

*Beacon Specialized Living  
Minnesota Employee Handbook*



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## **WELCOME TO**

### ***Beacon Specialized Living - Minnesota***

Beacon Specialized Living provides home and community-based supports to people with intellectual disabilities and mental health needs. We are dedicated to continually improving the quality of life for people in need, providing them with a brighter, more independent future.

We believe that everyone, regardless of their ability deserves to be a full member of their community. Our employees practice our I CARE values every day when working with the people we support.

**I**- Integrity- Act honestly, speak the truth and deliver on promises.

**C**- Compassion- Be compassionate, caring and gentle in all that we do.

**A**- Advocacy - Encourage and invest in new ideas that elevate equality and community.

**R**- Respect- Encourage a variety of thoughts that reflect the diversity of our markets, customers, and workforce.

**E**- Excellence- Consistently deliver high quality services that have a positive impact on our communities, our state and our county.

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## **I. PURPOSE OF THE EMPLOYEE HANDBOOK**

The Employee Handbook summarizes the policies and procedures for employment at Beacon Specialized Living - Minnesota, here on referred to as "the company" or "Beacon". No handbook can fully address every issue that may arise during your employment. Therefore, if you have more specific questions about these policies or about your position, please ask your supervisor or Human Resources personnel.

The Employee Handbook is a general statement of policy to be modified and applied by the organization at its discretion. The policies and procedures in this Employee Handbook replace any and all previous policies or procedures which have been communicated by memo, by conversation with organization personnel, or which may have developed as a matter of practice. Any of the policies or procedures in the Employee Handbook may be revised or discontinued by organization management at any time with or without notice. Beacon reserves the right to implement and distribute revisions to this Employee Handbook or its personnel policies as it deems necessary.

No provision in the Employee Handbook is intended to create a contract between the company and any employee, or to limit the rights of the company and its employees to terminate the employment relationship at any time, with or without cause.

This Employee Handbook does not guarantee employment for any specific length of time, nor limit how the employee or organization may end employment. Employment is "at will" for all employees, and therefore, just as you may terminate the relationship with Beacon at any time for any reason, the company expressly reserves the right to modify the terms or conditions of your employment, or to terminate your employment, with or without notice, and for any reason.

Each new employee receives a copy of the Employee Handbook during orientation. The Employee Handbook is also available for employees to access at the company's business office, program sites, and electronically.

The Employee Handbook compliments all of our company policies and procedures. This Handbook may not encompass all employment practices and employees may be directed to additional company policies and procedures.

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## II. EMPLOYMENT STANDARDS

### A. STANDARDS OF CONDUCT

Beacon was founded on the principle that every person should have the opportunity to live their life in the least restrictive environment possible and have access to person centered supports which focus on what is both important to and for them. It is the expectation that all employees conduct themselves in a professional manner which emphasizes dignity, respect, and the personal freedoms of the people supported. In addition, each employee must comply with applicable county, state and federal regulations, rules, and laws, and the policies of the company. Each new employee receives training on the policies and procedures that they are to follow. It is the expectation that all staff have knowledge and understanding of the policies and procedures that they are accountable to while working at Beacon. If at any point people have questions regarding the policies, they should connect with their supervisor or a Human Resources representative.

### B. EMPLOYMENT AT WILL

Although Beacon's goal is to share long-term employment relationships with its employees, employment is voluntary, and not for a stated period of time. Employment is at mutual consent of the organization and the employee, which is an "at-will" relationship. This means that employees are free to terminate employment at any time for any reason or no reason, and the organization has the same right to terminate the employment relationship at any time, for any legal reason, with or without cause.

The language contained herein is not intended to imply any type of employment contract; It is merely descriptive of the current policies and practices of Beacon which will be applicable for the duration of employment unless revised by the organization. As noted previously, the policies addressed in the Employee Handbook may be changed or terminated at any time.

Should employees have any questions regarding their employment at Beacon they are encouraged to discuss them with their supervisor or Human Resources.

### C. CONFLICT OF INTEREST

A conflict of interest exists when there is evidence of or the appearance that an employee's personal interests have influenced or may influence the company's business operations, or that these interests take precedence over the interests, goals, and/or mission of the organization. To help minimize potential conflicts Beacon asks employees to disclose any potential conflict or the appearance of a conflict immediately. If you have questions as to whether a conflict of interest exists, we encourage you to discuss them with Human Resources.

### Personal and Family Relationships at Work

Beacon strives to provide a work environment that is collegial, respectful, and productive. This policy establishes rules for the conduct of the personal and familial relationships between employees including supervisory personnel, in an attempt to prevent conflicts and maintain a productive and friendly work environment.

A “personal relationship” is defined as a relationship between employees who have or have had a continuing relationship of a romantic or intimate nature. A “familial relationship” is defined as when there is a family relationship (i.e. sibling, parent, cousin, etc.) between two coworkers.

An employee who is involved in a personal or familial relationship with another employee may not work directly for or supervise the employee with whom he or she is involved. While it is not our intent to involve ourselves in the personal lives of our employees, Beacon asks that if employees are engaged in a personal or familial relationship with one of their immediate co-workers or supervisors that they disclose this relationship immediately so that Beacon may work in conjunction with the involved parties to determine if a conflict-of-interest could occur. When a conflict or the potential for conflict arises because of a personal or familial relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment. If such a personal relationship between employees develops, it is the responsibility and obligation of the employees involved to disclose the existence of the relationship to their immediate supervisor, Human Resources Director, or Vice President of Operations. Exceptions to this are subject to approval by the Regional Vice President of Operations.

When a conflict or a potential for conflict affecting terms or conditions of employment arises because of the relationship, the individuals concerned will be given the opportunity to decide who is to be transferred to another position. If no decision is made within 30 calendar days of the offer to resolve the situation, Beacon will determine who is to be transferred. The company reserves the right to take prompt action if an actual or potential conflict of interest arises concerning employees who engage in a personal or familial relationship that may negatively affect the lives of the people supported by Beacon.

#### **D. EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION**

Beacon Specialized Living - Minnesota is committed to equal opportunity employment and affirmative action. The company’s policy is to provide employment, training, levels of compensation, transfer and promotion opportunities, demotion, layoffs, terminations, and other employment actions without regard to race, color, religion, gender, pregnancy, national origin, age, marital status, sexual orientation, disability status, military status or any other basis protected by federal, state or local law.

The organization’s Equal Employment Opportunity policy is an essential part of the company’s overall commitment to attract, hire and develop a strong, talented and diverse work force. Beacon is committed to achieving the goals of equal employment opportunity, and fully supports incorporation of non-discrimination objectives into its contracts. A copy of the organization’s Affirmative Action Plan may be reviewed by contacting the Affirmative Action Officer (Director of Human Resources) at 651-451-5889 Monday through Friday 8:00 a.m. – 4:00 p.m

#### **E. COMMITMENT TO DIVERSITY**

Beacon Specialized Living - Minnesota is committed to fostering, cultivating and preserving a culture of diversity and inclusion. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company’s achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique. The organization's diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

All employees have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and initiatives should seek assistance from a supervisor or a Human Resources representative.

