’s salary may be reduced. Non-exempt employees are eligible for overtime and minimum wage.

Employment classifications also include a position status; temporary, part-time, or full time based upon the positions regular scheduled hours.

- Temporary: Part-time, non-exempt
- Temporary: Full-time, non-exempt
- Part-time, non-exempt
- Full-time, non-exempt
- Full-time, exempt

Safe Harbor Policy for Exempt Employees

It is Focused Livings policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure you are paid properly and no improper deductions are made, you must review your pay stubs promptly to identify and report any errors.

If you believe a mistake has occurred or if you have any questions, please use the reporting procedure outlined below.

- As an exempt salaried employee, you receive a salary which is intended to compensate you for all hours you work for Focused Living. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to

deductions for variations in the quantity or quality of the work you perform.

- Under federal and state law, your salary is subject to certain deductions. For example, absent contrary state law requirements, your salary can be reduced for the following reasons.
- Full-day absences for personal reasons.
- Full-day absences for sickness or disability if you have exhausted the paid leave available to you.
- Intermittent absences, including partial-day absences, covered by the federal Family Medical Leave Act (FMLA), if you have exhausted other leave available to you.
- Full day disciplinary suspensions for infractions of our written policies and procedures.
- To offset amounts received as payment for jury and witness fees or military pay.
- During the first or last week of employment in the event you work less than a full week.
- Any work week in which you perform no work for Focused Living.

Your salary may also be reduced for certain types of deductions, such as your portion for state, federal or local taxes, social security, health, dental or life insurance or voluntary contribution to 401 K or pension plan.

In any work week in which you performed any work, your salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability.
- Your absence on a holiday when a facility is closed, or because the facility is closed on a scheduled workday.
- Absences for jury duty, attendance as a witness or military leave in any week in which you have performed any work.
- Any other deductions prohibited by state or federal law.

If you believe you have been subject to any improper deductions, you should immediately report the manner to your supervisor. If the supervisor is unavailable, please contact Human Resources. If you have not received a response within 5 business days after reporting the incident, please contact CEO or COO. Every report will fully be investigated, and corrective action will be taken where appropriate, up to and including termination for any employee (s) who violates this policy. In addition, Focused Living will not allow any form of retaliation against individuals that report alleged violations of this policy or who cooperate in the organizations investigation into such reports. Retaliation is unacceptable, any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

Wage Disclosure Protection

Under the Minnesota Wage Disclosure Protection law, you have the right to tell any person the amount of your own wages. Your employer cannot retaliate against you for disclosing your own wages. Your remedies under the Wage Disclosure Protection law are to bring civil action against your employer and /or file a complaint with the Minnesota Department of Labor and Industry.

MN Wage Theft Prevention Legislation

Focused Living delivers certain information regarding the employee's position at the time of hire and certain changes. The employee notice is not a contract or promise of employment for any specific term. Focused Living provides employees with a list of personnel policies, including a brief description of each policy, and keeps signed records including the delivery date to employees.

Employee Conduct Policies

Personal Appearance Policy

Focused Living shall require employees to dress appropriately while working or representing the organization according to dress code standards (listed below). Employees are not permitted to bring on to premise, wear while working or representing Focused Living any article of clothing that displays insignia, pictures, or words that are offensive, harassing, vulgar, or derogatory, as those terms are defined at Focused Living's sole discretion. Employees are required to dress according to their position and responsibilities with regards to professional representation within the organization and community.

- Shirts, sweatshirts or sweaters: Shall not be transparent and cover the entire chest area while performing job responsibilities, including movements that would reveal an employee's stomach or upper chest, excluding movements caused by a client.
- Pants or shorts: Shall not be transparent and cover up to more than half of an employee's thigh and shall cover employee's buttocks.
- Shoes: Shall cover an employee's entire foot where an employee faces a substantial possibility of a heavy object falling on their feet.

The organization shall also expect all employees, while working or representing the organization to maintain appropriate hygiene and appearance.

Personal Phone Call Policy

All Focused Living phones (cell phone and land line) are to be utilized for business purposes only. The organization does understand that there are times where an employee may need to use an organization phone for personal reasons due to an emergency. Employees are urged to use discretion when placing personal phone calls. Long distance calls are discouraged, however, if this should become necessary the

employee shall reimburse Focused Living the cost of the call. The organization retains the right to monitor all communication devices, such as cell phones owned by Focused Living at its discretion. Furthermore, the organizations cell phones or cellular providers offer a host of additional functions and/or services, including text messaging and digital photography. It is not possible to list all of the services that are now or will become available. Whether enumerated or not, employees are strictly prohibited from using any of the services on the cell phones, unless such use has been specifically authorized. Using such services could be grounds for termination for violation of the phone policy, confidentiality, and other policies.

Any organizational cell phones that have the capability to capture photographs or videos shall only be used when the employee or client gives permission and have completed an organizational photo release form.

Personal Cell Phone use at work: The use of a personal cell phone while at work may present a hazard or distraction to the user and /or coworker and client. This policy is meant to ensure that cell phone use at work is safe and does not disrupt business operations. Personal cell phones can be used during break times. Personal cell phones cannot be used to take pictures or videos of the individuals we serve. Also, the use of ear buds at Focused Living sites are not allowed.

Cell Phone Use While Driving: An employee may not use organizational cell phones or personal cell phones while driving an organizations vehicle, driving a personal vehicle on organization time or doing organization business-with the exception of using a cell phone for voice command directions. In addition, these directions need to be loaded into the phone and the phone turned onto to voice command for directions prior to operating the vehicle and should never be adjusted or changed while driving the vehicle. Should an employee need to make a business or emergency call, email or text while driving, he or she should locate a lawfully designated area to pull over, park and make the call, text or email. Employees must adhere to all state, federal or local rules and regulations regarding the use of cell phones while driving. Accordingly, employees must not use cell phones if such conduct is prohibited by law, regulation or other ordinance. If you are not sure whether the use of a cell phone while driving is prohibited, please contact Human Resources.

