

***HUMAN RESOURCES
POLICIES MANUAL***



Effective August 1, 2006, rev. 09/10

**ADORERS OF THE BLOOD OF CHRIST
UNITED STATES REGION**

TABLE OF CONTENTS

WELCOME PAGE	
MISSION AND VALUES	
EMPLOYMENT-AT-WILL	
ABSENCE WITHOUT PAY, LEAVE OF	Policy #202
ALCOHOL-FREE AND DRUG-FREE WORKPLACE	Policy #101
ATTENDANCE AND PUNCTUALITY	Policy #401
BENEFITS, 2010 SCHEDULE OF	Policy #201
CLASSIFICATION OF CO-WORKERS	Policy #302
COACHING AND CORRECTIVE ACTION	Policy #450
COMMUNICATION SYSTEMS	Policy #601
COMPLAINTS AND CONCERNS	Policy #451
CONDUCT, STANDARDS OF	Policy #402
CONFIDENTIALITY	Policy #501
CONFLICT OF INTEREST	Policy #502
DISCRIMINATION, NO	Policy #403
EMPLOYMENT OF RELATIVES	Policy #503
EXIT INTERVIEW	Policy #702
HARASSMENT, NO	Policy #404
INJURIES AND ILLNESSES, WORK-RELATED	Policy #203
INTRODUCTORY EMPLOYMENT PERIOD	Policy #304
JOB DESCRIPTION AND EVALUATION	Policy #303
JOB VACANCY, RECRUITMENT, AND SELECTION	Policy #301
PERFORMANCE APPRAISAL	Policy #801
PERSONAL APPEARANCE	Policy #405
PERSONAL PROPERTY	Policy #406
PERSONNEL RECORDS	Policy #650
SAFETY	Policy #102
SALARY ADMINISTRATION & SALARY STRUCTURE	Policy #901
SEPARATION	Policy #701
SMOKE-FREE WORK ENVIRONMENT	Policy #103
SOLICITATION	Policy #407
TUBERCULIN TEST	Policy #104
VOLUNTEER SERVICES	Policy #350
FORMS	

Welcome to the Adorers of the Blood of Christ!

We hope your job is meaningful, and that your employment with us will be rewarding.

We are pleased to provide you with our Manual which outlines the Human Resources Policies in effect at the Adorers of the Blood of Christ, United States Region. The Manual will be a helpful reference during your employment, and we encourage you to freely ask questions of your supervisors and co-workers in order to learn more about your job, your workplace, and the Adorers.

We value and appreciate your commitment to join with us in our ministry of providing a high quality of service to our Sisters and those they serve. At the same time, we are committed to providing you with challenges, recognition, and appropriate compensation and benefits to help you reach your personal goals and objectives.

The Adorers hope that ours will be a mutually beneficial and enjoyable co-ministry as we fulfill our mission to serve our “dear neighbor” together.

**ADORERS OF THE BLOOD OF CHRIST
UNITED STATES REGION**

ADORERS OF THE BLOOD OF CHRIST UNITED STATES REGION

MISSION AND VALUES

Mission Statement

The United States Adorers of the Blood of Christ, rooted in the Gospel of Jesus, are ecclesial women, living in community, witnessing God's love in Mission to empower others, foster oneness, celebrate life, form right relationships, and walk as compassionate companions.

Core Values

- **Reverence and Respect**
Honoring the innate sacredness and dignity of each person
- **Community**
Fostering compassion and collaboration
- **Excellence**
Promoting ongoing efforts for exceptional service in all aspects while understanding the complexities of life and service
- **Just Stewardship**
Endorsing right relationships for social transformation
- **Spirituality**
Integrating the transcendent elements of humanity

ADORERS OF THE BLOOD OF CHRIST UNITED STATES REGION

EMPLOYMENT-AT-WILL

The Adorers of the Blood of Christ, United States Region, is an at-will employer for all co-workers whose status is not covered by a written employment contract. At-will means that employment continues at the will of either the Adorers or the co-worker. A co-worker may voluntarily resign from employment at any time and for any reason. However, proper notice is requested. At the same time, the Adorers reserve the right to discharge or otherwise discipline, transfer or demote any co-worker at any time and for any legally permissible reason.

The ASC US Region Leadership is responsible for the adoption and approval of human resource policies, procedures and practices. No representative of the Adorers is authorized to modify this or any statement in this Handbook by making oral or written statement to the contrary.

No modification of this Employment-At-Will shall be made by any statements contained in this Handbook, in the Employment Application form, or other personnel forms and documents. No statement contained herein or in other personnel forms and documents shall create an express or implied contract of employment for a definite period, or an express or implied contract concerning any terms or conditions of employment.

Completion of the initial employment or introductory period shall not alter the at-will status of the co-worker. The Adorers of the Blood of Christ, United States Region, continue to have the right to terminate the co-worker or change the conditions of employment.

AUTHORITY TO BIND THE ADORERS

No administrator, director, department head, manager, supervisor, or representative of the Adorers of the Blood of Christ, United States Region, other than with the previous approval of the ASC US Region Leadership, has the authority to: 1) enter into any agreement with anyone for ASC employment for a specified period, or 2) make any promises or commitments for employment, salary/wages, any terms or conditions of employment, or make any statements contrary to ASC policies, procedures and practices.

RESERVATION OF THE RIGHT TO CHANGE POLICIES

The Adorers of the Blood of Christ, United States Region, reserve the right to change, amend or discontinue, at their discretion, the policies, procedures and practices stated in this Handbook at any time, or to deviate from or make exceptions to them in a particular instance. Notification of any changes or additions generally will be in writing.

WHOM TO CONTACT FOR ASSISTANCE

Any questions regarding the policies, procedures, and practices contained here may be directed to the Head of Region Office/Center Administrator or the Director of Human Resources.
Click here for contact information.

ABSENCE WITHOUT PAY, LEAVE OF

Policy #202

I. PURPOSE

To provide co-workers with an extended time away from work up to a maximum of 120 days, without pay, due to unavoidable, special, or unusual circumstances.

II. SCOPE

This policy applies to all Region co-workers of the Adorers of the Blood of Christ (“Adorers” or “ASCs”).

III. POLICY

- A.** Regular full-time and part-time co-workers are eligible to apply for an extended unpaid leave after completing twelve (12) consecutive months of service.
- B.** Unless otherwise provided by law, co-workers who apply for an extended unpaid leave must have maintained a “satisfactory” record of employment with the ASCs for at least one year preceding the requested leave.
- C.** With the approval of the Head of a Region Office/Center Administrator and in conjunction with the Director of Human Resources, an unpaid leave may be granted for a minimum of ten (10) to a maximum of 120 consecutive days to eligible co-workers when unavoidable, special or unusual circumstances require their absence. (See **LEAVE REQUEST** form.)
- D.** The leave may be requested to extend an absence that exceeds the allowable paid and unpaid time under the Family and Medical Leave Act; to satisfy military service obligations; or to complete educational and/or professional development. If the leave is to satisfy military service obligations, the co-worker must provide a copy of the military orders, if available, directing the co-worker to take part in an authorized training program or to report for duty.
- E.** When the need for a leave is foreseeable, a co-worker should provide at least thirty (30) days prior notice and make efforts to schedule leave so as not to disrupt operations.
- F.** An unpaid leave is granted with the understanding that the co-worker intends to return to work as soon as the leave is over. A leave will not be granted to enable a co-worker to be employed elsewhere.
- G.** Except as required by law, a leave does not guarantee that the co-worker’s present position will be held during the period of the leave or that a comparable position will be available when the co-worker returns from the leave.
- H.** Unless otherwise provided by law, a co-worker must exhaust all available time in his/her Paid-Time-Off (PTO) bank and, where applicable, in his/her Extended Illness (EIB) bank before a leave of absence, without pay, commences.
- I.** The co-worker will be required to return to regular employment on or before the expiration date of the leave. If the co-worker is unable to return to work upon the expiration of the leave and has not made arrangements with the ASCs for any available extension of the leave, the co-worker will be considered to have voluntarily resigned his/her employment.

