



Marshall County Group Homes, Inc.

Marshall County Group Homes, Inc. - Employee Handbook

January 1, 2025

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Core Policies

1.0 Welcome

1.1 A Welcome Policy

Welcome! You have just joined a dedicated organization. We hope that your employment with Marshall County Group Homes, Inc. will be rewarding and challenging. We take pride in our employees as well as in the services we provide.

The Corporation complies with all federal and state employment laws, and this handbook generally reflects those laws. The Corporation also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

The employment policies and/or benefits summaries in this handbook are written for all employees.

Please take the time now to read this handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The Corporation reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the workplace.

If you have questions about your employment or any provisions in this handbook, contact the Chief Executive Officer.

We wish you success in your employment here at Marshall County Group Homes, Inc.!

All the best,

Kristal Walen, CEO, Marshall County Group Homes, Inc.

1.2 At-Will Employment

Your employment with Marshall County Group Homes, Inc. is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the Corporation at any time, with or without notice and with or without cause.

Nothing in this handbook or any other Corporation document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the Chief Executive Officer has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Chief Executive Officer.

If a written contract between you and the Corporation is inconsistent with this handbook, the written contract is controlling.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

This policy may not be appropriate in its entirety for employees working in Montana.

2.0 Introductory Language and Policies

2.1 About the Company

Customer Relations:

Individuals Served are among our organization's most valuable assets. Each of you represents MCGH to our individuals served, families, organizations and the public. The way we do our jobs presents an image of our entire organization. Consumers, families, other organizations and the public judge us by how they are treated each time they have contact with us.

If an individual served, family or organization wishes to make a specific comment or complaint, you should direct that person to the Administrative Office or your immediate supervisor for appropriate action. Remember that your contacts with the individuals served or the public, whether in person, over the telephone, and through all your communications reflect not only on you but on MCGH as a whole.

Statement of Purpose, Philosophy and Objectives:

1. The term "Home" comes first. To provide a home-like atmosphere in the fullest sense of the word, or services into a home for individuals with developmental and/or physical disabilities or related conditions.
2. Where necessary, in the interest of the developmentally disabled individual or the family, to relieve relatives of responsibility of care which they are no longer reasonably able to provide.
3. To provide a place to live for such persons from Marshall County, or the surrounding area, as close as is practical to their familiar surroundings, relatives and friends.
4. To provide this care for adults in our Community Residential Support Program, and if needed our In Home Supports with Training Program should have the capability to serve children with developmental disabilities.
5. To provide this care for as great a level of difficulty of care as a small community home can reasonably deliver, keeping in mind the availability of resources such as Occupational Development Centers, Medical Care, Social Services, Speech and Hearing, Occupational Therapy, Physical Therapy, Psychological and Counseling resources to assist with behavior problem and medically involved individuals.
6. To continue to provide this care for difficult persons whether or not they are able to progress, as long as the Program is capable of doing it better than another alternative and as long as doing so does not become detrimental to the community relationship or other individuals.
7. To develop each individual to the maximum level of self-care, personal achievement, and where possible, self-support, as is suitable for that particular person, using and cooperating where appropriate with the agencies listed in #5 above or other services that may be helpful.
8. Keeping in mind the initial source of tax money into development of the Program, and the fact the main continuing source of income is payment by a public agency, to provide quality care at as reasonable a cost as sound management can deliver.

2.2 Ethics Code

Marshall County Group Homes, Inc. will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services and operations and maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and employees are expected to adhere to high standards of business and personal integrity as a representation of our business practices, always consistent with their duty of loyalty to the Corporation.

We expect that officers, directors, and employees will not knowingly misrepresent the Corporation and will not speak on behalf of the Corporation unless specifically authorized. The confidentiality of trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) about the Corporation or operations, or that of our customers or partners, is to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

2.3 Mission Statement

MCGH is committed to providing choices and opportunities that benefit the lives of people with developmental disabilities. To accomplish this, programs are designed and developed to respect their dignity and allow them as much independence as possible while assuring their happiness.

2.4 Our Organization

CEO (Chief Executive Officer)

PD (Program Director)

PS (Program Supervisor)

DCC (Direct care Coordinator)

DCA (Direct Care Assistant)

DCS (Direct Care Support)

ONP (Overnight Programmer)

2.5 Revisions to Handbook

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including Marshall County Group Homes, Inc.'s policies and procedures. The handbook is not a contract. The Corporation reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on company bulletin boards.

3.0 Hiring and Orientation Policies

3.1 Religious Accommodation

Marshall County Group Homes, Inc. recognizes the diversity of religious beliefs and is committed to providing equal employment opportunities to all employees, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, the Corporation complies with Title VII of the Civil Rights Act of 1964 and all applicable state and local laws that prohibit employment discrimination based on religion. The Corporation will reasonably accommodate the sincerely held religious beliefs of employees if the accommodations would resolve a conflict between the individual's religious belief or practice and a work requirement, unless doing so would create an undue hardship.

Requesting Religious Accommodation

If you need an accommodation because of your religious beliefs or practices, make the request with your Program Director or Program Supervisor (PD or PS) or Chief Executive Officer (CEO). You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need the accommodation.
- How the accommodation will help resolve the conflict between your religious beliefs or practices (or lack thereof) and your work requirements.

After receiving your request, the Corporation will engage in an interactive dialogue with you to explore potential accommodations that could resolve the conflict between your religious beliefs or practices and work requirements. The Corporation encourages you to suggest specific reasonable accommodations. However, the Corporation is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Corporation.

The Corporation will not discriminate or retaliate against employees who, in good faith, request a religious accommodation under this policy.

3.2 Disability Accommodation

Marshall County Group Homes, Inc. complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the Corporation will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so creates an undue hardship in the business.

If you require an accommodation because of your disability, it is your responsibility to notify your Program Director or Program Supervisor (PD or PS). You may be asked to include relevant information such as:

- The reason you need an accommodation.
- A description of the proposed accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the Corporation will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodation that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the Corporation in connection with a request for accommodation will be treated as confidential.

The Corporation encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the Corporation is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Corporation.

Where state or local law provides greater protections to employees than federal law, the Corporation will apply the law that provides the greatest benefit to employees.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The Corporation will not discriminate or retaliate against employees for requesting an accommodation.

3.3 Accommodations for Pregnant Employees

Marshall County Group Homes, Inc. will provide reasonable accommodation to pregnant employees for known limitations related to pregnancy, childbirth, or other related medical conditions in accordance with the federal Pregnant Workers Fairness Act (PWFA).

Examples of potential reasonable accommodations include:

- Seating
- Closer parking
- Flexible hours
- Appropriately sized uniforms and safety apparel
- Additional break time to use the bathroom, eat, and rest
- Leave or time off to recover from childbirth
- Limitations on strenuous activities; and
- Limitations on strenuous activities or those that involve exposure to compounds not safe for pregnancy.

If you require an accommodation, notify your Program Supervisor (PD or PS). If the need for a particular accommodation is not obvious, you may be asked to include relevant information such as:

- The reason you need an accommodation.
- A description of the proposed accommodation.
- How the accommodation will address limitations caused by pregnancy, childbirth, or related medical conditions.

The Corporation will not require you to accept any accommodation without engaging in the interactive process to accurately understand your limitations and explore potential accommodations. The Corporation is not required to make your specific requested accommodation and is not required to provide any accommodation that would constitute an undue hardship on the Corporation.

If leave is provided as a reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by law.

The Corporation will comply with state or local laws that provide additional protections beyond the PWFA.

The Corporation will not retaliate against employees who request or receive an accommodation under this policy.

3.4 Conflicts of Interest

Marshall County Group Homes, Inc. is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to the Corporation, you must disclose it to the ADM. If an actual or potential conflict of interest is determined to exist, the Corporation will take such steps as it deems necessary to reduce or eliminate this conflict.

3.5 Employment Authorization Verification

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with Marshall County Group Homes, Inc.. If you are currently employed and have not complied with this requirement or if your status has changed, inform the ADM.

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Corporation.

3.6 Employment of Relatives and Friends

We will not employ friends or relatives in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and morale at Marshall County Group Homes, Inc.. It is your obligation to inform the Corporation of any such potential conflict so the Corporation can determine how best to respond to the particular situation.

3.7 Job Descriptions

MCGH makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes sections for job information; a job summary (giving a general overview of the job's purpose); essential duties and responsibilities; supervisory responsibilities; qualifications (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required); physical demands; and work environment.

We use the job descriptions to help new employees understand their job duties and to set standards for employee performance evaluations. Job descriptions are also used to identify the requirements of each position, establish hiring criteria, and establish a basis for making reasonable accommodations for individuals with disabilities.

The ADM will prepare job descriptions when new positions are created. Existing job descriptions are also

reviewed and revised in order to ensure that they are up to date. Job descriptions may be rewritten periodically to reflect any changes in the position's duties and responsibilities. Please be sure that your job description accurately reflects the work you do.

We would like you to remember that job descriptions do not necessarily cover every task or duty that you might be assigned, and that additional responsibilities may be assigned as necessary. You can contact the ADM if you have any questions or concerns about your job description.

Employee job descriptions are signed upon hire and upon changes to duties and responsibilities and do not constitute a contract between the employee and MCGH.

3.8 New Hires and Introductory Periods

The first 90 days of your employment is considered an introductory period. During this period, you will become familiar with Marshall County Group Homes, Inc. and your job responsibilities, and we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relations.

3.9 Posting of Openings

Our job posting program provides you with the opportunity to indicate your interest in open positions and advance within the organization according to your skills and experience. In general, we post all regular, full and part-time job openings, although Marshall County Group Homes, Inc. reserves its right to not post a particular opening.

Job openings will be posted on the employee bulletin boards at each program and normally remain open for 5 - 7 days. Each job posting notice will include the dates of the posting period, job title, and program location.

If you have a written warning on file, or are on probation or suspension, you may not be eligible to apply for posted jobs. You may only apply for posted jobs for which you possess the required skills, competencies, and qualifications.

To apply for an open position, submit a job application to the Chief Executive Officer, listing your job-related skills and accomplishments. You should also describe how your current experience with Marshall County Group Homes, Inc. and prior work experience and/or education qualifies you for the position.

Job postings are a way to inform employees of openings and to identify qualified and interested applicants. We may also use other recruiting sources to fill open positions when it is in the best interest of the organization.

Marshall County Group Homes, Inc. also encourages you to identify friends or acquaintances who are interested in employment opportunities and to refer qualified outside applicants for posted jobs. You should first obtain permission from the individual before making a referral. You should also share your knowledge of the organization with the person and not make commitments or promises of employment.

Persons being referred should submit a completed application form to the Chief Executive Officer for the posted job. Qualified candidates will be required to complete and receive clearance for a Motor Vehicle Report, a background screening (NETSTUDY 2.0), and a pre-employment drug screening.

4.0 Wage and Hour Policies

4.1 Off the Clock Time for E-Communication

It is the responsibility for each employee to document all time worked during a 40-hour work week. For example, an employee may not do any work before clocking in, and if he/she does, they must contact administration to override the start time so that he/she will be paid for all time worked. Further, an employee may not do any work after clocking out, and if he/she does, administration must be contacted to override the stop time so that he/she will be paid for all time worked. This does include all e-

communication.

Under federal law, non-exempt employees are usually hourly employees who must be paid at time-one-half their regular rate of pay for all hours worked beyond 40 per week. All non-exempt employees shall report checking and responding to e-mail during what would normally be the employee's personal time. This applies to any form of e-communication, such as texting and instant messaging, email, and also phone calls. Any time over 40 hours must be approved by RPS or ADM. No one is permitted to work any extra hours or overtime without approval except in an emergency. If approval is not received disciplinary action will be taken up to and including termination.

Supervisors are obligated to report to the administration any potential off-the-clock work by employees; this will allow administration to talk with the employee to determine if he/she is owed pay for hours worked. If a pattern of working extra hours without documenting them, or working extra hours without permission, will be documented as a violation of company policy.

For exempt employees that is, salaried employee's exempt from receiving overtime pay. After-hours and off-site e-communication usage is not affected by wage-and-hour, since exempt employees are paid to complete their job duties regardless of the number of hours it takes them. Exempt employees will not be granted time off for time spent responding to e-communication.

Updated 01-01-2024

It is the policy of MCGH that e-communication is not used during off-the-clock time unless it is an emergency. **This includes contacting the administration employee that is on-call** for non-emergency situations. On call is for the purpose of assisting employees working weekends or when administrative offices are closed and there is an emergency need for a consumer or employee.

All other communication from employees after office hours or on the weekend that is a non-emergency situation can be handled by sending an email or contacting the office on the next business day. Employees who do not follow this policy will be subject to disciplinary action up to and including termination.

We consider attempts to falsify timekeeping records a very serious matter. Therefore, any of the following actions may result in disciplinary action, up to and including termination: altering, falsifying, tampering with time records, or recording another employee's time record.

Own the copyright to this software or its related documentation. Unless the software developer authorizes us, we do not have the right to reproduce the software for use on more than one computer. You may only use software on local area networks or on multiple machines according to the software license agreement. MCGH prohibits the illegal duplication of software and its related documentation.

You should notify your supervisor, the ADM or RPS if you learn about a violation of this policy. Employees who violate this policy are subject to disciplinary action, up to and including termination.

4.2 Additional Pay Related Information

Any employee who is required to work past their regularly scheduled shift due to a storm will receive \$25.00 for each additional 8 hours worked. This is paid only when no other staff are able to get to work.

Effective fall of 2002. Employees are encouraged to get a flu shot each fall. All employees who received a flu shot will be reimbursed by submitting a signed receipt attached to their monthly expense sheet up to \$30.

Effective January 1, 2022. RPS' will allow DCC's hours alone each month to complete paperwork when there are 4 individuals served in the facility. RPS will determine and approve hours for DCC's to use for paperwork each month.

4.3 Attendance

Attendance and punctuality are important factors for your success within MCGH. We work as a team, and this requires that each person be in the right place at the right time.

The normal scheduled work hours vary with each job description. All employees are expected to report for work regularly and on time. While certain allowance will be made for occurrences beyond the control of an employee, chronic or excessive violations will be cause for disciplinary action up to and including discharge.

The MCGH Administrative office will be informed of ALL SCHEDULE CHANGES.

If you are going to be late for work or absent, notify your RPS as far in advance as is feasible under the circumstances, but before the start of your workday.

Effective 01-01-2024

Coverage for scheduled shifts

- Instances when an employee is unable to work as scheduled due to personal illness, illness of a child, inclement weather, or any other reason preventing an employee from work their scheduled shift you are responsible to find your own replacement.
- In the event an emergency prevents an employee from working their scheduled shift, they need to contact their RPS immediately or as soon as they are safely able to do so. The RPS will then find a replacement for the employee.

When an employee is looking for coverage for their own shift the most effective way to reach all employees is by group text message using the protocol below:

- Send out a group text message and include all employees who work in that program.
- All employees are asked to respond even if they are not able to cover, to text messages for replacement requests within 30 minutes or as soon as feasibly possible.
- The first employee to respond should receive the shift.
- The employee who is needing the coverage must contact their RPS with the employee who is working their shift **PRIOR** to the shift being worked.
- In the event that finding coverage will cause an employee overtime (OT), the employee needing coverage **must call their RPS for PRIOR approval** before giving the shift up.