Organization Cell Phone: Organization provided cell phone are to be used for business purposes only unless authorized by CEO or COO. If authorized to use and organization-based cell phone for personal reasons the employee must reimburse the organization for personal use. Cell phone should be used when an alternative method is not available such as text or email. Employees are responsible for ensuring the safe keep of the phone and if there are any issues with the phone, please report them to your supervisor immediately. The cell phone is to be used for business purposes only.

Employee Grievance Policy

If an employee has a concern affecting their employment, the employee is able to bring that concern to the attention of Focused Living through the following grievance process:

- Discuss problem or concern with supervisor and document this in writing so both parties are aware of the problem and concern and then can be addressed.
- If the problem persists, a written appeal may be made to supervisor within 10 days.
- If concern cannot be resolved, an employee should forward all written copies and transactions up to the CEO or COO.

General Rules of Conduct

People working together need standards to guide their behavior so everyone may work together effectively. Focused Living takes a constructive approach to employee relations, so you know what we expect and inappropriate behavior does not occur. While it is neither possible or desirable to identify every infraction of this policy, employees must observe reasonable standards of conduct and may be disciplined when they do not.

Some examples of misconduct may include:

- Attendance Problems: Unexcused absences, repeated absenteeism. Unexcused and continuous tardiness- 7 minutes after your scheduled to start, you are late.
- On the Job behavior problems: Drinking alcohol, being under the illegal influence of illegal drugs, pharmaceuticals not prescribed to you, chemicals or alcohol. Being above the limits set by a doctor or RX, possession of illegal drugs or alcohol. Use of tobacco in unauthorized areas, insubordination/failure to follow directions. Poor work performance, sleeping on an awake shift and having non-employee persons present in homes. Failure to report injuries and accidents and failure to follow safety rules and regulations. Violence or physical abuse of employees, individuals served or customers. Abusive or threatening language to fellow employees, individuals served or customers. Harassment, discrimination or retaliation will not be tolerated. Possession of weapons of any kind at work, in organizations vehicles or your personal vehicle on premises unless applicable by law.
- Dishonesty and related problems: Disclosure of private or confidential information, fraud and removing property without permission. Furnishing incorrect or incomplete information on application, damage to organizations property, falsification of documents, including timekeeping records and committing theft or embezzlement.
- Other potential issues: Unauthorized use or abuse of organization telephone system, fraternization of individuals served and unauthorized

use of organizations vehicles. Unauthorized use of organizations email, internet access and conviction of a criminal drug offense.

Employee discipline generally will be in the form of verbal discussions, coaching, warnings, or, in Focused Living's sole discretion. However pursuant to Focused Living's at-will employment policy, Focused Living will reserve the right to impose whatever form of discipline it chooses, or none at all in a particular case. Focused Living will deal with each case individually, and nothing in this handbook should be construed as a promise of a specific treatment in a given situation.

Tobacco Policy

It is the organizations policy that no smoking or use of tobacco/smoking products (including but not limited to: cigarettes, pipes, cigars, snuff, chew, electronic cigarettes/vaping) is permitted inside any of these sites or organization vehicles. There shall be no sale of tobacco products in organizational buildings or on the grounds.

Employees are required to use designated areas at each site and main office for smoking or use of tobacco products, which are typically in the rear of the facility. Smoking is prohibited inside of any organizational garage or other areas defined as indoors by Minnesota's Freedom of Breath Act.

Non-Fraternization Policy

The individuals served of the organization have special needs and are regarded as vulnerable. Therefore, the interactions between the organization staff and individuals served require the application of the highest ethical and professional standards.

For these reasons staff must refrain from:

- Borrowing or lending money to individuals served.
- Selling or buying from individuals served.
- Accepting gifts from individuals served (other than gifts of nominal value, i.e., greeting cards)
- Employing individuals served.

In addition, it is strongly recommended that staff members refrain from:

- Socializing with individuals served outside of work and/or
- Any similar activities which may subject a staff member or the organization to criticism or liability associated with that activity.

**** Unless employee receives permission as stated in Procedure: Consent Form While Employed.

Failure to comply with the provisions of this policy may result in disciplinary action, up to and including termination.

Organization Computer, iPad User Policy

Each site is equipped with a computer/laptop and access to the server and it is to be used for business purposes only. Information such as CPR/FA class date and times, Policies and procedures, internal postings, and various employee-relevant information can be found on the sites computer/laptop.

Employees will be required to acknowledge and follow the conditions governing the use and care of the Organizations ipad, laptop, computer, software assigned to it and to abide by the organizations internet policies in relation to the ipad, computer, software.

- Computer/ipad will be stored and secured when not in use.

Electronic Communications Policy

Focused Livings electronic communication systems include but not limited to internet systems, telephone, voice mail, chat features and email systems provided to employees by Focused Living and are intended primarily for business use. Access is intended for approved purposes. Users have no legitimate expectation of privacy in regard to usage systems.

Focused Living may access its electronic communications systems and obtain the communications within the systems, without the notice to the users of the system, in the ordinary course of business when Focused Living deems it appropriate to do so. Focused Living also has the right to inspect or monitor without advanced notice any devices employees use to access Focused Living electronic communication system, including but not limited to laptops, ipads, computers, cell phones and landlines. The reason for which Focused Living may obtain such access include, but is not limited to: maintaining the system, preventing or investigating allegations of system abuse or misuse, assuring compliance with software copyright laws, complying with legal and regulatory requests for information, protecting proprietary information, and insuring that Focused Living's operations continue appropriately during an employee's absence. Focused Living may store electronic communications on magnetic media for a period of time after the communication is created. Deleting an email or voicemail message does not guarantee that it has been erased from the system, backup copies are retained. Acceptable use of electronic communications benefit Focused Living's operations and is not detrimental to each user's job duties and responsibilities. Solicitors that are prohibited under our solicitation policy are not permitted on our electronic communication systems. The system may also not be used at any time to solicit others for commercial purposes, for political or religious causes, or for any other non-job-related solicitors. All copyright laws apply to all electronic communications sent via Focused Living's systems or devices.