- J.** No loss of service credit for length-of-service consideration will occur as a result of such leave.
- K.** No accrual will occur in the PTO or the EIB banks during an unpaid leave.
- L.** During an unpaid leave of thirty-one or more days, the co-worker will be eligible for continuation of insurance benefits under COBRA and will be responsible for paying the full cost of applicable insurance premiums. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow coverage to be reinstated.
- M.** Contributions to the Retirement Plan will be discontinued during the unpaid leave. Service credit for retirement participation will be determined by the conditions stated in the Adorers Retirement Plan.
- N.** **Reinstatement**
1. Upon return from a non-military unpaid leave of absence, the co-worker will be reinstated, subject to operating conditions then in effect, in the following order of position reassignment with appropriate compensation for the position:
 - a. former position, if available;
 - b. comparable position for which the co-worker is qualified, if available;
 - c. a lesser position for which the co-worker is qualified.

If no position is available, the co-worker will be considered to have voluntarily resigned.
 2. Upon return from a military leave of absence, the co-worker will be reinstated according to applicable law. Appropriate documentation will be required upon return from a military leave.
- O.** **Definition**
1. Leave, without pay, is an excused absence of ten (10) but no more than 120 consecutive days (excluding jury duty, witness duty, or bereavement leave) granted to eligible co-workers who need time away from work due to unavoidable, special, or unusual circumstances.
 2. Military service leave is an excused absence granted to eligible co-workers for active military duty in a branch of the United States Armed Forces.
 3. Military reserve leave is an excused absence granted to eligible co-workers for up to two weeks of unpaid leave per year for military reserve training.

ALCOHOL-FREE AND DRUG-FREE WORKPLACE

Policy #101

I. PURPOSE

To recognize that the Adorers have a vital interest in and are committed to promoting and providing a safe environment for Sisters, co-workers, visitors and guests; and to establish the Adorers' policy on the use of or being under the influence of alcoholic beverages, illegal drugs, or other intoxicants or controlled substances during work hours on Adorers' premises, on work sites, or while on company business.

II. SCOPE

This policy applies to all Region co-workers of the Adorers of the Blood of Christ ("Adorers" or "ASCs").

III. POLICY

- A.** The Adorers are committed to a safe home and work environment for Sisters, their co-workers, visitors and guests; and to maintaining a home and workplace free from the effects of alcohol and drug abuse.
- B.** In support of the federal Drug-Free Workplace Act of 1988, the Adorers strictly prohibit the unlawful possession, use, consumption, sale, purchase, distribution, or transfer of controlled substances or illegal drugs and/or alcohol by co-workers during work hours on Adorers' premises and work sites while performing their job responsibilities. This prohibition includes possession of paraphernalia with the residue of such substances.
- C.** Co-workers may not use alcohol, drugs (including marijuana) or narcotics in any manner that may impair their ability to perform assigned job duties or, if otherwise unlawful, may adversely affect the Adorers' business or reputation. This policy prohibits co-workers from reporting to work after using, consuming, or being under the influence of alcohol, controlled substances or illegal substances.
- D.** The Adorers will expect co-workers to report their use of over-the-counter or prescribed medications to the Supervisor and/or the Head of a Region Office/Center Administrator if the use may adversely affect job performance, job behavior, or workplace safety.
- E.** As an on-going condition of employment, co-workers are required to abide by this policy and to notify the Head of a Region Office/Center Administrator, in writing and within five (5) days of the violation, of any criminal drug statute conviction they receive. If a co-worker receives such a conviction, the ASCs may take appropriate action against the co-worker, up to and including termination.
- F.** Co-workers experiencing work-related problems resulting from alcohol and/or drug abuse or dependency may request recommendations for evaluation/education or will be required to seek counseling. Participating in counseling should not have any influence on performance appraisals.
- G.** The Adorers will notify selected job candidates that the ASCs currently require, at the expense of the ASCs, pre-employment drug testing for all positions. The results are the property of the Adorers, and will be treated as confidential and held in separate medical files; however, records will be made available, if required by law, to the applicant or co-

worker, those designated and authorized by the co-worker, his/her doctor, public agencies, or relevant insurance companies.

- H. The Adorers reserve the right, and will inform co-workers when such a policy is established, to:
 - 1. conduct post-accident drug testing;
 - 2. conduct random drug testing by a third party; and/or,
 - 3. conduct probable-cause drug and alcohol testing.
- I. When there is reasonable suspicion that a co-worker is in violation of this policy, that co-worker may be required to leave the work site, and submit to urine, blood, or other screening tests or testing methods for alcohol, controlled substances, or illegal substances.

Testing will be conducted:

- 1. If the ASCs have a reasonable suspicion that alcohol, controlled substances, or illegal substances have impaired the co-worker's ability to perform his/her job duties;
- 2. If a co-worker inflicts or causes a work-related injury to himself/herself, to another co-worker, or to any individual that requires medical attention; or causes damage to property.

Co-workers will be paid for time spent while complying with such tests. The ASCs will pay for costs involving transportation to and from a clinic, hospital or laboratory, and for costs of the examination and testing process.

- J. This policy in no way alters the ASCs' encouragement that its co-workers voluntarily submit to a drug or alcohol rehabilitation program. It remains our policy to encourage any co-worker with alcohol or drug dependency problems to seek professional assistance before the problem leads to an incident requiring disciplinary action. Where a violation of the policy has occurred, the co-worker's request to submit to a drug or alcohol rehabilitation program will not waive the application of disciplinary action deemed appropriate for the policy violation.
- K. Violation of applicable laws will be reported to the police; violation of this policy by any co-worker may subject the co-worker to disciplinary action as outlined in the ***COACHING AND CORRECTIVE ACTION*** policy.

IV. PROCEDURE

- A. A job offer is contingent on the newly selected candidate meeting the required results of a pre-employment drug test, and acknowledging acceptance of and compliance with the Adorers' expectation of an alcohol-free and drug-free workplace by signing the **COMPLIANCE STATEMENT: ALCOHOL-FREE AND DRUG-FREE WORKPLACE** form.
- B. Supervisors should report immediately to the Head of a Region Office/Center Administrator any action by a co-worker who demonstrates an unusual pattern of behavior, including but not limited to: physical or verbal violence, slurred speech, frequent drowsiness, constant irritation, unusual jumpiness, inability to concentrate or complete tasks, and overall disorientation/disorganization. Supervisors should exhibit care and discretion when handling such situations.