An employee who is needing coverage and **does not** report their shift change PRIOR to the change taking place or get PRIOR approval for coverage causing OT, may result in disciplinary action, including demotion, transfer, leave without pay, or termination of employment.

If you are having difficulty finding coverage for your shift and you have made every attempt on your own to fill and are not able to find a replacement, notify your RPS as soon as possible so they can assist you in finding coverage and make arrangements so that no consumers are left unsupervised.

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your nonworking hours if possible.

In all cases of absenteeism or lateness, the ADM will determine whether the facts call for a charge against PTO, an unexcused absence, or a pay deduction. Each employee's attendance record should be reviewed periodically by the RPS/ADM.

In cases of continued unsatisfactory employee attendance or punctuality the ADM or RPS will issue a written warning to the employee with a copy placed in their personnel file. Because unplanned absences can be disruptive to work, a poor attendance record or excessive lateness may lead to disciplinary action, up to and including termination of employment.

An employee who is absent for three (3) or more consecutive days will be required to submit to the ADM a doctor's certificate before being permitted to return to work. If you are absent for three (3) days without

notifying MCGH, it is assumed that you have voluntarily abandoned your position with MCGH, and you will be removed from the payroll and terminated.

4.4 Business Expenses

MCGH will reimburse employees for reasonable expenses incurred through pre-approved business travel or entertainment. All cash advances must be accounted for, and expense receipts are required.

Expense reports are to be submitted to the office at the beginning of the month. It is the employee's responsibility to make sure their expense reports are submitted to the office on time each month.

The following business expenses will be reimbursed when an expense report fill out, all receipts for that report are attached and signed by the employee.

- Mileage Expense:

MCGH vehicle should be used for all travel related to the job, if a vehicle is not available mileage will be paid, **prior approval is required** to the driving staff member at the current federal rate.

- Meal Reimbursement:

A maximum of

\$10.00 for breakfast

\$15.00 for Lunch (11am-4pm)

\$20.00 for Supper (after 4pm)

• Tips:

MCGH will reimburse the amount of a reasonable tip ONLY when the waitress/cashier signs they received the amount. The receipt with signature must be submitted with expense sheet.

This list is not all-inclusive. See the ADM regarding additional reimbursable business expenses.

4.5 Direct Deposit

Marshall County Group Homes, Inc. encourages all employees to enroll in direct deposit. If you would like to take advantage of direct deposit, ask the Chief Executive Officer for an application form. Typically, the bank will begin the direct deposit of your payroll within 30 calendar days after you submit your completed application.

If you have selected the direct deposit payroll service, a written explanation of your deductions will be provided to you through Isolved on paydays in lieu of a check.

4.6 Employment Classifications

The Corporation designates all employees as either exempt or non-exempt in compliance with applicable federal, state, and local law:

- **Exempt Employees.** Exempt employees are generally paid a fixed salary and are not entitled to overtime pay.
- **Non-exempt Employees.** Non-exempt employees are entitled to minimum wage and overtime pay.

The Corporation also assigns each employee to one of the following categories:

- **Regular Full-Time Employees.** Regular full-time employees are normally scheduled to work at least 35 hours per workweek, except for approved time off. Full-time employees are eligible for most Corporation benefits.
- **Regular Part-Time Employees.** Regular part-time employees are normally scheduled to work at least 20 hours per workweek. Part-time employees are eligible for some Corporation benefits.

You will be informed of your classification, status, and responsibilities at the time of hire and at any time your classification, status, or responsibilities change. If you have a question regarding this information, contact the Chief Executive Officer. These classifications do not alter your employment at-will status.

4.7 Introduction to Wage and Hour Policies

At Marshall County Group Homes, Inc., pay depends on a wide range of factors, including pay scale surveys, individual effort, profits, and market forces. If you have any questions about your compensation, including matters such as paid time off, commissions, overtime, benefits, or paycheck deductions, speak with the ADM or AAS.

4.8 On-Call

It may be necessary for individuals in certain positions to be available by telephone after hours during the week or on the weekend. Employees who are required to be on call will be compensated in accordance with applicable state and federal wage and hour laws.

Effective 1/1/2008. ON Call (non-working) - any time an employee signs up for a shift and then does not work because no individuals served are in the program, the employee will be paid half the amount of money they would have received if they had worked. This includes times of declared natural disasters. All employees receiving benefits are exempt from this benefit unless they are working shifts that relief staff employees are unable to work. On call (non-working) hours will not be counted as hours worked for the purposes of determining overtime.

Updated 2024 Administration On-Call

The Program Director or Program Supervisors (PD or PS) and Chief Executive Officer (CEO) will rotate being on call on weekends and holidays. The person on call will be listed on the schedules for each program.

On call is for the purpose of assisting employees working weekends or when administrative offices are closed and there is an emergency need for a consumer or employee. All other non-emergency communication will be handled the next business day.

4.9 Paycheck Deductions

Marshall County Group Homes, Inc. is required by law to make certain deductions from your pay each pay period, including deductions for federal income tax, Social Security and Medicare (FICA) taxes, and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form. Permissible deductions for exempt employees may also include, but are not limited to, deductions for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. You may also authorize certain voluntary deductions from your paycheck where permissible under state law. Your deductions will be reflected in your wage statement. If you have any questions about deductions from your pay, contact your Program Director or Program Supervisor (PD or PS).

The Corporation will not make deductions to your pay that are prohibited by federal, state, or local law. Review your paycheck for errors each pay period and immediately report any discrepancies to your Program Director or Program Supervisor (PD or PS).

You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.

The Corporation will not retaliate against employees who report erroneous deductions in accordance with this policy.

4.10 Posting of Work Schedules

All work schedules will be posted at the facility in the designated location. Work schedules are completed on a monthly basis, with the next months schedule being posted by the 15th of the current month. If, by the

last week of the current month, you are uncertain of your next monthly work schedule, please contact your Program Director or Program Supervisor (PD or PS).

4.11 Recording Time

Marshall County Group Homes, Inc. is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain employees. To ensure that the Corporation has complete and accurate time records and that employees are paid for all hours worked.

You must accurately record all your time to ensure you are paid for all hours worked and must follow established Corporation procedures for recording your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.
- Other compensable time required by state law (such as time taken waiting to undergo and undergoing mandatory screenings).

If you are required to clock in, you should clock in no more than **five minutes** before the time you start working and clock out no later than **five minutes** after you stop working.

Policy requirements and updates as of 1/1/2024 are listed below:

Time tracking requirements for employees that use Isolved through AssetHr

- Non-exempt employees are required to record all working time using Isolved through AssetHr
- ALL time off requests for all employees must be submitted via Isolved through AssetHr using the time off request option. This includes those employees who are not benefitted when using Earned sick and safe time hours (ESST).
- All employees are required to Notify the Program Director (PD) by submitting in **writing via SCOMM in Therap or by email** any timecard corrections, adjustments or missed hours worked.
- All payroll corrections and time off requests must be submitted by the requirements listed above to the OM by the Monday of Payroll no later than 10am.

MCGH will **not** accept text messages or phone calls for time off requests, timecard corrections, adjustments or missed hours worked unless in the case of an Emergency only.

Time tracking requirements for employees who **use timesheets**

- The following employees will record their time worked as well as any PTO or ESST time on a paper timesheet and turn it into the CEO at the end of each week OR no later than the Monday of payroll week: **Nursing, In-Home Staff and Maintenance.**
- Exempt employees may also be required to track days or time worked. MCGH exempt employees will record the date and time they start each week as well as any PTO or ESST time used on a paper timesheet and submit to CEO on the Monday of Payroll.

Hours per week requirement for benefitted employees

- **Regular Full-Time Employees.** Regular full-time employees are normally scheduled to work at least 35 hours per workweek, except for approved time off. Full-time employees are eligible for most Corporation benefits.

- **Regular Part-Time Employees.** Regular part-time employees are normally scheduled to work at least 20 hours per workweek. Part-time employees are eligible for some Corporation benefits.

All **full-time employees** as defined above receive PTO and/or benefits that are fully paid by MCGH or a portion is paid by MCGH, and the other portion is employee paid will be required to have a minimum of 35 hours a week. Should the employee be short hours, the OM will add PTO to the week to get the total hours for the week to 35 hours.

A full-time employee who would like to use PTO to get to 40 hours **MUST** send a message via Therap SCOMM or email to the OM **every week as well as enter in a PTO request in** Isolved through AssetHr.

All **part-time employees** as defined above who receive PTO and/or benefits that a portion is paid by MCGH, and the other portion is employee paid will be required to have a minimum of 20 hours a week. Should the employee be short hours, the CEO will add PTO to the week to get the total hours for the week to 20 hours.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

4.12 Salary Administration

The salary administration program at MCGH was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market.

MCGH compensation policy shall be determined by the Personnel Committee and approved by full Board of Directors. The Personnel Committee, however, shall delegate the ADM the authority necessary to carry out daily salary administration activities. Compensation for every position is determined by several factors including the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. The ADM will periodically review our salary administration program, make recommendation to the Board Personnel Committee and restructure it as necessary.

Employees covered by the provisions of the Federal Fair Labor Standards Act shall be paid for all hours worked, as defined by the Act. Under the terms of the Act, each covered employee must be paid for time spent under these conditions:

- Training for a new job.
- Preparing to start or leave work.
- Filling out payroll slips.
- Performing tasks as defined in job description.
- Getting medical attention as required by MCGH employment.
- Traveling required by MCGH company vehicle is to be used for travel related to the job, if the vehicle is not available the approved mileage will be paid to the driving staff member at the current federal rate.
- Performing MCGH duties during mealtime.
- Attending Staff Meetings.

Some situations exist which are not covered by the Act, and are not paid for by MCGH These situations include, but are not limited to the following:

- Normal mealtime, usually 30 minutes or more if individuals served are not in the home.
- Periods during which an employee is allowed to leave the home.
- Regular Travel to and from your home to MCGH.

4.13 Staff Meetings

Each employee will be paid to attend staff meetings. Staff should make every effort to attend staff meetings whenever possible. If an employee is not able to attend the staff meeting (PRIOR to that staff meeting) it is employees' responsibility to notify RPS they will be absent and provide hours they are available to work for the current staffing calendar. It is the employee's responsibility to read all meeting materials and internal documentation to keep abreast of program and individuals serve information. All employees will sign off the meeting minutes within the MONTH of the meeting to prove review of the materials available.

Effective January 1, 2024

Any MCGH employee who cannot attend a staff meeting in person is required to give **their RPS 24 hours' notice** whenever possible.

Virtual Staff Meeting Attendance

The RPS will offer an employee the chance to attend virtually as an alternative way to attend the staff meeting when it is not possible for the employee to attend the meeting in person. The RPS will email the link to the employee's email address on file. Should the employee not be able to attend in person or via zoom they will be required to read all meeting minutes, in services and policies present at the meeting and sign off on the signature sheet with the MONTH the meeting took place.

An employee who attends a staff meeting virtually will need to notify the OM via SCOMM or email that they attend and what their clock in and out time is for the meeting. This is the responsibility of the employee to get paid for their time.

4.14 Travel Expenses

The purpose of this policy is to define approved business travel expenses and the authority for incurring and approving such expenses at Marshall County Group Homes, Inc..

Travel expenses are the reasonable and necessary expenses incurred by employees when traveling on approved Marshall County Group Homes, Inc. business trips. Travel is limited to business activities for which other means of communication is inadequate and for which prior approval from your ADM has been received.

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Travel Expenses

The Corporation pays the actual amounts incurred for appropriate expenses when you are on travel assignments. Receipts must be provided to receive reimbursement. Examples of typical expenses include the following:

- Airline tickets.
- Meals and lodging.
- Car rental, bus, taxi, parking.
- Telephone and fax.
- Laundry and dry cleaning (trips exceeding one week only, unless emergency).
- Business supplies and services.

- Associated gratuities.
- Other expenses necessary to achieve business purposes.

Air Travel

Use economy or tourist class airfares when traveling on Corporation business. In addition, private, noncommercial aircraft or chartered aircraft is not to be used, and no more than two Corporation officers should travel together on the same flight.

Airfares are to be charged to company credit cards by administration.

Hotel

Neither in-room movies nor refreshment bars are approved Corporation expenses.

Insurance

The Corporation does not pay for personal travel insurance for employees.

Rental Cars

You are to use rental firms having existing relationships with the Corporation and, where feasible, have negotiated discount rates. Available reasonable transportation is to be used.

Personal Vehicles

When using your own vehicle for business purposes, you must maintain insurance coverage as required by law. Travel between your home and primary office is not considered to be business travel. You may not use your personal vehicle for business travel without authorization. Every attempt should be made to utilize the use of a company vehicle to avoid hazard of liability and the time away from work. You will be reimbursed for vehicle use at the standard IRS mileage rate. The ADM must authorize any deviation from this policy.**

Effective 1-1-2024

Administration will use a company vehicle for all work-related travel. A company vehicle will be parked at the office or at one of the homes in Argyle for administration to use. Should a personal vehicle be used instead of the available company vehicle, mileage **will not be reimbursed**. Mileage will only be reimbursed for use of personal vehicle when a company vehicle is not available or when company travel requires overnight stays.

All personal vehicle use for company related travel must be prior approved by the ADM.

Reporting

Report approved expenses and included a receipt, description of the expense, its business purpose, date, place, and the participants.

4.15 Use of Employer Credit Cards

All employees in the possession of a credit/debit card issued by Marshall County Group Homes, Inc. will adhere to the strictest guidelines of responsibility for the protection and proper use of that card. Credit/debit card purchases related to Corporation vehicle use (gas, oil, etc.) under \$100 do not require prior approval. Credit/debit card purchases for vehicle use over \$100 and any other business purchases over \$250 must receive prior approval from the Chief Executive Officer.

Submit all sales receipts generated by use of the Corporation credit/debit card as receipts are received to DCC, ADM or OM. Your Corporation credit/debit card may not be used for personal reasons. Use of the Corporation credit/debit card is restricted to approved business related expenses.

Any unauthorized purchases made with a credit/debit card issued by the Corporation will be the

cardholder's responsibility. You must reimburse any such purchase to the Corporation within 5 business days.

Immediately report lost or stolen Corporation cards to your DCC, the OM, or the Chief Executive Officer. Failure to follow this policy may result in disciplinary action up to and including discharge.

5.0 Performance, Discipline, Layoff, and Termination

5.1 Disciplinary Process

Violation of Marshall County Group Homes, Inc.'s policies or procedures may result in disciplinary action, including demotion, transfer, leave without pay, or termination of employment. The Corporation encourages a system of progressive discipline depending on the type of prohibited conduct. However, the Corporation is not required to engage in progressive discipline and may discipline or terminate employees who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at-will" basis consistent with applicable law. Note that the specific terms of your employment relationship, including termination procedures, are governed by the laws of the state in which you are employed.

In appropriate circumstances, management will first provide you with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. Your Program Director or Program Supervisor (PD or PS) will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while the Corporation is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure and, depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure.

5.2 Criminal Activity/Arrests

Marshall County Group Homes, Inc. will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by the Corporation, whether on or off Corporation property, may result in disciplinary action including suspension or termination of employment.

You are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

5.3 Employment Applications

MCGH relies on the accuracy of the information provided on the employment application, as well as the accuracy of other data presented during the hiring process and employment. If there are any misrepresentations, falsifications, or material omissions in any of this information, we may exclude that applicant from further consideration. If the person was already hired, it could result in termination from employment.

