

**HUNTSVILLE REHABILITATION
FOUNDATION, INC.**

D/b/a Phoenix

PERSONNEL POLICIES

Hourly Employees

Revised July, 2008

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Disclaimer

The Huntsville Rehabilitation Foundation, Inc. reserves the right to alter, add or delete any portion of the following Personnel Policies without prior notice. All contracts, covenants and guarantees, implicit or explicit, are hereby disclaimed and the Huntsville Rehabilitation Foundation, Inc. is not bound by the contents of this handbook.

This handbook is not an employment contract. HRF does not issue employment contracts unless the contract is in writing, signed by the President of HRF and specifically identified as an employment contract. All employment with HRF (other than bargaining unit employment) is at all times "employment at will" and may be terminated at any time by HRF or the employee for any reason or no reason (except an illegal reason). This booklet is a statement of policies and procedures that may be revised as necessary without prior notice and the contents of this booklet rescind and replace any previous material. Very long policies (such as those governed by law) may be published separately.

Definitions

1. **Employee**: Anyone paid individually by HRF to perform services.
2. **Company Property**: Property (buildings, land, vehicles) owned or leased by HRF or provided to HRF for HRF's use by the government or other organization or government property where an HRF employee is assigned to work.
3. **Consumer**: Person receiving Rehabilitation or Payee Services from HRF
4. **Hourly Employee**: An employee subject to payment of overtime under the Fair Labor Standards Act working on product or service contracts.
5. **Staff Member**: Any employee who has professional vocational rehabilitation counseling, placement or job coaching responsibilities.
6. **Management**: Any officer of the corporation or any person serving as a program or project manager or assistant project manager.
7. **Absence**: Being away from work during your scheduled work hours/days.
8. **Leave**: Any pre-approved absence from work. Leave may be paid or non-paid.
9. **Family Members**: For the purpose of personnel policies, "family" is defined as an employee's spouse, children, stepchildren, father, mother, sibling, father-in-law, mother-in-law, grandparents, grandchildren, sister-in-law or brother-in-law.

Advances on Pay

HRF does not issue paychecks in advance of the regularly schedule payday. In the event an employee is absent on his/her regularly scheduled payday, another person may receive the employee's paycheck with the written permission of the employee and proper identification of the person designated to receive the paycheck.

Equal Employment

All persons employed by HRF are entitled to equal employment opportunities. HRF does not discriminate against employees or applicants for employment because of race, creed, color, national origin, age, sex, religion or disability or any other legal reason.

Alcohol/Drugs

Alcohol or illegal/illicit drugs will not be brought to the work place. Any employee possessing alcohol or illegal/illicit drugs at the workplace at any time or at any location whatsoever during working hours is subject to discipline, up to and including immediate discharge.

HRF retains the right to require any employee who reports for work and has the appearance of being under the influence of alcohol or drugs to submit to drug and alcohol testing by an appropriately qualified testing facility at HRF's expense.

Persons refusing to comply with the testing policy are subject to discipline up to and including dismissal.

Subject to the provisions of the Alabama Workers Compensation Act, HRF retains the right to require employees involved in a workplace injury to submit to drug and alcohol testing by an appropriately qualified testing facility at HRF's expense

Subject to applicable laws, HRF retains the right to require employees involved in automobile collisions or other workplace incidents to submit to drug and alcohol testing by an appropriately qualified testing facility at HRF's expense

HRF retains the right to search lockers, automobiles on company property and/or to request and consent to such searches by the proper law enforcement agencies. HRF also retains the right to conduct random drug and alcohol testing of its workforce. Persons refusing to comply with the testing policy are subject to discipline up to and including dismissal.

As a federal contractor, HRF is required by law to provide a drug free work place. The full HRF policy pertaining to drugs is published separately.

Appearance

All employees will dress appropriately for their work and to present a professional appearance to customers and fellow workers. Appropriate dress includes a primary focus on safety, to include avoiding loose clothing and jewelry around machinery, covered shoes and loose long hair that may become entangled.