- C.** If a supervisor has reasonable suspicion to believe that a co-worker is under the influence of drugs, narcotics, or alcohol, the supervisor, in consultation with the Head of a Region Office/Center Administrator, will require that co-worker to immediately leave the premises, and the co-worker will be escorted out of the assigned work area; transportation will be arranged by the Head of a Region Office/Center Administrator (i.e., with family members/emergency contacts, taxicabs, etc.).
- D.** The Head of a Region Office/Center Administrator must report this action as soon as possible to the Director of Human Resources.
- E.** The Head of a Region Office/Center Administrator, in consultation with the Director of Human Resources, will determine whether the co-worker should be examined by a physician/clinic, tested for drugs and/or alcohol, referred for counseling or rehabilitative therapy, or disciplined, and will make arrangements accordingly.
- F.** Any co-worker seeking counseling or rehabilitative therapy for drug/alcohol abuse may be granted a leave of absence, may use any available leave for which he/she is eligible, and will not be permitted to return to work until a physician's certification is presented to the Head of a Region Office/Center Administrator that the co-worker is capable of performing his/her job duties. Failure to cooperate with an agreed-upon treatment plan may result in discipline, up to and including termination.
- G.** Participation in a treatment program does not prevent a co-worker from the imposition of discipline for violations of this or other ASC policies.

ATTENDANCE AND PUNCTUALITY

Policy #401

I. PURPOSE

To state the Adorers of the Blood of Christ's expectations regarding attendance and punctuality.

II. SCOPE

This policy applies to all Region co-workers of the Adorers of the Blood of Christ ("Adorers" or "ASCs").

III. POLICY

- A. Supervisors will notify all co-workers of their scheduled starting, ending, and break times.
- B. At the scheduled starting time, all co-workers are expected to be at their assigned work area, and engaged in their job duties with minimal non-productive time.
- C. Non-exempt co-workers are required to clock in following the clock-in and clock-out procedures established at their facility.
- D. Any clock-in or clock-out that causes additional pay will be grounds for corrective action, unless the additional time and pay were previously approved by the supervisor.
- E. Supervisors will monitor all absences, tardiness, and early departures; shall strive to coach the co-worker on attendance expectations and the possible consequences of a pattern of unacceptable behavior; and implement necessary corrective action as necessary (see *COACHING AND CORRECTIVE ACTION* policy).
- F. Except in circumstances beyond their control, co-workers should notify their supervisor, directly, as far in advance as possible and no later than two hours before the beginning of their normally scheduled start time, of any absence or deviation from scheduled hours. If a co-worker is unable to call in due to an emergency or other reason, the co-worker must have someone call in for him/her. The notification should include the reason for the absence and an indication of when the co-worker expects to return to work. It is the co-worker's responsibility to provide a location and telephone number where the co-worker can be reached during the time he/she will be absent. If the absence is for two or more days, the co-worker must continue to call in to his/her supervisor each subsequent day of absence, or make satisfactory arrangements for periodic reporting with the supervisor. Failure to give such notice without good reason shall subject the co-worker to disciplinary action. In all cases, a **LEAVE REQUEST** form must be completed for any absence and submitted to the supervisor for approval and processing. Generally, the leave request should be approved by the supervisor before the absence is taken, except in emergencies.

- G.** Co-workers will be compensated for approved absences from available leave benefits (*see* Paid Time Off [PTO] and Extended Illness Bank [EIB] in the ***SCHEDULE OF BENEFITS*** policy).
- H.** Failure to follow required notification procedures for any absence may result in disapproval of absence and loss of compensation for the absence, and may be grounds for disciplinary action.
- I.** If an emergency is likely to cause tardiness of more than thirty (30) minutes, co-workers must notify their supervisor or their supervisor's designated representative as soon as possible and give the expected time of arrival. Non-exempt co-workers who do not notify their supervisor of their expected tardiness and are delayed in reporting for work more than 30 minutes beyond their normally scheduled start time may lose the right to work the balance of the work day, and will not be compensated for the absence. If tardiness becomes a pattern, co-workers will be subject to corrective disciplinary action up to and including termination.
- J.** Co-workers who report to work in violation of any ASC policy, such as the ***SAFETY, PERSONAL APPEARANCE, and ALCOHOL-FREE AND DRUG-FREE WORKPLACE*** policies, may not be allowed to work, may be sent home, and may not be compensated for the absence.
- K.** Co-workers are generally expected to report for work during inclement weather conditions. Co-workers who are unable to report to work due to weather conditions must report their absence to their supervisor. Co-workers who are late because of inclement weather may be given the opportunity to make up missed time if work conditions and schedules permit.
- L.** Co-workers will not be required or permitted to work any period of time before or after their normally scheduled starting or quitting times for the purpose of making up time lost because of tardiness, authorized or unauthorized absence, or for any other reason if the result will be that the co-worker works more than forty (40) hours during the workweek.
- M.** Co-workers must report to their supervisor after being late or absent.
- N.** If the absence is for the co-worker's own serious health condition and not job-related, and the absence exceeds five (5) work days, the absence will be paid out of available time in the co-worker's Extended Illness Bank (EIB). If no time is available in his/her EIB, the absence will be paid out of available time in his/her Paid Time Off (PTO) bank. If the co-worker has no available time in either leave benefit bank, the absence will be unpaid. If the co-worker is eligible to have his/her job protected by the Family and Medical Leave Act (FMLA) during an absence, the guidelines and procedures under FMLA will be implemented (*see* FMLA in the ***SCHEDULE OF BENEFITS*** policy).

- O.** If the absence is for the co-worker's own serious health condition and not job-related, and the absence exceeds five work days and the co-worker is not eligible to have his/her job protected by FMLA, the co-worker must provide to the supervisor at least thirty (30) days advance notice when the leave is "foreseeable"; must provide the required medical certification to support the request for leave; and must provide the doctor's statement of release and a fitness for duty authorization prior to reporting to his/her assigned job.
- P.** All co-workers should notify their supervisor when leaving the work facility during their work shift, and non-exempt co-workers should clock out if the time away is non-business related.
- Q.** Unauthorized absence or a pattern of absence, tardiness or early departure may result in disciplinary action, up to and including termination (*see **COACHING AND CORRECTIVE ACTION** policy.*) An unauthorized absence is one in which the co-worker has not followed required notification procedures or the absence did not have prior approval. A pattern of unauthorized absence, tardiness, or early departure in excess of three (3) times in a three-month period will generally be grounds for discipline.
- R.** Co-workers who are absent from work for three (3) consecutively scheduled workdays, without required notification to their supervisor, will be considered as having voluntarily resigned their employment. At that time, the Adorers will formally note the acceptance of the voluntary resignation.

ADORERS OF THE BLOOD OF CHRIST UNITED STATES REGION

SCHEDULE OF BENEFITS 2010

Policy #201

In the event of any conflict between the provisions of this Schedule of Benefits and the respective benefit summary plan descriptions and the plan documents, the plan documents will govern.