5.4 Exit Interview

You may be asked to participate in an exit interview when you leave Marshall County Group Homes, Inc.. The purpose of the exit interview is to provide management with greater insight into your decision to leave employment; identify any trends requiring attention or opportunities for improvement; and to assist the Corporation in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated.

5.5 Open Door/Conflict Resolution Process

If you disagree with established rules of conduct, policies, or practices, you can express your concern through the problem resolution procedure. You will not be penalized, formally or informally, for voicing a complaint with Marshall County Group Homes, Inc. in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when you believe that a condition of employment or a decision affecting you is unjust or inequitable, you are encouraged to make use of the following steps. You may discontinue the procedure at any step.

You present the problem to your DCC, within 5 calendar days, after the incident occurs. If your DCC is unavailable, or you believe it would be inappropriate to contact that person, you may present the problem to the RPS.

The DCC responds to the problem during discussion or within 10 calendar days after consulting with appropriate administration, when necessary. The DCC documents the discussion.

You present the problem to the RPS within 10 calendar days if the problem is unresolved.

The RPS counsels and advises you, assists in putting the problem in writing, visits with your DCC, if necessary, and directs you to the Chief Executive Officer for a review of the problem.

You present the problem to the Chief Executive Officer, in writing.

the Chief Executive Officer reviews and considers the problem. the Chief Executive Officer informs you of the decision ,within 15 calendar days, and forwards a copy of the written response to the RPS for your file. the Chief Executive Officer has full authority to make any adjustment deemed appropriate to resolve the problem.

If dissatisfied with the decision of the Chief Executive Officer, employees may bring the problem in writing to the Personnel Committee of the Marshall County Group Homes, Inc. Board. They shall answer the employees complaint at the next regular scheduled Board meeting, unless extraordinary circumstances require a shorter time as determined by the Chief Executive Officer.

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

5.6 Outside Employment

Outside employment that creates a conflict of interest or that affects the quality or value of your work performance or availability at Marshall County Group Homes, Inc. is prohibited. The Corporation recognizes that you may seek additional employment during off hours, but in all cases expects that any outside employment will not affect your attendance, job performance, productivity, work hours, or scheduling, or would otherwise adversely affect your ability to effectively perform your duties or in any way create a conflict of interest. Any outside employment that will conflict with your duties and obligations to the Corporation should be reported to your Program Director or Program Supervisor (PD or PS). Failure to adhere to this policy may result in discipline up to and including termination.

5.7 Performance Improvement

Your performance is important to Marshall County Group Homes, Inc.. Each January, your RPS will review your job progress within Marshall County Group Homes, Inc. and help you set new job performance plans, discuss job responsibilities and goals, encourage and recognize strengths, and identify and correct any areas for development.

New employees will generally be reviewed at the end of their 90 day introductory period.

Our performance review program provides the basis for better understanding between you and your supervisor, with respect to your job performance, potential and development within Marshall County Group Homes, Inc..

Employees shall have the right to review the written performance review and make written or oral comments concerning all aspect of the performance. The the Chief Executive Officer will review and approve all performance reviews.

5.8 Post-Employment References

Marshall County Group Homes, Inc. policy is to confirm dates of employment and job title only. With written authorization, the Corporation will confirm compensation. Forward any requests for employment verification to the ADM or the OM.

5.9 Resignation Policy

Marshall County Group Homes, Inc. hopes that your employment with the Corporation will be a mutually rewarding experience; however, the Corporation acknowledges that varying circumstances can cause you to resign employment. The Corporation intends to handle any resignation in a professional manner with minimal disruption to the workplace.

Notice

The Corporation requests that you provide a minimum of two (2) weeks' notice of your resignation. If you are an exempt employees, you are requested to provide a minimum of 30 days' notice. Provide a written resignation letter to your Program Director or Program Supervisor (PD or PS). If you provide less notice than requested, the Corporation may deem you to be ineligible for rehire, depending on the circumstances of the notice given.

The Corporation reserves the right to provide you with pay in lieu of notice in situations where job or business needs warrant.

Final Pay

The Corporation will pay separated employees in accordance with applicable laws and other sections of this handbook.

Notify the Corporation if your address changes during the calendar year in which resignation occurs to ensure tax information is sent to the correct address.

Return of Property

Return all Corporation property at the time of separation, including such as laptops and credit/debit cards. Failure to return some items may result in deductions from your final paycheck where state law allows. In some circumstances, the Corporation may pursue criminal charges for failure to return Corporation property.

5.10 If You Must Leave Us

Should you decide to leave your employment with us, we ask that non-exempt employees provide the ADM with at least ten working days' advance written notice, Exempt employees provide at least 30 days written notice, and if you are retiring we ask that you provide 90 days written notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with MCGH.

If a layoff is necessary to protect the company's financial status, it reserves the right to reduce its work force when substantial changes in status or technology necessitate such action.

Termination is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. These are some of the most common circumstances for employment terminations:

1. Resignation - voluntary employment termination is initiated by an employee. A voluntary termination occurs when an employee resigns or is separated from the company at his/her request. An employee who fails to report for work, or to report absences, for three (3) consecutive days will be considered a voluntary termination. MCGH will make every effort to retain employees who decide to leave voluntarily.

Resignation requirements:

- A) When a benefited non-exempt MCGH employee resigns, he/she will give a ten (10) working-day written notice of intent (PTO does not count as part of the notice) to the ADM.
- B) When an exempt employee resigns they are expected to give a thirty (30) calendar day written notice of intent to the ADM or Board if the person is the ADM.

- C) A ninety 90-day notice for planned retirement is required unless ADM approval is received.

2. Release - involuntary employment termination initiated by the organization. Due to Inability to perform the job assignment in an appropriate and satisfactory manner as defined by performance evaluation criteria. Termination in such cases will occur only after the ADM has taken all possible steps, including offering additional training to retain the employee.

3. Termination - involuntary employment termination initiated by the organization. Separation from the MCGH for cause such as willful misconduct or maltreatment as defined in the Discipline Section of this Handbook.

4. Immediate Dismissal - involuntary employment termination initiated by the organization. Separation from MCGH without notice. The employee is asked to leave the premises without delay. This will occur only upon proof of extraordinary misconduct or maltreatment. Example: If a Background study determination is received that states the employee is disqualified from provide services the employee will be terminated immediately.

5. Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons. A reduction in the work force, either permanent or indefinite.

6. Medical Disability Termination - involuntary employment termination initiated by the organization. Substantial Medical evidence supported by the ADM and reports, demonstrating that an employee cannot perform his/her assigned job in a satisfactory manner and cannot accept a medically less demanding similar position within the organization.

7. Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Your benefits are affected by termination in several ways. All accrued, vested benefits that are due and payable at termination will be paid out if proper notice (listed above) is provided in writing as required. Some benefits may be continued at your expense if you choose. You will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations for continuing them. When your employment ends, you will receive your final pay in accordance with applicable state law. Employees who resign voluntarily and provides the required notice listed above will receive their due pay at the end of the next regularly scheduled pay period.

Since employment with MCGH is based on mutual consent, either you or MCGH have the right to terminate the employment relationship at will, with or without cause or advance notice, at any time.

All MCGH employees, subcontractors and volunteers, when directly responsible for individuals served by this program, are prohibited from abusing prescription medication or being in any manner under the influence of a chemical that impairs their ability to provide services or care. See Drug Testing Policy. This policy will be reviewed with each employee at orientation and annually thereafter.

MCGH may rehire employees who leave voluntarily, retire, medical termination, released or who are laid off. The company will not rehire any former employee terminated by termination or immediate dismissal for misconduct. MCGH Employees who leave voluntarily and return within 1 year will be given credit for one half of their MCGH past experience when considering pay and longevity.

MCGH will attempt to give all terminated employees, except those under immediate dismissal or discharge, at least two weeks' notice in writing.

Employees terminated by immediate dismissal will receive written notice as soon as possible, either at the time the employee receives his/her last paycheck or by mail. If the terminated employee requests he/she will be paid within 24 hours of termination.

If an employee dies before or on his/her last official day on the job, the employee's beneficiary will receive only those benefits paid upon regular termination accrued at the time of death.

All terminated or separated employees will receive due benefits and compensation at the time of termination or separation. When the MCGH terminates an employee, their wages will be paid in full no later than the first regularly scheduled pay day following the last day of employment. If the terminated employee demands, the payment will be made within 24 hours. The payment will include all earned pay to date of termination, with no deduction for property damage, theft, etc. without the employee's written consent after the obligation has been incurred.

All MGH Employees who have voluntarily terminated their employment with this corporation will be asked to complete an Exit Input Form to be reviewed by the ADM to improve future employment opportunities. All MCGH property, including this Employee Handbook, must be returned at the end of employment. Otherwise, MCGH may act to recoup any replacement costs and/or seek the return of MCGH property through appropriate legal recourse.

Generally, we will confirm upon request our employees' dates of employment, salary history, and job title.

You should notify MCGH if your address changes during the calendar year in which termination occurs so that your tax information will be sent to the proper address

5.11 Standards of Conduct

Each employee has an obligation to observe and follow MCGH's policies and to maintain proper standards of conduct at all times. Failure to adhere to MCGH's policies will result in corrective disciplinary measures.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or termination. The appropriate disciplinary action imposed will be determined by ADM. MCGH does not guarantee that one form of action will necessarily precede another.

MCGH may use progressive discipline at its discretion. When an employee abuses MCGH rules or mistreats a fellow employee, (resident abuse covered in Vulnerable Adult Procedures), the ADM, RPS or DCC may reprimand the concerned employee.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both employees and MCGH. Disciplinary action may call for any of four (4) steps, depending on the severity of the problem, and the number of occurrences. Steps include:

1. verbal warning done in a counseling manner
2. written warning with Corrective Action Plan
3. written warning with continued Corrective Action Plan, which may include suspension with or without pay
4. Termination

Among other things, the following may result in disciplinary action, up to and including termination: violation of MCGH's policies or safety rules; willful misconduct or maltreatment; failing to work in a cooperative manner with management, co-workers, individuals served and others who do business with MCGH; a crime of unauthorized or illegal possession; no valid driver's licenses or an uninsurable driving record; use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in MCGH activities or in MCGH vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; inappropriate or violent physical contact; harassment; discrimination or retaliation in violation of MCGH's EEO and No Harassment policies; use of MCGH property, equipment or facilities in connection with outside work while on MCGH time; poor attendance or poor performance. These examples are not all inclusive. We emphasize that termination decisions will be based on an assessment of all relevant factors.

If more than 12 months have passed since the last disciplinary action, the process will normally start over.

Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

Nothing in this policy is designed to modify our employment-at-will policy.

6.0 General Policies

6.1 Authorization for Use of Personal Vehicle

All employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license, acceptable driving record, and appropriate insurance coverage. Marshall County Group Homes, Inc. may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license and insurance coverage for your personnel file. Any changes in your driving record, including, but not limited to, driving infractions or changes to your insurance policy, must be reported to the Corporation.

If you use your personal vehicle in the course and scope of employment, you may not operate such vehicle while:

1. Corporation vehicles must be used when transporting an individual served for any reason.
2. Under the influence of drugs, alcohol, or any other substance that might impair your judgment or ability to drive; or
3. Texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

Effective 2024

Any use of a personal vehicle for work-related duties must be prior approved. Any employee using their personal vehicle for work-related duties must contact their RPS to obtain permission to use their personal vehicle. The RPS will need to notify the ADM of the employee using their personal vehicle for work-related duties prior to granting permission to the employee.

6.2 Bulletin Boards

Marshall County Group Homes, Inc. maintains an official bulletin board located at the main office for providing employees with official Corporation notices, including wage and hour laws, changes in policies, and other employment-related notices. At times the Corporation may also post information of general interest to employees on the bulletin board. You are responsible for being informed about this material by periodically reviewing the bulletin board. Only authorized personnel may add and remove notices from the bulletin board.

6.3 Certification, Licensing and Other Requirements

You will be informed by your supervisor if there are any licensing, certification or testing requirements for your job. Failure to qualify or to maintain a certification or license may be sufficient cause for termination.

6.4 Computer Security and Copying of Software

Software programs purchased and provided by Marshall County Group Homes, Inc. are to be used only for creating, researching, and processing materials for Corporation use. By using Corporation hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable Corporation policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the Corporation, or developed by Corporation employees or contract personnel on behalf of the Corporation, is and will be deemed Corporation property. It is the policy of the Corporation to respect all computer software rights and to adhere to the terms of all software licenses to which the Corporation is a party. The Chief Executive Officer is responsible for enforcing these guidelines.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or the Corporation to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your Program Director or Program Supervisor (PD or PS)'s approval. All software acquired by the Corporation must be purchased through the Chief Executive Officer.

You may not duplicate, copy, or give software to any outsiders including providers, contractors, individuals

served, and others. You may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by the Corporation.

6.5 Driving Record

All employees required to operate a motor vehicle as part of their employment duties at Marshall County Group Homes, Inc. must maintain a valid driver's license and acceptable driving record. The Corporation may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license for your personnel file. Any changes in your driving record, including but not limited to driving infractions, must be reported to the Corporation.

State law requires all motorists to carry auto liability insurance. It is against the law to drive without insurance. If you use your own vehicle as a part of your employment duties, you must provide management with a current proof of insurance statement or card. New proof of insurance is required every time your policy expires and renews.

6.6 Employer-Provided Cell Phones/Mobile Devices

Marshall County Group Homes, Inc. may issue certain employees a Corporation cell phone/mobile device for work-related communications and/or operations. If you drive a vehicle during your employment, you may not use any cell phone/mobile device or other communication device while driving unless the device is equipped or configured with a "hands-free" listening/speaking option, and you in fact utilize the hands-free device.

The Corporation owns and remains entitled to all cell phone/mobile devices issued to employees, including all passwords controlling access to them. You may not change those passwords except with permission. At the time of employment termination, all such equipment and passwords must be returned to the Corporation in operable condition.

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

6.7 GPS Monitoring of Employer Vehicles

Marshall County Group Homes, Inc. desires to strike the appropriate balance between today's technologies, your desire for privacy, and our interests in protecting Corporation vehicles, equipment, and drivers. Due to safety, efficiency, and other business purposes, the Corporation has the ability to use GPS technology to monitor the whereabouts of our vehicles at all times.

Questions concerning vehicle monitoring should be directed to the ADM. Questions concerning the proper use of any vehicles should be directed to your Program Director or Program Supervisor (PD or PS) and/or ADM/OM.

Any employees who abuses the privilege of driving company vehicles will be subject to corrective action, up to and including termination of employment. If necessary, the Corporation will also advise law enforcement officials of any illegal conduct.

6.8 Internet Usage

MCGH may provide employees with Internet access to help them do their jobs; to report time and attendance, document client information, or for online training. This policy explains our guidelines for using the Internet responsibly and productively. We limit Internet usage to job-related activities only and do not permit personal use.

All Internet data that is composed, transmitted, or received via our computer systems is considered to be part of our official records. This means that it is subject to disclosure to law enforcement or other third parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology that you use to access the Internet are always the property of MCGH. Therefore, MCGH reserves the right to monitor Internet traffic. We also reserve the right to retrieve and read any data that is composed, sent, or received through our online connections or is stored in our

computer systems.

