



EMPLOYEE HANDBOOK

Sartell, Minnesota
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About this Handbook

As with any job change, you will experience a period of adjustment. You will want to know what you can expect from Opportunity Matters, Inc., (hereinafter referred to as “OMI”) and what will be expected from you. You may have questions about your job duties, your benefits, and the general operation of the organization. This handbook is prepared to assist you in finding the answers to many of these questions. However, do not expect this Handbook to answer all of your questions. Your supervisor will be your primary source of information.

This Handbook provides general information about OMI’s benefits, policies, and practices. It is not intended to be a legal statement of benefits nor a comprehensive explanation of policies and practices. This Handbook is for general information and guidance. It does not constitute a contract of any kind.

OMI’s policy is that employment is “at will.” You are free to leave the organization at any time, with or without a reason and with or without notice. OMI also has the right to end your employment at any time, with or without a reason and with or without notice. Although OMI may choose to end your employment for a cause, cause is not required. Further, OMI has the right to manage its work force and direct its employees. This includes the right to hire, transfer, promote, demote, reclassify, lay off, terminate, or change any term or condition of employment at any time, with or without a reason and with or without notice unless otherwise required by law.

OMI may, at any time, in its sole discretion, amend, modify, or vary anything stated in this Handbook—except as required by law, and except for the rights of the parties to terminate employment at will, which may only be modified, on an individual or collective basis, by an express written agreement signed by the CEO.

This Handbook supersedes all prior handbooks, manuals, policies, and procedures issued by OMI. Any violation of the policies and/or procedures set forth in this Handbook may result in disciplinary action, up to and including termination of employment.

I. Introduction

Mission Statement

To create opportunities that empower individuals to reach their full potential.

Vision

The people we serve come first.

Culture

- At OMI, the individuals we serve come first. We work as the power of one, taking the strengths of many to achieve one common goal.
- Our Leadership won't ask our staff to do what we are not willing to do ourselves.
- We pride ourselves on doing the things we say we're going to do.
- Speed is Life at OMI...even on the last lap; we're still friendly and approachable.

Goals

To ensure the people we serve experience independence, personal fulfillment at home, and within their community.

To ensure the organization provides quality services in St. Cloud and surrounding communities.

A Brief History...

OMI is a non-profit organization that is governed by a volunteer Board of Directors that ensures OMI meets its mission.

OMI began providing services for people with disabilities in the St. Cloud area May 1980. OMI opened a 12 bed ICF-DD (Intermediate Care Facility for Persons with Developmental Disabilities) May 27, 1980. The 2nd ICF-DD opened on May 30, 1984.

Presently, there are 18 sites providing services to about 72 individuals with disabilities, as well as crisis respite services, and in-home/supported living services with over 200 employees working to meet the needs of the individuals served.

In 2005, a new 7,500 square foot facility opened in Sartell to house Opportunity Matters' administrative offices and Pathway to Opportunities (PTO). At PTO, personalized programming allows individuals served to learn essential life skills and experience community in a safe, learning environment.

OMI is proud to have dedicated, knowledgeable talented employees. OMI took the opportunity to build a consulting branch to assist individuals in the community, in their parents' or own home who need some additional support. The consulting services provide functional assessments, training, program development and implementation to best support the individual and their caregivers with modifying challenging behaviors.

Opportunity Matters decided to reach out to a growing community of seniors experiencing physical and mental changes due to dementia-related diseases. One of Opportunity Matters' greatest resources is its staff; a staff well suited to assist seniors with changing physical capabilities often associated with dementia. The staff is also highly effective at designing personalized programming and assessing the abilities of the individuals served. Opportunity Matters determined that it could best serve this population and region by offering a day services

program for seniors with mild to moderate memory loss. These services became available in July 2006 through Opportunity Matters' Golden Opportunities program.

In the fall of 2006, OMI opened Christensen House, a four-bed waiver home in St. Joseph, MN in October 2006, and was named after the late CEO, Jim Christensen.

Because of Opportunity Matters' recognizable work within the St. Cloud and surrounding area, OMI was honored when the Multiple Sclerosis Society asked to partner with them to provide support and services to individuals in Central Minnesota with Multiple Sclerosis. In the fall of November 2010 OMI opened the MS Center.

March of 2012, Opportunity Matters got its new name. To better reflect all the wonderful services that OMI provides for the individuals and their families who they serve, OMI's name changed from Opportunity Manor to Opportunity Matters. 'Opportunity' is a huge part of what the Organization is about and encourages. The organization believes that these opportunities are important to people, therefore, opportunity 'Matters.'

In August 2016, OMI opened its 18th residential foster care home, Oakland Heights. This house was built specifically for individuals with more challenging behaviors. The house design was set up with living areas, bathrooms and bedrooms on each side of the home, a shared kitchen space and a staff secure area in the middle of the home.

March of 2017, OMI started a Supported Apartment service. This service is designed to meet the needs of individuals who have the skills and ability to live independently on their own with limited staffing support. Individuals choose where they live and OMI provides support that meet their needs. Included is the ability for the individual to contact an on-call staff 24 hours around the clock to assist them with issues and concerns

In August 2022, OMI opened its 19th community residential service called HighView.

II. Conditions of Employment Policies

000 - Minimum Age Requirements

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

001 - Conditions of Employment Policy

Your employment with OMI is “at will.” You are free to leave OMI at any time, with or without a reason and with or without notice. OMI, at its sole discretion, also has the right to end your employment at any time, with or without a reason and with or without notice. Although OMI may choose to end your employment for a cause, cause is not required. Further, OMI has the right to manage its workforce and direct its employees. This includes the right to hire, transfer, promote, demote, reclassify, lay off, terminate, or change any term or condition of employment at any time, with or without a reason and with or without notice, unless otherwise required by law. No one other than the CEO of OMI may enter into an agreement for employment, individually or collectively, for a specific period or make any agreement contrary to the policy of “at will” employment. Any such agreement, individually or collectively, must be in writing signed by the CEO of OMI and you or your representative.

To obtain and/or continue employment with OMI, applicants and employees must satisfy the specific conditions below that are required for the position sought or currently held.

- 1) Initial and continuing County, Federal and State law, licensing, and other education and training requirements.
- 2) Obtaining and maintaining an acceptable or qualified status for employment as issued under Minnesota Department of Human Services.
- 3) Initially and continually, if required, provide proof of employment eligibility in the US.
- 4) Meeting age requirements per site or program.
- 5) Not listed on “Excluded Provider List” issued, maintained by Office of Inspector General.
- 6) Initially and thereafter be considered an acceptable driver per the OMI’s automobile insurance carrier guidelines based on position within the organization. This is based on specific position within the organization and site.
- 7) Receiving and maintaining certifications, licensures, or other qualifications required for the position or OMI within required timeframes;¹ and/or
- 8) Agreeing to have photos taken for identification, public social media purposes.²
- 9) If under 18 years of age, comply with following requirements of no medication passing unless qualified by a variance, no work past 11pm or, prior to 6am, no driving Organizational vehicles, no use of lift equipment for individuals served.

¹ Certifications may include Medication Administration. Medication Administration Certification must be received no more than 60 days from date of employment.

² OMI reserves the right to utilize employee photos as deemed necessary for the promotion and marketing materials during and after employment has ended.

10) Use of a personal cell phone, number & email to receive information

002 – Providing Personal Information and Adding Apps on Personal Devices

The Organization is required to collect personal information from employees so the business can operate. Required personal information includes and is not limited to name, address, phone number, email address, social security number, emergency contacts, and any other data gathered during the hiring process or throughout employment.

Refer to the Employee Information Privacy Policy in this Handbook for information about how the Organization will collect, store, use, and disclose employee personal data, ensure confidentiality, and access the information on a “need to know” basis when there is a legitimate business need. Examples of business operations for which this information is required are (and not limited to) payroll, timekeeping, benefits administration, and compliance with legal requirements.

It is a condition of employment to provide accurate information at the beginning of employment and maintain up-to-date information throughout employment use of personal email address or phone numbers may need to be used for login and password recovery for certain software and applications.

The Organization may require the download of specific Apps on an employee’s device, such as a smart phone, for authentication purposes. Examples include but are not limited to the employee timekeeping system (so that an employee can recover their password when necessary) and Electronic Visit Verification (EVV).

003 - Criminal Background Studies

All individuals working with vulnerable adults or children must complete a background check. To the extent that the law allows, OMI will conduct individualized assessments of the results of criminal background checks before taking employment actions.

Reasons you may be disqualified from working, include, but are not limited to: any convictions related to sexual misconduct, theft, or assault. Disqualifying acts and durations are listed in MN Statute 245C.15. If, as a result of the background check, the employee is disqualified, becomes disqualified, or requires supervision as outlined in Chapter 245C of MN Statutes, the employee may be subject to immediate termination for employment misconduct. It is reasonable to expect that the employee is knowledgeable of their previous disqualifying acts and that they are responsible for checking MN Statute 245C.15. Working at OMI after a disqualifying act is intentional conduct that is a serious violation of the standards of behavior the employer has a right to reasonably expect of the employee.

OMI may authorize a new hire to begin work prior to final clearance of the background study. OMI may provide Supervision during the initial training period, the duration of which is at the sole discretion of the Organization.

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

III. General Employment Policies

100 - EEOC/Human Rights Policy

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

ADA - Disability Accommodation OMI is committed to providing equal employment opportunities to all employees, including qualified individuals with disabilities. This includes providing reasonable accommodations that will allow qualified individuals with disabilities to successfully perform the essential functions of their positions, unless doing so would cause OMI an undue hardship. In general, it is your responsibility to notify Human Resources (HR) in writing if you have a need for an accommodation. Upon doing so, HR may ask you for your input, the type of accommodation you believe may be necessary, or the functional limitations caused by the disability. Also, when appropriate, OMI may need your written permission to obtain additional information from your physician or other medical or rehabilitation professional. Any information obtained is kept in a confidential employee file.

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

101 - Job Posting Policy

Job openings are posted internally and are located on the server, which is accessible by computer at each site; however, the Organization may, at its sole discretion, choose not to post job vacancies if a possible candidate is already available for the position. The Organization may take the liberty to promote internal employees for a position without going through the internal interview process. If an employee is interested in a job that is posted, he or she should complete an application and may contact Human Resources about the position and its requirements. If an employee is offered and accepts the new job, he or she will give a 2-week (non-exempt employees) or 30 day (exempt employees) notice for their previous position as outlined in the Resignation Policy – 700.

102 - Personnel File Policy

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

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

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

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

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

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

1. Employee Information Privacy Policy

The Organization collects personal employee information such as, and not limited to, name, address, email address, phone number, social security number, date of birth, emergency contact information, employment history, performance reviews, and other employment related information. The Organization needs each piece of personal information and it is used for business operations, such as payroll, benefits administration, performance management, and compliance with legal requirements.

Access to personal information is limited to those that need it for their job function. Safeguards are implemented to secure the information using encryption, password protection, and physical security protocols.

Information is shared with third parties on a need-to-know basis, such as with payroll providers, IRS or other government entities that are authorized by law to receive it, benefits administrators, and in case of legal requirements such as a court order.