1. **GROUP DENTAL INSURANCE, rev. eff. 09/01/10**
2. **GROUP HEALTH AND PRESCRIPTION DRUG INSURANCE, rev. eff. 01/01/10**
 - **plus, HIPAA compliance**
3. **GROUP LIFE INSURANCE**

4. **SOCIAL SECURITY AND MEDICARE INSURANCE**
5. **WORKERS' COMPENSATION INSURANCE**

6. **RETIREMENT PLAN & PLAN HIGHLIGHTS, rev. eff. 08/01/08**
7. **TAX SHELTERED ANNUITY**

8. **FAMILY AND MEDICAL LEAVE**
9. **PAID-TIME-OFF (PTO), INCLUDING HOLIDAYS**
10. **EXTENDED ILLNESS BANK (EIB)**
11. **BEREAVEMENT, VOTING TIME-OFF, JURY DUTY AND WITNESS DUTY**

12. **MEALS, rev. eff. 01/01/09**
13. **REST BREAKS**
14. **PARKING**
15. **DIRECT DEPOSIT**

16. **FLEXIBLE SPENDING ACCOUNTS: Pre-Tax Dependent Care/Medical Reimbursement Accounts and Insurance Premiums**
17. **SUPPLEMENTAL INSURANCE**

18. **ON-CALL PAY**
19. **OVERTIME PAY**
20. **SHIFT DIFFERENTIAL, rev. eff. 01/01/09**

21. **PROFESSIONAL DEVELOPMENT & TRAINING**
22. **TRAVEL – USE OF PERSONAL AND ASC VEHICLES**
 - **plus ASC Finance Office Drivers' Policy, and Safety Rules**

23. **SERVICE AWARDS**
24. **EMPLOYEE HELPING EMPLOYEE FUND**

25. **SUMMARY AND DOLLAR VALUE OF BENEFITS, revised 09/10**

1. GROUP DENTAL INSURANCE

Who Is Covered:

Regular full-time and part-time Co-Workers who work, on average, twenty (20) or more hours per week and their eligible family members, including unmarried, dependent children under age twenty-six (26).

Eligibility Begins:

1st of the month following successful completion of the 90-day Introductory Period. Changes can be made at each annual enrollment, or if a qualifying event occurs.

Insurance Carrier:

Christian Brothers Employee Benefit Trust, Dental Plan.

Coverage:

Discounted or usual/customary services from dentists in/out of network, as follows:

- Preventive care covered at 100%
- Basic services covered at 80%
- Major services covered at 50%
- Annual maximum per individual, per year is \$1,500

Deductibles apply for basic and major services:

- \$50 Single
- \$150 Family

Who Pays:

ASCs pay -

80% for Individual-Only coverage for Eligible Co-Workers who average 30 or more hrs/wk.

60% for Individual + Family coverage for Eligible Co-Workers who average 30 or more hrs/wk.

50% for Individual-Only coverage for Eligible Co-Workers who average 20-29 hours per week

25% for Individual + Family coverage for Eligible Co-Workers who average 20-29 hours per week

Estimated Annual Cost to ASCs For Individual Coverage for a Co-Worker (30 or more hrs/wk):

$$\$24.99 \times 80\% \times 12 = \underline{\$239.90} \text{ (premium rate, effective 09/01/2010)}$$

Revised 07/07, 12/08, 09/10

2. GROUP HEALTH AND PRESCRIPTION DRUG INSURANCE

Who Is Covered:

Regular full-time and part-time Co-Workers who work, on average, twenty (20) or more hours per week and their eligible family members, including dependent children to age 24 (Wichita) and dependent children to age 25 (Other Facilities).

Eligibility Begins:

1st of the month after successful completion of the 90-day Introductory Period.

Insurance Carrier:

PPK of Kansas (Wichita) and Anthem BlueCross BlueShield (Other Facilities).

Coverage:

Payment for a wide range of medical expenses; details listed in Insurance Plan Benefits Summary, which may be obtained from Center Administrators' Offices or from the H. R. Office.

PPK of Kansas is an HMO Plan requiring selection of a Primary Care Physician, with no benefits outside of the Provider Network.

Selected benefits and co-pays, eff. **01/01/10**:

- | | |
|-----------------------------------------------------|-------------------|
| • All Primary Care Physician Outpatient Services | \$20/visit |
| • All Specialist Physician Outpatient Services | \$30/visit |
| • Inpatient Hospital | \$10% |
| • Co-insurance maximum out-of-pocket per individual | \$2500/year |
| • Generic Prescription/per month | \$15/prescription |
| • Formulary/Brand-Name Prescription/per month | \$40/prescription |
| • Non-Formulary/per month | \$60/prescription |

Anthem BlueCross BlueShield is a Preferred Provider Plan (PPO), with reduced benefits for providers and services outside the Provider Network.

Co-workers have two optional plans from which to choose; a deductible and coinsurance apply.

Selected benefits and co-pays, eff. **02/01/10**:

- | | |
|-------------------------------------------|------------|
| • Primary Care | \$20/visit |
| • Specialist Care | \$40/visit |
| • Generic Medicine per prescription | \$10/month |
| • Brand-Name Medicine per prescription | \$35/month |
| • Non-Preferred Medicine per prescription | \$60/month |

For Additional Information:

Contact your Center Administrator or the H. R. Office regarding *Health and Dental Insurance Continuation Coverage*. See the following *HIPAA COMPLIANCE notice*.

Who Pays:

ASCs pay -

80% for Individual-Only coverage for Eligible Co-Workers who average 30 or more hrs/wk

60% for Individual + Family coverage for Eligible Co-Workers who average 30 or more hrs/wk

50% for Individual-Only coverage for Eligible Co-Workers who average 20-29 hours per week

25% for Individual + Family coverage for Eligible Co-Workers who average 20-29 hours per week

Estimated Annual Cost to ASCs For Individual Coverage for an Eligible Co-Worker (30 or more hours per week):

\$373.10 x 12 = \$4,477.44 for PPK, *eff. 01/01/10*

\$472.90 x 12 = \$5,674.80 for Anthem BCBS, Plan A or Plan B, *eff. 02/01/10*

Revised 02/08, 12/08, 01/09, 02/10

ADORERS OF THE BLOOD OF CHRIST
UNITED STATES REGION

CO-WORKER MEDICAL RECORDS AND COMPLIANCE WITH HIPAA

We are committed to complying with the requirements and standards of the Health Insurance Portability and Availability Act of 1996 ("HIPAA").

All medical records, if any, will be kept in a separate confidential file. The Adorers of the Blood of Christ maintains this information in the strictest confidence. Other than those instances for which the Adorers are permitted or required by law to use or disclose your health information without your consent or authorization, any other uses or disclosures will be made only with your written authorization, which may be revoked in writing at any time. We may use or disclose your health information in order to process claims or make payment for covered services received under an ASC benefit plan; for health care operations; or when required to do so by federal, state or local law. The Adorers may be required to disclose Private Health Information (PHI) to public health or legal authorities charged with preventing or controlling disease, injury or disability; to comply with laws relating to worker's compensation or other similar programs established by law; to prevent a serious threat to employee health and safety or the health and safety of the public or another person; as required by military command; when requested by law enforcement officials; and to benefit plan sponsors in order to carry out plan administration and claims processing functions.