Clothing will cover the torso and will not contain suggestive or offensive language or symbols or profanity. Clothing will be clean and neat.

When uniforms are required by contract, they will be provided employees. Uniforms will be clean and present a proper appearance as defined by the project manager.

Attendance

Employees who are tardy (reporting after the scheduled start time) or absent excessively will be subject to disciplinary action. If an employee is going to be tardy or absent, it is the employee's responsibility to notify his or her supervisor as soon as he or she knows or realizes that he or she will or may be late or absent.

An absence is defined as missing work without prior approval of leave. An absence may be considered excused or unexcused. An absence may be excused for the following reason(s): personal illness, family illness, death of an immediate family member, traffic accident, personal injury or other extenuating circumstance. To receive excusal for an absence, the employee MAY be required to submit proof of the reason for the absence (doctor's excuse, accident report, etc.) if in the past three months they have been absent more than 5% of the scheduled work time.

Absenteeism over three months of greater than 10% for whatever reasons may result in a decrease of the employee's scheduled hours.

Any employee who fails to report for work or call in for 5 consecutive days will be considered to be voluntarily terminating his or her job.

Tardiness is being late for work. Frequent or successive tardiness is also subject to disciplinary action. Employees tardy more than 5% of the time may be required to submit proof of their reason for reporting late.

Bulletin Boards

Most work locations have official company bulletin boards. Official information only will be placed on these boards. Employees should check bulletin boards frequently to help stay informed.
Confidential Information

Confidentiality

Information concerning a person's medical, disability, personal or payroll information is considered confidential. Strict care of this information is the responsibility of anyone who has access to this information. Breaches of confidentiality (revealing confidential information to someone without a need to know the information) will subject the employee, staff member or manager to disciplinary action, up to and including discharge.

Discipline

The primary goal of discipline is performance development and, therefore, under normal circumstances, discipline is progressive in nature. Forms of discipline include time off with pay, time off without pay, probation, reduction in pay or job classification, verbal or written reprimand, required counseling or therapy, dismissal or other actions that may help the individual to correct the unacceptable behavior. Supervisors and managers have the responsibility to ensure discipline is appropriate and prompt.

Discipline will be imposed for Gross, Major or Minor misconduct.

Gross misconduct is an act or behavior that endangers or results in harm to the employee, others or to the organization. Gross misconduct includes, but is not limited to, a criminal act, sabotage, endangering the safety of oneself or others, possessing, using, selling or distributing drugs, alcohol, weapons or other prohibited items or inappropriate relationships with staff or consumers including sexual actions or involvement.

Major Misconduct is behavior that affects the employee or peers and includes but is not limited to: Insubordination, fighting, horseplay, theft, dishonesty, gambling or falsifying company documents or records.

Minor Misconduct is inappropriate behavior and includes, but is not limited to Carelessness, negligence, absence from assigned work place, inappropriate language, failing to follow established procedures, or failing to keep equipment or workplace in order.

Employees will be disciplined according to the seriousness of the incident and or the frequency of incidents. Discipline may include discharge, suspension, and implementation of a behavioral contract, written warning or verbal warning. Accumulation of minor misconduct infractions will result in discipline at the major misconduct level.

Employee Personnel Files

All personnel files are the property of the Huntsville Rehabilitation Foundation, Inc. Current employees may review their file in the Human Resources office. Former employees will not be allowed to review their files. Copies will not be made for employees from their personnel files. Personnel files will be treated as confidential information and protected as such. Parts of a program participant case file will become part of the person's employee personnel file if the person is hired by HRF. These reports, materials and records will be treated in the same manner as other parts of the personnel file.

Employment-Definitions

Full Time	Employees scheduled to work 30 or more hours per week
Part Time	Employees scheduled to work 29.9 or fewer hours per week

Any pension benefit accruing to an employee under ERISA will accrue to any otherwise eligible employee employed 1000 hours or more during any calendar year. Any health benefit accruing to an employee under ERISA will accrue to any otherwise eligible employee employed at least 30 hours or more during any work week.