The Organization retains data for 7 years after employment ends and securely disposes of it.

Contact information such as personal email address, mailing address, and phone numbers (including talk and text), is used for the Organization to communicate with employees. Employees are expected to provide the information and maintain updates throughout employment as a condition of employment. Refer to Section II of this Handbook for Conditions Of Employment policies.

103 - Internships Policy

Interns, Practicum, and Graduate Assistantship Students will be accepted based on availability. All those requesting an Internship, Practicum, or Graduate Assistantship from OMI must work within the organization, will be paid for their part-time ratio services (as considered to be a ratio employee) and be subject to all Organizational Policies as well as, the internship procedure. Contact Human Resources for more information.

The Organization will only accept three intern, practicum, or Graduate Assistantship students per supervisor per semester with the following degrees (not limited to): Applied Psychology, Community Psychology, Sociology, Business Management, Accounting, Human Resources, Social Work, and Nursing.

104 - HIPAA & Confidentiality Policy

The lives of the individuals served are private and we have a duty to protect their confidential information. Employees are prohibited from sharing individuals served information (work or non-work related) for any reason, unless it is necessary to fulfill their job duties. IT IS IMPORTANT THAT YOU DO NOT DISCUSS ANY ASPECT OF AN INDIVIDUALS LIFE WITH ANY OTHER INDIVIDUAL, ACQUAINTANCE, FRIEND, OR FAMILY MEMBER.

HIPAA regulations define the clients Protected Health Information (“PHI”). PHI includes the client’s name, address, phone number, social security number, and any identifiable personal information. A client’s PHI is not to be disclosed for any reason other than for means of Treatment, Payment or health care Operations (“TPO”).

Moreover, as part of your responsibilities at OMI, you may learn of or be entrusted with sensitive, confidential organization information, including, but not limited to, organization strategies/plan; employees’ personally identifiable information; financial figures or projections; intellectual property; operational policies, standards, and procedures; and marketing plans and strategies. During and after employment, no individual shall disclose any confidential information to any firm, individual, or institution without permission from the CEO.

Your failure to honor this confidentiality policy may result in disciplinary action, up to and including termination.

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

Information Protected. “Personally identifiable information” means information about any individual, including other employees that could reasonably be used to identify that individual, including, but not limited to, first and last name, residence or other physical address, electronic mail address, telephone number, birth date, credit card information, and social security number. Medical information, disability and accommodation requests, time and attendance records, leave requests are also protected. Various federal and state-laws may require additional protection of certain personal information. However, “personally identifiable information” does not include information collected as part of any regulatory, investigative, or criminal justice purpose, information collected as part of litigation in which the state is a party, or information that is required to be collected pursuant to any state or federal statute or regulation.

Limited Access and Disclosure. Employees shall not access nor disclose personally identifiable information of individuals served or other employees unless it is necessary to fulfill their job responsibilities. Employees shall not seek or access protected information out of curiosity, out of malice, for personal gain, or for any other impermissible purpose, even if they are otherwise authorized in the ordinary course of business.

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

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

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

105 - Distribution and Solicitation Policy

Solicitation of any kind by one employee of another employee is prohibited while either person is on working time. Working time includes the time during which any of the employees involved are actually scheduled to work, but does not include scheduled rest periods, meal breaks and other specified times when employees are not expected to be working. Solicitation by non-employees on OMI premises is prohibited at all times. Employees, during employment, may not solicit any present individuals served of OMI for any purpose.

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

106 - Employee Orientation Policy

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

As a part of the orientation process new employees will have their picture taken by Human Resources. Employees can't change the organization photo used in the OMI systems. There are badges available to be utilized for identification purposes when employees are at the Main Office and/or out in the community with the individuals served.

107 - Policy Against Discrimination and Harassment

OMI will not discriminate against any person because of race, religious creed, color, age, sex, national origin, ancestry, citizenship status, religion, marital status, familial status, status with regard to public assistance, sexual orientation, disability, military service or veteran status, genetic information, or any other classification protected by applicable federal, state, and local laws and ordinances.

OMI is committed to providing a work environment in which employees are treated with courtesy, respect, and dignity. As part of this commitment, OMI will not tolerate any form of harassment, verbal or physical, including with regard to an individual's race, color, religion, age, sex, national origin, ethnicity, disability, ancestry, genetic information, sexual orientation, marital status, familial status, military service or veteran status, or any other protected characteristics.

Harassment Defined: Harassment as defined in this policy is unwelcome verbal, visual, or physical conduct, based on an individual's protected characteristic, creating an intimidating,

offensive, or hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees are expected to behave in a professional and respectful manner. You as an employee have the responsibility to make the harasser aware of any conduct listed above, and ask them to stop.

Sexual Harassment Defined: Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as; unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, and other verbal or physical conduct of a sexual nature.

Examples of conduct that violates this policy include:

- unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement
- requests for sexual favors or demands for sexual favors in exchange for favorable treatment
- obscene or vulgar gestures, images, or comments
- sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies
- propositions, or suggestive or insulting comments of a sexual nature
- derogatory cartoons, posters, and drawings
- sexually-explicit e-mails or voicemails
- uninvited touching of a sexual nature
- unwelcome sexually-related comments
- conversation about one's own or someone else's sex life
- conduct or comments consistently targeted at only one gender, even if the content is not sexual
- teasing or conduct directed toward a person because of the person's gender

Reporting Procedures: The following steps have been put into place to ensure the work environment at OMI is free of harassment. If an employee believes someone has violated this policy, the employee should promptly bring the matter to the immediate attention of their supervisor and/or Human Resources Department (telephone: 320-240-1900). If the alleged source of the harassment is the supervisor or Human Resources, immediate contact should be made with the next person in the chain of command, including the Board of Directors if the alleged harasser is the CEO. Employees are strongly encouraged to make their report on the objectionable conduct in writing.

No Retaliation: No employee will be subject to, and OMI prohibits, any form of discipline or retaliation for reporting perceived violations of this policy in good faith, pursuing any such claim, or cooperating in any way in the investigation of such claims in good faith. If an employee believes someone has violated this no-retaliation policy, the employee should bring the matter to the immediate attention of their supervisor and/or Human Resources Department (320-240-1900). If the alleged source of the retaliation is the supervisor or Human Resources, immediate contact should be made with the next person in the chain of command, including the Board of Directors. Anyone, regardless of position or title, whom OMI determines has engaged in conduct that violates this No Retaliation Policy will be subject to discipline, up to and including

termination.

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

Finally, it is imperative that all managers of people at all OMI locations comply with the Equal Employment Opportunity Policy and enforce it. Each department head, division head, and manager is responsible for ensuring that employees comply with this policy. OMI will enforce this policy against any individual engaging in prohibited or unlawful harassment or discriminatory conduct, and against management personnel who knowingly allow such behavior to continue. Managers must take timely and appropriate action when they know or have reason to know that behavior which might amount to prohibited or illegal harassment, discrimination, or retaliation is occurring.

Investigation Procedures: All complaints of sexual harassment, or harassment of any kind, will be investigated promptly, prompt, appropriate action will be taken to stop, remedy any such conduct. Any supervisor, agent, or employee found in violation of this policy will be subject to disciplinary action, up to and including termination.

108 - Drug Free Workplace Policy

OMI is required by law to provide a safe and healthy environment for employees and individuals served. To achieve these goals, OMI has the following rules about the use, possession, and sale of drugs, cannabis, and alcohol by its employees.

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

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

Employees are to call the on-call number 320-290-3617 immediately if they suspect another employee is in violation of this policy.

The use of controlled substances as prescribed to you by a licensed physician or are available over the counter is not prohibited by this policy. However, if a physician has prescribed medication that requires any accommodation, or poses safety concerns, please notify your supervisor and/or Human Resources to discuss what accommodations are necessary. While taking prescription medication(s), employees are required to stay within the dose as originally prescribed by the physician.

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

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

109 - Business Ethics Policy

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

110 - Reasonable Accommodations of Impairments and Disabilities

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

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

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

111 - Reasonable Accommodation for Religious Beliefs

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

OMI reviews questions of reasonable accommodation on a case-by-case basis, through an interactive dialog with the employee(s) involved. An employee who believes that he or she needs a reasonable accommodation should inform their supervisor and/or the Human Resources Department. All staff are expected to perform all job duties unless an established accommodation is in place as communicated by HR.

112 - Whistleblower Protection & False Claims Act Policy

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

The federal and state False Claims Acts ("FCA")³ protect government health care programs against fraud that results from the submission of a False Claim (as defined below). The FCA applies to all state and federally funded contracts and programs relating to health care.

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

³ 31 U.S.C. § 3729 and Minn. Stat. § 181.932.

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

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

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

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

Fraud and Abuse.

Abuse: Abuse generally refers to incidents or practices that are inconsistent with accepted, sound business, and fiscal or medical administrative practices. Abuse may, directly or indirectly, result in unnecessary costs, improper payment, or payment for services that fail to meet professional standards of care that is medically unnecessary. Abuse often takes the form of claims for services not medically necessary or not medically necessary to the extent provided.

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

Reporting Compliance Concerns. An employee must report any suspected misconduct, including suspected violations of OMI policies or procedures or federal or state laws.

Employees may report potential improper activities to the Board of Directors or may use <http://www.stopmedicarefraud.gov/> or call 1- 800-447-8477.

Depending on the nature of the violation, investigations of integrity or compliance issues may be performed by OMI’s CEO, Board of Directors, Human Resources, legal counsel, or other appropriate staff or consultants.

Whistleblower/Anti-Retaliation Protections. OMI expressly prohibits retaliation against an employee who, in good faith, reports or participates in the investigation of any compliance matter, or, files or participates in a whistleblower action permitted by federal or state laws.

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

OMI will not:

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

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

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

Qui Tam Actions. The False Claims Act authorizes *qui tam*, or whistleblower, actions where an employee whistleblower may be awarded a portion of the funds recovered from the action.

113–Nursing Mothers, Lactating Employees, Pregnancy Accommodations Policy

Pregnant employees have the right to request and receive reasonable accommodations. Accommodation requests should be submitted in writing to HR Dept.

OMI will provide a reasonable amount of break time to accommodate lactating employee to express milk, to the extent required and in accordance with applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid, to the extent permitted by applicable law.

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

114 - Use of Keys, Badges, or Passwords Policy

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

115 – On Line Training Policy

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

INITIAL TRAINING ORIENTATION: all training must be completed on site at an OMI location. Only annual and refresher trainings can be completed remotely, without OT, and if unable to complete during scheduled shifts as discussed with Supervisor.

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

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

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

Employees will be paid for online training time in accordance with wage and hour laws. Payment will be issued at the same hourly rate that classroom or live training is paid. Employees will be paid for time it takes them to complete the training. Employees should indicate a start and finish time in the payroll system. If employees are completing the training at a remote location, they should only claim time spent completing training.

Each online course is allotted an estimated time for completion. This is the anticipated amount of time that it should take to complete the training. If the delegated amount of time has passed, the employee may continue for 15 more minutes before they need to stop and contact their supervisor within the next business day, for further direction on how to continue. It is the responsibility of the employee to obtain approval for the time spent completing the training.