Co-Workers have the right to request that the Adorers restrict use or disclosures of PHI to carry out treatment, payment, health care operations, or communications with family or friends. The Adorers are not required to agree to a restriction. You have the right to request communication that contain PHI be sent by alternative means or to alternative locations. The Adorers will accommodate a request if it is reasonable and if you clearly state that the disclosure of all or part of that information could cause endangerment. You have the right to inspect and copy PHI that the Adorers maintain in a designated record set; the right to have the Adorers amend PHI for as long as we maintain such information; the right to receive an accounting of disclosures of PHI made by the Adorers in the six years prior to the date the accounting is requested (or shorter period as requested).

Complaint Handling Process

Co-Workers who believe their privacy rights have been violated should submit their complaint in writing to the Director of Human Resources. Co-Workers may also file a complaint with the Secretary of the Department of Health and Human Services. Any form of retaliation for filing a complaint is strictly prohibited by the Adorers.

Safeguards For Protected Health Information

Access to Co-Worker PHI is restricted to those staff members who perform or assist in the performance of managerial, administrative, or consultative-type tasks required by the routine administration of our benefit plans. All identified personnel will be trained on how to appropriately handle PHI in accordance with privacy-related policies.

All reported or suspected breaches of security protocols and access to PHI will be reported and investigated as soon as possible.

All documents will be retained for a period of no less than six (6) years from the date of creation, or the last effective date, whichever is later.

All questions or requests for further information regarding the Adorers' compliance with HIPAA regulations should be directed to the Director of Human Resources.

3. GROUP LIFE INSURANCE

Who Is Covered:

Regular full-time Co-Workers working thirty (30) or more hours per week.

Eligibility Begins:

1st of the month after successful completion of the 90-day Introductory Period.

Insurance Carrier:

Jefferson Pilot Financial Insurance Company

Coverage:

Basic Term Life is provided at 1 x Annual Base Pay

Accidental Death and Dismemberment is provided at 1 x Annual Base Pay + Basic Term Life Benefit

Who Pays:

ASCs pay - 100% of cost

Estimated Annual Cost to ASCs For an Eligible Co-Worker (40 hrs/week):

Cost is calculated at \$.24 per \$1,000 of annual base pay. A regular full-time co-worker who is paid \$10.00 per hour earns \$20,800/year base pay.

$$\$20,800 \times \$.24/\$1,000 \times 12 = \underline{\underline{\$59.90}}$$

Revision approved and adopted by Region Leadership 06/12/07, effective 08/01/07.

4. SOCIAL SECURITY AND MEDICARE INSURANCE

Who Is Covered:

All Co-Workers.

Eligibility Begins:

1st day of employment.

Coverage:

Social Security and Medicare benefits are established and paid by the Social Security Administration, a branch of the U. S. Government.

Who Pays:

ASCs pay a mandatory 50% of the cost, or a total of 7.65% of total annual gross pay, as follows:

- 6.2% of salary up to maximum allowed for Social Security and
- 1.45% of salary for Medicare.

Co-Workers pay a similar percentage of the cost.

Estimated Annual Cost to ASCs for an Eligible Co-Worker (40 hrs/week):

A regular full-time co-worker who is paid \$10.00 per hour earns \$20,800/year base pay.

$$\$20,800 \times 7.65\% = \underline{\underline{\$1,591.20}}$$

5. WORKERS' COMPENSATION INSURANCE

Who Is Covered:

All Co-Workers.

Eligibility Begins:

1st day of employment.

Coverage:

State statutes provide for benefits to Co-Workers who are injured on-the-job by requiring that the employer adhere to the legal requirements of the Workers' Compensation Act.

All Co-Workers are required to immediately report any job-related injury or illness to their immediate supervisor, in order for them to secure evaluation and medical care.

A Co-Worker who qualifies for workers' compensation benefits and who has been off work is required to present to the Head of a Region Office/Center Administrator a release from the attending physician before the Co-Worker resumes his/her work duties.

Who Pays:

ASCs pay 100% of cost.

Estimated Annual Cost to ASCs for an Eligible Co-Worker (40 hrs/week):

Cost is calculated at \$25.06 per \$1,000 of annual base pay. A regular full-time co-worker who is paid \$10.00 per hour earns \$20,800/year base pay.

$$\$20,800/\$1000 \times \$25.06 \text{ (aggregate of rates)} = \underline{\underline{\$521.25}} \text{ (cost revised 02/06)}$$

Revised 02/06

6. RETIREMENT PLAN

Who Is Covered and Eligibility:

- Effective 04/01/05, the new U. S. Region Retirement Plan allows contributions from regular full-time and part-time Co-Workers, regardless of hours worked per year, who have successfully completed ninety (90) days of continuous service and who are at least twenty-one (21) years of age.

Eligibility for ASC Match:

- Effective 04/01/05, ASCs will match, per the schedule below, an eligible Co-Worker's contribution on the first of the month after completion of one year of service. In order to be eligible for the match, participating Co-Workers must be at least 21 years of age and must work a minimum of 1,000 hours per year.

Vesting:

A Co-Worker is 100% vested in his/her contributions immediately; and 100% vested in ASCs' contributions after 2 years.

Hardship Withdrawals:

Hardship withdrawals are allowed from Co-Worker contributions only, if all requirements are met. All Co-Worker and ASC contributions are suspended for six months after a hardship withdrawal.

For Additional Information:

Contact your Center Administrator or the H. R. Office.

Who Pays:

- ASCs will match dollar-for-dollar up to 3% of a Co-Worker's contribution; and will match an additional 1% after 10 years of service.
- ASCs may contribute up to a 2% discretionary payment, if the Co-Worker is contributing to the Plan on the last day of the Plan year, has worked at least 1,000 hours for that year, and has met all Plan requirements. **THIS IS SUSPENDED, EFFECTIVE 08/01/08, UNTIL FURTHER NOTICE.**

Estimated Annual Cost to ASCs for an Eligible Co-Worker (40 hrs/week) with less than 10 years of service who is participating in the Plan and who contributes at least 3% per year:

A regular full-time co-worker who is paid \$10.00 per hour earns \$20,800/year base pay.

\$20,800 x 3% match = **\$624.00**

~~\$20,800 x 2% discretionary contribution = \$416.00~~ **SUSPENDED, EFF. 08/01/08.**

Potential total annual ASC contribution up to **\$624.00**

Revised 12/08

7. TAX SHELTERED ANNUITY

Who Is Covered:

All Co-workers.

Eligibility Begins:

1st day of employment.

Coverage:

The ASCs provide the opportunity and the services for Co-Workers to contribute to a tax-sheltered annuity via rollover from another plan and/or via pre-tax payroll contributions. Contributions are 100% vested contributions

Who Pays:

Co-Workers pay 100%, pre-tax.

LEAVE BENEFITS

NOTATION:

If a Co-Worker is already on one type of leave, that leave will not be replaced by another type of leave as a result of an occurrence during the time-off, except when there is a death in the immediate family, as defined in the Bereavement Leave.

Revised 03/06

8. FAMILY AND MEDICAL LEAVE (FMLA)

What is the Family and Medical Leave Act of 1993?