Fringe Benefits

All Employees of HRF are generally eligible (subject to the requirements of the individual benefit) for the following fringe benefits:

- Leave
- Holiday Pay
- Credit Union Membership
- Life Insurance
- Health Insurance
- Tax Sheltered Annuity Savings Plan
- Flexible Spending Account
- Short Term Disability Insurance

The level of benefit and the cost to the employee (or HRF's contribution on behalf of the employee) will differ depending on the employee's job classification, assigned work location or contract and the requirements of the Contract. Each employee will be given detailed information on benefits at the time of their employment or eligible enrollment date.

Electronic Communications System Use Policy

An employee's use of communication systems (telephones, beepers, computers, etc.) constitutes their agreement to comply with organizational policy concerning the use of such equipment.

All electronic communication systems are to be used primarily for business purposes. Restated, the use of the system must be job related. Notwithstanding the forgoing, It is acceptable for an employee to occasionally use the electronic communication system for personal matters as long as the use is not excessive and done in a professional manner. For example, an employee may accept an occasional personal phone call or email, as long as it does not interfere with the employee's duties.

Employees owe the company a duty of loyalty. Consequently, employees are not permitted to send any communication through any company communication system that in any way adversely reflects on the company or its management. Employees may NOT use the company's communication systems to solicit anything for any individual or entity. Employees may not otherwise solicit on company property or otherwise at the workplace anything for any individual or entity. For example, employees may not solicit on company property or otherwise at the workplace for charitable organizations (such as school fundraisers) and employees may NOT use the company's communication systems for their individual personal gain (i.e. conducting their business if they operate a private business).

Employees will not send or forward "junk" email through the company systems. Many of these are dangerous (containing viruses). Furthermore, the transmission of non-business communication unnecessarily strains the capacity of the Company's communication systems

Employees will annually sign that they have read, understand and comply with this policy if their normal duties involve the use of a computer.

Employment Procedures

It is the intent of HRF to employ individuals who are the best qualified to perform the job based on job requirements and their job skills. Any selection in the employment process will be made without regard to race, color, creed, sex, national origin, age or disability.

All applicants are required to complete an HRF application form. Applications will be maintained for a period of six months. Applications for persons hired will become a part of their personnel record.

All employees will be required to serve a probationary period of 91 days in any new position (new hire or promotion to another position). No fringe benefits are extended during the probationary period of a newly hired person. Probationary periods may be extended for marginal performance.

Fiduciary Responsibility

HRF supervisors, case managers, counselors and managers will not exercise any fiduciary responsibility or relationship with a person that they supervise or exercise authority or influence over. This includes loaning or borrowing money, managing money or managing bills or debts for an employee or Consumer.

HRF does provide a fiduciary service to persons in the community but by a bonded employee. In any situation where an employee requests assistance with financial management, they should be referred to the HRF Payee Manager for appropriate services.

Gambling

Gambling in any form is not permitted in any HRF work location, HRF property, on HRF time or on HRF computer equipment.

Gifts

Supervisors are prohibited from receiving gifts from persons they supervise EXCEPT in a case where the supervisor participates in a group gift exchange (i.e. drawing names at the holiday season). In a situation where a supervisor or counselor feels his or her refusal of a gift would be detrimental to a program participant, and then the supervisor may accept the gift and report the acceptance of the gift to management for a determination of the disposition of the gift.

HRF employees in a position to influence buying decisions are prohibited from accepting gifts from vendors or potential vendors. During the holiday season(s), any gifts received from vendors (such a food baskets, etc) will be shared with the entire work unit.

Grievance Procedure

It is the policy of HRF to resolve problems at the lowest level of the organization with the minimum number of people involved. Any employee who feels that they have a grievance or problem or that he or she has been wronged in some way is required to follow the following procedure to address the issue.

First, talk with your supervisor and attempt to work the problem out. If the problem is with the supervisor, then go to the supervisor's supervisor.

Second, if your first step is not successful in resolving the problem, then make an appointment to speak with the next level supervisor.

Third, if the first two steps are not successful, then call or make an appointment to talk with the Human Resource department.