Focused Living's policy prohibiting all types of harassment applies to the use of Focused Living's electronic communications systems, including internet access. No one may use electronic communications in a manner that maybe construed by others as harassment based on race, national origin, sex, sexual orientation, age, disability, religious beliefs, or any other characteristic protected by applicable federal, state or local laws.

Employees are prohibited from using Focused Living's electronic communication systems to display, communicate or access sexually explicit images or messages. Obscene, profane, or offensive materials may not be transmitted over Focused Living's communication system. Such communications should be reported immediately to the Human Resources department or appropriate supervisor. Electronic communication systems should not be used in any way that would be disruptive or offensive to others or harmful to morale.

No employee is authorized to retrieve or read any electronic communication not sent to them without prior approval or express permission. Employees improperly access, using or monitoring electronic communications can be subject to discipline, up to and including termination.

Employees may not install or remove software on Focused Living's computer systems without prior management approval. Personal computer and other electronic devices (cell phones, etc.) may not be connected directly to Focused Living's computer systems without prior management approval.

All employees, upon request, must inform management of any private access codes or passwords on Focused Living devices or Focused Living programs.

Violators of the Electronic Communications policy may be subject to discipline, up to and including termination.

Social Media Policy

This policy establishes a set of rules and guidelines for any activity and participation in "social media" by all "users." These rules are intended to be adaptable to the changes in technology and norms of online communication and behavior and may be amended by Focused Living at any time, for any reason, without notice to users.

Definitions: For the purpose of this policy:

The term "social media" applies to any web-based and mobile technologies, in use now or developed in the future that enable individuals or entities to disseminate or receive information, communicate, or otherwise interact, and includes without limitation, email, texting, messaging, social networking, blogging, micro-blogging, bulletin boards, and so on, through providers such as Facebook, LinkedIn, Twitter, YouTube, Snap Chat, Instagram and others.

The term "users" refers to Focused Living employees, directors, volunteers and interns.

Exercise Responsibility Online: You are personally responsible for any of your social media activity conducted with a Focused Living email address or a Focused Living website or page, and/or which can be traced back to a Focused Living domain, and/or which uses Focused Living's Information Systems and/or which expressly or implicitly identifies you as an employee of Focused Living.

Follow Existing Policies And Terms of Use: Observe and Follow the policies and this handbook; the policies of the particular online/social networking venue; and applicable law. This means you are prohibited from using social media to post or display comments about coworkers or supervisors or Focused Living that are defamatory, libelous, threatening, intimidating, or a violation of Focused Living's work place policies against discrimination, harassment, or hostility on account of race, religious creed, religious observance, color, age, sex, sexual orientation, gender identity, gender expression, genetic information, national origin, religion, marital status, familial status, medical condition as defined by Minnesota law, disability, genetics, military service, pregnancy, or any other characteristic protected by applicable state, local or/and federal law. In addition, in light of the nature of our business, there are also risks for HIPAA violations whenever anyone posts information which may be prohibited by law.

Recognize Other Privacy: Before sharing a comment, post, picture or video about or from a friend or colleague through any type of social media, it is good practice to obtain his or her consent prior.

It is also inappropriate to use or disclose personal information about another individual or use or disclose Focused Living's confidential or proprietary information in any form or social media. For purposes of this policy, personal information means a Social Security number, financial account number, driver's license number, medical information (including family medical history) and other highly sensitive information, as well as, if applicable, information covered by Focused Living's written information security program. Focused Living confidential or proprietary information as specifically defined in Focused Living's HIPAA and Confidentiality Policy. All Focused Living rules regarding Focused Living confidential or proprietary information and personal information apply in full to social media, such as blogs or social networking sites. For example, any information that cannot be disclosed through a conversation, note, letter or an email also cannot be discussed on a blog. Sharing this type of information, even unintentionally, can potentially result in harm to the individual, harm to Focused Living's business, and ultimately you and/or Focused Living being sued by an individual, or other business or the government.

Be Accurate and Truthful: Before posting any online material, ensure that the contents is not knowingly false; instead be true and accurate. If you find that you've

made a mistake, admit it, apologize, correct it, and move on. You should never post anything that is maliciously false.

Commenting on Focused Living: Additionally, when commenting on or promoting any Focused Living product or service on any form of social media, you must clearly and conspicuously disclose your relationship with Focused Living to the members and readers of that social media.

Do not use Focused Living's network to influence polls, rankings, or web traffic. This is called "astroturfing" or "sock-puppeting" and is highly unethical. You are not to use the size and breadth of the Focused Living network to unduly influence polls, rankings, or web traffic where said traffic is a measure of popularity of a particular political opinion.

Manage Your Expectation of Privacy: Consistent with Focused Living's Electronic Communications Policy, Focused Living may access and monitor its Information Systems and obtain the communications within the systems, including email, internet usage, and the like, with or without notice to the users of the system, in the ordinary course of business when we deem it appropriate to do so. As such, when using such systems, you should have no expectation of privacy with regard to time, frequency, content or other aspects of your use, including websites you visit and other internet activity. The reasons that Focused Living accesses and monitors these systems include, but are not limited to; maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requirements.

Interact on Your Time: Focused Living respects the right of any employee to participate in social media, such as maintaining a blog or participating in online forums. However, to protect Focused Living's interests and to oversee employee's focus on their job duties, employees may not post on a blog or social networking site during work time. Working time includes the time which any of the employees involved are actually scheduled to work, but does not include scheduled rest periods, meal breaks and other specified times when employees are not expected to be working.

Identify Any Copyrighted or Borrowed Material With Citations and Links: When publishing any online material through social media that includes another's direct or paraphrased quotes, thoughts, ideas, photos, or videos, always use citations and link the original material where applicable.

Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment. Questions, please contact Human Resources.

Health and Safety Policies

Worker's Compensation and Return To Work Policy:

In accordance with state law, Focused Living provides benefits under the Worker's Compensation Act for work related injuries, illnesses, or deaths which occur while performing duties as an employee of Focused Living. All work related injuries must be reported to the employee's supervisor no matter the severity of the incident; an employee failing to report in the required time frame may be subject to disciplinary action up to and including termination. Employees are to complete a First Report of Injury form immediately after incident and turn it into Human Resources within 72 hours of the detection or occurrence.