TRAINING CREDIT HOURS: STAR Services/OMI determined training credit hours that are assigned for each online courses. Credit hours are based on the content and the average time estimated for completion by participants. Employees will be given training credit for up to the amount of designated hours at the discretion of the Supervisor/HR.

SPECIAL ACCOMODATIONS: If employees require special accommodations for learning or completing the online training courses they will work with their supervisor, Human Resources, or delegated person to make appropriate accommodations.

IV. Working at OMI

WAGE AND HOUR POLICIES

200 - Work Week / Pay Date Policies

Payroll begins 12:00 a.m. Friday morning and ends Thursday at 11:59 p.m. Payday is every other Friday. Live paychecks will be available at the office for pick up after 8:15 a.m. on payday Friday. The employee must bring a photo ID of themselves for verification, sign off when they pick up their paycheck. If Payday Friday lands on a day the Main Office is closed live paychecks will be mailed out. Employees with Direct Deposit or pay card can access their paystub information from employee portal.

201 - Over Time Hours / Overtime Pay Policies

In accordance with state and federal law, all hours worked over 40 hours per week by non-exempt (hourly employees) are considered overtime hours. Overtime is paid at 1.5 times employee's regular rate of pay. All overtime must be approved by employee's supervisor before

it is taken. Failure to obtain prior approval for overtime may result in disciplinary action, up to and including termination. Paid leave and holiday pay do not count in overtime calculations.

202 - Break Periods Policy

OMI allows adequate time to use the restroom. A 15 minute paid break period is granted for every four consecutive hours worked or as the schedule permits. Break periods cannot be taken in connection with meal periods, other break periods, and at the beginning or end of the workday. Employees may not take their break periods at the same time and employees must maintain the individual served, Individual Abuse Prevention Plan (IAPP), Support Plan, Support Plan Addendum, Self-Management Assessments, stay on OMI property, and supervise the individual served. If working with another staff, communication with them must occur. Employees are not permitted to sleep on their break periods.

203 - Meal Periods

Non-exempt ratio employees are required to remain at the site to assist the individual served at meal times. Based on this requirement, all non-exempt ratio employees working an eight or more hour shift are entitled to 30 minutes for meals with pay. Meal periods shall be taken as assigned by the supervisor and may not be taken at the beginning/end of the work day. The employee must maintain the individual served, Support Plan, IAPP, SELF Management Assessments, supervise the individual served, and remain on Organizational property.

All non-exempt non-ratio employees working an eight or more hour shift, who are not required to assist individuals served, are required to take a 30 minute break for meals with pay. Meal periods shall be taken as assigned by the supervisor and may not be taken at the beginning/end of the work day. If the employee wants to take more than 30 minutes for meal periods this would be unpaid and have to be approved by the supervisor in advance.

204 - Recording Hours Of Work

As required by law, a record of hours worked per workday and workweek must be maintained. Employees will use their login to punch in/out using the time clock system on the server at each site's computer. If an employee punches in late or forgets to punch in/out, they should complete a change request in the KPAY system. It is the responsibility of the employee to ensure that all hours worked are documented. If hours worked are missed on a paycheck the Finance Department will need to be notified by the supervisor of the employee who has missed hours, and the employee will be paid for those hours missed. The supervisor will need to approve all hours worked and pass the information on to the Finance Department for payment to occur to the employee in either a separate direct deposit/pay card deposit/check or on their next payroll direct deposit/pay card deposit/check. No employee shall punch in/out for another employee or use another employee's login.

205 - Attendance

The success of OMI depends upon the cooperation, commitment of each member of our team. Therefore, your attendance, punctuality are extremely important. The individuals served and your fellow employees bear the burden of your absence. Your responsibilities to OMI, the individual served, your fellow employees require good attendance.

Please be at your work place and ready to work at your starting time. Give yourself enough time to make preparations to begin work prior to your starting time.

Ratio employees must remain at their worksite or program until the next ratio employee arrives. Employees are not allowed to leave their work site early unless approved by a Supervisor.

Employees who walk off the job or leave with no notice during a scheduled shift will be considered to have voluntarily resigned from employment with the Organization.

Scheduled staff providing direct care must find their own replacements for any absences and are held responsible for working scheduled shifts. Failure to work scheduled shifts without finding a replacement may result in disciplinary action, including up to termination, unless otherwise prohibited by law.

A schedule change request must be approved prior to a schedule change, and must be approved by employee's supervisor. When the schedules are posted, it is expected that everyone follow the schedule that was made based on staff availability. It is not the intent of the Schedule Change Request to be constantly trying to get out of working shifts. Please be dependable, plan ahead, and commit to the schedule the majority of the time.

The Organization does not permit any unapproved, unexcused absences or tardiness from work. Unapproved, unexcused absences or tardiness of a shift or work day may lead to disciplinary action, up to and including termination.

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

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

Employee is tardy beyond 1 hour from the start of shift or work day, whether they call or not, for 3 shifts or work days within 6 month period of time will be considered to have voluntarily resigned from employment with the Organization

Employee has any combination of the above three infractions that equates to 3 occurrences within a 6 month period of time will be considered to voluntarily resigned from employment with the Organization.

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

Employees that miss three or more days of work are required to talk to HR so that HR can determine if any Leave Of Absence or other policies apply.

206 - Deductions from Paychecks Policy

Deductions from employee payroll checks are made for payroll taxes and Organization-sponsored benefit programs (i.e. health insurance, annuities, etc.).

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

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

207 - Expense Reimbursement Policy

Occasionally, during the course of business, employees will incur expenses on behalf of the Organization. OMI will reimburse employees for the cost of these expenses if they are properly authorized and documented. All employees must use Form 309A or Form 309B to record expenses they want to have reimbursed. The following expenses may be allowed as authorized or with prior approval:

2. Meal expenses

Meal expenses incurred by an employee while attending a required Organization function shall be paid as noted below:

Meal Allowance:	Breakfast	– not more than \$7.00
	Lunch	– not more than \$12.00
	Dinner	– not more than \$17.00

*For ratio employees required to participate in activities with individuals served, they will be allowed to spend \$9.00 for a meal, unless other amount approved by supervisor.

3. Lodging expenses

Lodging expenses of reasonable amount will be paid when an employee is required to stay overnight at an Organization-approved function. Lodging stays will be prior approved and reserved in advance. Lodging should be as close to the location where business is being done.

4. Seminars

Under certain situations, seminar reimbursement for employee's attendance relating to their position is possible.

5. Personal Property

OMI will reimburse the loss of personal property when it has been caused by an individual served and if the personal property was required to complete job responsibilities. Reimbursement rates are as follows:

- Shirts – Up to \$15
- Sweatshirts – Up to \$20
- Jackets – Up to \$40
- Undergarments – Up to \$15
- Pants – Up to \$20
- Prescription frames – Will be replaced at cost of the frames
- Jewelry is NOT reimbursable
- Cell phones are NOT reimbursable

Requests for reimbursement must be accompanied by a supervisor's signature and receipt. Expenses should be submitted to the CEO as soon as possible to be reimbursed, typically on the employees next payroll check.

OMI is not responsible for personal property if lost, stolen, or damaged (excluding items listed above) on grounds and in Organizational vehicles. It is strongly advised that employees do not bring anything of high value or unnecessary amounts of cash to work with them in addition to not leaving any personal property unlocked or in plain view. It is strongly advised that cell phones are kept securely stored in the office, or not brought in to the site at all.

If a personal property item is found, it should be turned into the rightful owner if known or submitted to lost & found at the front desk at the main office with the receptionist. Lost & Found

items will be retained for 30 days, including items left behind by former employees. Human Resources will make an attempt to contact the owner of the item(s), if known, when the item(s) are turned in to Lost & Found, and again one week prior to the 30 days. After 30 days, the item(s) will be deemed abandoned by the owner and will be disposed at the discretion of the Organization.

6. Mileage

Mileage expenses incurred by employees who have approved annual mileage reimbursement will be reimbursed up to an approved amount; employees should confirm annual amounts with their supervisor.

Employees who do not have an approved annual mileage reimbursement amount or exceed their amount may be reimbursed with supervisor approval prior to using their personal vehicle; supervisors will ensure an Organizational vehicle cannot be utilized. All employees are strongly encouraged to utilize Organizational vehicles.

7. Designated On Call Employees

Designated On call employees will receive reimbursement for the week they are on call. Complete the form (309C) and turn in to the Program Services Director on the Monday following the week on call.

All reimbursement requests need to be turned in immediately and no later than 30 days from date situation occurred that requires reimbursement and/or timeline given to receive reimbursement.

208 - Employment Classifications Policy

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

Exempt employees do not qualify for overtime and are paid an annual salary. Please refer to the Safe Harbor Policy for Exempt Employees for a description of when an exempt employee's salary may be reduced. Except in certain circumstances described in the FLSA, pay will not be deducted for partial day absences. Accrued paid time off and/or PSST (if the reason for the absence is applicable) will be used to address unworked hours. Non-exempt employees are eligible for overtime and minimum wage.

Employment classifications also include a position status; temporary, part-time, or full-time, based on the position's regular scheduled hours:

Intermittent: Part-Time, Non-Exempt
Part-Time, Non-Exempt
Full-Time, Non-Exempt
Full-Time, Exempt

209 - Safe Harbor Policy for Exempt Employees

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

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

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

Under federal, state law, your salary is subject to deductions. For example, absent contrary state law requirements, your salary can be reduced for the following reasons:

- Full-day absences for personal reasons.
- Full-day absences for sickness or disability, if you exhausted paid leave available to you.
- Intermittent absences, including partial-day absences, covered by the federal Family and Medical Leave Act (“FMLA”), if you have exhausted other paid leave available to you.
- Full day disciplinary suspensions for infractions of written policies and procedures.
- To offset amounts received as payment for jury and witness fees or military pay.
- During the first or last week of employment if you work less than a full week.
- Any workweek in which you perform no work for the Organization.

Your salary also may be reduced for certain types of deductions, such as your portion of health, dental or life insurance premiums; state, federal or local taxes, social security; or, voluntary contributions to a 401(k) or pension plan.

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

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

Except in certain circumstances described in the FLSA, pay will not be deducted for partial day absences. Accrued Paid Time Off and/or PSST (if the reason for the absence is applicable) will be used to address unworked hours.

If you believe you have been subject to any improper deductions, you should report the matter to your supervisor. If the supervisor is unavailable you should immediately contact Human Resources. If you are unsure of whom to contact if you have not received a satisfactory response within five (5) business days after reporting the incident, please follow the chain of command and the grievance policy. Every report will be fully investigated and corrective action will be taken where appropriate, up to and including termination for any employee(s) who violates this policy. In addition, the Organization will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the Organization’s investigation of such reports. Retaliation is unacceptable, any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

210 - Wage Disclosure Protection

Under Minnesota Wage Disclosure Protection law, you have the right to tell any person the amount of your own wages. Your employer cannot retaliate against you for disclosing your own wages. Your remedies under 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.