#### **F. AMERICANS WITH DISABILITIES ACT (ADA)**

Beacon Specialized Living - Minnesota is committed to employing persons with disabilities and following the Americans with Disabilities Act (ADA) and the Minnesota Human Rights Act (MHRA). An employee who needs accommodations due to a disability may make a request to their supervisor for reasonable accommodations to perform essential job functions. A physician's statement, specifying the need for accommodations, may be required prior to evaluating an employee request. Beacon will make reasonable accommodations which do not create undue hardship to the company.

#### **G. LIMITED ENGLISH PROFICIENCY LANGUAGE ACCESS (LEP)**

In most cases, the ability to communicate in English is an essential part of the positions offered by Beacon Specialized Living - Minnesota. An employee who uses English as a second language and requires language assistance may make a request to their supervisor for reasonable accommodations to perform essential job functions. If possible, Beacon will make reasonable accommodations so long as those accommodations do not create undue hardship to the company.

### III. EMPLOYMENT PRACTICES

#### A. APPLICATION PROCEDURES

All candidates interested in applying for positions within the company must complete the company's application process entirely in order to be considered for an interview. Candidates may submit employment applications via e-mail, fax or mail. In addition, candidates may come to the Beacon business office during normal business hours to complete an application.

Applications are reviewed to determine if the candidate possesses the experience, qualifications, and skills to be considered for a position. Based upon these findings, a candidate may be invited to interview. The organization seeks to identify the person who best meets the job requirements. If a candidate is being considered for hire, background checks, reference checks, and pre-employment assessment tools will be conducted to determine applicant eligibility.

#### B. EMPLOYMENT RECORDS AND VERIFICATIONS

Employment materials are maintained by the organization for each employee in the following manner, although file contents are not necessarily limited to this listing:

1. **Personnel file** - for documents related to employment.
2. **Training file** - for documents related to employee training.
3. **Medical file**, if applicable, for job-related physical exams or immunizations, or for medical claims and/or doctors' notes during the course of employment.

Each employee is responsible to assure that updated information is submitted to their supervisor so that the employment records reflect current, accurate information. Employees may contact Human Resources for access to their employment records, consistent with Minnesota law. Requests for copies of employee personnel files should be given in writing to Human Resources, and shall receive access to their records consistent with Minnesota Law. Employee requests for Employment Verification or pay information should be given to Human Resources and will be returned in a timely manner.

#### C. JOB DESCRIPTIONS

Each employee is given a written job description which outlines the duties, essential functions and qualifications of that position. Company job descriptions may be revised periodically as changes occur within the scope of positions.

Employees are responsible for understanding the job description for their position(s). This includes contacting their supervisor for further information, if needed.

#### D. TRAINING AND DEVELOPMENT

Beacon Specialized Living - Minnesota is committed to promoting an active learning environment in which employees obtain the information and critical skills needed to perform their jobs. Employees are provided with the knowledge, awareness, and skills to fulfill the company's goals and meet its standards of person-centered support. Orientation and ongoing training topics are geared toward obtaining and maintaining the competencies needed to

support the individuals supported and fulfill the policies, procedures, and regulations which govern company operations.

Employees receive training initially upon starting employment and on an ongoing basis. Learning opportunities are provided through varied sources with multiple instructional methods and training modalities incorporated into the curriculum. Each employee is required to document training activities with specificity and accuracy for the purposes of tracking, verification and reimbursement. The organization maintains an orientation period of 60 days in which employees are required to complete all of their assigned new hire trainings. Failure to complete the assigned trainings within the orientation period may lead to disciplinary action up to and including termination.

Job expectations include fulfilling the required content and number of hours needed for orientation and ongoing training in designated time frames. In addition, employees who hold professional licenses are expected to meet the continuing education requirements of their respective licensing boards. Employees who do not fulfill their training requirements in the length of time permitted may be subject to disciplinary action including unpaid suspension until the training is complete.

#### **E. PERFORMANCE APPRAISALS**

Feedback and review of each employee's job performance occur on a regular basis. A formal performance appraisal is conducted annually or, if necessary, within a shorter period of time.

#### **F. JOB TRANSFERS, PROMOTIONS AND STATUS CHANGES**

Organizational policy is to consider qualified, existing employees for staff openings or new positions, and to promote from within the company.

Employee transfers to a different program or position may be requested by an employee or instituted by management. To be eligible for a transfer or promotion direct support employees must be in good standing, up to date on their training, and free of any disciplinary action for a minimum of 60 days. Employees who wish to transfer locations must give a four week notice in advance of transfer, including the date of request for transfer. Eligibility for transfer, promotion, and status changes are at the discretion of Human Resources and/or Vice President and in some cases an exception may be made if it best supports the needs of the people and programs supported by Beacon Specialized Living - Minnesota.

Employee transfer requests need to be made in writing and submitted to the Human Resources for authorization prior to approval; approval of transfer requests is not guaranteed. When employment changes occur, i.e. promotions, transfers, and/or job status, a Change of Status form must be submitted immediately by the employee's supervisor to Human Resources.

#### **G. DISCIPLINARY PROCEDURES**

Employees experiencing difficulties in the performance of their duties or who are not in compliance with the company policies or federal or state regulations may receive disciplinary action ranging from verbal warnings to termination of employment depending on the nature, severity and/or frequency of the specific situation(s).

Since employment with Beacon Specialized Living - Minnesota is based on mutual consent, the company has the right to terminate employment "at will," which means employees can be terminated for any lawful reason, with or without cause, at any time. While Beacon will ordinarily

follow progressive disciplinary steps prior to terminating an employee, the company reserves its right to terminate an employee immediately, or omit disciplinary steps if the company, at its discretion, determines such action to be necessary.

## **H. TERMINATION**

### **1. Resignation**

An employee who voluntarily terminates employment must give a written notice of resignation at least two weeks in advance, including the date of termination. Requests for paid time off may be declined during the "notice" period. Employees who do not report to work without prior supervisory approval, or are unreachable for one pay period, will be considered to have voluntarily resigned.

### **2. Discharge**

An employee may be discharged from the company if the employee's performance or work habits are unacceptable or if the employee is found to be engaged in misconduct. Activities of misconduct that may result in immediate dismissal include, but are not limited to, intentional maltreatment of individuals supported, theft, falsification of records, intentional breach of confidentiality, or insubordination.

### **3. Layoff**

Management retains the right to lay off employees as it deems necessary. Any layoffs will be handled in a manner most appropriate to the situation, as determined by Beacon management. There is no guarantee that an employee will be recalled to their former position.

All Beacon company property must be returned on, or before, the employee's last date of work. Any property purchased by Beacon and provided to the employee for completion of job duties remains company property. Beacon will take all action deemed appropriate to protect or recover company property.