We do not allow data that is composed, transmitted, accessed, or received via the Internet to contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

MCGH does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet. As a general rule, if you did not create the material, do not own the rights to it, or have not received authorization for its use, you may not put the material on the Internet. You are also responsible for ensuring that a person sending material over the Internet has the appropriate distribution rights.

To protect against computer viruses, you may not download any file from the Internet without prior authorization from the ADM.

Employees whose Internet usage violates laws or MCGH policies are subject to disciplinary action, up to and including termination. Employees may also be held personally liable for any violations of this policy.

The following are examples of some actions and activities that are prohibited and which could result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization.
- Violating copyright law
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities

6.9 Nonsolicitation/Nondistribution Policy

Marshall County Group Homes, Inc. prioritizes a harmonious work environment that minimizes disruption to business operations and respects the focus of employees, visitors, and others. Our nonsolicitation/nondistribution policy aims to ensure a balanced approach to interactions within the workplace.

Solicitation

For the purposes of this policy, **solicitation** includes various activities such as selling items or services, seeking contributions, or seeking support for an organization. Solicitation, whether conducted verbally, in

writing, or electronically, falls under this policy's scope.

During your assigned working hours, soliciting other employees is prohibited. **Working hours** refers to periods when either you or the employees you intend to solicit are expected to be actively engaged in work-related activities. You are permitted to engage in solicitation during authorized nonworking times, such as breaks, provided that the recipients of the solicitation are also on nonworking time.

Distribution

To ensure cleanliness, organization, and safety, the distribution of nonwork-related literature or items within working areas is prohibited at all times. Working areas do not include break/rest areas, lunchrooms, and parking lots. Electronic distribution of materials during work hours is also not allowed. Any literature that violates the Corporation's equal employment opportunity (EEO) and nonharassment policies, or knowingly spreads false information, is strictly prohibited. Nonemployees are not permitted to distribute materials on company premises under any circumstances.

Statutory Rights and Communication

This policy is not meant to curtail the statutory rights of employees, including their right to discuss terms and conditions of employment. Open communication remains a vital part of our workplace culture.

Reporting Violations

If you become aware of violations of this policy, report them to your Program Director or Program Supervisor (PD or PS).

We appreciate your cooperation in maintaining a respectful and focused work environment.

6.10 Off-Duty Use of Employer Property or Premises

You may not use Marshall County Group Homes, Inc. property for personal use during working time. You are responsible for returning Corporation property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes use of copy machines, computers, Corporation products, or office supplies for personal use without prior authorization.

It is Corporation policy to control off duty and nonworking hour use of Corporation facilities either for business or personal reasons. You are prohibited from using Corporation facilities during off duty or nonworking hours without the written consent of your Program Director or Program Supervisor (PD or PS). If you use Corporation facilities during your off-duty hours or Corporation off-hours, you may be required to sign a log-in and log-out sheet maintained by the Corporation or building manager.

6.11 Personal Appearance

Your personal appearance reflects on the reputation, integrity, and public image of Marshall County Group Homes, Inc.. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This may include wearing uniforms or protective safety clothing and equipment, depending upon the job. Use common sense and good judgment in determining what to wear to work.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

The Corporation, in accordance with applicable law, will reasonably accommodate employees with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on the Corporation. Contact your Program Director or Program Supervisor (PD or PS) to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

6.12 Personal Cell Phone/Mobile Device Use

Personal Cell Phone use: **(Updated 3-2024)**

Purpose:

The purpose of this cell phone policy is to create consistency in our workplace operations, including how we minimize distractions and allow for our normal workflow to continue. When personal cell phones are used in the workplace, it can put the consumers and the company at risk. All employees must operate under this policy, regardless of position.

Guidelines:

It is the company's expectation that all cell phones will be off or on silent during all working hours, so normal workflow remains undisturbed for the consumers we care for.

- Unpaid breaks/Emergencies
 - a. It is expected that employees will only use their personal cell phones for emergencies or while taking an unpaid break.
 - b. Employees will receive one 15-minute paid break for every four hours worked. **However, due to the nature of our work, supervision of the individuals served must always be provided.**
 - c. When taking an unpaid break, it should be:
 - one person at a time. Do not leave individuals served unattended.
 - Do not take a break during cares or mealtime. Take your break during the down time of your shift.
 - Notify your co-worker that you are going on break
 - Be considerate of time and do not be on break longer than 15 minutes.
- Meetings/trainings
 - d. All employee cell phones will be placed in silent mode during all consumer meetings, staff meetings and any in-person trainings.
 - e. Employees will be asked to place phones in their pocket, purse or cubby while taking part in the meeting.
 - f. Emergency use of cell phones will only be allowed, and the employee must step away to make or receive the call.

GPS Systems

MCGH understands that sometimes, especially when traveling in unfamiliar areas, drivers require assistance with directions. GPS systems are extremely helpful devices, but they can also be distracting if used improperly. Employees must adhere to the following:

- Mounted GPS systems may not block or obstruct the driver's view in any way.
- GPS systems must be voice-narrated and must not require that the driver look away from the road to follow instructions.
- Employees may not program the system while in motion.
- Programming or otherwise engaging with the GPS screen may only occur while stopped or while pulled off the road.

Failure to follow this policy will result in disciplinary action up to and including termination.

6.13 Personal Data Changes

It is your obligation to provide Marshall County Group Homes, Inc. with your current contact information, including current mailing address and telephone number. You should also inform the Corporation of any changes to your tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact the Chief Executive Officer.

6.14 Security

All employees are responsible for helping to make Marshall County Group Homes, Inc. a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or similar devices to the management team immediately. Refrain from discussing specifics regarding Corporation security systems, alarms, passwords, etc. with those outside of the Corporation.

Immediately advise management of any known or potential security risks and/or suspicious conduct of employees, customers, or guests of the Corporation. Safety and security is the responsibility of all employees and we rely on you to help us keep our premises secure.

6.15 Social Media

Marshall County Group Homes, Inc. acknowledges that social media has become an integral part of modern life that provides us with unique opportunities to communicate and share information with others. However, we also want to educate employees that their social media use can:

- Pose risks to the Corporation's confidential and proprietary information, reputation, and brand;
- Expose the Corporation to discrimination, harassment, and other claims; and
- Jeopardize the Corporation's compliance with business rules and laws.

To minimize legal risks, avoid loss of productivity and distraction, and ensure that the Corporation's IT resources and communications systems are used appropriately, all employees must abide by the following policy regarding social media use.

Social Media

For purposes of this policy, **social media** refers to any means of posting content on the internet, including personal websites, social networking sites, blogs, chat rooms, and other online platforms, whether affiliated with the Corporation or not.

Use Good Judgment

While the Corporation respects your right to personal expression, you should assume that anything you do on social media—whether on a business or personal account—could be viewed by a colleague, supervisor, partner, supplier, competitor, investor, customer, or potential customer. As such, any social media activity, even from your personal account, reflects on the Corporation as well as on yourself. It is important to remember that anyone can see what you post (or what you posted five years ago).

Guidelines for Posting on Social Media

When posting:

- Protect trade secrets, intellectual property, and confidential information related to the Corporation.
- Do not make statements that are maliciously false or defamatory or would constitute unlawful harassment or discrimination.
- Do not make express or implied threats of violence.
- Avoid linking personal accounts to the Corporation as an official source.
- Respect copyright, trademark, and third-party rights.
- Do not use the Corporation's email addresses to register on social medial platforms for personal use.
- If you identify yourself as an employee of Marshall County Group Homes, Inc. on your personal account and are posting about the Corporation, make it clear that your views are your own and that you are not speaking on behalf of the Corporation.

Using Social Media at Work

Do not use social media while on your work time, unless it is work related as authorized by your Program Director or Program Supervisor (PD or PS) or consistent with policies that cover equipment owned by the Corporation.

Media Contacts

If you are not authorized to speak on behalf of the Corporation, do not speak to the media on behalf of the Corporation. Direct all media inquiries for official Corporation responses to the ADM.

Retaliation

Retaliation against those reporting policy violations or cooperating in investigations is prohibited. Retaliatory actions may lead to disciplinary measures.

Violations

Violations of this policy may result in discipline, up to and including termination.

This policy does not limit employees rights to discuss wages, hours, or other terms and conditions of employment. All employees have the right to engage in or refrain from such activities.

6.16 Telephone Use

Marshall County Group Homes, Inc. phones are principally for work-related communications. Unless there is an emergency, limit long distance telephone calls to business purposes only. Limit personal use of Corporation telephones to brief communications during rest periods where possible. Casual conversation with friends and relatives during working hours is strongly discouraged. Telephone use is subject to the Use of Company Technology Policy.

6.17 Third Party Disclosures

From time to time, Marshall County Group Homes, Inc. may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the Corporation and should refer any call requesting the position of the Corporation to the ADM. If you have any questions about this policy or are not certain what to do when such a contact is made, contact the ADM.

6.18 Use of Company Technology

This policy is intended to provide Marshall County Group Homes, Inc. employees with the guidelines associated with the use of the Corporation information technology (IT) resources and communications systems.

This policy governs the use of all IT resources and communications systems owned by or available at the Corporation, and all use of such resources and systems when accessed using your own devices, including but not limited to:

- Email systems and accounts.
- Internet access.
- Telephones and voicemail systems, including wired and mobile phones, and smartphones.
- Printers, photocopiers, and scanners.
- Fax machines, e-fax systems, and modems.
- All other associated computer, network, and communications systems, hardware, peripherals, and software, and other devices.
- Closed-circuit television (CCTV) and all other physical security systems and devices.

General Provisions

Corporation IT resources and communications systems are to be used for business purposes only unless otherwise permitted under applicable law.

All content maintained in Corporation IT resources and communications systems are the property of the

Corporation. Therefore, employees should have no expectation of privacy in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on Corporation electronic information and communications systems.

The Corporation reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over Corporation IT resources and communications systems in accordance with applicable law. Any individual who is given access to the system is hereby given notice that the Corporation will exercise this right periodically, without prior notice and without prior consent. The interests of the Corporation in monitoring and intercepting data include, but are not limited to: protection of Corporation trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.); managing the use of the computer system; and/or assisting employees in the management of electronic data during periods of absence.

You should not interpret the use of password protection as creating a right or expectation of privacy, nor should you have a right or expectation of privacy regarding the receipt, transmission, or storage of data on Corporation IT resources and communications systems.

Do not use Corporation IT resources and communications systems for any matter that you would like to be kept private or confidential.

Violations

If you violate this policy, you will be subject to corrective action, up to and including termination of employment. If necessary, the Corporation will also advise law enforcement officials of any illegal conduct.

6.19 Use of Employer Vehicles

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

You should notify your supervisor if any vehicle appears to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or other people. Your supervisor can answer any questions about your responsibility for maintenance and care of vehicles you use on the job.

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

Distracted Driving:

MCGH is committed to employee safety, and for this reason firmly prohibits all behavior that distracts employees while they are operating a company vehicle. General guidelines for behavior while driving are as follows.

- Use of cellphones while driving is strictly prohibited—this includes all functions of the cellphone including, but not limited to, phone calls, text messaging/SMS, email, MMS, Internet use and camera use.
- Use of electronic devices—including laptops, PDAs, cameras and pagers—while driving is strictly prohibited.
- Voicemail must handle all calls while driving, and calls may only be returned when stopped or pulled off the road.
- Passengers making or taking calls for the driver is permissible provided the interaction does not affect the driver's performance.
- Regular callers must be informed that you will not be available while driving and should be notified of the best times to call based on your driving schedule.

- Employees who receive calls from co-workers who are driving are obligated to ask that the co-worker call back at a more appropriate time.

Effective 2024

Care of vehicles:

MCGH employees are responsible for keeping the inside of the vehicles clean and free of clutter.

- Vehicles need to be wiped out and vacuumed out as well as the outside washed monthly during the months of April-September. The months of October-March vehicles need to be taken to a car wash facility and both inside and outside cleaned at least twice during this time.
- MCGH does **not allow** eating or drinking in any company vehicles by employees or consumers. Water in a bottle with a lid to prevent spills is allowed.
- Employees that use company vehicles are responsible to clear out all personal belongings of their own as well as consumers after each use.
- All MCGH vehicles need to be **returned with a full tank of gas**. Should an employee use a company vehicle for any work-related reason, it is their responsibility to fill the vehicle with gas before returning to the home.

6.20 Volunteer Policy

Each MCGH volunteer will pass a Background Screening (Netstudy 2.0) so that none of the characteristics exist as stated in MN rule 9543.3070 Subps. 1, 2 and 3 before they begin working with individuals served. (See ADM for a list of disqualifying factors.) If the volunteer will be driving a MCGH vehicle or transporting an individual served in their vehicle they will also be required to pass a Motor Vehicle Report. This applies to volunteers who are not directly supervised (within sight or hearing of others who have received Netstudy 2.0) and who provide direct contact service that a staff person would otherwise have to provide and it is part of their treatment or care plan. An example of a volunteer requiring Netstudy 2.0 is an unsupervised hospice volunteer.

Each volunteer will be interviewed, have 3 positive references, clear all screenings, receive training and orientation from the ADM or Program Director or Program Supervisor (PD or PS) and the DCC is necessary to accomplish the tasks assigned by MCGH before providing direct services to persons. If a retiring employee wished to become a volunteer and has all the above completed at the home which they will be a volunteering the above requirements will be waived.

Orientation will consist of the ADM completing VA/MOM training in MN Statutes, Section 245A.65, the reporting requirement in MN Statutes, Section 626.557, the definitions in MN Statutes, section 626.5572 and all internal policies and procedures related to the prevention and reporting of maltreatment of the individuals receiving services from MCGH. This training will be reviewed with the unsupervised volunteers in November of each year.

Orientation will consist of the RPS identifying in writing the training and supervision necessary for a volunteer to accomplish assigned tasks. The RPS will then ensure that the volunteer receives the training and supervision needed to accomplish those tasks and document it. This documentation along with application, screenings, and reference checks will be kept in a file with the employee files at MCGH administrative office.

An addendum to the SP will be added by the RPS for each individual served who receives service from a MCGH volunteer who is not a caregiver.

6.21 Work Assignments

Updated 2024

Work assignments will be posted via google docs on the 15th of each month as well as distributed at monthly staff meetings. When possible, you will be advised of future assignments in advance, so you will have ample time to prepare for the assignment.

Once you have begun an assignment you will report directly to your direct supervisor for all matters relating to its completion.

The normal work schedule for:

- DCC employees are 35 - 40 hours each week, 5 days a week.
- DCA employees are 35-40 hours each week, 5 days a week.
- ONP employees are 10 - 12 hours a day, 1-5 days a week.
- DCS scheduled employees- hours each week are scheduled based on employment status.

DCS non-scheduled employees (Effective January 1.2022)

Required to work a minimum of **8 hours** each month on a regular basis and have a willingness to pick up extra shifts that are available. The inability to meet this requirement will be reviewed and a determination will be made by the ADM as to whether the employee shall remain as an employee on the employee roster or be terminated. 245 D licensing requires an employee to work with individuals in the program within 120 days or re-training or termination is required.

The RPS will advise you of the times your schedule will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

In some cases, we may offer flexibility in the work schedule, to allow employees to vary their starting and ending times within established limits. We make flexibility possible if a mutually agreed upon work schedule can be negotiated with the ADM.