211 – MN Wage Theft Prevention Legislation – Under Minnesota’s Wage Theft Law, OMI delivers certain information regarding the employee’s position at the time of hire and certain changes. The employee notice is not a contract or promise of employment for any specific term. OMI provides employees with a list of personnel policies, including a brief description of each policy, and keeps signed records including the delivery date to employees.

V. EMPLOYEE CONDUCT POLICIES

300 - Personal Appearance Policy

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

Shirts, sweatshirts, or sweaters: Shall not be transparent and cover the entire chest area while performing job responsibilities, including movements that would reveal an employee’s stomach or upper chest, excluding movements caused by a client.

Pants or shorts: Shall not be transparent and cover up to or more than half of an employee’s thigh and shall cover the employees’ buttocks.

Shoes: Shall cover an employee’s entire foot

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

301 - Personal Phone Call Policy

All Organizational phones (cell phones, land line) are to be utilized for business purposes only. The Organization does understand there are times where an employee may need to use an organizational phone for personal reasons due to an emergency. Employees are urged to use discretion when placing personal phone calls. Long distance calls are discouraged; however, if this should become necessary the employee shall be required to reimburse the Organization for the cost of the call. The Organization retains the right to monitor communication devices, such as cell phones, owned by the Organization at its discretion. The Organization’s cell phones or cellular providers offer a host of additional functions and/or services, including text messaging and digital photography. It is not possible to list all the services that are now or may become available. Whether enumerated or not, employees are strictly prohibited from using any of the services on the cell phones, unless such use has been specifically authorized. Using services could be grounds for termination for violation phone policy, confidentiality and other policies.

Any Organizational cell phones that have capability to capture photographs or video shall only be used when employee or client gives permission and has completed Organizational photo release form.

Personal cell phone use at work

OMI recognizes that cell phones are a part of everyday life, and that employees bring personal phones with them while at work. The purpose of this policy is to form a work environment that is safe, productive, and free of distractions.

It is the Organization's expectation that all personal cell phones are on silent mode during the shift to maintain normal workflow and to not disturb the home life of the individuals we serve. It is expected that employees limit personal use (i.e. check it and put it away again). Personal calls and texting should primarily be done during established breaks. An established break is in accordance with the Break and Meal Period policies, 202 and 203, and has been communicated with other staff so that they know the employee is on break.

Personal cell phones may need to be utilized for access and security authentications for work software.

When using personal cell phones intermittently, employees should do so at an appropriate time as to not disturb the functioning of the home, and not interfere with job duties. Do not use a phone while providing personal cares and providing direct support to individuals. Distance should be made between co-workers and individuals we serve so that others do not hear personal conversations. Supervision of the individuals we serve must be maintained. Attention to surroundings must be maintained.

Cell phones are not to be used to record or photograph any individuals served, or any confidential or private information. OMI is not responsible for damage to personal cell phones. It is expected that staff keep personal cell phones securely stored. This might mean placing in the locked office, put in a pocket that has a zipper, or in clothing with a deep enough pocket so that the phone will not fall out when doing personal cares or dealing with an interfering behavior.

Use of ear buds is discouraged, but it is accepted to use one ear bud while the other ear remains open for hearing and attention to surroundings.

The use of cell phones while driving is prohibited except for voice prompts from a map. In accordance with the MN Hands Free Law, map directions must be set prior to moving the vehicle, and if adjustments need to be made it is expected that the driver pull over and stop in a safe location.

When not on an established break, unacceptable use of personal cell phones includes and is not limited to; watching a movie on the phone, playing games, engaging in social media, continuously answering calls and texts that are not urgent, frequently going away (i.e. bathroom, outside, another room of the house) and co-workers do not know where the other staff is, using the cell phone at organizational events and out in the community with individuals, and/or being fully engaged on the phone while ignoring individuals served and co-workers.

Excessive use of a personal cell phone during work hours may lead to disciplinary action, up to and including termination of employment.

Cell phone use while driving

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

Organization cell phone

Organization-provided cell phones are to be used for business reasons only unless otherwise authorized by the CEO. Employees are responsible for ensuring safe keeping of the phone issued and bringing issues or maintenance needs to attention of the Organization immediately.

On Call Phone

Follow the above guidelines with exception that designated on call person will be required to carry the phone and respond to calls, texts, and be available within a timely manner.

302 - Employee Grievance Policy

If an employee has a concern affecting their employment, the employee can bring that concern to the attention of OMI through the following grievance process:

- 1) Discuss problem or concern with the direct person and if still no resolution then go to the supervisor and document this in writing so both parties are aware of the problem and concern and can then address it.
- 2) If problem persists, a written appeal may be made to supervisor within 10 days.
- 3) If concern cannot be resolved, employee should forward all written copies, transactions up chain of command, as defined in Section VIII of this Handbook.
- 4) The last step, if needed, will be a review done by the board of directors.

It is always suggested to put your grievance or appeal in writing no matter what.

303 - General Rules of Conduct

People working together need standards to guide their behavior so everyone can work together effectively. At OMI, we take a constructive approach to employee relations, so you know what we expect, and inappropriate behavior does not occur.

While it is neither possible nor desirable to identify every possible infraction of this policy, there are some examples below of employment misconduct that seriously violate the standard of behavior the employer has a right to reasonably expect of the employee. These behaviors will result in disciplinary action, up to and/or including termination of employment:

ATTENDANCE PROBLEMS:

- Unexcused Absences
- Repeated absenteeism

- Unexcused/repeated tardiness

ON-THE-JOB BEHAVIOR PROBLEMS:

- Drinking alcohol
- Being under the illegal influence of illegal drugs, pharmaceuticals not prescribed to you, chemicals, or alcohol
- Being above the limits set by Doctor on RX
- Possession of illegal drugs or alcohol
- Use of tobacco in unauthorized areas
- Insubordination/Failure to follow directions/Refusal to speak to Supervisor, Director, or Manager of the Organization
- Poor work performance
- Sleeping on an awake shift
- Permitting non-employees (e.g. friends) to be present in homes
- Failure to report injuries or accidents
- Failure to follow safety rules
- Violence or physical abuse of employees, individuals served, or customers
- Abusive or threatening language to fellow employees, individuals served, or customers
- Harassment, discrimination, and/or retaliation
- Consistent negativity, not limited to complaining about work, co-workers, the Organization, negatively complaining about personal life, bringing an overall uncomfortable situation for others to be around and a negative atmosphere to the home of the individuals we serve.
- Possession of weapons of any kind at work, in Organization vehicles, or on Organization premises (such as a vehicle parked in the Organization parking lot), unless such prohibition is restricted by applicable law

DISHONESTY AND RELATED PROBLEMS:

- Disclosure of Private or Confidential information
- Fraud
- Removing property without permission
- Furnishing incorrect or incomplete information on application
- Damage to Organization property
- Falsification of documents, including timekeeping records
- Theft or embezzlement

OTHER PROBLEMS:

- Unauthorized use or abuse of Organization telephone system
- Unauthorized fraternization with individuals served
- Unauthorized use of Organization vehicles
- Unauthorized use of Organization email and internet access
- Conviction of a criminal drug offense
- Not maintaining an acceptable DHS Background Study result, including not being able to work unsupervised

Employee discipline generally will be in the form of verbal discussions, coaching, warnings, or, in OMI's sole discretion, termination. However, pursuant to OMI's at-will employment policy, OMI reserves the right to impose whatever form of discipline it chooses, or none at all in a

particular instance. OMI will deal with each case individually, and nothing in this Handbook should be construed as a promise of specific treatment in a given situation.

304 - Tobacco Policy

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

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

305 - Non-Fraternization Policy

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

For these reasons, staff members must refrain from:

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

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

- socializing with individuals served outside of work; and/or
- any similar activities which may subject the staff member or the Organization to criticism or liability associated with that activity.

unless employee receives permission as stated in: "Consent Form While Employed."

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

306 – Employment of Relatives

Opportunity Matters is open to hiring people that are related or in close relationships with employees. Employees should refrain from using their position to influence the hiring of close relatives or relations, and avoid being in supervisory relationships with close relatives.

A "close relative" is defined as an employee's parent, spouse, domestic partner, child, sibling, niece, nephew, aunt, uncle, grandparent, any person related to an employee's spouse or domestic partner, and any person residing in an employee's household. This definition applies whether the relationship is by blood, adoption or is created by the marriage of a parent, child or sibling.

Employees must disclose relatives working at OMI to the Human Resources Department at the time of job offer to avoid establishing a direct supervision situation. In general, OMI avoids placing close friends or relatives at the same home site, but the Organization has sole discretion

regarding site placement. If a relationship develops during employment that establishes a close relative situation, HR must be informed within 30 days.

Employees cannot hire or supervise anyone closely related to them. No employee shall be involved in any way in the recruiting, interviewing, hiring, processing, evaluating, promoting of a close relative to work as an employee, consultant, intern or independent contractor for the Organization. No employee shall be involved with investigating, disciplining, or terminating a close relative who works as an employee, consultant, intern or independent contractor for the Organization. No employee shall submit a close relative's resume or discuss a relative's application with anyone involved in the hiring process. Employees may inform a relative about a publicly posted position but shall not otherwise assist with them obtaining the job.

No employee shall supervise or manage directly or indirectly a close relative or member of the same household. For the purposes of this policy, supervise or manage shall include, but not be limited to: giving, furnishing, or overseeing work assignments; evaluating or approving performance evaluations or tasks and standards; recommending or approving a discretionary act regarding working conditions, salary, promotion, time and leave, etc.

If a member of the Human Resources Department recommends a close relative for employment, another member of the HR Department shall handle the recruitment, interviewing, hiring, and processing of that job requisition. No close relative will be involved in the interviewing for that job requisition. All performance, employee relations issues, and potential disciplinary actions will be evaluated by another member of the HR Department and not discussed with the HR employee that is related to them. It is expected that if a member of the HR team has a close relative working at OMI, all expectations of confidentiality and privacy are observed. If it is found that the HR person is not handling the situation in a professional manner, then disciplinary action may result, up to or including termination of employment.

If an employee suspects that anyone has violated the policy, they should contact the Human Resources Director immediately. If the Human Resources Director is the subject of concern, contact the CEO.

Failure to disclose a close relative as required, or violation of this policy in any way, may result in a disciplinary action up to and including termination of employment.

307 - Organization Computer, iPad User Policy

Each site is equipped with a computer/laptop and access to the server and is to be used for business purposes only. Information such as Policies and Procedures, internal postings, and various employee-relevant information can be found on the site's computer/laptop.

Employees will be required to acknowledge and follow the conditions governing the use and care of the Organization's iPad, laptop/computer, software assigned to it and to abide by the Organization's Internet policies in relation to the iPad, computer, software.

- iPad, laptop/computer will be stored, secured when not in use in an OMI location.
- iPad, laptop/computer must be reserved and signed out if not assigned to site/program.
- iPad, laptop/computer must be returned and signed in after employee finishes using it.
- Programs not located at the main office must schedule a time to use the iPad, laptop/computer at the office (as wireless service is not available at sites).