Right To Know Policy:

Pursuant to the Right To Know Act Focused Living publicizes hazard substances, harmful physical agents, and infectious agents present in the work place in a Safety Data Sheet (SDS). The SDS outlines potentially harmful agents found at Focused Living, reactions, remedies, and contact information.

Safety Policy:

Focused Living objective is for zero accidents, injuries, or illnesses related to work. To assist with this Focused Living has an AWAIR and hazardous Communications program, and all employees are trained on that program annually. These programs are available and is accessible at anytime. If an employee is injured at work, a Frist Report form should be filled out immediately and their supervisor should be contacted. A supervisor will never direct an employee as to whether they should or not see a doctor for their injury, unless there is an exposure to a blood borne pathogen, in which care the employee should follow the infections control procedure. Focused Living also complies with State and Federal Laws in regard to Hazard Communication. If at any point you have a concern or question in regard to safety, please contact your supervisor immediately for further clarification.

Vehicle Operation Policy:

Focused Living vehicles shall be used for business only. No personal use of vehicle. When driving a Focused Living vehicle, you will need to obey all traffic laws and drive safely. Based on your position employees will have a Motor Vehicle Record (MVR) run on them and all designated primary drivers of Focused Living will have yearly MVR's ran. Any employee convicted of violating a state or local law relating to motor vehicle traffic control during time of employment MUST notify Focused Living of such conviction with 5 days of being convicted. Employees need to notify Supervisor and Human Resources. If driving is a requirement of the position as outlined in the job description, you may need to transfer to a different site and/or position if available and qualified. Employee in non-driving positions are not allowed to operate Focused Living vehicles.

Employee Privileges and Benefits Policies

Benefits Policy:

It is policy of Focused Living to provide its employees a benefit program, which is designed to compensate employees for their contributions and promote commitment. This benefit program shall be administered in a non-discriminatory fashion without regard to an employee's race, color, creed, age, religion, gender, national origin, status with regard to public assistance, disability or marital status, or membership on a public commission.

It is the policy of the organization that we will not substitute additional compensation in exchange for participation, or lack thereof, in the benefit programs we offered. We recognize that not all employees who are offered benefits will be interested in participating in our benefit programs however the organization will not offer benefit payout for non-participation.

Paid Leave of Absence Policy:

It is the belief of Focused Living that employees will benefit mentally and physically by periods of rest, relaxation and the opportunity to pursue other personal interests away from the duties of their jobs.

ELIGIBILITY:

- All regular Full-Time Employees and Part-Time are eligible for Paid Leave. Please see the below schedule which outlines the Full-time and Part-time accrual of paid time off hours.

- Time needs to be taken in 1 hour increments.

- Full time employees are still required to follow and be in compliance with the Attendance Policy.

- To utilize the 24 hours within your first 6 months of employment employees must submit a time off request to Human Resources indicating that the time off request is for unpaid time off.

- For employees who are exempt under the Fair Labor Standards act, they will receive their leave hours as long as they are actively working. In addition, employees who do not perform any work duties on a regular scheduled workday are required to use paid leave. However, they do have the option to make prior arrangements with their supervisor. Also exempt employees are not eligible for overtime.

- Employees terminated/discharged from employment with Focused Living during the first 6 months of employment position date will not be eligible to receive payment of Paid Leave Time. Employees will be required to maintain a minimum of 10 hours of paid leave with the exception of Paid Leave used for a qualifying FMLA or disability leave, under the Women’s Economic Security Act.

Paid Leave Accrual

Full time positions will accrue PTO after 90 days of employment. PTO date will start after you have worked your 1st shift. Training and new hire orientation do not qualify as a shift. When requesting PTO you may not exceed 5 days consecutively in 1 request without the prior approval of the CEO or COO.

The following table illustrates this accumulation:

| | | |
|------------------------------------|----------|-----------|
| Years of Service: Full-Time | 1 Year | 80 Hours |
| | 2 Years | 90 Hours |
| | 3 Years | 100 Hours |
| | 4 Years | 110 Hours |
| | 5 Years | 120 Hours |
| | 6 Years | 130 Hours |
| | 7 Years | 140 Hours |
| | 8 Years | 150 Hours |
| | 9 Years | 160 Hours |
| | 10 Years | 170 Hours |

Part time positions will accrue PTO after 90 days of employment. When requesting PTO you may not exceed 3 days consecutively in 1 request without prior approval from the CEO or COO. In order to qualify for part time status you must work 20 hours a week.

| | | |
|-------------------|----------|-----------|
| Part -Time | 1 Year | 40 Hours |
| | 2 Years | 50 Hours |
| | 3 Years | 60 Hours |
| | 4 Years | 70 Hours |
| | 5 Years | 80 Hours |
| | 6 Years | 90 Hours |
| | 7 Years | 100 Hours |
| | 8 Years | 110 Hours |
| | 9 Years | 120 Hours |
| | 10 Years | 130 Hours |

Casual employees do not qualify for PTO.

Non-exempt Full-time employees required to work 40 hours per week and who do not have Paid Leave accrued or available may work additional hours to meet weekly hourly requirements within that pay week if approved by immediate supervisor. As noted above; Full time employees are eligible to take time off without pay in their first six

months and do not need to maintain 40 hours during that week if approved by supervisor.

Request for Paid Leave- Time Off

Requests for Paid Leave should be submitted 2 weeks in advance for proper consideration. Employees will need to find their own replacements for the time they will be on leave. Employees must then complete the time off request function in Connecteam and have it approved by their supervisor 2 weeks prior to the leave in order to receive proper consideration. Requests will be granted in the order in which they are received. Employees need to plan their leave in advance, arrange hours with fellow staff members, and submit requests appropriately. Note: In the event of an emergency, the supervisor may approve use of Paid Leave time.

While it is the intent of Focused Living to provide employees with the Paid Leave hours that each of them desires, it is not always possible because our business requires a minimum labor force in order to operate. Therefore, all requests for Paid Leave are subject to the availability of enough staff to conduct business as determined by the supervisor and CEO or COO. Staff are encouraged to submit Paid Leave requests as soon as possible.