## **I. EMPLOYEE GRIEVANCE POLICY AND PROCEDURES**

Ongoing and open communication between everyone involved with Beacon Specialized Living - Minnesota is encouraged to promote positive resolution of concerns and prevent situations that lead to grievance. Employees have the right to express grievances, and Beacon has the responsibility to provide employees with a process to express grievances and receive responses within a reasonable time period without fear of reprisal.

The following sequence to address grievances is preferred; however, the person filing the grievance may do so using any of these options.

1. A grievance may be submitted by an employee to their supervisor at any time. This grievance must be in writing.
2. The supervisor will discuss the grievance with the employee submitting the grievance within ten days of receipt.
3. If the grievance is not resolved, the person filing the grievance may notify Human Resources who will work in collaboration with involved parties in an attempt to resolve the grievance within ten days of written notification.
4. If the person filing the grievance is still not satisfied with the resolution, he/she should bring the matter to the Vice President of their region. They will respond to the grievance within ten days of notification.
5. If the person filing the grievance is still not satisfied and feels that it is an issue of

discrimination,  
the employee may contact the Minnesota Department of Human Rights at 651-296-5663.

All grievances are considered attempts to resolve problems. Individuals expressing grievances will not be discriminated against, nor will there be reprisals.

## IV. COMPENSATION PRACTICES AND EMPLOYEE BENEFITS

### **COMPENSATION PRACTICES**

#### **A. EMPLOYMENT CLASSIFICATIONS**

- 1. Full-time hourly employee:** an employee who is regularly scheduled for and works 30 hours or more per week.
- 2. Full-time salaried employee/Exempt:** is an overtime exempted salaried employee who meets the FLSA definition of exempt.
- 3. Part-time, benefit eligible employee:** an employee who is regularly scheduled for an average of 17.5 - 29.5 or less hours per week.
- 4. On-Call Employee -** An employee who works less than an average of 17 hours/week. This person may work routinely scheduled hours or on a casual basis. All On-Call employees must work a minimum of 2 shifts/month to maintain their employment with Beacon.

Employee status will be assessed on a monthly basis. Benefit eligibility status will be determined at that time. Employees that do not work for two consecutive pay periods may be dropped from benefit coverage and Cobra rules will apply.

#### **B. PAY RATES**

Beacon Specialized Living - Minnesota is committed to providing competitive, fair wages and benefits while ensuring the financial viability and strength of the company. Wages are based upon several variables including job responsibilities and programs worked at, if an employee's work locations or job duties change their pay may adjust accordingly. Questions on pay rates should be brought to the employee's immediate supervisor or Human Resources.

#### **C. OVERTIME**

Overtime is the time worked in excess of 40 hours that an employee actually works during a standard work week (Monday - Sunday). Overtime pay is calculated only from the actual hours worked. Overtime pay is paid at one and one-half times the regular hourly pay rate. All overtime must receive prior approval by their supervisor.

#### **D. PAYROLL DEDUCTIONS**

**Each pay period certain deductions are required to be withheld from employee payroll checks:**

1. Federal Insurance Contribution Act (FICA); Medicare and Social Security will be deducted without the employee's signed authorization.
2. Federal and state withholding taxes: The W-4 form instructs the company's payroll provider on how to categorize and process employee payroll for federal and state income tax withholding. Exemptions may be changed by requesting a W-4 form at any time during employment.
3. Medical and dental deductions: All full-time Beacon employees who elect to participate in the company's medical and dental plans may have deductions made on a pre-tax basis.
4. Garnishment and child support: Any legally mandated or court ordered actions will be processed as required by law.

## **E. PAYROLL PROCEDURES**

### **1. Work Week**

Beacon's standard work week is from Monday - Sunday.

### **2. Documenting and Reporting Work Time**

All employees are required to complete and submit accurate payroll documentation that record hours worked and benefit time, as applicable (i.e. timecards, supplemental earnings/expenses report, billable and non-billable reports and consumer program documentation). Time worked and program documentation should be entered on the same day worked. Timecards are to be done routinely and submitted to their supervisor for approval no later than 9:00 am on the Monday that payroll is due (see payroll schedules). Incomplete payroll documentation will not be processed for payment until fully completed with supervisory authorization, which may result in a delay in payment to employee. Routine failure to comply with the expectations of documentation and time reporting may result in disciplinary action up to and including termination.

### **3. Payroll Schedule**

Employees are paid every other Friday. There are a total of 26 pay periods per year.

### **4. Pay**

Employees payroll includes: a) compensation for hours worked (including orientation and training time) as documented on employee time cards; and b) reimbursement for supplemental earnings (non-taxed mileage and program expenses), as applicable. Reimbursement expenses must be accurately recorded on the supplemental report form and submitted to your supervisor with your timecard. To be eligible for reimbursement, expenses must be submitted within 30 days of occurrence.

Beacon Specialized Living - Minnesota has mandatory direct deposit for employee payroll checks. Employees who do not wish to use direct deposit may request to receive their payments via the Wisely card (or other similar program) offered through ADP. This request should be given in writing to the Payroll Department. It is the responsibility of the employee to review and assure accuracy of their payroll statements. Any discrepancies must be reported promptly to your supervisor.

### **5. Premium Rates**

When approved in advance by an employee's assigned supervisor; employees will receive the premium rate of 1 ½ times their normal pay rate for unplanned, emergency coverage of needed shifts, with less than 24-hour coverage. This premium rate is intended for use of emergency or overnight shifts but may be used for other shifts on an emergency basis at the discretion of the Executive Director or Vice President of Operations.

## **EMPLOYEE BENEFITS**

### **F. BENEFIT PLANS**

Full-time employees are eligible to participate in benefit plans offered by Beacon Specialized Living - Minnesota.

Benefits are subject to change by the organization and are subject to the specific eligibility requirements of each insurance and benefit plan. The Human Resources designee will provide additional information regarding benefit enrollment and employee share of the costs. Detailed information regarding company benefits can be found in our benefit guide.

**G. PAID TIME OFF (PTO)**

Paid time off is intended to provide wage continuation during the year to assist in personal health and renewal. All full-time employees working an average of 30 or more hours per week are eligible for the Paid Time Off (PTO) plan described below. Eligibility for PTO begins when an employee starts full-time employment and ends when/if the employees full time status changes.

PTO is given based on the number of years of full-time continuous employment with the organization. Paid Time Off is front-loaded upon the employee start date and renewed annually at their anniversary date.

Length of Continuous Years of Employment	Annual PTO Allotment
0-2 years	80 hours
3-5 years	140 hours
6 + years	160 hours

PTO for vacation needs to be approved in advance by the employee’s supervisor. Detailed information on requesting time off can be found in the PTO Procedure.

PTO approval for illness requires proper notification to the employee’s supervisor. Upon request by the company, an employee may be required to provide documentation of illness from a medical practitioner to support any claim for time off related to illness.

For Exempt employees PTO is to be used in increments of full days.