Prior to checking out the iPad, laptop/computer, users will need to sign off on the iPad laptop/computer User Policy and Agreement. Failure to comply with these guidelines will be treated as failure to comply with the Organization Computer/iPad Policy – 306.

308 – Personal Devices User Policy

Personal computers, such as laptops and tablets, are not allowed in OMI sites. Working on personal work or homework during an awake shift is prohibited. One exception during which a personal laptop or tablet is allowed at the site is when a staff is working (and being paid for) an overnight Sleep shift, and they choose to remain awake to catch up on personal homework. This applies only during times when the staff is not needed by the individuals we serve at OMI. Generally, this would be when the individuals are asleep or in their bedrooms for the night.

Smart Phones are allowed in the home and acceptable use is described in the Personal Phone Call Policy

309 - Electronic Communications Policy

OMI's electronic communication systems including, but not limited to, computers, internet systems, telephone, voice mail, chat features, e-mail systems are provided to employees by OMI and are intended primarily for business use. Access is intended for approved purposes. Users have no legitimate expectation of privacy in regard to system usage.

OMI may access its electronic communications systems and obtain communications within the systems, without notice to users of the system, in the ordinary course of business when OMI deems it appropriate. OMI also has the right to and may inspect or monitor without advance notice any devices employees use to access OMI's electronic communications systems, including but not limited to computers, laptops, iPad, tablet computers, or mobile devices.

The reasons for which OMI may obtain such access include, but are not limited to: maintaining the system, preventing or investigating allegations of system abuse or misuse, assuring compliance with software copyright laws, complying with legal and regulatory requests for information, protecting proprietary information, insuring OMI's operations continue during an employee's absence. OMI may store electronic communications on magnetic media for a period of time after the communication is created. Deleting an e-mail or voicemail message does not guarantee that it has been erased from the system; backup copies are retained.

Acceptable use of electronic communications benefits OMI's operations, is not detrimental to each user's job duties and responsibilities. Solicitations that are prohibited under our solicitation policy are not permitted on our electronic communication systems. The system may not be used at any time to solicit others for commercial purposes, political or religious causes, or for any other non-job related solicitations. All copyright laws apply to electronic communications sent via OMI systems.

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

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

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

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

All employees, upon request, must inform management of any private access codes or passwords on OMI devices or to OMI-provided programs.

Violators of this Electronics Communications Policy may be subject to discipline, up to and including termination.

310 - Social Media Policy

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

Definitions. For purposes of this policy:

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

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

Follow Existing Policies And Terms Of Use. Observe and follow (i) the policies in this Handbook; (ii) the policies of the particular online/social networking venue; and (iii) applicable law. This means that you are prohibited from using social media to post or display comments about coworkers or supervisors or OMI that are defamatory, libelous, threatening, intimidating, or a violation of OMI's workplace policies against discrimination, harassment, or hostility on account of race, religious creed, religious observance, color, age, sex, sexual orientation, gender identity, gender expression, genetic information, national origin, religion, marital status, familiar status, medical condition as defined by Minnesota law, disability, genetics, military service, pregnancy, or any other characteristic protected by applicable local, state, and/or

federal law. In addition, in light of the nature of our business, there are also risks for HIPAA violations whenever anyone posts any information which may be prohibited by law.

Recognize Others' Privacy. Before sharing a comment, post, picture or video about or from a friend or colleague through any type of social media, it is a good practice to be courteous and first obtain his or her consent.

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

Be Accurate And Truthful. Before posting online material, ensure the material is not knowingly false; instead, be accurate and truthful. If you find that you've made a mistake, admit it, apologize, correct it and move on. You should never post anything that is maliciously false.

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

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

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

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

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

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

VI. HEALTH & SAFETY POLICIES

400 - Worker's Compensation And Return-To-Work Policy

In accordance with state law, OMI provides benefits under Worker's Compensation Act for work related injuries, illnesses, or deaths which occur while performing duties as an employee of OMI. All work-related injuries must be reported to the employee's Supervisor no matter the severity. If the incident occurs when the Supervisor is off duty, the On-Call Line must be called.

Employees are required to contact their supervisor if on duty or contact the on call line after the incident. Employees should call as soon as possible after the occurrence or detection and no longer than 72 hours. The employee can utilize the resource of the Nurse Triage line if they want additional support on what to do in regard to a possible injury. The employee should take from the Site Communication Book the MN Workers Compensation System Employee Information Sheet and the Provider Notification Form. The Provider Notification Form contains the information needed for a medical provider to bill their service to OMI's Workers' Compensation Insurance Carrier. The supervisor and/or on call will notify HR of the employee's injury and HR will follow up with the employee as well as complete the next steps for the claim.

If seeking medical attention, the employee must obtain a Report Of Workability from the doctor and submit it to HR immediately after the visit and before returning to work. HR will then determine if the employee is fully released to return to work, or if there are restrictions, will collaborate with the site Director to accommodate them and communicate with the employee.

The Emergency Room should be used only for a true medical emergency. In the event of an emergency, call 9-1-1. If not sure if the injury or illness is an emergency, or if treatment should be obtained, the Nurse Triage Line Team is available 24/7 for consultation. Contact information is at each site. Employees can seek treatment from a physician of their choice, however OMI asks employees to go through the Telemedicine option through the Nurse Triage line, the Occupational Health Clinic through CentraCare, or the local Urgent Care at the CentraCare Plaza (only if the injury needs urgent medical attention). If follow up visits are required, the employee is expected to communicate the time and date of the next appointment to HR and bring a new Report Of Workability after each visit. Employees with restrictions are responsible for following those restrictions at all times, on and off the job.

Employees are expected to:

- report injuries and illnesses in the required timeframe,
- obtain Workability Reports from doctor and submit them to HR in a timely manner
- communicate with HR, Supervisors, and Directors (includes answering and returning phone calls expediently)
- cooperate with return to work, avoid/eliminate unnecessary lost time from work,

- follow specified work restrictions (communicating with co-workers if help is needed)
- make and attend follow up appointments as directed by the physician, and
- cooperate in the Accident/Injury Investigation process.

Failure to follow the expectations in this policy may be subject to disciplinary action up to and including termination of employment.

401 – Hazard Communication/Right-To-Know-and-Understand Policy

Pursuant to MN's Right to Know Act of 1983 and OSHA's Hazard Communication Standard's 2012 update to the right to understand, OMI publicizes hazardous substances, harmful physical agents, and infectious agents present in the workplace in a with Safety Data Sheets ("SDSs") that are aligned with the GHS (Globally Harmonized System). The SDS outlines potentially harmful agents found at OMI, reactions, remedies, and contact information. A full copy of the SDS is on the Net Gain server.

402 - Safety Policy –

OMI has a written AWAIR (A Workplace Accident and Injury Reduction) plan with the goal to establish and maintain an Organizational culture committed to the safety of our employees and persons served. The objective is zero accidents, injuries, or illnesses related to work. If injuries do occur, OMI actively works in cooperation with the employee to return to work and avoid unnecessary lost time days away from work. The AWAIR program defines the responsibilities of the Employee, Supervisor, Manager, and Safety Committee for workplace safety. All employees are trained on this program upon hire and annually thereafter. Trainings are available on the Netgain server for employee access at any time. Annual trainings in compliance with MnOSH and Organizational standards include and may not be limited to AWAIR, Lock Out-Tag Out, Blood Borne Pathogens, Body Mechanics and Back Injury Prevention, Hazard Communication, Sanitary Practices and Universal Precautions, Infection Prevention, Fire Extinguisher Safety, and Injury/Illness Reporting Procedures.

If an employee is injured at work, follow training and Policy 400 of Employee Handbook. A supervisor will never direct an employee to whether or not they should see a doctor for the injury, unless there is a possible exposure to a blood borne pathogen, in which case employee should follow the BBP Exposure plan located in the Sanitary Practices and Universal Precautions Policy (245D Persons Served policies and procedures).

Per the Body Mechanics and Back Injury Prevention training, employees should always be mindful with their movements and use proper lifting techniques. Whenever possible, mechanical lift equipment and/or the assistance of another employee should be used when lifting excessive weights.

If at any point you have a concern or question in regards to safety please contact your Supervisor or HR for further clarification.

403 - Vehicle Operation Policy

OMI vehicles shall be used for business only; i.e. no personal use of vehicle. Employees may not take an OMI vehicle through any type of drive-thru. When driving an OMI vehicle, an employee will obey all traffic laws and drive safely. Based on position new employees will have a Motor Vehicle Record (MVR) run on them and all designated primary drivers of OMI will have yearly MVRs. Any employee convicted of violating a state or local law relating to motor vehicle traffic control during time of employment MUST notify OMI of such conviction within 5 days of being convicted. Employees can notify their supervisor or Human Resources. If driving is a

requirement of the position as outlined in the job description, you may need to transfer to a different site and/or position if available and qualified. Employee in non-driving positions are not allowed to operate OMI vehicles.

404 – BLOODBORNE PATHOGENS EXPOSURE PLAN

An exposure incident is defined as a specific eye, mouth, other mucous membrane, non-intact skin, or skin piercing contact with blood or other potentially infectious material that results from the performance of an employee's duties.

- A. Employee Responsibilities if exposure with a blood-borne pathogen occurs:
 - 1. Immediately wash hands and contact area with soap and water for 3-5 minutes. If mucous membranes or eyes are the contact area, flush with water for 3-5 minutes.
 - 2. Immediately notify your Supervisor, OMI on-call or the Human Resource personnel.
 - 3. During the post exposure period (testing and follow-up) you should:
 - i. Abstain from sexual intercourse, use measure to prevent transmission to partner.
 - ii. Refrain from breast feeding infants.
 - iii. Refrain from donating blood, semen or organs.

- B. HR Responsibilities:
 - 1. HR will meet with the employee to review important and time sensitive information regarding next steps.
 - 2. HR will complete the First Report of Injury (FROI). If the employee has not received a call from HR within 24 hours, or Monday if the incident occurs on a weekend, the employee should contact HR.
 - 3. HR will assist with the Consent for Treatment Form Following Possible Exposure to HIV / HBV.
 - 4. HR will assist with the Physician's Written Evaluation of Exposure Incident
 - 5. HR will assist with the Provider Notification Form

- C. Supervisor Responsibilities:
 - 1. Upon notification from the employee that exposure has occurred, the Supervisor or OMI on-call should notify HR. HR will then take over assisting the employee with next steps.
 - 2. The Supervisor will complete the OMI Injury/Illness Investigation Form, ensuring to complete the portion of the form that addresses BBP Exposure and status of the source.
 - 3. If on a weekend, OMI on-call may advise the employee to call the Nurse Triage Hotline with questions or concerns. (855-469-6877)
 - 4. Supervisor will reach out to the person's legal representative within 24 hours if the employee requests the source to be tested. Supervisor will use the Consent for Testing of Person In The Event of Staff Member Exposure Form. If consent is given, results of the testing will be made available to the staff.
 - 5. Supervisor will ensure that debriefing occurs, and any retraining is completed with the employee.

- D. Other Information and Responsibilities:
 - 1. Human Resources keeps a copy of all reports of Bloodborne Pathogen exposures in a permanent file.