Paid Leave requested for increments longer than 40 hours consecutively require approval of CEO or COO.

Employees will not be able to use Paid Leave if they do not have hours available. On an individual basis a supervisor may approve unpaid leave.

Maximum Carry over of Paid Leave

Employees are asked to use their Paid Leave time. If they do not properly use their Paid Leave they may begin to lose their paid hours. Focused Living will not be responsible to watch your Paid Leave hours. Employees need to plan ahead and request time as noted. Focused Living needs to set limits on Paid Leave as this is a cash liability for the organization. Full-time employees cannot carry over and exceed the amounts listed below:

CARRY OVER LIMITS

Full time: 40 hours/ Part time: 20 hours

Employees who reach the maximum cap will no longer accumulate Paid Leave until they use their Paid Leave. Hours will not accrue past this cap.

Pay for Unused Paid Leave

Employees who resign, with proper notice, after working at least 6 months may, at Focused Living's sole discretion, receive payment for their unused Paid Leave in their final paycheck.

Employees who are terminated or voluntarily resigned but without proper notice, may not receive payment for their unused paid leave.

Holiday Policy

Focused Living will recognize the following paid holidays:

- New Year's Day
- Easter Sunday
- Memorial Day
- 4th of July- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- Christmas Eve

Full time:

Regular full-time employees (exempt & non-exempt) if scheduled to work on a recognized holiday, shall receive holiday pay at time & a half for hours worked. Full-time employees not working on a recognized holiday shall receive holiday pay at their regular rate of pay up to 8 hours.

Full time employees that are scheduled to work and can not get the day off with pay will be able to schedule ahead of time with their supervisor another day off with pay within that week preferably or another day within that pay period. If the full-time employee is not able to arrange for another day of within the pay period or week, they will be paid for 8 hours of regular pay and it will be added on to the next payroll.

- New Year's Day
- Easter Sunday
- Memorial Day
- 4th of July- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- Christmas Eve

Part-Time:

Regular part-time employees, including over night sleep staff, will receive a rate of one and ½ time for hours worked on the following holidays:

- New Year's Day
- Easter Sunday
- Memorial Day
- 4th of July- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- Christmas Eve

Easter holiday is paid only if you are working Easter Sunday.

Leave Policy

Leave of Absence Policy

It is the policy of Focused Living to allow for approved leave. Approved leave means staff will need to request a leave in an appropriate manner and will need to follow the policies and procedures related to the leave of absence. A leave of absence should be scheduled with employees Human Resources as far in advance as possible.

Jury Duty Leave Policy

Focused Living recognizes the responsibility of its employees to the community and urges all employees to fulfill their civic responsibilities. Jury duty is one such responsibility that all employees have. The organization shall assist the employee to fulfill this responsibility by granting the employee an unpaid leave of absence for the duration of jury duty. The employee shall inform their supervisor of upcoming jury duty as soon as possible after receiving the summons. If an employee is excused or released early on a day from jury duty the communicate this to their supervisor. The supervisor will determine if there is a need for the employee to return that day or on their next scheduled shift.

Focused Living will not discharge, threaten, or otherwise coerce employees because they receive a summons to respond, serve as juror or attend court for prospective jury duty.

Funeral Leave Policy

Regular full-time employees are eligible for funeral leave as outlined below. Funeral leave shall be paid based on 8 hours per day.

- | | |
|-----------------------------|--------|
| • Death of spouse or child: | 5 days |
| • Death of mother/father: | 5 days |
| • Sister/brother (step) | 5 days |

- Foster parents 2 days
- Father/mother in law 3 days
- Sister/brother in law 3 days
- Death of Grandparent 2 days
- Death of Great Grandparent 1 day
- Death of Grandchild 3 days

While the Leadership of Focused Living would support staff and will try to help figure out a way for the staff to attend the funeral for another staff or staff's family member, staff may not get paid for attending the funeral.

School Conferences and Activities Leave Policy

Employees may be granted up to 16 hours of unpaid leave during any 12 month period to attend conferences or classroom related activities to the employees child; provided the conferences or classroom activities provided the conferences or activities cannot be scheduled during non-working hours. Leave may also be used to observe and monitor daycare, prekindergarten, regular or special education programs. Employees must provide reasonable notice of the leave and make a reasonable effort to schedule a leave so as not to disrupt Focused Living operations. Employees may use Paid Leave for this purpose.

Voting Leave Policy

If you need time off to vote in a primary or general election, an election to fill a vacancy in the United States Senator or United States Representative, or an election to fill a vacancy in the office of State Senator or State Representative, because your work schedule would otherwise prevent you from being able to vote, inform your supervisor prior to the election day and you will be provided reasonable time to vote. Please try to vote at the beginning or end of your shift. Time for this purpose is paid time off.

Family Medical Leave Act

Employees may be entitled to a leave of absence under the Family Medical Leave Act (FMLA). This policy provides information regarding the FMLA entitlements and obligations employees may have in regard to the leave. If employees have questions in regard to FMLA leave they should contact Human Resources.

- Employees eligible for FMLA Leave:
FMLA Leave is available to "eligible employees". To be an "eligible employee", an employee must, as of the date FMLA leave is to start: (1) Have been employed by Focused Living for at least 12 months (which need not be consecutive); (2) Have worked for Focused Living for at least 1250 hours of service during the 12 month period immediately preceding the commencement of the leave; and (3) Be employed at a worksite

where 50 or more employees are employed within 75 miles of the worksite.

- **Employee Entitlement:**

As described below, the FMLA provides eligible employees with a right to leave, continued health insurance benefits, and, with some limited exceptions, job restoration.