6.22 Workplace Etiquette

MCGH strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues can arise when employees may be unaware that their behavior at work may be disruptive or annoying to others. Very often you can address these day-to-day issues by politely talking with your co-worker to bring the perceived problem to his or her attention.

In most cases, common sense will dictate an appropriate resolution. MCGH encourages all employees to keep an open mind and graciously accept constructive feedback or another employee's request for you to change your behavior because it may be affecting that person's ability to concentrate and be productive.

The following are some workplace etiquette guidelines and suggestions to help you be more conscientious and considerate of your co-workers and the work environment. These are not necessarily intended to be hard and fast work rules with disciplinary consequences. If you have comments, concerns, or suggestions about workplace etiquette, contact the Administrative Office.

- If there is a concern/issue in the home bring the concern/issue to your RPS along with a solution to the concern/issue.
-
- Cooking and cleaning is the responsibility of all staff that work in the home.
- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your RPS.

- Be conscious of how your voice travels and try to lower the volume of your voice when talking on the phone or to others in open areas.
- Keep socializing to a minimum and try to conduct conversations in areas where the noise will not be distracting to others.
- Refrain from using inappropriate language (swearing) that others may overhear.
- Avoid discussions of your personal life/issues in public conversations that can be easily overheard.
- Clean up after yourself when using desk or counter areas in the home.
- Staff leaving to go smoke should be one person at a time. Do not leave individuals served unattended.
- Staff that smoke are responsible to clean up their waste at the end of their shift by emptying receptacles or cans used for cigarette butts.
- Be sure to wet waste so that a fire is not started with the waste.
- Replace paper in the copy machine and printer paper trays when they are empty.

6.23 Workplace Monitoring

MCGH may conduct workplace monitoring to help ensure quality control, protect against theft, employee safety, security, and individual served satisfaction.

The computer equipment and systems and Internet access that employees may use are always the property of MCGH. Therefore, we reserve the right to monitor computer activities. We also reserve the right to retrieve and read any computer files or data that are composed, sent, or received through Internet connections or stored in our computer systems.

You may request access to information gathered through workplace monitoring that may impact employment decisions. We will grant access unless there is an ongoing investigation or a legitimate business reason to protect confidentiality.

Because we are sensitive to the legitimate privacy rights of our employees, we will make every effort to guarantee that workplace monitoring is always done in an ethical and respectful manner.

6.24 Workplace Privacy and Right to Inspect

Marshall County Group Homes, Inc. property, including but not limited to lockers, phones, computers, tablets, desks, work place areas, vehicles, or machinery, remains under the control of the Corporation and is subject to inspection at any time, without notice to any employees, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on Corporation premises including that kept in lockers and desks.

7.0 Benefits

7.1 401(k) Plan

All employees may participate in the Marshall County Group Homes, Inc. 401(k) plan after the first of the month following the month of hire.

The Corporation will notify you if you are eligible to participate in the 401(k) plan. Contact the ADM to understand your eligibility requirements. This benefit may be canceled or changed at the discretion of the Corporation, unless otherwise required by law.

The Corporation contributes on your behalf to the plan with a discretionary match at the end of the year if you are employed on 12/31.

7.2 Aflac Insurance

All employees are eligible to purchase AFLAC insurance which will be paid for by the employee.

7.3 Anniversary Benefits

Updated January 2024

1. All employees of MCGH: (Full-time, Part-Time and Direct Care Support)

When each employee reaches their 5, 10, 15, 20, 25 and 30 etc. year anniversary they will receive \$150.00 anniversary pay **in addition** to the 5th year incremental Anniversary Benefit.

5th year incremental Anniversary Benefit Years

8 hour = 5 years,

16 hours = 10 years

24 hours = 15 years

32 hours = 20 years and beyond

MCGH Non-benefitted employees ONLY (DCS, Nursing, Maintenance)

Receive 8 hours of anniversary pay paid at the current rate of pay each year. At 5th year increments they will receive the amount listed above based on years of service.

****All anniversary pay is paid out on the second payroll of the employees hire month.**

The 8 hours is based on a full year of work in a DCS position.

If an employee previously held a benefitted position and then changes to DCS staff; the original hire date will be used to calculate the prorated amount of anniversary benefit for that year. (Calculation: 8 hours * Current Rate of pay, divided by 12 months, times the number of months in the DCS position).

Effective July 1, 2006. The cost of anniversary pay will be divided by the number of facilities that the employee works at the time of their anniversary.

7.4 Bereavement Leave

Marshall County Group Homes, Inc. recognizes the importance of taking leave when there is a death in the family. Where bereavement leave is not required by law, the Corporation will provide bereavement leave as follows:

- Full-time employees, who have completed 1 year of service, are eligible for five (5) days of paid bereavement leave for the death of an immediate family member.
- Full-time employees, who have completed 1 year of service, are eligible for three (3) days of paid bereavement leave to attend the funeral of parent-in-laws, parents of domestic partners, brothers, sisters, grandchildren, and grandparents.
- Full-time employees. who have completed 1 year of service, are eligible for one (1) day of paid bereavement leave to attend the funeral of brothers-in-law, sister-in-laws, nieces and nephews.
- Part-time employees, who have completed 1 year of service, are eligible for two (2) days of paid bereavement leave for the death of an immediate family member in proportion to the number of hours they are regularly scheduled to work.
- Part-time employees. who have completed 1 year of service, are eligible for one (1) day of paid bereavement leave to attend the funeral of parent-in-laws, parents of domestic partners, brothers, sisters, grandchildren, and grandparents as well as brothers-in-law, sister-in-laws, nieces and nephews.

For purposes of this policy, **immediate family member** includes the following and applies both to the family of the employee: child (including foster child and stepchild), spouse, domestic partner, parents (including foster parents and stepparents).

You may use accrued but unused paid time off (PTO) if additional time is needed. Additional unpaid time off may be granted at the discretion of the Corporation on a case-by-case basis.

You must provide notice of your need for bereavement leave as far in advance as possible. The Corporation may require documentation supporting your need for bereavement leave.

7.5 COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible Marshall County Group Homes, Inc. employees and their beneficiaries to continue health insurance coverage under the Corporation health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

Contact the ADM or the OM to learn more about your COBRA rights.

7.6 Disability Leave

Full-time and part-time regularly scheduled and relief staff employees are eligible for an unpaid disability leave immediately upon hire. Disability leave due to non-occupational illness, injury or pregnancy related disability is not to exceed six (6) weeks.

Granting this leave prior to the completion of the eligibility period and/or beyond the maximum period stated above may be required as a reasonable accommodation in accordance with the Americans with Disabilities Act or due to state law or other requirements.

Employees requesting leave must provide written notice of the disability, including a doctor's certificate stating the nature of the disability and the expected date of return to work. MCGH will not seek genetic information in connection with requests for disability leave. All medical information received by MCGH in connection with a request for leave under this policy will be treated as confidential.

If you qualify for a leave under the federal Family and Medical Leave Act, we will continue to maintain health benefits under the same terms and conditions applicable to employees not on leave during the FMLA period. Otherwise, to the extent allowed by the insurance contract and applicable laws, we will continue to provide medical insurance and dental insurance coverage for employees on authorized disability leave for the first six (6) weeks of disability. During this time you will be responsible for paying your portion of the monthly premium(s). When the above period expires, you may continue your medical insurance and dental insurance coverage by making arrangements with the ADM or the OM to pay the entire monthly premium in advance each month.

When you are able to return to work, give us at least one (1) week's advance written notice. Include a doctor's certificate stating that you are medically able to return to your normal duties. We reserve the right to require a physical examination by a physician of our own choosing prior to your resumption of duties, as allowed by state law.

If your leave is covered by the federal Family and Medical Leave Act, we will return you to the same or an equivalent position, consistent with our policy. Otherwise, we will return you to the same or similar position you held prior to the disability leave, subject to our staffing and business requirements. Your continued absence from work beyond your disability (as determined by your physician) will be deemed a voluntary termination of your employment.

This leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

7.7 Dental Insurance

Eligible full-time and part-time regularly scheduled employees may enroll in an employee only, an employee plus children, an employee plus spouse or a family contract on the first of the month following their date of hire.

A handout containing the details of the plan and the eligibility requirements and enrollment forms may be obtained from the ADM or the OM.

If you elect dependent coverage, you are responsible for paying the difference through payroll deduction.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

At the end of employment you may be entitled to continuation or conversion of the group dental insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact the ADM or the OM.

7.8 Employee Benefits

MCGH has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefits represent a hidden value of additional income to our employees. It is the responsibility of the ADM, in conjunction with the Personnel Committee of the Board, to annually review the benefits package offered by MCGH and make recommendations concerning any changes necessary.

MCGH reserves the right to modify and/or terminate its benefits at any time. We will keep you informed of any changes.

This Employee Handbook describes the current benefit plans maintained by MCGH. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling. Your eligibility for each benefit program depends on a variety of factors, including your employee classification. To better understand exactly which benefit programs you are eligible for, talk to the ADM or OM.

MCGH realizes that, for legal and business reasons, it must establish certain standards of eligibility. Employees have the privilege of not participating in any part of the benefits program if they desire. Any such refusal or waiver will not alter the employee's right to reinstate those benefits at a later date, during the next open enrollment or to participate in other MCGH benefits.

The following benefit programs are available to eligible employees, subject to terms and conditions of each program:

- Holiday Benefits
- Paid time off Benefits
- Earned sick and safe time Benefits (ESST)
- Anniversary Benefits
- Jury Duty
- Time off to vote
- Election judge leave
- Political Activity leave
- Military leave
- Workers Compensation
- Bereavement Leave
- Health Insurance
- Dental Insurance
- Life Insurance
- Vision Insurance
- Retirement Plan

While some of the benefit programs we offer may require you to contribute to the cost, some programs are fully paid by MCGH.

When an employee changes positions within our corporation, all benefit balances, i.e. sick leave, vacation, holidays, etc., would be carried over into the new position, if that position is a benefited position. If position is a non-benefited position benefits will end per policy.

New hire employees eligible for benefits will have 30 days to apply for the benefits. After 30 days, benefits will be waived until open enrollment period for the company. At open enrollment employees may apply for benefits they are eligible for.

7.9 Family and Medical Leave (FMLA)

In accordance with the Family and Medical Leave Act of 1993 (FMLA), Marshall County Group Homes, Inc. provides up to 12 or 26 weeks of unpaid, job-protected leave in a 12-month period to covered employees in certain circumstances.

Eligibility

To qualify for FMLA leave, you must:

- Have worked for the Corporation for at least 12 months, although that time need not be consecutive;
- Have worked at least 1,250 hours in the last 12 months; and
- Be employed at a worksite that has 50 or more employees within 75 miles.

Reasons for Leave

You may take up to 12 weeks of unpaid FMLA leave in a 12-month period, which is [[define the 12-month period]], for any of the following reasons:

- The birth of a child and to care for that child (leave must be completed within one year of the child's birth);
- The adoption or foster care placement of a child with you and in order to care for the newly placed child (leave must be completed within one year of the child's placement);
- To care for a spouse, child, or parent with a serious health condition;
- To care for your own serious health condition, which makes you unable to perform the essential functions of your position; or
- A qualifying exigency of a spouse, child, or parent who is a military member 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).

You may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a spouse, child, parent, or next of kin who is a covered service member and who has a serious injury or illness related to active-duty service.

As used in this policy:

- **Spouse** means a husband or wife as recognized under state law for the purposes of marriage in the state or other territory or country where the marriage took place.
- **Child** means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability at the time FMLA leave is to commence. A child for the purposes of military exigency or military care leave can be of any age.
- **Parent** means a biological, adoptive, step, or foster parent or any other individual who stood in loco parentis to you when you were a child.
- **Next of kin** for the purposes of military care leave is a blood relative other than a spouse, parent, or child in the following order: brothers and sisters, grandparents, aunts and uncles, and first cousins. If a military service member designates in writing another blood relative as their caregiver, that

individual will be the only next of kin. In appropriate circumstances, you may be required to provide documentation of next of kin status.

Notice

If the need for leave is foreseeable because of an expected birth, adoption, or a planned medical treatment, you must give at least 30 days' notice. If 30 days' notice is not possible, give notice as soon as practical (within one or two business days of learning of your need for leave). Failure to provide appropriate notice may result in the delay or denial of leave.

In addition, if you are seeking intermittent or reduced schedule leave that is foreseeable due to a planned medical treatment or a series of treatments for yourself, a family member, or covered service member, you must first consult with the Corporation regarding the dates of this treatment to work out a schedule that best suits your needs or the needs of the covered military member, if applicable, and the Corporation.

If the need for leave is unforeseeable, provide notice as soon as possible. Normal call-in procedures apply to all absences from work, including those for which leave under this policy may be requested. Failure to provide appropriate notice may result in the delay or denial of leave.

[[If your company has leave request forms, include information here on where employees may obtain these forms.]]

Certification

If you are requesting leave because of your own or a covered relative's serious health condition, you and the relevant healthcare provider must supply appropriate medical certification. You may obtain medical certification forms from [[name of appropriate department]]. When you request leave, the Corporation will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

At our expense, the Corporation may require an examination by a second healthcare provider designated by us. If the second healthcare provider's opinion conflicts with the original medical certification, we, at our expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion. Subsequent medical recertification may also be required. Failure to provide requested certification within 15 days, when practical, may result in delay of further leave until it is provided.

The Corporation also reserves the right to require certification from a covered military member's healthcare provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

Paid Leave Utilization During FMLA Leave

FMLA leave is unpaid; however, you [[may/will be required to]] use available paid leave [[(e.g., vacation/paid time off/sick days/personal days)]] during FMLA leave as permitted by law.

FMLA leave runs concurrently with other leaves, such as accrued paid leave that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by applicable law. The substitution of paid leave for unpaid FMLA leave does not extend the 12 or 26 weeks (whichever is applicable) of FMLA leave. In addition, the substitution of paid leave for unpaid leave may not result in your receipt of more than 100% of your salary.

If you are receiving short- or long-term disability or workers' compensation benefits during a personal medical leave, you will not be required to utilize accrued paid leave. However, where state law permits, you may elect to use accrued paid leave to supplement these benefits.

Leave Increments

Intermittent Leave

If medically necessary, FMLA leave for a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

As FMLA leave is unpaid, the Corporation will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave that is foreseeable due to planned medical treatments, the Corporation may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

Parental Leave

Leave for the birth or placement of a child [[EMPLOYERS CHOOSE ONE: [must be taken in a single block and cannot be taken on an intermittent or reduced schedule basis] [OR] [may be taken in a single block or intermittently with the Corporation's approval].]] Parental leave must be completed within 12 months of the birth or placement of the child; however, you may use parental leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.

Family Care, Personal Medical, Military Exigency, and Military Care Leave

Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a healthcare provider deems it necessary or if the nature of a qualifying exigency requires, leave for these reasons can be taken on an intermittent or reduced schedule basis.

Fitness for Duty Requirements

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. You will not be permitted to resume work until certification is provided.

Health Insurance

Maintaining Coverage During Leave

Your health insurance coverage will be maintained by the Corporation during leave on the same basis as if you were still working. You must continue to make timely payments of your share of the premiums for such coverage. Failure to pay premiums within 30 days of when they are due may result in a lapse of coverage. If this occurs, you will be notified 15 days before the date coverage lapses that coverage will terminate unless payments are promptly made.