It is a federal ruling which allows eligible co-workers to take up to 12 workweeks of unpaid time off in a 12 month period to take care of certain personal obligations. *Note:* While the Act says “unpaid leave,” the ASCs require that available time from EIB or PTO banks be used, as applicable, and as defined in the PTO and EIB Leave benefits.

The leave can be taken on an intermittent basis.

If both spouses work for the Adorers, you are entitled to a combined total of 12 weeks for the birth of a child, when adopting a child, or to care for a parent with a serious health condition.

Benefits will be maintained during any period of unpaid leave under the same conditions as if you continued to work. You will be responsible to pay your portion of any elected insurance on the required date.

What are those “certain personal obligations”?

- a. Birth of a child or placement of a child with you for adoption or foster care;
- b. Your own serious health condition which makes you unable to perform your job functions. (Ordinary illnesses do not qualify for FMLA; such as the common cold, flu, ear aches, upset stomach, headaches, or routine dental care, etc.)
- c. Care for your spouse, child or parent due to his/her serious health condition;
- d. Care for your spouse, child, parent, or next of kin who is a covered service member with a serious injury or illness incurred in the line of duty or aggravated by service in the line of duty. For this obligation, you have a right for up to 26 weeks of unpaid/paid leave in a single 12 month period to care for the covered service member with a serious injury or illness.

Who Is Covered and When Does Eligibility Begin:

All regular full-time and part-time Co-workers are eligible if they have worked at least 1,250 hours during a 12 month period prior the start of the leave. The 12 months do not need to be consecutive months.

Coverage:

You are covered and, in most cases, will be eligible for job protected leave if:

- a. you are an eligible Co-Worker;
- b. you provide at least thirty (30) days **advance notice** to the Immediate Supervisor when the leave is “foreseeable”;
- c. you provide the **required medical certification** within fifteen (15) days of request and it supports the request for leave;
- d. you provide the **required return-to-work certification** (if the leave was for your own serious health condition) when the doctor releases you to return, **and** at least two days before your prescribed return-to-work date. The return-to-work certification must be presented to the immediate supervisor who will notify the Head of a Region Office/Center Administrator.

Use of Available PTO and EIB Time:

Co-Workers who are eligible for FMLA leave are required to use all available accrued Paid-Time-Off (PTO) and, in certain instances, all available accrued time in their Extended Illness Bank (EIB), as follows:

- For the Co-Worker's own serious health condition of five (5) or more consecutive work days, time must be used and paid **first** from any available hours in the Co-Worker's EIB; when all time in the EIB is depleted, any additional time off due to the continuation of the Co-Worker's own serious health condition will be used and paid from the Co-Worker's available accrued PTO hours.
- For any other leave that qualifies as FMLA, time will be used and paid from any available accrued PTO hours.
- If there are no available accrued PTO hours or accrued hours in the EIB bank (as applicable), any absence qualifying as FMLA will be unpaid.

For Additional Information:

Contact your Center Administrator or the H. R. Office.

Who Pays:

ASCs pay for available Paid-Time-Off (PTO) or Extended Illness Bank (EIB) Leave, where applicable.

Estimated Annual Cost to ASCs for a Co-Worker:

Cost is part of PTO or EIB Leave (See PTO and EIB Leave sections).

Revised 03/06, 9/10

9. PAID-TIME-OFF (PTO), INCLUDING HOLIDAYS

Who Is Covered:

Regular full-time and part-time Co-Workers who work, on average, twenty (20) or more hours per week.

Eligibility Begins:

Holiday: 1st day of employment for ASC-designated Holidays.

Paid-Time-Off: After 180 days of continuous employment, and if the Co-Worker meets the requirements in the **ATTENDANCE AND PUNCTUALITY** policy and proper notification and approval procedures were followed.

Co-workers are expected to take the equivalent of one week's scheduled work days (five consecutive days) off as PTO, at least once a year for their own rest, relaxation and personal renewal.

ASC-Designated Holidays (8):

New Year's Day (January 1st)

Martin Luther King Day (3rd Monday in January)

Memorial Day (Last Monday in May)

Independence Day (July 4th)

Labor Day (1st Monday in September)

Thanksgiving Day (4th Thursday in November)

Christmas Day (December 25th)

Personal Holiday (Day of Choice)

For non-exempt and exempt Co-Workers who do not usually work on a weekend: when a holiday falls on a Saturday, it would be observed on the preceding Friday; when a holiday falls on a Sunday, it would be observed on the following Monday.

Pay For Requested Work On A Holiday:

When a non-exempt Co-Worker who usually works on a weekend or who is asked to work on an ASC-designated dated holiday, the Co-Worker will be paid 1.5 times the hourly rate for hours worked on the holiday, the shift differential, AND will be paid for the usual holiday pay hours, or be given the equivalent hours off at a mutually agreed upon date, if all the requirements for ASC-designated dated holidays are met.

For exempt Co-Workers who work on the holiday, PTO is paid for the holiday, but there is no extra pay; the supervisor and the Co-Worker may negotiate time-off for another day.

Religious Holidays:

The Adorers respect Co-Workers' determination and observance of their religious beliefs. Co-Workers may use the Personal Holiday or PTO time, if available, for religious observances and will be paid for the day(s) off if proper notification and approval procedures were followed.

Coverage:

Effective March 26, 2006, Co-Workers will accrue time in a PTO bank to be used for any purpose, except for the Co-Worker's own personal illness that requires an absence of five or more consecutive work days. In this instance, Co-Workers may use PTO time only when all accrued time in their Extended Illness Bank has been exhausted. Proper notification, application and approval procedures must be followed.

The PTO benefit allows Co-Workers more flexibility in managing their available time off, but any absence must be arranged with the approval of the supervisor who remains responsible for ensuring adequate staffing at all times to meet the needs of the Adorers.

Accrual is based on length of service and average hours worked per pay period. The following will accrue in your PTO bank, if you are a regular full-time Co-Worker (40 hours/week), depending on your years of service:

0-5 years of service =
.0846 x hrs paid per pay period up to 176 hrs per anniversary year, to a maximum balance of 220 hours;
6-10 years of service =
.1038 x hrs paid per pay period up to 216 hrs per anniversary year, to a maximum balance of 270 hours;
11+ years of service =
.1231 x hrs paid per pay period up to 256 hrs per anniversary year, to a maximum balance of 320 hours.

Upon separation from ASC employment, any remaining balance in your PTO bank only will be paid to you if you separate, in good standing, and in accordance with state and federal law.

Who Pays:

ASCs pay - 100% of cost

Estimated Annual Cost to ASCs For an Eligible Co-Worker (40 hrs/week) with up to five (5) years of service:

A regular full-time Co-Worker who is paid \$10.00 per hour earns \$20,800/year base pay.

$$\$20,800/2,080 \times 176 = \underline{\underline{\$1,760.00}}$$

Revised 03/06; rev 12/07 (eff. 01/01/08)

10. EXTENDED ILLNESS BANK (EIB)

Who Is Covered:

Regular full-time and part-time Co-Workers who work, on average, twenty (20) or more hours per week.

Eligibility Begins:

After 180 days of continuous employment and for absences of five (5) or more consecutive work days due to a Co-Worker's own serious health condition.