**All PTO hours are subject to the following criteria:**

- PTO may not be used within a new employees first 60 days of employment unless previously approved by the Regional Vice President of Operations.
- PTO can be used only as a replacement for scheduled work hours and cannot be used to give an employee more hours than they generally would be scheduled for.
- PTO may be required to be used to maintain full time status at a minimum of 30 hours per week.
- PTO is granted upon hire and then at the anniversary date of their employment. It cannot be carried over, any unused PTO is transferred to the employees Leave PTO bank.
- PTO is non transferrable. When an employee resigns or changes status from full-time to part-time, they forfeit any unused PTO or LPTO.
- It is the employee’s responsibility to use their paid time off and to work with their supervisors to plan accordingly for the use of PTO.
- PTO and LPTO is not paid out upon separation of employment and may not be used within the notice period. Any paid time off used prior to separation of employment must have prior approval from the employee’s supervisor.

**Leave Paid Time Off:** Unused PTO at an employee’s anniversary date will roll over into a leave bank (LPTO), with a maximum bank of 720 hours. Once an employee has accrued 720 hours of LPTO, the employee cannot accrue any additional LPTO until the employee’s LPTO balance is reduced below this limit. Employees may use available LPTO bank for any illness/medical condition which the employee is absent for 3 or more consecutive days and has requested a FMLA or non-FMLA leave. Guidelines for leaves will be followed and the employee will be expected to supply supporting documentation (i.e. doctors note). LPTO must be used in 4-

hour increments. Upon separation of employment or change of status any unused LPTO is forfeited, it is not paid out for any reason.

**Minneapolis and St Paul Sick and Safe Leave:** Certain areas (Minneapolis and St.Paul) may have additional requirements and eligibility for paid-time-off. Employees who work in those cities who are not PTO eligible are covered by these policies. Beacon will comply with the requirements of these local ordinances; the specific policy is available in the company personnel policies.

## **H. HOLIDAYS**

**Holidays** - Beacon Specialized Living - Minnesota recognizes the following six holidays:

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

### **Direct Support Staff**

Direct Support Staff who are scheduled by their supervisor to work on a holiday will be paid time and a half if they work on one of the 6 identified holidays.

### **Administrative/Managerial Staff**

Administrative and Managerial staff will have the above identified holidays off and will be paid for these days. If the paid holiday falls on a Saturday, the preceding Friday will be observed (Office closed) and paid as the holiday. If the paid holiday falls on a Sunday, the following Monday will be observed (Office closed) and paid as the holiday.

Salaried employees who are in positions with requirements for direct support hours to people supported will receive the holiday day off with pay. If for some reason they are needed to provide direct support, or are on-call that day, they may take an alternative holiday day with pay, so long as that day falls within the same pay-period. Approval for this day is at the discretion of their supervisor and the Vice President of Operations.

## **I. PAID LEAVES**

### **Emergency Sick and Safe Time**

Beacon will comply with city regulations regarding the application and use of Sick and Safe time when applicable. More detailed information can be found in the Sick and Safe Time Policy.

### **Bone Marrow Leave**

All full-time employees undergoing a medical procedure to donate bone marrow are allowed up to 40 hours of paid leave. A written statement is required from a physician that verifies the purpose and length of leave prior to granting the leave.

### **Funeral Leave**

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor as soon as possible. If an employee leaves work early on

the day he or she is notified of the death, that day will not count as bereavement leave. All full-time employees will be granted paid bereavement leaves of up to three consecutive days.

- Employees are allowed up to three consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's spouse, domestic partner, child, stepchild, parent, stepparent, parent-in-law, brother, sister, stepbrother, stepsister, or an adult who stood in loco parentis to the employee during childhood.
- Employees are allowed one day off from regular scheduled duty with regular pay in the event of death of the employee's brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent.

In addition to bereavement leave, an employee may, with his or her supervisor's approval, use any available vacation for additional approved time off as necessary. Employees are required to provide documentation regarding their bereavement leave.

### **Jury Duty**

Employees summoned for jury duty will be excused from work for that purpose. The employee's supervisor must be notified as soon as possible so work arrangements can be made. If the employee is excused from jury duty prior to 2:00 PM on a particular day, the employee must report to work for the remainder of that workday, if scheduled. During the first two weeks of jury duty (the ordinary period of jury service), the employee will receive his/her regular pay, less any amount received for actual jury duty. Employees must present the compensation (other than mileage) received as a result of being on jury duty, for the first two weeks, to the organization. Any additional time required by continued jury duty will be on an unpaid basis from the organization. The employee will be paid only for those hours and days actually worked.

### **Voting**

All employees are encouraged to vote. If possible, employees should make arrangements to vote outside of their scheduled work hours, however, if an employee needs to vote during scheduled work hours, the employee may make arrangements with their supervisor to take unpaid time off to vote.

## **J. UNPAID TIME OFF (LEAVE OF ABSENCE)**

Any employee may request an unpaid leave of absence. Requests must be made in writing and submitted to the employee's supervisor at least 30 days prior to the leave, when circumstances allow. The company retains the right to approve or deny leave of absence requests. During an unpaid leave of absence, the employee may continue group insurance benefits by paying the employee share of premium costs. No other benefits will accrue. An employee may request use of accrued Paid Time Off (PTO) or Leave PTO during a leave if applicable. Leave PTO may only be used for FMLA qualifying leaves.

### **Family and Medical Leave Act (FMLA)**

Employees who have worked 1250 hours in the 12 months prior to the leave of absence request and who have been employed at least one year are eligible for an unpaid leave of absence. A leave of absence under the FMLA shall run concurrently with any other leave granted to the employee by the organization. Questions regarding whether a condition qualifies for FMLA should be directed to the Human Resources designee. A leave of absence for up to twelve weeks may be taken for the following reasons:

- The birth of the employee's child or the placement of a child with the employee for adoption or foster care;
- A serious health condition of the employee's child, spouse, or parent that requires the employee to care for the employee's child, spouse or parent;
- A serious health condition that makes the employee unable to perform the functions of his or her position. A serious health condition includes mental or physical conditions that involve continuing treatment by a health care provider;
- Any other reason stated in amendments to the FMLA.

A leave of absence request for a personal health condition requires certification that the employee is unable to perform their job functions. A leave request for a family member requires certification that the employee is needed to care for the family member. Certification must be provided to the employee's supervisor in a timely manner and include the date of onset, estimated duration, type of treatment and medical facts necessary to certify the request.

When the employee is aware that they will have a need to use FMLA to cover a leave time they are asked to promptly notify their supervisor in writing. All plans of leave should be approved by their supervisor and the Director of Human Resources.

The company may return employees to their position or a comparable position at the same rate of pay upon completion of the leave. The employee must give three weeks' notice of return to work if the leave exceeds one month. The company may request physician certification of fitness to return to work for a personal medical leave. Employees choosing not to return to work are expected to follow the resignation policy.

In the situation of parental leave, paperwork must be submitted no later than one week after the birth, placement, or adoption of a child.

### **Military Leave**

All employees will be granted time off to satisfy military reserve obligations. This time will be unpaid unless the employee requests the use of PTO.