Payment of Premiums

Alternatively, at our option, the Corporation may pay your share of the premiums during the leave and recover the costs of this insurance upon your return to work. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period. Under most circumstances, if you do not return to work at the end of leave, the Corporation may require reimbursement for the health insurance premiums paid during the leave.

Reinstatement

Upon returning to work at the end of leave, you will generally be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken.

Spouse Aggregation

If both you and your spouse work at the Corporation, you are collectively eligible for 12 weeks of leave for the birth or placement of a child or to care for a parent with a serious health condition. Similarly, spouses employed by the Corporation will be limited to a combined total of 26 weeks of leave to care for a military service member. This 26-week leave period will be reduced, however, by the amount of leave taken for other qualifying FMLA events. This type of leave aggregation does not apply to leave needed for your own serious health condition, to care for a spouse or child with a serious health condition, or because of a qualifying exigency.

Failure to Return

If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you will be deemed to have voluntarily terminated your employment. The Corporation is not required to grant requests for open-ended leaves with no reasonable return date under these policies or as disability accommodations.

Alternative Employment

While on a leave of absence, you may not work or be gainfully employed either for yourself or others unless express, written permission to perform such outside work has been granted by the Corporation. If you are on a leave of absence and are found to be working elsewhere without permission, you will be subject to disciplinary action up to and including termination.

Interaction with State and Local Laws

Where state or local laws intersect with the FMLA, the Corporation will comply with the law that is the most favorable to you.

Abuse of Leave

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action up to and including termination.

Designation of Leave

If the Corporation becomes aware of any qualifying reason for FMLA leave, the Corporation will designate it as such. You may not refuse FMLA designation under this policy.

Retaliation

The Corporation will not retaliate against employees who request or take leave in accordance with this policy.

7.10 Flexible Spending Account (FSA)

Marshall County Group Homes, Inc. provides Flexible Spending Account (FSA) benefits for eligible employees. FSAs provide tax-free reimbursement to employees for health care and/or dependent care expenses that are not reimbursed by any other insurance or reimbursement program.

A Health Care FSA provides eligible employees the opportunity to pay for medical expenses, on a pretax basis, that are not reimbursed by an insurance plan. Both the amount you contribute and the amount you are reimbursed from your Health Care FSA are income tax free.

A Dependent Care FSA provides eligible employees the opportunity to pay for dependent care expenses for a child, disabled spouse, or dependent parent, on a pretax basis. Both the amount you contribute and the amount you are reimbursed from your Dependent Care FSA are income tax free.

All regular employees are eligible for the above FSA benefits.

If eligible, you may elect an annual amount to contribute, which will be divided and deducted from your pay each pay period, and may be used to pay for eligible expenses. Annual elections are limited by established plan maximums and are subject to applicable IRS forfeiture and rollover provisions.

Contact the Chief Executive Officer for a copy of the plan summary and for questions about this benefit.

7.11 Health Insurance

Marshall County Group Homes, Inc. offers group health insurance benefits to all eligible full-time and part-time regularly scheduled employees who may enroll in an employee only, an employee plus children, an employee plus spouse, or a family contract on the first of the month following their date of hire. Health insurance benefits are described in detail in the Summary Plan Description (SPD), which may be obtained from the ADM or OM.

To assist you with the cost of this insurance, Marshall County Group Homes, Inc. annually decides what it will pay as a portion of an employee contract. You are responsible for paying the balance of an employee contract and any dependent coverage through payroll deduction. Benefits may be canceled or changed at the discretion of the Corporation, unless otherwise prohibited by law.

If you or a dependent become ineligible for benefits due to a change in work hours or through a life event, or you leave employment with the Corporation, you may have the right to continue your health benefits under federal or state law. In such event, the Corporation will provide you with information about your rights to continue your benefits coverage.

7.12 Holidays

Employees will be paid at a rate of time and one half their regular rate of pay for all hours **worked** on the holiday.

With the exception of Christmas, which will be paid at a rate of 2 times their regular rate of pay for all hours **worked** on Christmas Eve and/or Christmas Day.

Marshall County Group Homes, Inc. will observe the following holidays for all Direct Care Support Staff:

- New Year's Eve
- New Year's Day
- Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday Following Thanksgiving Day
- Christmas Eve
- Christmas Day

All Direct Care Support employees who work on the holidays listed below will be paid time and a half their hourly rate for all hours worked as listed below:

New Years Day (holiday pay hrs worked)	Easter (holiday pay hrs worked)
1/1/25-12a-8a	4/20/25-8a-10p
1/1/25-8a-10p	
1/1/25-10p-12a	Memorial Day (holiday pay hrs worked)
1/2/25-12a-6a	5/26/25-8a-10p
Independence Day (holiday pay hrs worked)	Labor Day (holiday pay hrs worked)
7/4/25-8a-10p	9/1/25-8a-10p
Thanksgiving Day & Friday After (holiday pay hrs worked)	
11/27/25-8a-10p	
11/27/25-10p-12a	
11/28/25-12a-8a	
11/28/25-8a-10p	

All Direct Care Support employees will be paid at a rate of **2 times their regular rate of pay** for all hours worked on Christmas Eve and/or Christmas Day.**

Christmas Eve (holiday pay hrs worked)
12/24/25-8a-10p
12/24/25-10p-8a

Christmas Day (holiday pay hrs worked)

12/25/25-8a-10p

12/25/25-10p-6a (12/26/25)

Employees who do not work direct care are exempt from the above benefit.

Marshall County Group Homes, Inc. will observe the following benefitted holidays **for Administration:**

- New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday After Thanksgiving
- Christmas Eve
- Christmas Day

Marshall County Group Homes, Inc.'s administration employees, will receive 8 hours of holiday pay for each holiday listed above. The Administration office will be closed on the above holidays.

Non-worked holiday hours will be granted to eligible administration employees at their regular rate of pay. Holiday pay for administration staff is effective upon hire date.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as PTO), holiday pay will be provided to Administration employees instead of the paid time off benefit that would otherwise have applied.

Employees are granted one (1) day off with pay to observe a major holiday in accordance with their faith. Marshall County Group Homes, Inc., will not discriminate against an employee's choice of religious holiday.

7.13 Personal Leave of Absence

Marshall County Group Homes, Inc. recognizes that you may need time off from work in special circumstances that other leave policies may not address. In such cases, you may request a personal leave of absence.

Eligibility

- Full-time employees, employed for at least 1 year, are eligible to apply for unpaid personal leave of absence.
- Part-time employees, employed for at least 1 year, are eligible to apply for an unpaid personal leave of absence.
- Direct Care Support employees, employed for at least 1 year, are eligible to apply for an unpaid personal leave of absence.

Requesting Leave

Requests for unpaid personal leave must be submitted to your RPS in writing at least 30 days in advance where practical. In emergency situations, written notice must be provided as soon as possible. The request should include the reason for the leave as well as the dates you expect to begin and end the leave.

Job performance, absenteeism, and departmental requirements will be taken into consideration before a request is approved. Requests for unpaid personal leave may be denied or granted for any reason and are within the sole discretion of the Corporation.

You will be required to use all available paid leave balances prior to taking an unpaid personal leave of absence.

PTO, seniority, or other benefits will not accrue during an unpaid personal leave of absence. Holidays that occur during an unpaid personal leave of absence will not be paid.

If you are granted a personal leave of absence, reinstatement to your position or any position is not guaranteed.

Your Corporation-provided benefits will be continued at the same level and under the same conditions as prior to the leave, for up to 90 days as shown in the benefit plan document. You are responsible for payment of your portion of the insurance premium while on personal leave.

If you are on a personal leave of absence that exceeds 90 days, or you fail to pay your premium payment in a timely manner, the Corporation will provide you with information about your rights under COBRA and/or applicable state continuation coverage policies.

Extension of Leave

You are required to return from unpaid personal leave on the originally scheduled return date. If you are unable to return, you must request an extension of the leave in writing at least 30 days in advance of the return date. Leave extensions will be considered on a case-by-case basis. If the Corporation denies the extension request, you must return to work on the originally scheduled return date or be considered to have voluntarily resigned from your employment.

Return to Work

In advance of your scheduled return date, your Program Director or Program Supervisor (PD or PS) will arrange for you to resume your previous position, if available. However, the Corporation's need to fill a position may override the ability to hold a position open until your return. Therefore, we cannot assure our ability to reinstate you to any position after your leave. The Corporation retains the discretion to determine the similarity of any available positions and your qualifications. If we are unable to reinstate you or you refuse the offer of reinstatement to a different position, your leave status will be changed to a voluntary termination.

Failure to Return from Leave

If you fail to return to work after an unpaid leave of absence, you will be considered to have resigned from your employment.

Alternative Employment

While on unpaid leave of absence, you may not work or be gainfully employed either for yourself or others unless you express written permission to perform such outside work has been granted by the Corporation. If you are on leave of absence and are found to be working elsewhere without permission, you will be subject to disciplinary action up to and including termination.

7.14 Leave Donation

Effective 1-1-2023 Benefitted employees may help other benefitted employees who face economic hardship due to a medical or family emergency that requires an employee's absence from the workplace. Staff may donate PTO hours to employees in one-hour increments and no more than 20 hours can be donated within a 12-month period. Staff must maintain a balance of 120 hours of accumulated time in their PTO balance after donation. The employee receiving the donation must have depleted their PTO balance to zero before donations can be received. The employee donating must fill out the leave donation form and sign it. They must also have the employee receiving the donation sign it as well as the employee's RPS. Leave donation forms need to be turned into the OM for payroll processing.

7.15 Life Insurance

Eligible full-time and part-time regularly scheduled employees working 30 hours or more may enroll in this plan on the first of the month following their date of hire. You must complete an insurance form and designate your beneficiary.

The cost of this insurance is fully paid by MCGH. Participating employees may also be covered under the plan's Accidental Death and Dismemberment rider.

Complete details of this plan may be obtained from the ADM or the OM.

7.16 Military Leave (USERRA)

Marshall County Group Homes, Inc. complies with applicable federal and state law regarding military leave and re-employment rights. A military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, with amendments) and all applicable state law. You must submit documentation of the need for leave to the ADM. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your Program Director or Program Supervisor (PD or PS) of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact the ADM.

7.17 Paid Time Off (PTO)

Marshall County Group Homes, Inc. provides full-time and part-time employees with paid time off (PTO). PTO may be used for vacation, sick time, or other personal matters.

Eligibility

- **Regular Full-Time Employees.** Regular full-time employees are normally scheduled to work at least 35 hours per workweek and are eligible for PTO.
- **Regular Part-Time Employees.** Regular part-time employees are normally scheduled to work at least 20 hours per workweek and are eligible for PTO.

Newly Hired Employees

PTO for the employee's first year of employment will be prorated based on the hire date. New hires are eligible to use PTO after completion of the 90-day introductory period.

Deposits Into Your Leave Account

- The amount of PTO received each year is based on your length of service and accrues according to an accrual schedule. The schedule is determined by the Corporation which sets an **annual max amount** as shown in the chart below.
- Once you reach the maximum accrual amount, you will not accrue any additional PTO until you use some of the accrued but unused PTO and the amount falls below the maximum accrual amount.
- You will not receive retroactive credit for any period in which you did not accrue PTO because you accrued the maximum amount.
- Unused PTO can be carried over to the following year, up to the annual max amount as listed in the chart below.

*PTO Full-Time (35 + hours scheduled/week)		*PTO Part-Time (minimum 20 hours scheduled/week)	
1-5 years	6-10 years	1-5 years	6-10 years

6.5 hours/PP 169 Annual Max	7.5 hours/PP 195 Annual Max	4.875 hours/PP 126.75 Annual Max	5.625 hours/PP 146.25 Annual Max
11-15 years 8.5 hours/PP 221 Annual Max	16-20 years 9.5 hours/PP 247 Annual Max	11-15 years 6.375 hours/PP 165.75 Annual Max	16-20 years 7.125 hours/PP 185.25 Annual Max
21+ years 10.5 hours/PP 273 Annual Max		21+ years 7.875 hours/PP 204.75 Annual Max	

Requests for Leave

You must request PTO through the payroll system.

If you intend to use PTO for vacation purposes, you are required to provide notice by the 10th of the month prior to the request. If you are using PTO for personal/sick reasons, we ask that you provide as much notice as possible, if the need for leave is foreseeable.

The Corporation will generally grant requests for PTO when possible, taking business needs into consideration. When multiple employees request the same time off, their length of employment/seniority may determine priority in scheduling PTO.

You must take PTO in increments of at least 15 minutes.

During a Leave of Absence

The Corporation may require you to use any unused PTO during disability or family medical leave, or any other leave of absence, where permissible under local, state, and federal law.

You will not accrue PTO during unpaid leaves of absence, or other periods of inactive service, unless PTO accrual is required by applicable federal, state, or local law.

Separation of Employment

Upon separation of employment:

- non-exempt employees who resign or retire with at least a 10-working day notice - and no time off is used during that period - will be paid 50 percent of their remaining unused PTO time.
- Exempt employees who resign or retire with at least 30 days' notice - and no time off is used during that period - will be paid 50 percent of their remaining unused PTO time.
- MCGH board of directors approved in February 2024 to allow employees the opportunity to **use PTO hours over 40 hours a week, when the following requirements are met:**
 1. PTO hours used were for a SCHEDULED day off in the employee's normal work schedule and was requested off by the 10th of the month prior according to policy listed below under **requests for leave**.
 2. Employees pick up a shift that is **not** part of their normal work schedule, in the same week as the scheduled PTO can still use the PTO hours as they are not counted as hours worked or OT. See Example:

Normal work schedule is 40 hours/wk 8a-4p M-F.

Employee works:

Monday-8a-4p

Tuesday-8a-4p

Wednesday-8 hours PTO

Thursday-8a-4p

Friday-8a-4p

Saturday-8a-8p-Picked up shift

Total hours for the week: 32 hours-normal scheduled hours

8 hours-PTO for normal scheduled hours

12hours-picked up **NOT** part of normal scheduled hours

How hours are Paid:

48 hours-paid at regular hourly rate (40 hours worked, 8 hours PTO)

4 hours are paid at Overtime rate

7.18 Section 125 Plans

MCGH offers a pretax contribution option for employees. This employee benefit is known as a Section 125 plan.

A Section 125 plan is a benefit plan that allows you to make contributions toward premiums for medical insurance, dental insurance, vision care insurance and out-of-pocket medical expenses or dependent care expenses on a "before tax", rather than an "after tax" basis. Your premium contributions and qualified expenses are deducted from your gross pay before income taxes and Social Security is calculated.

To participate in this plan, complete an election form and return it to the ADM or the OM.

You cannot make any changes to your pretax contributions until the next open enrollment period, unless your family status changes or you become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or termination of employment of your spouse. A change in election due to a change in family status is effective in the next pay period.

7.19 Unemployment Compensation Insurance

Unemployment compensation insurance is paid for by Marshall County Group Homes, Inc. and provides temporary income for employees who have lost their job under certain circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from the Corporation.

7.20 Vision Care Insurance

Eligible full-time and part-time regularly scheduled employees may enroll in an employee only, an employee plus children, an employee plus spouse or a family contract on the first of the month following their date of hire.

A handout containing the details of the plan and the eligibility requirements and enrollment forms may be obtained from the ADM or the OM.