Coverage:

Accrued hours in the Extended Illness Bank (EIB) are to be used for the Co-Worker's own personal illness or serious health condition that requires an absence of five (5) or more consecutive work days. Proper notification, application and approval procedures must be followed. If the absence is approved, time off will be paid from accrued available hours in the EIB. Approval will require a doctor's certification in support of the time off AND a doctor's release for you to return to work. When applicable, time used out of the EIB will be counted toward leave under the Family and Medical Leave Act (FMLA), which provides job protection for eligible co-workers.

For the Co-Worker's personal illness, he/she is required to present to the Head of a Region Office/Center Administrator a release from the attending physician on or before the date the Co-Worker resumes his/her work duties.

You will accrue .0231 x hours paid per pay period up to 48 hours per year, to a maximum balance of 480 hours.

Who Pays:

ASCs pay - 100% of cost

Estimated Annual Cost to ASCs For an Eligible Co-Worker (40 hrs/week):

A regular full-time Co-Worker who is paid \$10.00 per hour earns \$20,800/year base pay.

$$\$20,800/2,080 \times 48 = \underline{\underline{\$480.00}}$$

Revised 03/06

11. BEREAVEMENT, VOTING TIME-OFF, JURY DUTY & WITNESS DUTY

Who Is Covered:

Bereavement and Jury/Witness Duty: Regular full-time and part-time Co-Workers who work, on average, twenty (20) or more hours per week.

Voting Time-Off: Regular full-time (30 hours per week) Co-Workers.

Eligibility Begins:

Bereavement: 1st day of employment

Jury/Witness Duty and Voting Time-Off: After successful completion of the 90-day Introductory Period.

Coverage:

BEREAVEMENT

Eligible Co-Workers will be granted time-off, as necessary, from one to no more than three regularly scheduled workdays. These workdays will be calculated from time of death of certain immediate family members to one day after the funeral. Time-off will be paid only for the number of hours regularly scheduled for the absent workday(s) and will be at the Co-Worker's regular base rate.

For purposes of this policy only, "immediate family" includes: current legal spouse, sibling, parent, grandparent, child (biological/adopted/foster) or similar step-relationships; grandparent-in-law, parent-in-law, sister/brother-in-law, son/daughter-in-law; or any other member of the co-worker's household.

ASCs will also grant, with pay, the day of the funeral of an aunt/uncle, aunt/uncle-in-law; niece/nephew, niece/nephew-in-law, unless the individual was living in the co-worker's household.

You must inform your supervisor as soon as possible of the need for bereavement leave by completing a **LEAVE REQUEST** form. An original support document is required before bereavement time will be paid.

Bereavement leave will not apply if you are temporarily laid off. If the need for bereavement leave occurs while you are on paid time off, time off work will be reallocated to bereavement leave as appropriate. In such cases, you must notify your supervisor as soon as practical during the paid time off period to allow for adjustment to work schedule.

This paid leave will not be deducted from your PTO bank. You should use available PTO, however, if you are absent to attend the funeral of others who may be close to you and who are not included above.

VOTING TIME-OFF

Due to the hours in which voting polls are open Co-Workers are able and expected to vote during non-work hours. Eligible Co-Workers will be allowed paid time off up to a maximum of two hours to participate in the voting process if they lack sufficient time to vote outside work hours for local, state, or national elections. Co-Workers should request time off to vote from their supervisor at least three (3) working days prior to the date of the election.

Whenever possible, time off should be taken at the beginning or the end of the regular work schedule, whichever allows the most free time for voting and the least missed time from work.

JURY/WITNESS DUTY

Eligible Co-Workers will be granted paid time off up to a maximum of ten (10) regularly scheduled workdays (pro-rated hours for part-time Co-Workers) in the event that you are summoned or presented a subpoena to appear in or serve the court, such as jury duty or as a witness. In order to receive full pay for scheduled time off spent in court activity, you must:

- Present the summons to your supervisor.
- Provide a receipt for each day served.

Co-Workers may retain fees paid by the Court to cover driving/parking/meal costs. Fees paid by the Court for Jury Service will be turned in to the Head of a Region Office/Center Administrator, and the Co-Worker will be paid for regular hours usually scheduled.

The ASCs expect that you will make every effort to attend to your work responsibilities, when possible, if the entire workday is not required by court activity. You are expected to report to work on days you are not scheduled to serve, and to return to work if you are dismissed early from jury duty while four (4) or more hours of your regularly scheduled workday remain.

This paid leave will not be deducted from your PTO.

Who Pays:

ASCs pay - 100% of cost

Estimated Annual Cost to ASCs For an Eligible Co-Worker (40 hrs/week):

A regular full-time Co-Worker who is paid \$10.00 per hour earns \$20,800/year base pay.

Bereavement (est. 3 days):	$\$20,800/2,080 \times 24 \text{ hrs.} =$	\$240.00
Voting (est. 2 hours):	$\$20,800/2,080 \times 2 \text{ hrs.} =$	\$ 20.00
Jury Service (est. 3 days):	$\$20,800/2,080 \times 24 \text{ hrs.} =$	\$240.00

12. MEALS

Who Is Covered:

All Center Co-Workers who work a minimum work shift of six (6) or more hours per day.

Eligibility Begins:

1st day of employment.

Coverage:

ASCs will provide one meal in the dining area for eligible Center Co-Workers with a minimum work shift of 6 hours; this meal period will be duty-free, and the Co-Worker will pay \$3.00 per meal. There are no meals available at the St. Louis Region Office.

Who Pays:

Center Co-Workers pay - \$3.00 per meal, effective 01/01/09

Revised 12/08

13. REST BREAKS

Who Is Covered:

All Co-Workers who work a minimum work shift of four (4) or more hours/day.

Eligibility Begins:

1st day of employment.

Coverage:

ASCs will provide one paid, 10-minute break for each 4-hour shift worked; OR one paid 20-minute break for each 8-hour shift worked.

If a break is not taken, no allowances will be made for make-up, accumulation, or arriving-late/leaving-early time.

During paid rest breaks, Co-Workers may enjoy food items specifically designated for Co-Workers in the dining area, kitchen counter area, or snack areas.

Who Pays:

ASCs pay - 100% of cost

Estimated Annual Cost to ASCs For an Eligible Co-Worker (40 hrs/week):

A regular full-time Co-Worker who is paid \$10.00 per hour earns \$20,800/year base pay.

$$\$20,800/2,080 \times .333 \times 243 \text{ days} = \underline{\underline{\$809.00}}$$

14. PARKING

Who Is Covered:

All Co-Workers.

Eligibility Begins:

1st day of employment.

Coverage:

ASCs will provide free parking at work locations for all Co-Workers.

Who Pays:

ASCs pay - 100% of cost

15. DIRECT DEPOSIT

Who Is Covered:

All Co-Workers.

Eligibility Begins:

1st day of employment.

Coverage:

ASCs will provide the opportunity and services for the direct deposit of paychecks into the Co-Workers' bank/credit union accounts.

Who Pays:

ASCs pay - 100% of cost

16. FLEXIBLE SPENDING ACCOUNTS

Under Section 125 of the Internal Revenue Code, the federal government allows Co-Workers to elect pre-tax payroll deductions for certain expenses.