- A- **Basic FMLA Entitlement:**

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave in a 12 month period to eligible employees for certain family and medical reasons. The 12 month period is determined on a “rolling” 12 month basis dating back from the time the employee requests leave. Leave may be taken for any of the reason or combination of the reasons listed below:

1. To care for employee’s child after birth, or placement for adoption or foster care.
2. To care for the employee’s spouse, son, daughter, parent (not in-law) who has a serious health condition.
3. For the employee’s own serious health condition (including any period of incapacity due to pregnancy, parental medical care, or child birth) that makes the employee unable to perform one or more of the essential functions of the employee’s job.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents that employee from performing the functions of the employee’s job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least 2 visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

- B- **Military Family Leave Entitlements:**

Eligible employees with a spouse, son, daughter, or parent on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty) in the Reserve component of the Armed Forces for deployment to a foreign country may use their 12 week leave entitlement to address certain qualifying exigencies.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement which permits eligible employees to take up to 26 weeks of leave to care for a covered service member with a serious injury or illness during a single 12 month period (one time basis only). A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or in on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as “current members of the Armed Forces.” Covered service members also includes a veteran who is discharged or released from the military services under condition other than dishonorable at any time during 5 year period preceding the date the eligible the eligible employee takes FMLA leave to care for the covered Veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. These individuals are referred to in this policy as “covered veterans.” The FMLA definitions of a “serious injury or illness” for current Armed Forces members and covered veterans are distinct from the FMLA definition of “serious health condition” applicable to FMLA leave to care for a covered family member.

Minnesota Family Military Leave Entitlements

A Minnesota employee who is the spouse, parent, or child of a member of the military is entitled to a reasonable amount of unpaid leave not to exceed 2 consecutive days or 6 days in a calendar year for attending military events such as deployment, return ceremonies, family training or military integration events.

Minnesota employees are also eligible for up to 10 days unpaid leave of absence when an immediate family member (employee’s parent, child, grandparents, siblings, or spouse) is a member of the United States armed forces, has been injured or killed while engaged in active service. Employees must give as much notice to Focused Living as practicable of the employee’s intent to exercise the leave.

- C- Intermittent Leave and Reduced Leave Schedules:
FMLA Leave usually will be taken for a period of consecutive days, weeks, or months. However, employees are also

entitled to take FMLA leave intermittently, or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury of a covered service member. Qualifying exigencies leave also may be taken on an intermittent basis. Employees must take reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt Focused Living operations.

D- Substitution of Paid Leave for Unpaid Leave:

Employees must use any accrued paid time while taking FMLA unpaid leave. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leaves and the paid time will run concurrently with an employee's FMLA entitlement except that employees on leaves due to birth or adoption need not use their accrued Paid Leave during the first 6 weeks of their leave if they choose not to.

Leaves of absence taken in connection with a disability leave plan or workers compensation injury/illness shall run concurrently with any FMLA leave entitlement.

E- Protection of Group Health Insurance Benefits:

If applicable during FMLA leave, Focused Living must maintain health coverage under any "group health plan" employee had continued to work. If paid time off is substituted for unpaid leave, Focused Living will deduct the employee's portion of any applicable health plan premium as a regular payroll deduction. The employee must make arrangements with Human Resources prior to taking leave to come in and pay monthly, their portion of any applicable health insurance premiums each month. If the employee's premium is more than 30 day's late, the applicable coverage may cease without notice.

F- Restoration of Employment and Benefits:

At the end of FMLA leave, subject to some exceptions, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. In certain situations, Focused Living may be unable to allow a "key employee" to return to his or her position after FMLA leave. Focused Living will notify those employees who qualify as "key employees." Should Focused Living decide that returning a "key employee" to his or her position would cause Focused Living substantial and grievous

economic injury, Focused Living will notify the employee of that determination as soon as practicable. Employees will be informed of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the state of an eligible employee's FMLA leave.

G- Notice of Eligibility for, and Designation of, FMLA Leave:

Focused Living will inform employees requesting leave whether they are eligible under FMLA. If they are, Focused Living will specify any additional information required and provide notice of the employees' rights and responsibilities. If they are not eligible, Focused Living will provide a reason for ineligibility.

Focused Living will also inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If Focused Living determines that the leave is not FMLA-protected, Focused Living will notify the employee.

Focused Living may retroactively designate leave as FMLA leave with appropriate written notice to employees provided Focused Living's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, Focused Living and employee can mutually agree that leave will be retroactively designated as FMLA leave.

- Employee FMLA Leave Obligations:

- A- Provide Notice of the Need for Leave

- Employees who take FMLA leave must timely notify Focused Living of their need for FMLA leave. The following describes the content and timing of such employee notices.

- B- Content of Employee Notice

- To trigger FMLA leave protections, employees must inform their supervisor and/or the Human Resources Department of Focused Living of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known.

- Employees may do this by either requesting FMLA leave specifically or explaining the reasons for leave so as to allow Focused Living to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- A medical condition renders them unable to perform the functions of their job
 - They are pregnant or have been hospitalized overnight

- They or a covered family member are under the continuing care of a health care provider.
- The leave is due to a qualifying exigency caused by a military member being on covered active duty, or called to covered active-duty status to a foreign country or
- If the leave is for a family member, that the condition renders the family member unable to perform daily activities, or that the family member is a covered service member with a serious injury or illness.

Calling in “sick,” without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to Focused Living’s questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which Focused Living has previously provided FMLA-protected leave, the employee must specifically reference the qualifying reason for the leave or the need for FMLA leave.

C- Timing of Employee Notice:

Employees must provide a 30-day advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days’ notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide Focused Living notice of the need for leave as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days’ notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

D- Cooperate in the Scheduling of Planned Medical Treatment, Intermittent

Leave or Reduced Leave Schedules:

When planning medical treatment, employees must consult with Focused Living and make a reasonable effort to schedule treatment so as not to unduly disrupt Focused Living’s operations, subject to the approval of an employees’ health care provider. Employees must consult with Focused Living prior to the scheduling of treatment to work out a treatment schedule which best suits the needs of both Focused Living and the employees, subject to the approval of an employee’s health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned

medical treatment neglect to fulfill this obligation, Focused Living may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employees or a family member, including during a period of recovery from a serious health condition or to care for a covered service member. Focused Living may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate reoccurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise Focused Living of the reason why such leave is medically necessary. In such instances, Focused Living and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting Focused Living's operations, subject to the approval of the employee's health care provider.