Fourth, if the problem is still not resolved, then put the problem in writing to the President of HRF. He will personally inform you of his decision or findings.

Fifth, in matters concerning termination for cause by the HRF President, an employee may file a written appeal with the HRF Board President by filing such written appeal at the Corporate Office, 2939 Johnson Road SW, Huntsville, AL 35805.

Both the individual and organization have a responsibility to complete each step of the grievance procedure as quickly as possible and within a reasonable time frame.

Employees will not be subjected to retribution or other negative action for utilizing the grievance process to resolve a problem.

Health Evaluation

The President of HRF, upon recommendation by appropriate supervisors or managers, may require an employee to submit to a health exam (paid for by the organization) if there is question about the employee's ability to perform their assign tasks or abuse of leave.

Holidays

Employees will receive paid holidays during the year. The number of days and the specific dates will be determined by the employee's assigned work position. Generally, holiday schedules will be announced at the beginning of the fiscal year. Employees will be paid holiday pay based on the number of hours they are normally scheduled to work on the holiday. Employees with an unexcused absence on the day before or after a paid holiday will not be paid for the holiday. Employees eligible for holiday pay will be paid the normal number of hours they would have worked on the holiday. (i.e. if they normally work six hours per day, they are paid for six hours for the holiday).

Hours of Work

Employees are assigned scheduled hours of work. Employees are expected to be at work on time and expected to work until their scheduled quitting time. Normal work hours will include a 30-minute lunch break and a 15-minute break in the morning and another in the afternoon.

Housekeeping

Employees are expected to keep their assign areas neat and orderly and housekeeping is a part of every employee's job. Excessive housekeeping problems can be a reason for discipline.

Injuries on the Job

All employees are covered by Workman’s Compensation for Work Related injuries. Under current law, Workers Compensation benefits are paid beginning on the fourth day following the injury. Employees may take paid personal leave in order to receive pay for the first three days.

Employees are required to report all on the job injuries (regardless of how minor) to their supervisor immediately. The supervisor will complete the appropriate documentation of the injury. Employees not reporting injuries may be subject to disciplinary action for failure to report an injury. Employees requiring medical attention will receive care at the Occupational Health Center at the corner of Governor’s Drive and Memorial Parkway. Supervisors should call ahead to inform Occupational Health the employee is in route and the nature of the injury.

HRF reserves the right to conduct drug and alcohol testing when the nature or extent of the injury or accident might have been influenced by the use of drugs or alcohol.

Jury Duty

HRF will cooperate fully with authorities to make employees available for their civic duty of serving on juries. In extreme cases, HRF may petition the court to excuse a key employee from duty if it will cause the organization a hardship. Employees are required to give adequate notice to their supervisors when called for jury duty; normally a one week notice.

Leave

HRF extends leave to employees as a benefit. Leave is defined as an absence from work that was approved prior to the absence in accordance with policy. Leave may be paid or un-paid. The amount of leave each employee receives depends on his/her classification and/or the service contract to which they are assigned. Each employee will be given specific information on the number of paid leave days they are entitled to.

Leave falls into the following five major categories:

1. **Family Medical Leave:** For employees who have been employed for at least 12 months and have worked a minimum of 1250 hours during that 12 month period are eligible for 12 weeks of Family Medical Leave during any calendar year.
 - A. Eligible Employees may take Family Medical Leave for the following reasons:
 - The birth or adoption of a child (must be taken during the first 12 months after the birth or adoption of the child).
 - Serious Health condition of the employee.
 - Serious health condition of a parent, spouse, or child requiring continuing care by the employee. (Serious health condition is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential care facility).
 - B. Employees must use any accumulated paid leave prior to receiving unpaid leave.
 - C. Intermittent leave or a reduced schedule may be used as Family Medical Leave if approved by the appropriate physician.
 - D. Work requirements may require the employee to transfer to another equivalent position or department or contract at the same pay and benefits during the medical leave.
 - E. HRF has the right to require certification of need for the leave from the attending physician from time to time.
 - F. Planned medical procedures requiring Family Medical Leave are required to be coordinated with the appropriate supervisor to minimize disruption of work.
 - G. HRF will continue health insurance for employees electing health coverage during Family Medical Leave in the same manner as if the employee was not on leave.