2. The HR staff determine if the case is recordable on the OSHA Log. Refer to "29 CFR Part 1904 – Recording and Reporting Occupational Injuries and Illnesses". We must record all work-related needlestick injuries and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious material (as defined by 29 CFR 1910.1030). We must enter the case on the OSHA 300 Log as an injury. To protect the employee's privacy, we may not enter the employee's name on the OSHA 300 Log (see the requirements for privacy cases in paragraphs 1904.29(b)(6) through 1904.29(b)(9)).
3. Exposed staff may be offered testing again within 6 weeks, 12 weeks, or 6 months if the source person is known to be HIV positive or refuses testing.
4. Information and counseling can be obtained by calling the primary physician, Centracare Occupational Health (320-251-9675), Centracare Urgent Care 9a-9p 7 days/week (320-229-5099), or the emergency room at the local hospital.

E. Source Person

1. HBV and HIV blood testing of the source person
 - a. The source person will be identified, by initials, documented on the OMI Injury/Illness Investigation Form.
 - b. The source person's blood shall be tested as soon as feasible and when consent is obtained. Supervisor will obtain consent from the legal representative.
 - c. The legal representative of the source person must sign Consent for Testing Of Person In The Event Of Staff Member Exposure.
 - d. If the state is the legal representative, the County Social Service Agency must give consent for HIV testing. For consent to be approved the following criteria must be met: The person must be considered at high risk by meeting one of the following criteria:
 - i. History IV drug use
 - ii. Hemophilia
 - iii. Male to male sexual contact
 - iv. Multiple sexual contacts with people in the high-risk category
 - v. Sexual contact with infected individuals or their partners
 - vi. Received blood before April 1985
 - vii. Victim of sexual abuse with high-risk activity
 - viii. The person's physician must submit a written request to test the person based on medical symptoms or high-risk behavior.
 - ix. The blood testing procedure must be explained to the person if the person is capable of understanding.
 - x. The county will then consent or deny HIV testing.
 - e. If the source person is already known to have HIV or HBV, blood testing will not be required.
 - f. Results of the source person's testing shall be made available to the exposed employee. The employee shall be informed of all applicable laws concerning disclosure of the identity and infectious status of the source individual.
 - g. Results of the source person's blood testing for HIV and HBV will be made available to the employee's physician.
 - h. If a person served is diagnosed with a blood-borne communicable disease, the legal representative and day placement/work/school will be

notified. If the diseases listed under reportable diseases form are reported or observed in persons served, volunteers or staff members:

- i. A report to local health authority must be made within 24 hours.
 - ii. All the diseases listed under the reportable diseases require medical examination and/or laboratory testing, they must be diagnosed and treated by a physician. Therefore, the delegated report is the person's physician diagnosing the disease.
- i. OMI nurse will be responsible for reporting any unusual case incidence of reportable diseases to the local or state health department. The nurse may contact the health department to determine if unusual case incidence has occurred. Diseases Reportable to Minnesota Department of Health is located in the procedure book, under infection control.
 - j. If a person served is diagnosed with a communicable disease when they are already receiving services from Opportunity Matters, staff will follow all physician's orders and precautions needed to prevent transmission of the disease to others.

405 – COVID PREPAREDNESS PLAN

Opportunity Matters Inc. (OMI) is committed to providing a safe and healthy workplace for all our workers and a safe and healthy environment for the individuals served, guests and visitors.

OMI's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders.

Ensure sick workers stay home and prevention of sick persons in the workplace. Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. Workers should be monitoring their health prior to their work shifts. If the worker is experiencing COVID-19 related signs or symptoms they are to call the OMI On Call number 320.290.3617 to notify and obtain next steps and for OMI to ensure appropriate shift coverage.

When household members are sick, or when required by a health care provider, workers will isolate or quarantine themselves or a member of their household when possible. OMI follows the guidelines from the MN Department of Health for healthcare workers with regard to the timeframes for isolating and quarantining. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. OMI works with all employees to offer all available options for their specific situation. OMI has protective equipment in place for use while the employees are working. OMI has in place and continues to protect the privacy of workers' health status and health information.

Social Distancing of at least six feet apart. OMI will follow the guidelines from the MN Department of Health for healthcare workers when implementing social distancing protocols during a pandemic. Maximum room capacities and limiting gatherings will be implemented as necessary.

Worker Hygiene and Source Control; Basic infection prevention measures and sanitary practices are to be followed. Workers and individuals served are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes, after using the restroom, or after blowing the nose, coughing or sneezing. During a pandemic, all individuals served, guests and visitors to the homes will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Cleaning and sanitation supplies, soap, hand sanitizer, tissues, and Personal Protection Equipment (PPE) are available for use. OMI will encourage the use of source control masks when necessary and in accordance with MN Department of Health recommendations for healthcare workers.

Cleaning, disinfection, and ventilation protocols. All shared surfaces and equipment should be wiped down and disinfected. Regular practices of cleaning and disinfecting have been implemented, including routine/daily cleaning and disinfecting of work surfaces, equipment, and areas in the work environment, including restrooms, break rooms, lunchrooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, door handles, elevator panels, railings, copy machines, delivery equipment, tables, chairs, counter tops, pens, etc. Vehicles are also cleaned and disinfected. Operation of buildings where workplace is located includes sanitation, assessment, and maintenance of building systems, including water, plumbing, electrical, heating, ventilation, and air conditioning (HVAC) systems. The maximum amount of fresh air brought into workplace, ventilation systems is being properly used, and maintained.

Communication and training plan. OMI communicates through email, text, phone calls, mail system, the employee software system and postings in the sites to ensure that everyone is communicated the plans to address questions and concerns. Instructions will be communicated to all workers, including employees, subcontractors, vendors and outside technician's guests and visitors about protections and protocols, including: 1) social distancing protocols and practices for those not fully vaccinated; 2) safe drop-off, pick-up, and delivery methods; 3) practices for hygiene, and 4) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields (if not fully vaccinated) by workers, individuals served, guests and visitors. All workers, individuals served, guests and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Individuals served and as appropriate, parents, guardians, legal representatives, case managers and residential providers will be explained parts of the plan that is relevant to them.

Exposure notification protocol. OMI implemented a procedure for informing workers of a positive COVID-19 case of a staff or individual served in their workplace.

Supervisors are expected to monitor how effective the program has been implemented. All supervisors and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by OMI Leadership and the plan was posted throughout the workplace and made readily available to employees. It will be updated as necessary by OMI's Leadership Team.

Staff with concerns about COVID-19 Preparedness Plan or questions about their rights should contact MNOSHA Compliance osha.compliance@state.mn.us, 651-284-5050 or 877-470-6742.

VII. Employee Privileges & Benefits Policies

500 - Benefits Policy

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

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

501- Paid Time Off Policy (PTO)

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

1. Eligibility

All Regular Full-Time Employees are eligible for Paid Time Off (PTO). PTO is a privilege that is accrued and used at the sole discretion of OMI and under conditions it alone establishes; it is not a wage or salary that is earned. Employees will begin to accrue PTO when they begin their full-time position; however they will not be able to use it until they have worked three (3) months. Balance is available to use on the first pay date following the 90 day waiting period.

PTO cannot be used in less than 15-minute increments. If available, PTO must be used before taking unpaid time.

Full time employees are required to follow the Attendance Policy – 205.

To accrue Paid Time Off (PTO), an eligible employee classified as non-exempt under the Fair Labor Standards Act must be actively employed in a full-time position. PTO is accrued only on hours worked, refer to table for calculated time. If employee works less than forty (40) hours per week during any week, accrual of PTO will be prorated based on actual hours worked.

For employees who are exempt under the Fair Labor Standards Act, they will accrue PTO hours as long as they are actively working. PTO hours will be used to address absences. All employees are expected to communicate with their Supervisor if absent, and may make prior arrangements to change the work schedule rather than be absent when this is feasible.

Employees terminated/discharged from employment with OMI and/or during first year of employment position date will not be eligible to receive payment of Paid Leave time.

8. Maximum Full-Time Paid Leave Accrual

The schedule for accumulating Paid Leave is calculated at a maximum of six (6) hours per month of active employment (annual maximum accrual rate of 72 hours per year), assuming the employee works forty (40) hours per week each week of the year. In addition, each employee will accrue an additional eight (8) hours of Paid Time Off each year at his/her full-time anniversary date in consideration of length of service. The maximum amount accrued under the length of service provision is 96 hours. The following table illustrates this accumulation:

Service year	Hours Accumulated	Length of Service Hours	Total Hours Accumulated	Total Days Accumulated
Year 1	72.00	8.0	80.0	10
Year 2	72.00	16.0	88.0	11
Year 3	72.00	24.0	96.0	12
Year 4	72.00	32.0	104.0	13
Year 5	72.00	40.0	112.0	14
Year 6	72.00	48.0	120.0	15
Year 7	72.00	56.0	128.0	16
Year 8	72.00	64.0	136.0	17
Year 9	72.00	72.0	144.0	18
Year 10	72.00	80.0	152.0	19
Year 11	72.00	88.0	160.0	20
Thereafter	72.00	96.0	168.0	21

9. Requests for Paid Time Off

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

The intent of the Organization is to provide employees with Paid Time Off hours that each desires, it is not always possible because our business requires a minimum labor force in order to operate. Therefore, all requests for Paid Time Off are subject to the availability of enough staff to conduct business as determined by the supervisor and/or the CEO. Staff are encouraged to submit Paid Time Off requests as early as possible.

Paid Time Off requested for increments longer than two weeks require CEO approval.

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

10. Maximum Carryover of Paid Time Off:

Employees are asked to use their Paid Time Off. OMI will not be responsible to watch Paid Time Off hours for employees. Employees need to plan ahead and request time as noted. OMI needs to set limits on Paid Time Off as this is a cash liability for the Organization. Full-time employees cannot exceed carryover amounts as noted. Hours in excess of the max 250 hours will be forfeited.

Carryover Limits.

Full time: 250 Hours

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

Pay out of Paid Time Off

Employees currently employed who have 5+ years of longevity with the Organization based on hire date, can request 40 hours (in one lump sum) of paid time off to be paid out once in the

calendar year. The form must be filled out and given to the supervisor and signed by the CEO prior to approval being confirmed. After CEO approval it will be paid out on the next pay date.

Pay for Unused Paid Time Off

Pay out of unused Paid Time Off hours is at OMI's sole discretion. Employees terminated/discharged/demoted/resigned without proper notice from employment or Full Time position with OMI will not be eligible to receive payment of the Paid Time Off accrued balance.

Employees that resign with proper notice, they must have been working full time at least 1 year up to the resignation date. Payment for the unused Paid Time Off will be in the final paycheck.

502 – Paid Sick and Safe Time Policy (PSST)

The following policy provides notice of the rights and remedies under the laws of the State of MN. The benefits provided under this Paid Sick and Safe Time (PSST) policy are available for all approved purposes, including any mandatory sick and safe leave required under federal, state and local law.

Paid Sick and Safe Time (herein referred to as PSST) is available to OMI employees in the State of MN working at least 80 hours within their service year.