If you elect dependent coverage, you are responsible for paying the difference through payroll deduction.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

At the end of employment you may be entitled to continuation or conversion of the group vision insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact the ADM or the OM.

7.21 Workers' Compensation Insurance

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at Marshall County Group Homes, Inc., no matter how slightly, you

are to report the incident to the ADM or RPS as soon as reasonably possible or within 24 hours. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify the ADM or the OM immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

8.0 Safety and Loss Prevention

8.1 Workplace Tobacco Usage

Marshall County Group Homes, Inc. is concerned about the detrimental effects of smoking and secondhand smoke inhalation. Smoking (including the use of electronic vaping products such as e-cigarettes) is prohibited in the following:

- Administrative offices.
- All MCGH owned vehicles.
- All MCGH facilities (includes inside the program homes and garages)
- All MCGH grounds and property.

The Corporation also prohibits the use of smokeless tobacco (e.g., chewing tobacco, dip, and snuff) in the above listed areas.

The Corporation will not discriminate against employees based on their off-premises, off-duty tobacco usage.

8.2 Drug and Alcohol Policy

Marshall County Group Homes, Inc. is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the Corporation to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others and will not be tolerated.

Prohibited Conduct

The Corporation expressly prohibits employees from engaging in the following activities when they are on duty or conducting Corporation business or on Corporation premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. The Corporation does not discriminate against employees solely on the basis of their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work. If you have a valid prescription for medical marijuana, refer to the Corporation Disability Accommodation policy for additional information.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your Program Director or Program Supervisor (PD or PS) if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

Employer-Sponsored Events

From time to time, the Corporation may sponsor social or business-related events where alcohol may be served. This policy does not prohibit the use or consumption of alcohol at these events. However, if you choose to consume alcohol at such events, you must do so responsibly and maintain your obligation to conduct yourself properly and professionally at all times.

Treatment and/or Rehabilitation

The Corporation may assist you in seeking treatment or rehabilitation for drug or alcohol dependency. In such cases, the Corporation may consider your continued employment as long as concerns regarding safety, health, production, communication, or other work-related matters are adequately addressed. The Corporation may also require you to obtain a medical clearance and agree to random testing and a "one-strike" rule as a condition of continued employment.

Violations

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

8.3 Drug/Alcohol Testing

MCGH is concerned with the health and safety of all its employees, as well as the safety of our individuals served. As a result, ALL EMPLOYEES AND APPLICANTS WILL BE REQUIRED TO PASS A DRUG/ALCOHOL TEST.

Testing will take place under the following circumstances:

1. Pre-employment
2. Upon reasonable suspicion of use or impairment on the job.
3. After an accident.

This drug test will require prospective and existing employees, to provide a urine sample for testing at the North Valley Health Center which will be tested for the presence of controlled substances and alcohol. Refusal to submit to drug testing may result in disciplinary action, up to and including termination.

All employees and applicants will review a copy of MCGH Drug and Alcohol Testing Policy. A copy will be provided if requested.

A confirmed positive test result, or the refusal to submit to a test, may disqualify an applicant from further consideration or may result in disqualification, termination or other discipline for existing employees.

Copies of the drug testing policy will be provided to all employees. If you have questions about our drug testing policy or its administration, consult with the ADM.

A COPY OF THE COMPLETE POLICY IS AVAILABLE FROM THE MARSHALL COUNTY GROUP HOMES, INC. OFFICE ON REQUEST.

8.4 General Safety

MCGH and ADM/RPS shall work closely with all employees through appropriate channels to develop more effective and efficient programs. MCGH shall use its Staff Meetings, Board Meetings and Management Team Program to exchange safety ideas as often as possible.

A safety meeting is held monthly in conjunction with each program's staff meeting to identify safety issues and resolve them to reduce injuries and accidents in all MCGH programs. These meetings meet the requirement for a Safety Committee Program.

MCGH will comply with applicable OSHA rules and regulations. When assisting individuals served of MCGH to ride bike and mow lawn employees will wear appropriate safety equipment to reduce accidents and injuries.

MCGH will cooperate in reasonable manner with OSHA reviews and inspections. MCGH shall comply with Minnesota Worker's Compensation Laws. MCGH recognizes its duties under various State and Federal Environmental Health Laws and shall try to prevent the development or continuation of harmful

environmental conditions.

You are expected to obey all safety rules and use caution in your work activities. You must immediately report any unsafe condition to the appropriate supervisor. If you violate MCGH safety standards, cause a hazardous or dangerous situation, or fail to report or, where appropriate, remedy such situations, you may be subject to disciplinary action, up to and including termination.

8.5 Weapons and the Workplace

Concealed Weapons

According to Minn. Stat. Ann. § 624.714, employers may establish policies that restrict the carry or possession of firearms by their employees while acting in the course and scope of employment.

Violation of Policy

A person carrying a firearm on or about his or her person (or clothes) under a permit or who otherwise remains at a private establishment, knowing that the operator of the establishment or its agent has made a reasonable request that firearms are not brought into the establishment, may be ordered to leave the premises.

Under these provisions, a reasonable request that firearms are not brought into the establishment is a request made under either of the following circumstances:

- The requester has prominently posted a conspicuous sign at every entrance to the establishment containing the following language: "Marshall County Group Homes, Inc. BANS GUNS IN THESE PREMISES." In addition:
 - Prominent posting must be readily visible and within 4 feet laterally of the entrance with the bottom of the sign at a height of 4 to 6 feet above the floor.
 - Conspicuous signage must have lettering in black Arial typeface at least 1½ inches in height against a bright contrasting background that is at least 187 square inches in area.
- The requester or its agent personally informs the person of the posted request and demands compliance.

Guns in Vehicles — Parking Area

Employers may **not** prohibit the lawful carry or possession of firearms in a parking facility or parking area.

8.6 Workplace Violence

As the safety and security of our employees, vendors, contractors, and the general public is in the best interests of Marshall County Group Homes, Inc., we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

The Corporation has a zero-tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.

- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on Corporation property or while performing Corporation business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

Report to management in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to the ADM or RPS.

9.0 Trade Secrets and Inventions

9.1 Confidentiality and Nondisclosure of Trade Secrets

As a condition of employment, Marshall County Group Homes, Inc. employees are required to protect the confidentiality of Corporation trade secrets, proprietary information, and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the Corporation. Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization from management.

If you have information that leads you to suspect that employees are sharing such information in violation of this policy and/or competitors are obtaining such information, you are required to inform your Program Director or Program Supervisor (PD or PS) or Human Resources or appropriate department.

Violation of this policy may result in disciplinary action up to and including termination, and may subject the violator to civil liability.

9.2 Inventions

Any invention created, in whole or in part, during your work hours, or from the use of equipment or facilities belonging to Marshall County Group Homes, Inc., is a "work for hire" and is the property of the Corporation.

If you intend to develop and maintain property rights to any invention that relates in any way to products or services of the Corporation, you are required to obtain a written waiver of this policy, signed by both you and ADM.

10.0 Customer Relations

10.1 Customer, Client, and Visitor Relations

Marshall County Group Homes, Inc. strives to provide the best services possible to our individuals served and/or their guardian. Our individuals we serve support this business and generate your wages. You are expected to treat every individual we serve and/or their guardian, or visitor with the utmost respect and courtesy during your working time. You should never argue or act in a disrespectful manner towards a visitor, guardian, or the individuals we serve, during your working time. If you are having problems with individuals we serve, or guardians, or visitors, notify the ADM or the RPS immediately. If individuals we serve, their guardians, or visitors voice a suggestion, complaint, or concern regarding our services, inform the ADM or the RPS. Lastly, make every effort to be prompt in following up on the individuals we serve, or guardians, or visitors orders or questions. Positive relations with individuals we serve, and/or guardians, and visitors will go a long way to establishing our Corporation as a leader in the field.

10.2 Products and Services Knowledge

As a representative of Marshall County Group Homes, Inc., you are expected to be familiar with the services we offer. Take every opportunity to learn the interrelationship between your homes and the others of the Corporation. We consider our employees to be the best reflection of our business brand and company success.

Minnesota Policies

Hiring and Orientation Policies

Minnesota Nursing Mothers, Lactating Employees, and Pregnancy Accommodations - Employee Notice

Minnesota's Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law (Minnesota Statutes § 181.939) gives pregnant and lactating employees certain legal rights.

Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence, or modification in work schedule or tasks. An employer cannot require an employee to take a leave or accept an accommodation.

Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. Employers should provide a clean, private, and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk.

It is against the law for an employer to retaliate, or to take negative action, against a pregnant or lactating employee for exercising their rights under this law.

Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-5075 for help. Employees also have the right to file a civil lawsuit for relief. For more information about this law, visit dli.mn.gov/newparents.

EEO Statement and Nonharassment Policy

Equal Opportunity Statement

Marshall County Group Homes, Inc. is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on the following protected classes: age, race (including traits associated with race, which include, but are not limited to, hair texture and hair styles such as braids, locs, and twists), color, creed, religion, national origin, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, or related conditions), marital status, disability, public assistance, familial status, genetic information, local commissions activity, veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. The Corporation is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Corporation will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Corporation will take appropriate corrective action, if and where warranted. The Corporation prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your Program Director or Program Supervisor (PD or PS) or any other designated member of management.

Policy Against Workplace Harassment

Marshall County Group Homes, Inc. has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment, based upon an individual's membership in a

protected class. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or another person's body;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Corporation or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults, or blocking or impeding movements.

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual based upon their membership in a protected class.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, or elsewhere on our premises, in emails or voicemails, or otherwise circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify [[name, title, phone number, email]] or any member of management.

The Corporation prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Corporation determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Corporation may

monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Corporation will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

Wage and Hour Policies

Accommodations for Nursing Mothers

Marshall County Group Homes, Inc. will provide reasonable paid break time to employees who need to express milk.

If you need to express milk, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from coworkers and the public. The Corporation will make reasonable efforts to ensure that the space is clean, private, secure, in close proximity to the work area, and has access to an electrical outlet.

Expressed milk can be stored [in company refrigerators]. Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator. You may also bring a personal cooler for storage

The break times may run concurrently with any break times already provided. The Corporation will not reduce your compensation for time used to express milk.

You are encouraged to discuss the length and frequency of these breaks with your Program Director or Program Supervisor (PD or PS).

The Corporation will not discriminate or retaliate against employees who express breast milk in the workplace in accordance with this policy.

Meal and Rest Periods

Due to the nature of our work all employees are provided with meals during the workday at the home. Employees shall eat all meals with individuals served. Employees will be paid at their regular rate during all meal breaks as individuals served must be supervised at all times or per their IAPP.

Employees will receive one 15-minute paid break for every four hours worked. However, due to the nature of our work supervision of the individuals served must be provided per the CSSP for each individual served. Staff should provide their own snacks and beverages for break time.

Overtime

There may be times when you will need to work overtime so that we may meet the needs of our individuals served. Although you will be given advance notice when feasible, this is not always possible. All overtime must be approved by the ADM/RPS. If an employee is continually in overtime without proper approval disciplinary action will be taken including suspension and up to termination.

Non-exempt employees will be paid at a rate of time and one half their regular rate of pay for hours worked in excess of 40 hours in a workweek, unless state law provides a greater benefit in which case, we will comply with the state law.

Only actual hours worked count toward computing weekly overtime.

Holiday benefit pay, paid-time off and on-call (non-working) does not count towards overtime.

If an employee works a 24-hour shift within 1 or more facilities there is an 8-hour disregard for sleep time. The employee must sleep at least 5-hours to be eligible for this 8-hour disregard. If the 5-hour sleep period is interrupted by a call to duty the interruption must be counted as awake hours worked. Designated sleep time is 11p.m-7a.m. There is a designated sleep place in each facility.

If you have any questions concerning overtime pay, check with the ADM or OM.

Pay Period

At Marshall County Group Homes, Inc., the standard pay period is biweekly for all employees. Pay dates are on Fridays. If a pay period falls on a holiday, you will be paid on the preceding workday. Special provisions may be required from time to time if holidays fall on pay dates. Check with the Chief Executive Officer if this type of date arises.

Review your paycheck for accuracy. If you find an issue, report it to the Chief Executive Officer immediately. The Chief Executive Officer will assist you in taking the steps necessary to correct the error.

Exceptions will be made for emergencies. All Marshall County Group Homes, Inc. checks will be considered invalid after a period of 90 days.

Payday schedules are posted at all Marshall County Group Homes, Inc. locations.

Wage Disclosure Protection

Notice to employees — 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 or discussing another employee's wages which have been disclosed voluntarily. Your remedies under the Wage Disclosure Protection law are to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5075 or (800) 342-5354.

General Policies

Access to Personnel and Medical Records Files

Marshall County Group Homes, Inc. maintains separate medical records files and personnel files for all employees. Files containing medical records are stored separate and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

Supervisors and others in management may have access to your personnel file for possible employment-related decisions. If you wish to review your personnel or medical records file, you must give the Corporation reasonable notice. Inspection must occur in the presence of a corporation representative.

All requests by an outside party for information contained in your personnel file will be directed to the ADM or OM, as they are the only individuals authorized to give out such information.

Benefits

Earned Sick and Safe Time (ESST)

Marshall County Group Homes Inc. provides Earned Sick and Safe Time (ESST) to eligible employees.

Eligibility

All Marshall County Group Homes employees who work at least 80 hours a year including full-time, part-time, and direct care support employees are eligible to accrue and use ESST.

Procedures

Employees begin to accrue ESST on the employee's date of hire and will accrue one hour of ESST for every 30 hours worked up to a maximum accrual cap of 48 hours in one year.

Utilization (Effective 1-1-2025)

employees are entitled to earn sick and safe time at the rate of **one (1) hour for every thirty (30) hours worked, up to a maximum of forty-eight (48) hours per year.**

- Accrued and unused hours carry over into future years, up to a maximum of eighty (80) hours accrued overall.
- When the 80-hour overall limit is reached, accrual immediately stops until usage occurs, at which

time accrual restarts **(until either the yearly or overall limit is reached)**.

- When the 48-hour yearly limit is reached, accrual does not restart until the following year. The year starts on January 1st and ends on December 31st.

The terms under which employees are permitted to use this leave are set forth below.

- Employees may use ESST under this policy in increments of 15 minutes.
- Employees will not be paid for any unused sick and safe leave upon termination of employment.
- Employees must use at least **1 hour of sick leave per occurrence**.
- All employees begin accruing hours on the first day of work, regardless of whether they are full-time or part-time.
- **New Hires**-Following 90 calendar days of employment, sick and safe leave may be used as described above.

Leave under this policy may be used for the following reasons:

1. An absence resulting from an employee's own mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care.
2. To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care for a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care.
3. An absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member, provided the absence is to:
 - a. Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking.
 - b. Obtain services from a victim-services organization.
 - c. Obtain psychological or other counseling.
 - d. Seek relocation due to domestic abuse, sexual assault, or stalking; or
 - e. Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
4. The closure of the employee's place of business by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material, or other public health emergencies.
5. To accommodate the employee's need to care for a family member whose school or place of care has been closed by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material, or other public health emergencies.
6. To accommodate the employee's need to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected closure.

Family members under the ESST policy include:

- employee's child, stepchild, adopted child, foster child, adult child, spouse, sibling, parent, step-parent, mother-in-law, father-in-law, grandchild, grandparent, or registered domestic partner,
- any individual related by blood or affinity whose close association with the employee is the equivalent to a family relationship.