H. A written request is required for Family Medical Leave and should be completed 30 days prior (or as soon as possible) to the beginning date of the leave.

2. **Leave without Pay:** An employee may request leave without pay for any reason justifying paid leave by submitting a written request to their supervisor at least 3 days prior to the leave and receiving the supervisor's and project manager/coordinator's approval. Leave without pay must be clearly noted on the employee's pay records submitted to the payroll department. Salaried exempt employees must meet specific criterion for Leave without Pay to be approved.

3. **Military Leave:** Employees who are members of the National Guard or reserve component of the Army, Navy, Marines, Air Force or Coast Guard (or other uniformed services) will be granted leave in accordance with the Uniformed Services Employment and Reemployment Rights Act. Employees may use any paid leave entitlement upon request or may elect for their military leave to be without pay. Employees on military leave are responsible for informing HRF Human Resource office of their desire for continuation of insurance during activation.

4. **Leave of Absence:** Employees may be granted a leave of absence without pay for personal, educational, medical or other valid reasons. Leave of absences will be without pay or benefits and will not exceed one year. Requests must be made in writing and explain the reason for the requests; management will approve or disapprove the request in writing. Insurance may be continued during a leave of absence at the employee's expense. At the end of the leave of absence, HRF will make every reasonable attempt to employ the person in a position commensurate with their experience, education and tenure; however, HRF does NOT guarantee that such a position will be made available to the employee at the end of the leave of absence.

5. **Leave with Pay/Approval of leave:** Leave is not approved simply by submitting the request. The employee's supervisor must approve the request.

Nepotism

Members of the same family will not be allowed to work on the same shift in the same department or for the same supervisor. Supervisors and quality inspectors cannot serve as the supervisor (inspector) of members of their immediate family (mother, father, son, daughter, sister, brother).

Notice of Right to Elect Continuation of Coverage

Federal Law allows participants in HRF group insurance plan (employees and their dependants) to elect to continue medical insurance under certain conditions such as death of the employee, termination of your employment, divorce or legal separation or your child reaching age 23 or other specific criteria as spelled out in the group policy

Due to continual changes in the law, the full description and notice of this coverage are covered by separate notice to employees. If you have a major life event (such as those cited above) you are highly encouraged to contact the Human Resources office to ensure you receive full information on your rights to elect continuation of coverage.

Non-harassment

It is the policy of HRF that all employees have the right to work in an environment free of discrimination and harassment. HRF prohibits harassment and discrimination in the workplace based on race, sex, color, religion, national origin, age, disability, veteran status, sexual orientation or for any other illegal reason.

Harassment is defined as abusive, taunting, demeaning or harassing language, actions or behavior. Employees, supervisors or managers found by the company to have engaged in workplace harassment or discrimination will be disciplined in accordance with discipline policy, up to and including immediate dismissal.

Sexual harassment will not be tolerated!! Repeated sexual flirtations, advances, propositions or language, including degrading words used to describe the individual, offensive pictures or objects will not be tolerated.

If an employee feels that they are being harassed, they must report it immediately to their supervisor. If their supervisor is doing the harassment, they may report it to their supervisor's supervisor or by calling the HRF Vice President for their division. Restated, if any employee believes that he or she has been subjected to harassment, it is that employee's duty to report that harassment to a member of management who was not involved in that harassment. Employees will not suffer retaliation for filing a harassment complaint.

Overtime

All overtime must be approved by the employee's supervisor prior to the overtime being worked. Employees who work overtime without prior permission may be subject to discipline.

Professional Development/In-Service Training

Certain management and professional positions within HRF require continuing education to maintain professional certifications. Employees who desire to attend such professional development courses, seminars or meetings should obtain the prior approval of their supervisor.