Service year is hire date to anniversary date, anniversary date to anniversary date after. Accrual year is January 1 to December 31.

Eligible hourly non-exempt employees will accrue 1 hour of paid sick and safe time for every 30 hours worked. Eligible salaried exempt employees will accrue 2.67 hours per pay period.

The maximum amount of PSST an employee may accrue annually is 48 hours. The accrual year is January 1 to December 31. When an employee reaches the maximum accrual amount of 48 hours in a year, the accrual stops and begins again on the next January 1.

New employees begin accruing PSST on hire date and may begin using their earned PSST when accrued. Employees may use PSST in minimum increments of 15 minutes.

Accrued and unused hours may be carried over from service year to service year but the total amount of PSST balance may not exceed 80 hours at any time. Overages will be forfeited.

PSST will be paid at the employee's regular rate of pay, not including (1) tips, (2) commissions, (3) reimbursement for expenses incurred on the employer's behalf, (4) premium pay of at least one and one-half times the normal rate, (5) bonuses, (6) payments made to a benefits plan, or (7) special gifts of cash. If an employee receives multiple hourly rates, the employee should receive the rate the employee would have been paid for the period of time during which the leave is taken. In no case will the employee be compensated at a rate less than any rate requirement in the applicable jurisdiction's regulations and/or ordinance. The employee will be paid only for the hours he/she was scheduled to work. PSST must be taken before any unpaid time if the reason for the absence is a sick or safe reason.

Eligible employees may use paid sick and safe time for:

1. Absences due to an employee's:
 - mental or physical illness, injury, or health condition;
 - medical diagnosis, care or treatment of such;
 - preventative medical or health care;
2. Care for a family member:
 - with a mental or physical illness, injury, or health condition;

- who needs medical diagnosis, care or treatment of such;
 - who needs preventative medical or health care;
3. Absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member, provided the absence is to:
 - seek medical attention related to the physical or psychological injury or disability caused by such;
 - obtain services from a victim services organization;
 - obtain psychological or other counseling;
 - seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking; or
 - 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. Closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency
 5. The employee's inability to work or telework because the employee is
 - prohibited from working by the employer due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or
 - seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the employee's employer has requested a test for diagnosis
 6. When it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member or the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

For purposes of this policy, family member includes an employee's

- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
- Spouse or registered domestic partner
- Sibling, step-sibling, or foster sibling
- Biological, adoptive, or foster parent, stepparent, or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild, or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parents of the employee, or
- A child-in-law or sibling-in-law

- Any of the family members listed of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is equivalent of a family relationship
- And up to one individual annually designated by the employee

If the need for sick and/or safe time off is foreseeable, the employee must give 7 days' advance notice. If the need is not foreseeable, the employee must give notice to his or her Supervisor or Human Resources as soon as practicable.

OMI's expectations of practicable is at least one hour prior to the start of a shift.

If an employee uses more than 3 consecutive PSST days, he/she may be asked to provide reasonable documentation.

Information disclosed as a result of using PSST time will be kept confidential by OMI.

Accrued, but unused PSST hours will not be paid to employees at the time the employment terminates.

503 - Group Insurance Plan Policy

Group Insurance plans change annually. Refer to the current Employee Benefits Guide on the KPAY portal. The Employee Benefits Guide is also located in the Benefits Enrollment portal. For assistance finding that document, or if you request a copy, please reach out to HR. The Human Resources Department is the contact for questions regarding benefits eligibility. Questions specific to coverage should be directed to the insurance carriers or to the insurance Broker listed on the Employee Benefits Guide. If not sure who to ask, contact HR.

Eligibility for Group Insurance Plans is the first of the month following 60 days of employment. Enrollment due to a Qualifying event must be done within 30 days of the event. Annual Enrollment for the plan year starting July 1st communicated annually in June.

401K and 401k Match – all employees are eligible to participate effective the first of the month following 60 days of employment. Employees are encouraged to participate to receive the benefit of the employer match.

Full time employees are hired to work 40 hours per week and will receive information regarding a full benefit package and enrollment instructions shortly after hire. It is expected that Full time employees work 40 hours per week. If a full time employee does not work 40 hours, the situation will be addressed by the Supervisor. Failure to maintain full time hours on an on going basis could result in a status change to a different part time position, or a voluntary termination of employment if the person is not working full time and does not wish to transfer to part time.

Part time employees are hired to work up to 29 hours per week. Most part time employees are scheduled based on employee availability and the scheduled hours will vary. All part time positions that are hired for up to 29 hours per week are considered variable hour employees. In accordance with the ACA, hours worked will be evaluated for ACA eligibility during an initial measurement period and an annual look back method. ACA coverage will be offered according to the ACA guidelines.

Some part time positions are hired to work 30 or more hours per week and follow a set schedule. It is anticipated that these positions work 30 hours per week and the ACA Health insurance is offered. Employees in these positions are responsible for following their scheduled positions and maintaining an average of 30 hours per week. Failure to maintain 30 hours per

week on an on-going basis will result in a status change to a part time position of up to 29 hours per week and scheduled on availability. The status change will result in loss of ACA eligibility.

504 - Holiday Policy

The Organization recognizes the following paid holidays:

New Year's Day	Labor Day
Easter Day (if working)	Thanksgiving Day
Memorial Day	Christmas Eve
Independence Day	Christmas Day

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

Full time employees that are scheduled to work and cannot get the day off with pay will be able to **schedule ahead of time** with their supervisor another day off within that week preferably or another day off within the pay period. If the FT employee is not able to arrange for another day off within the pay period then the employee will be paid the 8 hours at their regular rate of pay.

New Year's Day	Thanksgiving Day
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	

Easter Day is a paid Holiday ONLY if you are working on Easter Sunday

The supervisor will then have to enter this date into kpay with the code Holiday not Worked for the employee to get paid for that day without working it.

Part-Time: Regular part-time employees, including overnight sleep staff, will receive a rate of one and one-half time for hours worked on the following holidays:

New Year's Day	Thanksgiving Day
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	

Easter Day is a paid Holiday ONLY if you are working on Easter Sunday

505 - Vital WorkLife ("EAP") Policy

An Employee Assistance Program ("EAP") is available for all current employees of OMI, free of charge. Contact Human Resources for information, or visit the website at www.VITALWorkLife.com and use the following information to login: User Name = omi and Password = member. User Name and Password are case sensitive, all lower case.

VIII. LEAVE POLICIES

600 - Leave of Absence Policy

The policy of the Organization is to allow for approved leave. Approved leave means staff need to request leave in an appropriate manner and follow the policies and procedures related to the

leave of absence. A leave of absence should be scheduled with the employee's supervisor and Human Resources as far in advance as possible.

601 - Jury Duty Leave Policy

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

Organization will not discharge, threaten, or otherwise coerce employees because they receive or respond to jury summonses, serve as jurors, or attend court for prospective jury service.

602 - Bereavement Policy

OMI provides regular full-time employees paid bereavement as outlined below. Bereavement leave shall be paid based on eight hours per day.

Death of Spouse or Child,	5 days
Death of Mother/Father,	2 days
Death of Foster Parents, Father/Mother in-law Sister/Brother (step or ½) Sister/Brother in-law Grandmother/grandfather, Grandchild Great Grandmother/grandfather	1 day

Bereavement Leave must be requested and approved prior to the absence and the employee is expected to make it clear to the Supervisor that they are using Bereavement Leave.

603 - School Conferences and Activities Leave Policy

Employees may be granted up to 16 hours of unpaid leave during any twelve (12) month period to attend school conferences or classroom activities related to the employee's child, provided the conferences or classroom activities cannot be scheduled during non-work hours. Leave may also be used to observe and monitor daycare, pre-kindergarten, regular or special education programs. Employees must provide reasonable notice of the leave and make a reasonable effort to schedule a leave so as not to disrupt Organization operations. Employees may use Paid Leave for this purpose.

604 - Voting Leave Policy

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

605 - Election Judge Leave Policy

Employees who are selected to serve as election judges may be absent from work without penalty. The employee must provide at least twenty (20) days written notice of the proposed absence. The written request must be accompanied by a certification stating the hourly compensation and hours during which the employee will serve as election judge. OMI will pay the difference between the employee's election judge pay and the employee's regular pay for the period that the employee serves as election judge. Employees will need to provide proof of election judge pay. No more than 20% of the workforce at a site may be absent at any given time to serve as election judges

606 - Family Medical Leave Act ("FMLA") Policy

Employees may be entitled to a leave of absence under the Family and Medical Leave Act ("FMLA"). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact Human Resources.

1. Employees Eligible for FMLA Leave

FMLA leave is available to "eligible employees". To be an "eligible employee," an employee must, as of the date FMLA leave is to start: (1) have been employed by the Organization for at least 12 months (which need not be consecutive); (2) have worked at for the Organization at least 1250 hours of service during the 12-month period immediately preceding the commencement of the leave; and (3) be employed at a worksite where 50 or more employees are employed within 75 miles of the worksite.

11. Employee Entitlements

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

a) Basic FMLA Leave Entitlement

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

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

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

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a

health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

b) Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserve component of the Armed Forces in support of a contingency operation or Regular Armed Forces for deployment to a foreign country may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty, and attending post-deployment reintegration briefings.

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

The FMLA definitions of a “serious injury or illness” for current Armed Forces members and covered veterans are distinct from the FMLA definition of “serious health condition” applicable to FMLA leave to care for a covered family member.

Minnesota Family Military Leave Entitlements

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

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

c) Intermittent Leave and Reduced Leave Schedules

FMLA leave usually will be taken for a period of consecutive days, weeks, or months. However, employees also are entitled to take FMLA leave intermittently, or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered service member. Qualifying exigency leave also may also be taken on an intermittent basis. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Organization’s operations.

d) Substitution of Paid Time Off for Unpaid Leave

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

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

e) Protection of Group Health Insurance Benefits

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

f) Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. In certain situations, the Organization may be unable to allow a "key employee" to return to his or her position after FMLA leave. The Organization will notify those employees who qualify as "key employees." Should the Organization decide that returning a "key employee" to his or her position would cause the Organization substantial and grievous economic injury, the Organization will notify the employee of that determination as soon as practicable. Employees will be informed of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

g) Notice of Eligibility for, and Designation of, FMLA Leave

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

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

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

OMI will provide employees using FMLA leave notice of when their leave entitlement is about to expire, as required by law.

12. Employee FMLA Leave Obligations

a) Provide Notice of the Need for Leave

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

b) Content of Employee Notice

To trigger FMLA leave protections, employees must inform their Supervisor and/or the Human Resources Department of OMI of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the Organization to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant or have been hospitalized overnight;
- they or covered family member are under continuing care of health care provider;
- the leave is due to a qualifying exigency caused by a military member being on covered active duty, or called to covered active duty status to foreign country; or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities, or that the family member is a covered service member with a serious injury or illness.