Notice

- If the need for leave is foreseeable, you must provide at least 7 days' notice.
- If unforeseeable, provide notice as soon as practical.
- Employees are required to contact the program director (PD) or program supervisor (PS) by phone call.

- They can be reached at the office during business hours or by their cell phone after hours.
- Should staff not be able to reach them, they may call the Chief Executive Officer (CEO).
- The notice should include the expected length of the absence, if known.

Employees who use sick or safe time leave for **more than 3 consecutive absences** may be required to:

- provide reasonable certification of the need for leave including, for example, evidence of service or medical treatment provided by a professional.
- In the case of an unforeseen need to take leave, for example, the illness of an employee or their family member or in the case of an emergency, notice should be given by the employee as soon as practicable (and before the start of the work shift).

Leave under this policy may run concurrently with leave taken under other applicable policies as well as under Local, State, or Federal law, including leave taken pursuant to the Family and Medical Leave Act (FMLA).

Interaction with Other Leave

Sick and safe leave will run concurrently with other types of leave when permitted under applicable law.

Payment upon Termination

You will not be paid for any unused sick and safe leave when your employment ends.

Reinstatement of Leave upon Rehire/Transfer

The Corporation will reinstate unused sick and safe leave if you separate and are rehired within 120 days.

If you transfer to another division, entity, or location within Minnesota, but remain employed by the Corporation, you are entitled to use all available sick and safe leave from the prior division, entity, or location.

Healthcare Benefits

Your health insurance will be maintained while you are on leave. If you contribute to the cost of your health insurance, you must continue to pay your portion of the premium cost during your leave.

Workplace Notice

The Corporation is required to provide you with a copy of the *Earned Sick and Safe Time Employee Notice*. A copy of the notice is attached as an addendum at the end of this handbook.

Restoration

Upon return from leave, you will be returned to employment at the same rate of pay you were receiving when leave commenced, plus any automatic adjustments in your pay scale that occurred while you were on leave. You will also retain all accrued pre-leave benefits of employment and seniority as if there had been no interruption in service.

Retaliation

The Corporation will not retaliate against employees who request or take leave in accordance with this policy.

Public Official Leave

Marshall County Group Homes, Inc. will provide employees who have been elected to public office with unpaid leave to attend meetings required by the public office.

Provide as much notice as possible of when you will need to be absent from work to attend meetings. The Corporation will make an effort to allow you to make up for the missed work time.

The Corporation will not retaliate against employees who request or take leave in accordance with this policy.

Political Leave

Marshall County Group Homes, Inc. will provide eligible employees with unpaid leave to:

- Attend any meeting of the state central committee or executive committee of a major political party (provided they are a member of the committee); or
- Attend any convention of major political party delegates, including meetings of official convention committees (provided they are a delegate or alternate delegate to that convention).

You must provide at least 10 days' written notice of your intent to take leave.

The Corporation will not retaliate against employees who request or take leave in accordance with this policy.

Election Judge Leave

Marshall County Group Homes, Inc. will provide employees who are selected to serve as election judges with paid leave to fulfill the duties of their role. [[The Corporation may reduce your salary or wages by the amount you were paid by the appointing authority when missing work to serve as an election judge.]]

You must provide at least 20 days' written notice of your need to take leave. Notice must be accompanied by certification from the appointing authority stating the hours you will be absent from work.

The Corporation may restrict the number of employees to be absent from work for the purpose of serving as election judges to no more than 20% of the total workforce at any single worksite.

The Corporation will not retaliate against employees who request or take leave in accordance with this policy.

Civil Air Patrol Leave

If you are a member of the Civil Air Patrol, Marshall County Group Homes, Inc. will provide you with unpaid leave for work missed while rendering services as a member of the Civil Air Patrol at the request of the state or any of its political subdivisions, provided the leave would not unduly disrupt the operations of the Corporation.

Provide as much notice as possible of the dates you will be absent from work due to your service as a Civil Air Patrol member. The Corporation may ask you to provide documentation verifying the need for your service.

The Corporation will not retaliate against employees who request or take leave in accordance with this policy.

Military Injury or Casualty Leave

Marshall County Group Homes, Inc. will provide up to 10 days of unpaid leave to employees whose immediate family member was injured or killed while on active duty with the U.S. Armed Forces. **Immediate family member** means your parent, child, grandparent, sibling, or spouse.

Provide notice of your need for leave as soon as practical.

The Corporation will not retaliate against employees who request or take leave in accordance with this policy.

Military Family Leave

Marshall County Group Homes, Inc. will provide reasonable unpaid leave (up to two consecutive days or six days in a calendar year) for eligible employees to attend the following kinds of events related to the military service of their spouse, parent, or child:

- Departure or return ceremonies for deploying or returning military personnel or units.
- Family training or readiness events sponsored or conducted by the military; and
- Events held as part of official military reintegration programs.

To be eligible for this leave, you must be invited or called on by proper military authorities to attend one of the above-listed types of events.

You must provide reasonable notice of your need to take leave.

The Corporation will not retaliate against employees who request or take leave in accordance with this policy.

Military Ceremony Leave

Marshall County Group Homes, Inc. will provide up to one day of unpaid leave for employees to attend a send-off or homecoming ceremony for an immediate family member ordered into or returning from active service unless it unduly disrupts Corporation operations. **Immediate family member** means your grandparents, parent, legal guardian, sibling, child, grandchild, spouse, fiancé, or fiancée.

You must provide reasonable notice of your need to take leave.

The Corporation will not retaliate against employees who request or take leave in accordance with this policy.

Isolation and Quarantine Leave

Marshall County Group Homes, Inc. provides up to 21 days of unpaid leave to eligible employees who need to isolate or quarantine in accordance with Minnesota law.

You are eligible for leave if you are subject to isolation or quarantine, or if you are caring for a minor or disabled vulnerable adult family member who is subject to isolation or quarantine, because of:

- A directive from the commissioner of health;
- An order of a federal quarantine officer;
- A state or federal court order; or
- A written recommendation of the commissioner (or their designee).

Provide notice of your need for leave as soon as practical.

The Corporation will not retaliate against employees who request or take leave in accordance with this policy.

Bone Marrow Donation Leave

Marshall County Group Homes, Inc. will provide eligible employees with up to 40 hours of paid leave to undergo medical procedures to donate bone marrow.

Eligibility

To be eligible for bone marrow donation leave, you must work at least 20 hours per week.

Notice and Documentation

To obtain leave under this policy you must provide reasonable notice of the need for leave and submit verification from a physician detailing the purpose and length of the leave requested. If there is a medical determination that you do not qualify as a donor, the paid leave of absence provided to you prior to that medical determination will not be forfeited.

Retaliation

The Corporation will not retaliate against employees who request or take leave in accordance with this policy.

Jury Duty Leave

Employees summoned for jury duty are granted unpaid leave in order to serve.

You may request unpaid jury duty leave for the length of absence. You may also use any available paid time off, such as vacation time, in order to be compensated for unpaid jury duty leave. No sick time may be

used for jury duty leave.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

We reserve the right to request proof of jury service issued by the Court upon return.

Make arrangements with the CEO or the PD as soon as you receive your summons.

When permitted by state law, we expect you to return to your job if you are excused from jury duty during your regular working hours.

Subject to the terms, conditions, and limitations of the applicable plans, MCGH will continue to provide health insurance benefits for the full period of unpaid jury duty leave.

Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

Leave for Victims of Harassment or Domestic Violence

Marshall County Group Homes, Inc. will provide employees who are victims of harassment or domestic abuse, or whose family or household member is the victim of domestic abuse, with reasonable time off for certain qualifying reasons.

Eligibility

All employees are eligible for this leave.

Leave Usage

Leave may be taken for the following reasons:

- In the case of harassment, to obtain a restraining order against the harasser; or
- In the case of domestic abuse, to obtain an order of protection for yourself or your family or household member.

Family or household member means your spouse or former spouse, your parents and children, a person related to you by blood, a person who currently resides with you or has resided with you in the past, a person with whom you have a child in common, regardless of whether you were married or lived together, or any person with whom you are involved in a significant romantic or sexual relationship. In addition, this term refers to a man and woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time.

Notice

Except in the case of imminent danger to your health and safety or that of your family or household member, you must provide at least 48 hours' advance notice of your need for leave. You may be required to provide documentation showing evidence of your need for leave.

Compensation

Leave under this policy is unpaid; however, you may substitute any applicable paid leave for all or a portion of your unpaid leave.

Confidentiality

Information about your request for leave will be kept confidential, except as required by federal or state law or as necessary to protect your safety in the workplace.

Retaliation

The Corporation will not retaliate against employees who request or take leave in accordance with this policy.

Pregnancy and Parenting Leave

Marshall County Group Homes, Inc. provides eligible employees with up to 12 weeks total of unpaid pregnancy or parenting leave in accordance with the Minnesota Pregnancy and Parenting Leave Act (MPPLA).

Eligibility

All employees are eligible for pregnancy and parenting leave.

Use of Leave

MPPLA leave is available to biological or adoptive parents in conjunction with the birth or adoption of a child. A **child** is a person under the age of 18 or is under the age of 20 but still attending a secondary school. Leave must start within 12 months of the birth or adoption; however, if the child remains in the hospital longer than the mother, leave must begin within 12 months after the child leaves the hospital (parenting leave).

MPPLA leave is also available to eligible female employees for prenatal care or for incapacity due to pregnancy, childbirth, or related health conditions and will begin at the time you request (pregnancy leave).

Interaction with FMLA

MPPLA leave and federal Family and Medical Leave Act (FMLA) leave run concurrently, which means the leave provided by each individual law will count against your entitlement under both laws. However, if you take FMLA leave for unrelated reasons (such as a back injury not caused by pregnancy), you will still be entitled to 12 weeks of leave for pregnancy-related illness and parental leave.

Return to Work

After leave, you will be returned to your former position or to a position of comparable duties, number of hours, and pay. However, if during such leave the Corporation experiences a layoff and you would have lost your job had you not been on leave, you will not be reinstated. In this situation, you will retain all rights under the Corporation layoff and recall system.

Upon agreement with the Corporation, you may return to work part time during the leave period without forfeiting the right to return to employment at the end of the leave period.

Notice

You must provide reasonable advance notice of the dates leave will begin and the estimated amount of leave that will be taken. If the leave is for more than one month, you must notify your Program Director or Program Supervisor (PD or PS) at least two weeks prior to returning from such leave.

Substitution of Paid Leave

The amount of MPPLA leave will be reduced by any paid leave provided by the Corporation, including disability, personal, medical, or sick leave, or accrued vacation time, so the total leave (MPPLA leave plus paid leave) is not more than 12 weeks.

Benefits

The Corporation will continue to provide insurance coverage under any group insurance policy, group subscriber contract, or healthcare plan to you and your dependents as if you were not on leave. However, during the leave period, you will be required to pay the full cost of coverage, including any contributions formerly paid by the Corporation when you were not on leave. In some instances, the Corporation may recover premiums it paid to maintain health coverage or other benefits for you and your family.

Abuse of Leave

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action up to and including termination.

Retaliation

The Corporation will not retaliate against employees who request or take leave in accordance with this policy.

School Conference and Activities Leave

If eligible, Marshall County Group Homes, Inc. will provide you with up to 16 hours of unpaid leave in a 12-month period to attend school conferences or activities related to your child, if those conferences or activities cannot be scheduled outside your regular work hours. If your child receives child care services or attends a prekindergarten regular or special education program, you may use this leave time to attend a conference or activity related to your child, or to observe and monitor the services or program, provided the conference, activity, or observation cannot be scheduled outside your regular work hours.

To be eligible for leave you must have worked an average number of hours per week equal to one-half the full-time equivalent position in your job classification during the 12-month period immediately preceding the leave.

If leave cannot be scheduled outside your regular work hours and the need for the leave is foreseeable, you must provide reasonable prior notice and make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the Corporation.

The Corporation will not retaliate against employees who request or take leave in accordance with this policy.

Victim and Witness Leave

Marshall County Group Homes, Inc. realizes that, on occasion, you may have an obligation to participate in criminal legal proceedings either as a witness or because you or a close family member was victimized by a criminal act. The Corporation provides unpaid leave to attend those proceedings under circumstances described below.

If you are required to attend a criminal proceeding either as a witness or as a crime victim (or a close family member of a crime victim), you must provide at least 48 hours' advance notice to the CEO to make arrangements for a leave of absence. If it is impractical or an emergency prevents you from providing advance notice, provide notification as soon as possible.

The Corporation reserves the right to require employees to provide proof of the need for leave to the extent authorized by law.

Leave under this policy is unpaid. You may opt to use vacation in place of unpaid leave.

Any information related to your leave will be kept confidential by the Corporation.

This policy does not apply to employees seeking leave because they have committed or are alleged to have committed a criminal act.

The Corporation will not retaliate against employees who request or take leave in accordance with this policy.

Voting Leave

Marshall County Group Homes, Inc. will allow you a reasonable, paid time off to vote. The time when you can go to vote will be at the discretion of the CEO or the PD consistent with applicable legal requirements.

Custom Policies

Custom Policies

Company Technology Equipment

Purpose: To outline guidelines for using MCGH technology equipment while at work.

MCGH Chromebooks

Used by all MCGH employees for the following work-related programs/purpose only.

Paychex Flex

Therap

Star Services

SharePoint

MCGH computers

Used by the CRS home DCC/DCA employees **only**. Authorization will be given to the DCC/DCA of each location by providing a password to use the system from the CEO.

DCC/DCA employees may find it necessary to access company email and other information stored on MCGH computers for reasons to do with MCGH business or for legal reasons.

DCC/DCA employees are also responsible for monitoring the improper use of company equipment and notifying the ADM/RPS of any equipment not working properly or damaged.

All MCGH Employees

When using MCGH computers and Chromebooks **all employees** waive any right to privacy. No assumption should be made that any information transmitted or stored electronically is confidential or private.

MCGH computers and Chromebooks may not be used in a way that is disruptive to the operation of MCGH or offensive to others. The use of the email for the transmission of information disparaging others based on race, national origin, sex, sexual orientation, age, disability, religion, marital status or political beliefs is not permitted under any circumstances at any time. MCGH staff is prohibited from using the Internet to view nudity and sexually related sites at any time. Electronic mail cannot be used to solicit or recruit others for commercial ventures, religious or political causes, or personal gain.

Failure to follow the Technology Equipment policy will result in disciplinary action up to and including termination.

Closing Statement

Thank you for reading our handbook. We hope it has provided you with an understanding of our mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a successful Corporation and a safe, productive, and pleasant workplace.

Kristal Walen, Chief Executive Officer

Marshall County Group Homes, Inc.

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the Marshall County Group Homes, Inc. Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the Corporation has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the Chief Executive Officer of the Corporation. I also understand that any delay or failure by the Corporation to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the Corporation or affect the right of the Corporation to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Corporation representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized Corporation representative) or a collective bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Marshall County Group Homes, Inc..

If I have any questions about the content or interpretation of this handbook, I will contact the Chief Executive Officer.

Signature

Date

Print Name

APPENDIX

Earned sick and safe time employee notice

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. A year for purposes of the employee's earned sick and safe time accrual is defined in the employer's handbook policy.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason, follow the process outlined in the employer's handbook policy.

Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time,