All employees are from time to time, required to attend mandatory in-service trainings on such subjects as safety, use of equipment and chemicals, drivers training, team building and employee information. Attendance at such meetings will be in a paid status since they are a requirement of the job.

Promotion/Decrease in Responsibility

Promotion is defined as an action that places an employee in a position of increased responsibility. A promotion may or may not result in a change in the rate of pay.

Decrease in responsibility is defined as an action that places an employee in a position of less responsibility due to poor performance or a reduction in force. Decreased responsibility may or may not result in a decrease in compensation.

Performance Evaluations

Each employee of HRF will receive a written evaluation at least once a year. Most hourly employees will receive a written evaluation twice a year in accordance with the Department of Labor rules governing organizations such as HRF. Evaluations will be discussed with the employee and employees should sign the evaluations to signify that the evaluation has been discussed with them.

The evaluation process is designed to help employees understand their strengths and weaknesses in their job performance and to help coach each employee to improve their performance. A recommendation for improvement in an area does not necessarily mean that the employee's performance in that area is currently unsatisfactory.

Employee evaluations become a part of the employee's personal file.

Parking

Employees should park in the designated employee parking area for their work unit. HRF assumes no responsibility for personal property parked or otherwise located on HRF property or property provided by the government for HRF contract performance.

Employees are required to use caution in operating vehicles in the parking area and employees can be disciplined for dangerous operation of vehicles in parking areas.

Reduction in Force

Due to the loss of a contract, changes in customer requirements or for financial reasons, a reduction in force may be required. If so, the following criteria will be used in the process of reducing the work force:

1. Any RIF will impact only the department doing the work that is lost.
2. Voluntary transfers to other departments will be offered to qualified employees if vacancies exist in other departments or contracts.
3. Any relevant provisions of any applicable collective bargaining agreement will be followed to the extent required by applicable labor laws.
4. Employee's past performance including quality of work, attendance, quantity of work and past performance evaluations and then seniority will establish the order of layoff.
5. Any employee laid off during a RIF will be eligible for re-hire should additional positions become available within two years after the RIF.

Smoking

All HRF buildings (and government buildings where HRF employees are assigned to work) are non-smoking buildings. Employees found smoking in non-smoking buildings are subject to disciplinary action

Termination of Employment

Employees of HRF are required to give two weeks notice to leave employment as employees in good standing. This can be waived to five days with the supervisor's approval (based on work requirements).

Employees leaving employment in good standing may be paid for accumulated personal leave after all tools, keys, uniforms and equipment belonging to HRF has been returned and the exit interview completed. Leave will NOT be paid if the exit interview is not completed.

Employees leaving in good standing are eligible for re-hire.

Employees terminated for cause or leaving not in good standing are not eligible for re-hire.

Time Cards

Each employee is responsible to ensure that their time card, time sheet and other attendance reporting document are accurate and contains entries made only by the employee. No employee may punch another person's time card or otherwise falsify someone's attendance at work. Such actions will result in disciplinary action.

Employees working at the HRF complex who are required to use the time clock will punch out and in if they leave the complex during lunch.

If a time clock or other reporting equipment malfunctions, then the employee will immediately have their supervisor properly document their time card.

Visitors

All visitors to HRF property or work places are required to register. At the HRF complex, registration is done in the main lobby. Visitors not registered may be considered as trespassers and prosecuted as such.

Voting

Employees of HRF are encouraged to vote and participate in the democratic process of our nation. Most polling places maintain hours that will allow employees to vote without taking leave. However, if an employee must have time off to be able to vote, they may take leave without pay, which must be arranged with their supervisor by the Friday prior to the Election Day.

Weather Closing

In the event of inclement weather, all operations of HRF will follow the same procedures as are announced in local media for Redstone Arsenal. Employees should listen to local media and report as employees of Redstone Arsenal are ordered to report. In case of inclement weather after the employee has reported for work, HRF management will make the decision as to early closing, etc.

As it is impossible for management to know the condition of all roads in the Tennessee Valley, the ultimate decision of whether an employee believes they can safely travel to work belongs to the employee.