### **Religious/Cultural Observance**

All employees may take time off for religious/cultural observance. Requests should be made with the employee's supervisor at least 30 days in advance to ensure greater likelihood of approval. Employees may use accrued PTO, allotted personal days, or take the religious/cultural observance time as an unpaid absence.

### **School Leave**

All employees with school-aged children who work an average of 12 or more hours per week and have been employed with the company for at least one year are allowed unpaid leave of up to 16 hours per school year to enable a parent to attend a child's school conferences or classroom activities, if those activities cannot be scheduled during non-work hours. Where the need for "school leave" is foreseeable, the employee must give reasonable prior notice and must make reasonable efforts to schedule the leave so as not to unduly disrupt operations. PTO may be used, should the full-time employee wish to be paid for the time lost, or the time may be made up with approval of the employee's supervisor.

## V. BUSINESS OPERATIONS

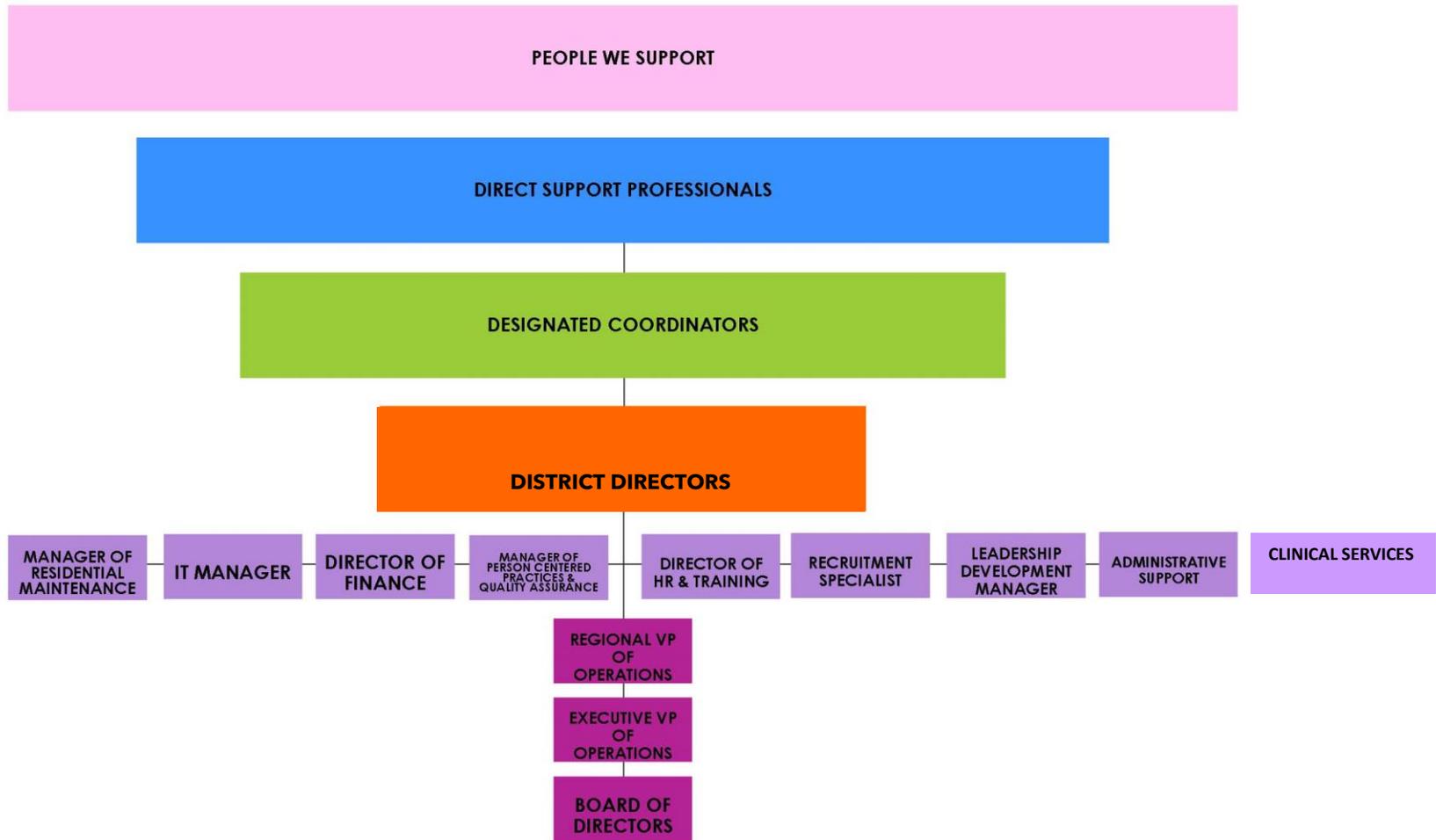
### A. DESCRIPTION OF BEACON SPECIALIZED LIVING

Beacon Specialized Living provides residential services using several service models including; licensed foster care homes for children and adults as well as crisis and respite services. Beacon also provides home and community-based consultation, training and direct in-home services to a broad group of people. The focus is upon supporting individuals and families who are “at-risk” due to multiple issues. Individuals supported include: children and adults with severe emotional disturbances; youth and adults who have developmental disabilities; persons with brain injury, mental health issues, or challenging behaviors; and families involved with child or adult protection. Services are provided in culturally and racially diverse home and community-based settings across the metro area. To meet the complexity of needs, a strong resource base with broad collaboration has been developed. Services are licensed by the Department of Human Services or are unlicensed with county monitoring. Funding is typically through Medical Assistance, county funds, insurance, or private pay.

### B. QUALITY ASSURANCE AND ENHANCEMENT

The company mission is to provide support according to individual preference and need. Identified program outcomes direct the company’s services and are pursued through integrated processes for planning, service implementation, and ongoing evaluation.

The company focuses on achieving client satisfaction, accomplishing client outcomes, and meeting organizational goals. The effectiveness of services is continually evaluated in order to maintain what is working, and to resolve any concerns through quality assurance and enhancement initiatives.



## **EMPLOYMENT RESPONSIBILITIES**

### **D. ATTIRE AND GROOMING**

Employees are expected to follow standards for professional behavior, taking into consideration their job functions and work locations, (i.e. nature of the work, safety considerations, public contact, and prevailing practices of other workers in similar jobs). That means that employees need to convey a sense of competence and courtesy. A neat, clean appearance is expected, (i.e. no noticeable body odor; no clothing with stains, frayed edges, holes or questionable printing; and no revealing attire. ***Flip flops or sandals without back straps are not permitted when working in residential settings and/or while providing direct care.*** Any questions may be directed to the employee's supervisor.

### **E. ATTENDANCE**

Dependability is imperative in the implementation of job responsibilities. It is essential that scheduling commitments to individuals supported and the company be met.

If an employee is absent from work, (i.e. unable to fulfill his/her scheduled work time), the employee must notify a supervisor directly as soon as possible with information about the circumstances including the employee's availability to fulfill his/her next scheduled work time. If the employee is unable to contact the intended supervisor, the employee must speak directly to another supervisor or responsible staff who can provide immediate assistance; *leaving a voicemail, text or email is not acceptable.*

If an employee is late for his/her scheduled work time, the employee must follow the contact and communication protocol established by the supervisor. Individual circumstances may vary; therefore, it is the employee's responsibility to be aware of, and implement, the protocol for that specific situation.