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

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

c) Timing of Employee Notice

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

d) Cooperate in the Scheduling of Planned Medical Treatment, Intermittent Leave, or Reduced Leave Schedules

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

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

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

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

e) Submit Certifications Supporting Need for FMLA Leave (if applicable)

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

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

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

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

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

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

If OMI has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at OMI's expense. If the opinions of the initial and second health care providers differ, OMI may, at its expense, require employees to obtain a third, final and binding

certification from a health care provider designated or approved jointly by OMI and the employee.

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

Return to Work/Fitness for Duty Medical Certifications: Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide OMI medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation.

Employees taking FMLA leave on an intermittent or reduced schedule basis may be required to provide fitness-for-duty certifications up to once every thirty (30) days if OMI has reasonable safety concerns regarding the employee's ability to perform his/her job based on the health condition for which the employee took leave.

OMI may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

Certifications Supporting Need for Military Family Leave

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

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

f) Pay Employee's Share of Health Insurance Premiums

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

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

g) Report Periodically Concerning Intent to Return to Work

Employees must contact OMI periodically, meaning at least every thirty (30) days, regarding their status and intention to return to work at the end of the FMLA leave period. If an employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide OMI with reasonable notice (i.e., within two business days) of the employee's changed circumstances and new return to work date. If employees give OMI unequivocal notice of their intent not to return to work, OMI's obligation to maintain health benefits (subject to COBRA requirements), and to restore their positions cease.

13. Coordination of FMLA Leave with Other Leave Policies

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

14. Questions and/or Complaints about FMLA Leave

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

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

Other job protections, such as the MN Paid Family and Medical Leave, or the MN pregnancy and parental leave, will run concurrently with FMLA.

606A – MN PFML (PAID FAMILY AND MEDICAL LEAVE)

Minnesota Paid Family and Medical Leave (herein referred to as MN PFML) provides payments and job protections during time off for an employee's own serious health condition or for caring for family members. The following qualifying events apply:

Medical Leave: for care of employee's own serious health condition, including care related to pregnancy, childbirth, and recovery

Family Leave:

- Bonding Leave – to care for and bond with a child welcomed through birth, adoption, or foster placement
- Caring Leave – to care for a family member with a serious health condition
- Military Family Leave – to support a family member called to active duty
- Safety Leave – to respond to issues related to domestic violence, sexual assault, or stalking for the employee or family member

Most workers in Minnesota are covered by MN PFML. Coverage does not depend on the size of the employer or hours worked. Workers may qualify for payments if they have been paid a minimum amount for work in Minnesota in the last year (\$3,900 for the start of MN PFML in 2026).

Employment protections: Generally, employees must be restored to the same job or an equivalent position upon return from leave. Job protections take effect 90 days after the date of hire. OMI will continue to fund the portion of healthcare insurance being paid, if any, and other group insurance premiums during the leave. Employees are responsible for their portion of health insurance and other group insurance premiums while on leave. If the leave is foreseeable premiums must be pre-paid prior to leave. OMI will not interfere with or retaliate against employee that apply for or use MN PFML. Employers cannot take your MN PFML payments. For inquiries related to MN PFML, please contact Minnesota Paid Leave at 651-556-7777 or visit the website. If you think your employer is violating employment protections, contact the Labor Standards Division at the Minnesota Department of Labor and Industry.

MN PFML is funded by premiums paid by employees and employers. **The initial premium rate is 0.88% of wages** up to the cap set by Social Security’s Old-Age, Survivors, and Disability Insurance program (currently \$176,000). OMI **may deduct up to 0.44% of your wages** to fund your portion of the premium. The total premium covers both Medical Leave (0.61%) and Family Leave (0.27%). OMI will send premiums to MN PFML on behalf of employees.

Premium contributions are:

Medical Leave	Total Medical Leave Premium is 0.61%	
	OMI will contribute 0.305% of the Medical Leave contribution and the remaining 0.305% will be deducted from your wages.	
Family Leave	Total Family Leave Premium is 0.27%	
	OMI will contribute 0.135% of the Family Leave contribution And the remaining 0.135% will be deducted from your wages.	
Total deducted from your wages		0.44%

How to take Paid Leave:

1. Notify Human Resource Department at OMI.
2. Apply with MN Paid Leave at paidleave.mn.gov or by phone if needed. Applicants will receive a determination from MN PFML, which is the official decision from the program about whether your application was approved or denied. If you are approved for Paid Leave payments, they will be sent to the bank account or prepaid debit card selected in your application.

Visit paidleave.mn.gov to apply or for more information about MN PFML, including calculators to help you estimate your premium costs and the payments you could receive.

Phone: 651-556-7777 or 844-556-0444 (toll free). E-mail: paidleave@state.mn.us

Mail: Department of Employment and Economic Development, Paid Leave Division
180 E 5th Street, 12th Floor, Saint Paul, MN

Information is available in alternative formats for people with disabilities by using the contact information listed above.

Leave taken pursuant to the MN PFML will run concurrently with any leave entitlement under the FMLA. Refer to the Privileges and Benefits Policies 501-Paid Time Off Policy and 502-Paid Sick and Safe Time Policy. Both policies require use of the balance accrued before taking unpaid time off. MN PFML pays a percentage of wages based on your average weekly wage, replacing 90% for the lower end of the wage scale, 66% for the middle, and 55% for the higher end, up to the state's average weekly wage.

If being paid MN PFML, employees may use PSST and/or PTO to supplement the pay up to 100% of their wages when working.

Example for Supplementing PTO or PSST with MN PFML:

In 2026,

- For weekly wages between \$0 and \$711.50 (half of the current state average), you get paid 90%.
- For weekly wages between \$711.50 and \$1,423 (the current state average), you get paid 66%.
- For weekly wages above \$1,423, you get paid 55%.

Weekly payments cannot exceed the state average weekly wage, \$1,423. That means no matter how much you earn, the maximum weekly benefit stops at the state's average weekly wage.

In this example, the weekly wage is \$680. 90% of \$680 is \$612. The difference in 100% of my weekly wage and 90% of my weekly wage is \$68. My base pay rate is \$17. In order to make up \$68 to make 100% of my pay when working, I would need to take 4 hours of PTO (if I am full time) or PSST.

My Weekly Wage	\$680
Wages between \$0 and \$711.50 are paid at 90%	\$612
Difference between my weekly wage and my MN PFML payment	\$68
My hourly base wage is \$17. I would need to take how many hours of PSST or PTO to get to \$68 (the difference I need to make 100% of my wages while working)?	\$68 divided by \$17
I would need to take 4 hours of PTO or PSST to supplement to 100%	4 Hours

Other job protections, such as the Family and Medical Leave Act (FMLA) or pregnancy and parental leave, will run concurrently with MN PFML.

607 - Military Leave Policy

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

During your absence, your length of service accumulates, and your benefits will continue as required by applicable law. Provided your absence does not exceed applicable statutory limitations, you will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws.

If you are required to attend yearly Reserves or National Guard duty, you may apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). However, if you prefer, you may use your accrued vacation time for this purpose. You should give your supervisor as much advance notice as possible so we can ensure proper coverage while you are away.

Ask Human Resources for further information about your eligibility for Military Leave.

608 - Civil Air Patrol Duty Leave Policy

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

609 - Relatives of Armed Service Members Leave Policy

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

610 - Personal Leave of Absence Policy

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

Employees on Personal Leave of Absence for 1 – 30 days:

- Employer-paid benefits will continue as they were immediately before the leave began for the 30 days.

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

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

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

611 - Parental Leave Policy

Employees are eligible for up to twelve (12) weeks of unpaid parental leave under the Minnesota Parental Leave Act ("MPLA"). Eligible employees may take leave under the MPLA to care for a child following the birth or adoption of a child or for prenatal care, or incapacity due to pregnancy, childbirth or related health conditions. During any period of leave pursuant to the MPLA, employees may continue any health insurance coverage, but employees may be required to pay the full cost of coverage. Leave taken pursuant to the MPLA will run concurrently with any other job protections, such as the Family and Medical Leave Act (FMLA) or MN PFML.

Nursing Mothers, Lactating Employees, and Pregnancy Accommodations employee notice

Minnesota's Nursing Mothers, Lactating Employees, Pregnancy Accommodations law (Minnesota Statutes§181.939) gives pregnant & 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.

612 - Leave to Care for Family Member Policy

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

613 - Crime Victims Leave Policy

Minnesota Employees who are victims of a violent crime and are subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony may be granted reasonable time off from work without pay to attend criminal proceedings related to the victim's case. Employees who are a victim's spouse or immediate family member may be granted reasonable time off from work without pay to attend criminal proceedings related to the victim's case.

Employees must give 48 hours advance notice of the request for time off pursuant to this policy, unless impracticable or an emergency prevents the employee from doing so.

This leave will be unpaid, unless otherwise required by law.

614 - Leave for Victims of Domestic Abuse or Harassment Policy

Minnesota Employees are entitled to reasonable time off to obtain or attempt to obtain relief (i.e. to obtain or attempt to obtain an order of protection and/or other relief from a court related to the domestic abuse or harassment victim). Except in cases of imminent danger to the health or safety of the employee or the employee's child, or unless impracticable, an employee who is absent from the workplace shall give 48 hours' advance notice to the Organization. Upon request, the employee must provide verification that supports the employee's reason for being absent from the workplace. All information related to the employee's leave pursuant to this section shall be kept confidential by the Organization.

615 - Time Off for Party Officer/Delegates

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

616 – Extended Leave for Part Time Employees

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

Procedure - Extended Leave as a Part Time Staff

1. Must give two weeks' notice and work/cover all the shifts thru the two-week notice.
2. Can not be gone for more than 90 days (If the part time employee is eligible for FMLA leave during the year, the employee's entitlement to leave under this policy will be reduced by one day for each day of FMLA leave used).
3. Prior to the extended leave being approved you must have all trainings up to date
CPR/First Aid
Medication Certification and Tested Out
All required trainings at the site/program
4. You understand that your position may not be held for you and may be posted
5. You will provide a return date & scheduled time to meet with HR to look at positions.
6. You understand that you will have to look at open positions/hours at the time of your return and OMI cannot guarantee the same hours, position or same site that you may have worked previously
7. You understand that any increases, bonuses, incentives given during the time of the extended leave will not be given to you
8. You will start at the same wage as you had at the start of your extended leave time
9. You can only request extended leave as a part time employee one time a year. This will be tracked based on a rolling year.
10. You have to be employed at OMI for at least 6 months before you can request an extended leave.

IX. Separation of Employment Policies

700 - Resignation Policy

The Organization is an at-will employer. Therefore, for any reason or at any time, an employee may resign from their position. OMI asks that employees submit their voluntary resignation in

writing utilizing the 101 form, to their direct supervisor. Employees accepting a different position, a secondary position, or that are promoted should meet with HR to complete the 101 form.

An employee's voluntary resignation period begins when their direct supervisor receives the written resignation and ends once the required resignation period is satisfied. If advance notice is provided beyond the required resignation period, the resignation period begins when the required resignation period requirement is satisfied prior to employee's given date of resignation.

OMI requests the following resignations periods:

Non-exempt employees: 14 days

Exempt employees: 30 days

Pay out of any unused paid time off will be in accordance with policy 501.

X. MISCELLANEOUS INFORMATION