- E- Submit Certifications Supporting Need for FMLA Leave
Depending on the nature of FMLA leave sought, employees may be asked to submit certifications supporting their need for FMLA-qualifying leave. If an employee chooses not to submit a certification upon request, they may not be entitled to FMLA leave.

It is the employee's responsibility to provide Focused Living with timely, complete and sufficient certifications in order to qualify for leave. Whenever Focused Living requests employees to provide FMLA certifications, employees must provide the requested certifications within 15 calendar days after the request, unless it is not practicable to do so despite an employee's diligent, good faith efforts. Focused Living will inform employees if submitted certifications are incomplete or insufficient and provide employees at least 7 calendar days to cure deficiencies. Focused Living will deny FMLA leave to employees who fail to timely cure for deficiencies or otherwise fail to timely submit requested certifications.

Certifications for Serious Health Condition Leave (Self or Family Member)

As described below, there generally are 3 types of FMLA medical certifications; an initial certification, a recertification, and return to work/fitness for duty certification.

With the employee's permission, Focused Living (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide Focused Living with authorization allowing it to clarify or authenticate certifications with health care providers, Focused Living may deny FMLA leave if certifications are unclear.

Initial Medical Certifications: Employees requesting leave because of their own, or a covered family member's serious health condition, or to care for a covered service member, must supply a medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider id their covered family or service member. If employees provide at least 30 days' notice of medical leave they should submit the medical certification before the leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If Focused Living has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at Focused Living's expense. If the opinions of the initial and second health care provider differ, Focused Living, at its expense obtain a 3rd and final binding certification from a health care provider designated or jointly approved by Focused Living and the employee.

Medical Recertification: Depending on the circumstance and duration of FMLA leave, Focused Living may require employees to provide recertification of medical conditions giving rise to the need for leave. Focused Living will notify employee if recertification is required and will give employee at least 15 calendar days to provide medical recertification.

Certifications Supporting Need for Military Family Leave

Upon request, the first time employee seek leave due to qualifying exigencies arising out of the covered active duty or call covered active duty status of a military member, Focused Living may require employees to provide: 1. A copy of the military's member active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to active duty status and the dates of the military member's covered active duty service; 2. A certification from the employee setting forth information concerning the nature if the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising active duty or call to covered active duty status of the same or a different military member.

When leave is taken to care for a covered service member with a serious injury or illness, Focused Living may require employees to obtain certifications completed by an authorized health care provider of the covered service member. In addition, and in accordance with the FMLA regulations, Focused Living may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered service member confirming entitlement to such leave.

F- Pay Employee's Share of Health Insurance Premiums

As noted above, during FMLA leave, employees are entitled to continue group health plan coverage under the same conditions as if they had continued to work. Unless Focused Living notifies employees of other arrangements, whenever employees are receiving pay from Focused Living during FMLA leave, Focused Living will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working. If the employee's leave is unpaid, the employee must make arrangements with Human Resources prior to taking leave to pay their portion of any applicable health insurance premiums each month.

Focused Living's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, Focused Living will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of serious health condition or other circumstances beyond their control) they will be required to reimburse Focused Living for the cost of the premiums Focused Living paid for maintaining coverage during their unpaid FMLA leave.

G- Report Periodically Concerning Intent to Return to Work:

Employees must contact Focused Living periodically, meaning at least every 30 days, regarding their status and intention to return to work at the end of FMLA leave period. If an employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide Focused Living with reasonable notice (within 2 business days) of the employee's changed circumstances and new return to work date. If employee's give Focused Living unequivocal

notice of their intent not to return to work, Focused Living's obligation to maintain health benefits (subject to COBRA requirements), and to restore their positions cease.

Coordination of FMLA Leave with Other Leave Policies:

The FMLA does not affect any federal, state, or local law prohibiting discrimination, or supersede any state or local law which provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult Focused Living's other leave policies or contact Human Resources.

Questions and/or Complaints about FMLA Leave:

If you have any questions regarding this FMLA policy, please contact Human Resources. Focused Living is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

FMLA makes it unlawful for employers to: 1) interfere with, restrain, or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact the Human Resources Department immediately. Focused Living will investigate any FMLA complaints and take prompt and appropriate action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

Military Leave Policy

If you are called to active military duty or enlist in the uniformed services, you are eligible for unpaid military leave of absence in accordance with state and federal laws. Present your supervisor with a copy of your service papers as soon as you are able. To be eligible for military leave, you must provide management with advance notice of your service obligations unless you are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable for you to provide such notice.

During your absence, your length of service accumulates, and your benefits will continue as required by applicable law. Provided your absence does not exceed applicable statutory limitations, you will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. If you are required to attend yearly Reserves or National Guard duty, you may apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law, (including travel). However, if you prefer, you may use your accrued vacation time for this purpose. You should give your

supervisor as much as advance notice as possible so we can ensure proper coverage while you are away.
Please ask Human Resources for further information.

Civil Air Patrol Duty Leave Policy

Employees who are members of the civil air patrol, who is rendering services as a member of the civil air patrol at the request and under the authority of the state or any political subdivision, shall be entitled to a leave of absence without pay for this time. Leave will be granted, unless it would unduly disrupt the operations of Focused Living.

Relatives of Armed Service Members Leave Policy

Relatives of armed service members shall be granted up to 10 days of unpaid leave if the family member is injured or killed during action. A relative is a grandparent, parent, legal guardian, sibling, child, grandchild, spouse, fiancé or fiancée. The employee has the option of substituted paid leave (if applicable) for this unpaid leave. A relative may also be granted one day of unpaid leave to attend a send-off or homecoming ceremony. For this leave, the employee must give as much notice as possible.

Personal Leave of Absence Policy

Relatives or armed service members shall be granted up to 10 days of unpaid leave if the family member is injured. A relative is a grandparent, parent, legal guardian, sibling, child, grandchild, spouse, fiancé or fiancée. The employee has the option of substituted paid leave for this unpaid leave. A relative may also be granted 1 day of unpaid leave to attend a send off or homecoming ceremony. For this leave, the employee must give as much notice as possible.

Personal Leave of Absence Policy

Employees requesting a personal leave of absence from Focused Living may be required to change status. This request must be reviewed and approved by leadership.