An employee who does not provide proper notification prior to an absence or late arrival, or an employee with a record of repeated absenteeism or tardiness, may be subject to disciplinary action, up to and including termination of employment.

### **F. RECORDKEEPING AND DOCUMENTATION**

All employees are required to provide accurate, current information related to their employment status and to meet the recordkeeping and documentation standards of their position. This includes but is not limited to the following; thorough completion of company employment application and maintaining status updates on employee contact information, benefit changes, alcohol, drug or criminal convictions, and loss of driving privileges.

Employees are expected to maintain complete, timely records in accordance with job description duties. This includes documentation that accurately reflects plan implementation, client activities, staff orientation and training, employee work time, billing, and mileage/expenses. Employees must comply with the company record keeping policies and complete documentation through Next Step, ADP, or any other system as required by policy.

Under no circumstances may employees intentionally submit false or misleading information, including reimbursement and/or billing claims. If questions arise, employees are expected to consult with their supervisor.

## **G. CONFIDENTIALITY**

As the company collects, stores, and uses information pertaining to the individuals supported, employees, and company operations, substantial safeguards are in place to protect privacy. Confidentiality practices are governed by applicable legal, regulatory and ethical requirements, including the Minnesota Government Data Practices Act, the federal Health Insurance Portability and Accountability Act (HIPAA), licensing rules, and Beacon's policies and procedures.

Employees are expected to know which information is considered confidential and to follow company policies when gathering, recording, protecting and sharing information. This includes utilizing information only when it is pertinent to the employee's job functions, and not attempting to obtain confidential information beyond what is pertinent to those job functions.

Disciplinary action for employees who *unintentionally* breach confidentiality will range from additional training to immediate termination depending upon the severity and frequency of the breaches. Disciplinary action for committing *intentional* breaches of confidentiality will range from written warnings to immediate termination depending upon the nature of the breaches.

## **H. COMMUNICATIONS**

Employees are expected to be respectful and professional when communicating with, and about, others. This applies to communications that occur on company premises and/or in the community. Employees must exercise courtesy and maintain confidentiality with phone calls, meetings, electronic transactions, text message, social networks, written memos or reports, and other contacts. This includes handling information requests or complaints and relaying messages.

Communications that are slanderous, libelous, or offensive will not be tolerated. Harassment or intimidation by words or gestures, body language or any other threatening behavior is prohibited. Violations may result in disciplinary action, up to and including termination of employment.

## **I. INTERNET AND ELECTRONIC MAIL**

Access to internet and electronic mail (e-mail) is provided to employees for company business purposes. Employees are expected to check their company emails regularly to get pertinent information regarding their employment and the organization. Employees must follow company guidelines and demonstrate professionalism and responsibility when using the internet and e-mail.

This policy is not limited to the situations stated below. Questions regarding internet or e-mail use should be directed to the System Administrator.

## USE OF COMPANY INTERNET AND E-MAIL:

- a. **Acceptable Uses of the Internet and E-mail.** Company internet and e-mail are used to conduct company business, including gaining technical or analytical advice, information or data. Limited, occasional, or incidental use (i.e. sending or receiving emails) for personal, non-business purposes may be acceptable (as is the case with personal phone calls) as long as the privilege is not abused. Employees are responsible for using the internet and e-mail in a professional, ethical and lawful manner.
- b. **Unacceptable Use of the Internet and E-mail.** Use of company internet and e-mail for solicitation of non-company business, or any use of the internet or e-mail for personal gain is strictly prohibited. Staff are not permitted to access any social network sites or instant messaging, (i.e. Facebook, Twitter or Window's Live Messenger) using company network connection. The introduction of viruses or malicious tampering with any computer system is prohibited.
- c. **Communications.** Employees are responsible for all content placed or sent over the internet or through e-mail. Transmitting, retrieving or storing any communications of a discriminatory or harassing nature which are sexually explicit, racially offensive, derogatory, obscene, or defamatory, or are illegal are against company policy. All communications via the internet or e-mail should have the sender's name attached.
- d. **Software.** To maintain network security and prevent viruses, no software may be downloaded unless approved by the company System Administrator.
- e. **Copyright Issues.** Copyrighted materials belonging to entities other than the company may not be transmitted by staff members on the internet. One copy of copyrighted material may be downloaded for your own personal use in research. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given approval by the System Administrator. Failure to observe copyright or license agreements may result in disciplinary action from the company or legal action by the copyright owner.
- f. **Security.** All messages created, received or sent over the internet or through e-mail are the property of the company. Although electronic information created and/or communicated by an employee generally will not be monitored, company reserves the right to access, monitor and review all messages and files on the computer system. All communications may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.
- g. **Social Networking** While the company does not have a specific policy on the use of social networking, we do ask that employees practice good boundaries and good common sense when using social media and associating themselves with Beacon Specialized Living. Under no circumstances should names, photographs, or locations of people supported be shared on social media, as this is a breach of HIPAA. To maintain good professional boundaries staff are discouraged from "friending" people supported by Beacon on any social media platform.
- h. **Policy Violations.** Violations of company guidelines listed above may result in disciplinary action, up to and including termination of employment.

## J. USE OF COMPANY PROPERTY

All equipment and supplies purchased by the company and provided to employees for completing job duties are considered the property of the company and are to be used for

work-related purposes only. Company property is not to be removed from the offices without approval by company management. The company will take all action deemed appropriate to recover or protect its property. Under no circumstances is a company vehicle to be used for an employee's personal use.

#### **K. FRAUD, ABUSE, AND WASTE**

Beacon Specialized Living - Minnesota is committed to preventing, detecting and correcting fraud, abuse and waste in its company operations. This requires the highest standards of professional, ethical behavior from employees, contractors and vendors. They must practice honesty and integrity in conducting their duties, comply with applicable laws and regulations, and refrain from any illegal, dishonest or unethical conduct. Employees have the responsibility to read, understand and comply with company policies and procedures and business conduct guidelines, (i.e. Employee Handbook, Prevention and Detection of Fraud, Abuse and Waste Policy, and relevant policies and professional standards).

If there are questions, concerns or you need to report a suspected or alleged violation, employees should contact their supervisor or the company Compliance Officer, Regional Vice President of Operations, immediately.

#### **L. GIFTS**

Employees are not permitted to give or receive gifts, including money, merchandise, or personal services to or from individuals supported or their family members or their representatives, or company vendors. Small non-monetary gifts (no more than \$10.00 value) such as artwork, food items, or flowers given in appreciation will be reviewed individually to determine appropriateness according to policy and ethics, i.e. potential for conflict of interest or exploitation.

#### **M. EMPLOYEE SUGGESTIONS**

Effective communication is important for generating new ideas and making improvements, fostering collaboration, and addressing issues in a positive, productive manner. Employees are expected to communicate openly and respectfully with one another. This includes seeking information or clarification on employment-related matters, as the need arises. If questions or concerns arise, the employee's immediate supervisor should be contacted. If the immediate supervisor is unable to satisfactorily resolve the situation or if the immediate supervisor is the subject of concern, the employee's questions or concerns should be directed to that person's supervisor.

## **VI. EMPLOYEE HEALTH, SAFETY AND PROTECTION**

### **A. SAFEGUARDS FOR HEALTHY, SAFE WORKING CONDITIONS**

Beacon Specialized Living - Minnesota is committed to protecting the safety and well-being of its employees and individuals supported. The company promotes safe and healthy working conditions through preventative measures, protection practices, and its responsiveness to workplace issues.

The company follows applicable regulations for workplace safety. Employees are provided with company work settings that have reasonable safeguards in place to maintain clean, healthy working conditions, prevent accidents and injuries, avert workplace violence, and correct unsafe or unhealthy conditions. All employees receive training related to health and safety practices for both individuals supported and staff.

Employees are responsible for understanding and following company policies and procedures. This includes appropriate reporting and documentation of unsafe work conditions and work-related accidents, injuries and incidents.

### **B. PROFESSIONAL CONDUCT**

It is the company policy to maintain a non-hostile working environment that is free from harassment, discrimination and violence. Employees are expected to behave in a respectful, courteous manner at all times. Employees should maintain clear professional boundaries with their coworkers and people supported by Beacon. Failure to do so will result in disciplinary action up to termination.

### **C. ANTI-HARASSMENT, SEXUAL HARASSMENT, AND WORKPLACE VIOLENCE**

Harassment is not allowed by anyone including direct support professionals, supervisors, office personnel, visitors, volunteers, or individuals supported. The company strictly prohibits harassment on the basis of race, color, religion, gender, pregnancy, national origin, age, marital status, sexual orientation, disability status, military status, or any other basis protected by federal, state or local law.

Examples of behaviors that may be considered harassment include: asking for sexual favors, making sexual advances or making sexually suggestive comments; teasing, jokes or other derogatory remarks about another's age, race, sexual orientation, or any other protected class status; distributing or displaying sexually suggestive, obscene, hostile, threat-inducing or offensive communication through voice mail, e-mail, and/or using any company-owned equipment or systems for such; using foul or obscene gestures or making unwanted physical contact, including patting, pinching, grabbing or fondling.

The company also strictly prohibits words or actions that constitute physical violence or a threat of physical violence. Violence means any action that uses physical force, harassment, intimidation, or the abuse of one's power or authority to control others by causing pain, fear, or hurt.

All employees are responsible for helping to prevent and respond to harassment and violence in the workplace. If you believe that you have been harassed or subjected to violence in the workplace, or you have observed someone being harassed or subjected to violence in the workplace, it is important to speak out.

All sexual harassment, harassment, or discrimination concerns should be brought directly to the Human Resources Director by the employee. The company investigates all harassment and workplace violence complaints as promptly and thoroughly as possible. The company strives to keep the information gathered in the complaint and investigation process as confidential as possible. If an investigation shows that harassment, workplace violence or other inappropriate behavior has occurred, the company will take prompt and appropriate corrective action with the offender, up to and including termination of employment.

#### **D. DANGEROUS WEAPONS**

Company policy prohibits anyone, including employees, vendors, contractors, visitors, or individuals supported from possessing dangerous weapons such as guns (regardless of authorized permits), explosives, switchblades, or any dangerous objects on company premises or at company sponsored events. Employees are prohibited from having in their possession (including on your person, in your bag, or in your vehicle) or using dangerous weapons at any time when working.

Employees need to exercise caution and common sense while in the community and when entering others' homes. Employees should report safety concerns to their supervisor, including the presence of dangerous weapons which may put the employee and/or client at risk. If potentially unsafe conditions exist (such as weapons in the home, threats of violence or drug use), employees need to take responsible action for the safety and protection of themselves and the individuals supported based on the circumstances. In most cases, that would mean contacting a supervisor for problem-solving regarding the potential risks and seeking alternative methods of plan implementation. It may also mean canceling the appointment, leaving the location, and/or calling for crisis assistance.

Employees who violate this policy will receive disciplinary action, up to and including termination of employment. Violations by non-employees will result in their immediate removal from Beacon premises and filing of appropriate charges.

#### **E. MALTREATMENT OF MINORS AND VULNERABLE ADULTS**

The maltreatment of individuals supported is not allowed by anyone including direct support providers, supervisors, office personnel, visitors, volunteers, or other individuals supported. The company Vulnerable Adults Policy and the Child Protection Policy provide guidelines for the prevention and reporting of maltreatment. It is the responsibility of each employee as a mandated reporter to follow these policies to prevent and respond to alleged or suspected maltreatment.

If you believe that a client has been maltreated, it is important for you to act responsibly and take the following steps:

1. Take action for the safety and protection of the client, based on circumstances. This includes providing or securing medical attention, if needed, as soon as possible.
2. Report the incident of alleged or suspected maltreatment according to company policies. The company strives to keep the information gathered in the complaint and investigative process as confidential as possible. If an investigation shows that maltreatment or other inappropriate behavior has occurred the company will take prompt and appropriate corrective action, up to and including termination of employment.

## **F. RETALIATION**

The company prohibits retaliation against anyone who has reported harassment, discrimination or maltreatment or has assisted in investigating one of the above complaints. If you feel that you have experienced retaliation, contact the Human Resources Director or Vice President of Operations. If retaliation has occurred or someone has interfered with the investigation the company may take prompt and appropriate corrective action, up to and including termination of employment.

The company prohibits the use of its harassment, discrimination or maltreatment complaint procedures for improper, malicious or ill-intended purposes. Accordingly, the company may take prompt and appropriate corrective action, up to and including termination, toward any employee who knowingly lodges a false complaint or knowingly gives false information during the course of an investigation.

## **G. DRUG OR ALCOHOL USE**

The company is committed to providing a company workplace that is safe, healthy, and efficient. This includes maintaining a work environment that is free from the effects of alcohol and drugs.

Individuals, employees, subcontractors, and volunteers are prohibited from abusing prescription medication, or being under the influence of illegal drugs or controlled substances under Minnesota Statutes Chapter 152, or using alcohol in any manner that impairs or could impair the person's ability to provide care or services to individuals supported or when performing company business. Violations will result in corrective action, up to and including termination of employment.

The company prohibits the use, sale, manufacture, distribution, or possession of illegal drugs or controlled substances while working, when on company premises, or in company vehicles. It also prohibits reporting for work and/or working anywhere on behalf of the company under the influence of alcohol, illegal drugs or controlled substances.

Convictions regarding any violation of a criminal drug statute or a DWI/DUI conviction must be reported to the employee's supervisor within five days after the conviction, and before returning to work. If this affects the employee's ability to drive for the company action may be taken including reassignment or termination of employment.

All employees, including persons who have direct responsibility for the supervision and care of individuals supported are informed of Beacons policy on Drug or Alcohol Use prior to

providing care or services. Policy violation will result in corrective action, up to and including termination of employment.