Employees on Personal Leave of Absence for 1-30 days:
Employer paid benefits will continue as they were immediately before the leave began for the 30 days.

Employees on Personal Leave of Absence of greater than 30 days, or employees whose regular schedules are reduced and no longer qualify for benefits.

Employer paid benefits, other than for employees on FMLA, will no longer be paid by the employer, the employee may be eligible for benefit continuation under COBRA.

A fitness for duty statement may be required prior to return for leaves related to personal illness or injury.

Parental Leave Policy

Employees who have worked for Focused Living for 12 months in Minnesota and at least 20 hours a week in the 12 month period preceding leave are eligible for up to 12 weeks of unpaid parental leave under the Minnesota Parental Leave Act (MPLA). Eligible employees may take leave under the MPLA to care for a child following the birth or adoption of a child or for parental care, or incapacity due to pregnancy, child birth or related health conditions. During any period of leave pursuant to the MPLA, employees may continue any health insurance coverage, but employees may be required to pay the full cost of coverage. Leave taken pursuant to the MPLA will run concurrently with any leave entitlement under the FMLA.

Leave to Care for Family Member Policy

A Minnesota employee may use leave benefits provided by Focused Living to care for the employee's minor child, adult child, spouse, sibling, parents, grandparents, or stepparents in the event of illness or injury. The maximum amount of leave time an employee may take to care for a family member is the lesser of the amount leave time that the employee has accrued or 160 hours in a 12-month period.

Crime Victims Leave Policy

Minnesota Employees who are victims of a violent crime and are subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony may be granted reasonable time off from work without pay to attend criminal proceedings related to the victim's case. Employees who are a victim's spouse or immediate family member may be granted reasonable time off from work without pay to attend criminal proceedings related to the victim's case. Employees must give 48 hours advanced notice of the request for time off pursuant to this policy, unless impracticable or an emergency prevents the employee from doing so. This leave will be unpaid, unless otherwise required by law.

Leave for Victims of Domestic Abuse or Harassment Policy

Minnesota Employees are entitled to reasonable time off to obtain or attempt to obtain relief; (i.e. to obtain or attempt to obtain an order of protection and/or other relief from a court related to the domestic abuse or harassment victim). Except in cases of imminent danger to the health or safety of the employee or the employee's child, or unless impracticable, an employee who is absent from the workplace shall give 48 hours advanced notice to Focused Living. Upon

request, the employee must provide verification that supports the employee's reason for being absent from the workplace.

Time Off for Party Officer/Delegates

Minnesota Employees may take paid time off from work to attend any meeting of the State Central Committee or Executive Committee of a major political party or to attend a political convention. Employees who require such leave must provide their supervisor with at least 10 days advance with a written notice. The request must be accompanied by a certification supporting the need for leave.

Extended Leave for Part Time Employees

At times it may be beneficial for part time employees to request an extended leave. An extended leave is more than 2 weeks. If this is the case, the employee should talk to their supervisor and then contact Human Resources regarding the request for an extended leave.

- Procedure- Extended Leave as a Part Time Staff
 1. Must give 2 weeks' notice and work/cover all the shifts thru 2 week notice.
 2. Can not be gone for more than 90mdays (if the part time employee is eligible for FMLA leave during the year, the employee's entitlement to leave under this policy will be reduced by one day for each day of FMLA paid leave).
 3. Prior to the extended leave being approved you must have all trainings up to date:
 - CPR/First Aid
 - Medication Certification and Tested Out
 - All required trainings at the site/program
 4. You understand that your position may not be held for you and may be posted.
 5. You will provide a return date & scheduled time to meet with Human Resources to look at positions.
 6. You understand that you will have to look at open positions/hours at the time of your return and Focused Living can not guarantee the same hours, position, or same site that you may have previously worked at.
 7. You understand that any increases, bonuses, incentives given during the time of the extended leave will not be given to you.
 8. You will start at the same wage as you had at the start of you extended leave time.

9. You can only request extended leave as a part time employee one time a year. This will be tracked based on a rolling year.
10. You must be employed at Focused Living for at least 6 months before you can request an extended leave.

Unpaid non-FMLA Medical Leave

This leave category applies to Full time employees that have been employed with Focused Living for at least 90 days, less than 1 year. Focused Living understands that there are some circumstances in which an employee may need a medical leave during their first year of employment and prior to qualifying for FMLA. The circumstances that are considered for this leave category are needs that cannot be postponed until qualifying for the leave. Examples are but not limited to, the birth of a child, or a non-elective surgery that cannot wait. The employee is responsible for initiating a meeting with Human Resources as far in advance of the leave as possible.

The employee will make a written request for leave and paperwork will be completed to include an expected return date. The maximum amount of time that may be granted for Unpaid Non-FMLA Medical Leave is 4 weeks. For non-FMLA leave, the same position and pay are not guaranteed to be available upon return from leave. However, Focused Living will make efforts to provide Fulltime work upon the employee's return. The employee would be required to use all accrued paid leave time prior to taking unpaid time and must pay in advance the full benefits premium amount that will be missed while out (employee and employer portions). During this leave, the employee does not return upon the agreed upon return date, it will be considered a voluntary resignation of employment.

Separation of Employment Policies

Resignation Policy

Focused Living is an at-will employer. Therefore, for any reason or at any time, an employee may resign from their position. Focused Living asks that employees submit to their voluntary resignation in writing utilizing the Change of Status Form. This needs to be provided to your supervisor. Employees accepting a different position, a secondary position, or that are promoted should meet with Human Resources to complete the Change of Status Form.

An employee's voluntary resignation period begins when their direct supervisor receives the written resignation and ends once the required resignation period is satisfied. If advanced notice is provided beyond the required resignation period,

the resignation period begins when the required resignation period requirement is satisfied prior to employee's given date of resignation.

Focused Living requests the following resignations period:

Non-exempt employees: 14 days (2 weeks)

Exempt employees: 30 days (1 month)

Employees who resign after working at least 6 months and who work for the requested resignation period at Focused Living's sole discretion, may receive payment for their unused Paid Leave in their final paycheck.