## **H. SMOKING**

Smoking is prohibited at company offices. Employees at residential sites may only smoke in designated smoking areas. Employees are not allowed to smoke in individuals supported homes, when driving individuals supported, or when in the community.

## **I. CELL PHONE USE**

Beacon understands that employees may need to be reached while they are working and employees may carry and use personal cell phones while at work on a sporadic basis so long as the use of cell phone does not distract, take away from, or infringe upon the care of the people being supported by the company. Cell phones should be set to silent or vibrate when providing direct support to people and employees should avoid taking personal calls or texts when providing direct care to people supported. If employee use of a personal cell phone causes disruptions or impacts negatively on the employee's ability to do their job the employee may become subject to disciplinary action per company policy. Unless otherwise specified employees are not to share their personal cellphone numbers with the people supported by Beacon.

Cell phone use while driving on company time or while driving people supported is strictly prohibited. Employees are required to comply with all applicable laws and company policy regarding cell phone use and driving.

Use of Bluetooth devices or headphones while providing direct support or cares is prohibited.

## **J. VEHICLE USE AND SAFE DRIVING**

Before any employee is permitted to drive on behalf of the company driving records are verified to ensure that the employee has a valid driver's license and the ability to be deemed eligible to drive by the company's insurance provider. Employees who drive while working must meet company requirements for driver screening, staff training and passenger protection. This includes:

- having a valid Minnesota driver's license
- maintaining a driving record that is acceptable to Beacon's insurance carrier:
  - Three or less moving violations in a 3-year time period
  - No DUI or DWI for a minimum of 3 years

When driving for work employees should be using the company vehicles located at each program site. Use of an employee's personal vehicle for work must be approved by the employees supervisor and should only occur if the company vehicle is not available and there is a required or emergent need. Some positions such as Direct Support Professionals working in unit-based services, Designated Coordinators, Administrative Staff, and Clinical Staff may be required to use their own vehicle for work. Pre-approved use of an employee's

vehicle is covered under Beacon's umbrella insurance policy. It is the employee's responsibility to have current insurance on their vehicle. If an employee does not have current insurance they are not to use their vehicle for work purposes. Use of company vehicles for personal use is not allowed unless approved by the Regional Vice President of Operations.

The safety and well-being of individuals supported, and employees are of the highest priority. When driving, employees are expected to follow Minnesota State Laws and take precautions to minimize driving distractions. Employees who use company vehicles must report any maintenance issues to their supervisors. Beacon vehicles are equipped with geo-tracking technology which provides notification of vehicle location and speed. Employees who are found to not be complying with local speed limits may be subject to disciplinary action per our Safe Transportation and Speeding Protocol.

***Cell phone use while driving people supported prohibited; this includes texting and talking (even if using handsfree).*** If employees are using their cellphone for a GPS device the device must be handsfree per Minnesota state law.

If a vehicle accident occurs while working, employees need to follow company procedures for responding to and reporting vehicle accidents. This includes reporting all injuries and completing the Beacon Vehicle Accident Form and an Employee Reporting form if an injury occurred. If an employee gets a moving violation or a parking ticket while on shift they are responsible for covering the cost.

Mileage is reimbursed for people who are using their own vehicles to transport individuals who are receiving services or for other pre-approved company business. **Mileage is reimbursed at the current federal rate.** Employees should complete the program expense and mileage forms each pay-period for expenses they incur. Employees should check with their supervisor to get approval prior to traveling a distance of more than 10 miles.

Each employee is responsible to provide updated information to their supervisor regarding the employee's driving status. Any moving violation, driving restriction or revocation must be reported within five days of the violation, and before returning to work. This may result in a change of employment status including job transfer, disciplinary procedures, or termination.

## **K. INCLEMENT WEATHER**

Inclement weather such as severe snowstorms or blizzards, ice storms, flash floods or tornadoes may make it difficult for employees to report to work and/or may lead to cancellation of scheduled client services. In those situations, employee actions should be governed by protecting the safety and well-being of individuals supported and employees while using common sense, i.e. incorporating weather advisories and supervisor input into decision-making.

***Residential employees:*** Supervisory staff will determine if inclement weather requires direct support staff to stay beyond their designated end time. In-bound staff are expected to make every effort to report to work. Employees who are scheduled to work but are unable to reach

their designated work location are required to inform their supervisor as early as possible to create a plan if weather conditions prevent them from working. Should severe weather abate and travel to work become possible, the employee must be available to work the remainder of their shift, unless otherwise directed by supervisory staff.

***In home and community-based employees:*** If an employee believes that adverse weather conditions may impact his/her work schedule, the employee should call the supervisor to determine an appropriate course of action and discuss alternative plans for service provision. The client and/or family should also be contacted by the employee. If weather conditions deteriorate during an employee's work time, employees should base their actions on the specific circumstances. Employees are expected to follow the safety and emergency procedures as outlined in program policies, (i.e. maintaining awareness of weather advisories, using precautions if driving, and/or limiting participation in outdoor activities).

#### **L. INJURY REPORTING AND WORKERS' COMPENSATION**

All work-related injuries, ***no matter how minor***, must be reported to a supervisor immediately (within 24 hours) of occurrence. The following information is needed:

1. place of occurrence;
2. time of occurrence;
3. type of injury, including body parts affected;
4. circumstances leading to the injury;
5. whether or not medical treatment was received and who administered the treatment; and
6. whether or not the employee will lose time from work.

This information needs to be conveyed by the supervisor to the Human Resources Director who gathers additional information, if needed, and files a Workers' Compensation Report, as required by law. The company carries Workers' Compensation for all employees in the event that an employee becomes ill or injured as a direct result of their employment.

#### **M. RETURN-TO-WORK PROGRAM**

The company supports the practice of bringing injured employees, including those who have been on a leave of absence for medical or disability-related needs, back to work in positions that are compatible with restrictions identified by a physician. The company will make every effort to provide work that can be safely performed and to accommodate reasonable restrictions.

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## **BEACON SPECIALIZED LIVING EMPLOYEE HANDBOOK** **ACKNOWLEDGEMENT**

I acknowledge that I have received and read the Beacon Specialized Living Employee Handbook.

I understand the policies and procedures that govern my employment with Beacon and agree to comply with these policies and procedures.

I understand that the policies and procedures may be changed or terminated at any time with or without notice. I understand that this Employee Handbook supersedes and replaces any and all previous manuals, handbooks and other policies from Beacon.

I agree to keep the Employee Handbook in my possession during employment with Beacon and to update it when provided with the materials to do so.

I understand that no provision in the Employee Handbook is intended to create any type of employment contract. It is merely descriptive of the current policies and procedures of Beacon.

I understand that each Employee Handbook is the property of Beacon and that copying any section of the Employee Handbook, without management approval, is against Beacon policy.

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Employee Name (Please Print)

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Employee Signature

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Date

**Signed Employee Handbook Acknowledgement to be placed in employee personnel file.**