Flexible Spending Accounts allow Co-Workers to save money on a pre-tax basis to cover Dependent or Medical Care expenses, and to pay for certain insurance premiums.

Dependent Care Account or Medical Reimbursement Account

Who Is Covered:

Regular full-time and part-time Co-Workers who work, on average, thirty (30) or more hours per week.

Eligibility Begins:

After successful completion of the 90-day Introductory Period.

Coverage:

ASCs provide the opportunity and the services for eligible Co-Workers to elect an annual amount of flexible dollars which are deducted in equal installments on a pre-tax basis from each paycheck to pay for eligible health or dependent care expenses. These pre-tax payroll deductions may be held in a Dependent Care Account and/or Medical Reimbursement Account. Using pre-tax dollars means the payment is not subject to federal, state (in most cases) and social security taxes.

Contributions must be carefully considered, since any money left in your accounts after the “grace period” at the end of the year must be forfeited. Once enrolled, a Co-Worker cannot “drop” or “change” this coverage during the plan year, which is the same as the calendar year, except under specific circumstances for Dependent Care. Enrollment and yearly re-enrollment are necessary for participation.

Dependent Care Account

Expenses that can be reimbursed using the Dependent Care Account include:

- Care of a dependent in your home while you work, and
- Care of a dependent at most types of facilities outside your home while you work.

The Dependent Care Account cannot exceed \$5,000 per family per plan year or \$2,500 per plan year if you are married and filing separately.

Medical Reimbursement Account

Expenses that may be reimbursed using a Medical Reimbursement Account include health plan deductibles, co-payments for medical or dental expenses, out-of-pocket costs for vision care, over-the-counter medications, and many other expenses not covered by your health plan. The Medical Reimbursement Account cannot exceed \$2,000 per plan year.

Insurance Premiums

Who Is Covered:

Regular full-time or part-time Co-Workers who work, on average, twenty (20) or more hours per week, and who have selected coverage under the Group Health and/or Group Dental Insurance Plans.

Eligibility Begins:

1st of the month after successful completion of the 90-day Introductory Period.

Coverage:

ASCs provide the opportunity and the services for Co-Workers to purchase benefits with pre-tax dollars through payroll deductions. Purchasing benefits with pre-tax dollars means the payment is not subject to federal, state (in most cases) and social security taxes. Such pre-tax payroll deductions can be used for a Co-Worker's portion of insurance premiums for Group Health and/or Group Dental Insurance coverage for the Co-Worker and for eligible family members.

Who Pays:

Co-Workers pay - 100% of cost

17. SUPPLEMENTAL INSURANCE

Who Is Covered:

Regular full-time and part-time Co-Workers who work, on average, thirty (30) or more hours per week.

Eligibility Begins:

1st of month after successful completion of the 90-day Introductory Period.

Coverage:

ASCs provide the opportunity and the services for Co-Workers to voluntarily purchase supplemental insurance plans at group rates using pre-tax payroll deductions.

Supplemental insurance plans may move with a Co-Worker if she/he decides to separate from ASC employment.

Who Pays:

Co-Workers pay - 100% of cost

18. ON-CALL PAY

Who Is Covered:

Regular full-time and part-time Non-Exempt Co-Workers.

Eligibility Begins:

1st day of employment and when the eligible non-exempt Co-Worker is assigned to be “On-Call.”

Coverage:

On-call duty is defined as time, not during regularly scheduled clocked-in work hours, that a non-exempt Co-Worker is assigned to be readily available to resolve emergency situations over the telephone.

Compensation:

If the situation cannot be resolved over the telephone, the Co-Worker will come to the Center and resolve the emergency situation.

When an emergency requires a non-exempt Co-Worker who is assigned “on-call” duty to come to the Center, he/she must clock in, resolve the situation, and clock out; he/she will be paid a minimum of two hours. If the situation requires in excess of two hours, the Co-Worker will be paid for the total time spent resolving the situation.

If time spent at the Center causes hours to exceed 40 for the work week, policies governing overtime and shift differential will be implemented.

Who Pays:

ASCs pay - 100% of cost

Revised, approved and adopted by Region Leadership 06/12/09, effective 07/01/09

19. OVERTIME PAY

Who Is Covered:

Non-Exempt Co-Workers.

Eligibility Begins:

1st day of employment and when the non-exempt Co-Worker has worked over forty (40) hours in a work week. Non-exempt Co-Workers are required to be previously assigned and approved for overtime by their immediate supervisor.

Coverage:

When the non-exempt Co-Worker is paid one rate of pay and works in excess of forty (40) hours per work week, the Co-Worker will be paid at a rate equal to time-and-one-half the base hourly rate for all hours worked over forty (40) per work week.

Example: Non-exempt Co-Worker worked 45 hours for his/her work week and is paid \$10.00 per hour – he/she would be paid 40 hours x \$10.00 = \$400.00 plus 5 hours x \$15.00 = \$75.00 for a total of \$475.00 for his/her work week.

When the non-exempt Co-Worker is paid more than one rate of pay (which may include working on different paying shifts or being paid special compensation [see **SALARY ADMINISTRATION** policy, **Item IV, E**]), and works in excess of forty (40) hours per work week, the Co-Worker will be paid, in addition to his/her regular pay, at a rate equal to one-half the average hourly rate of pay for the hours he/she worked **over 40** during the applicable work week. The average rate of pay will be calculated by dividing the Co-Worker's total compensation by his/her total hours worked in the particular work week.

Example: Non-exempt Co-Worker worked 45 hours for his/her work week and works in three different paying shifts –

20 hours on first shift at \$10.00 per hour = \$200.00

20 hours on 2nd shift at \$10.00 per hour plus shift differential of \$.50/hour = \$210.00

5 hours on Saturday, after 5:00pm, at \$10.00/hour plus shift differential of \$.75/hour = \$53.75

Average hourly rate of pay: \$200.00 + \$210.00 + \$53.75 = \$463.75 divided by 45 hours = \$10.31

Overtime premium: \$10.31 divided by 2 = \$5.16

Total pay for the week = \$463.75 + (5 x \$5.16) \$25.80 = \$490.55.

Who Pays:

ASCs pay - 100% of cost

Revised 07/31/06, correction 10/12/06

20. SHIFT DIFFERENTIAL

Who Is Covered:

Non-Exempt Co-Workers who work during certain shifts.

Eligibility Begins:

1st day of employment and when the Co-Worker has been assigned to work a shift of over six hours, half of which are beyond the stated time to qualify, effective 01/01/09.

Coverage:

- *Monday, Tuesday, Wednesday, Thursday* - 5:00 pm through next day 6:00 am
- *Friday* - 5:00 pm through 10:30 pm

An additional \$0.50/hour for all hours worked during the shift, **if** the Co-Worker works the majority of the hours after 5:00 pm.

- *Friday* - 10:30 pm through Saturday 6:00 am

An additional \$0.50/hour for all hours worked during the shift, **if** the Co-Worker works the majority of the hours after 10:30 pm.

- *Saturday and Sunday* - 6:00 am through 5:00 pm

An additional \$0.50/hour for all hours worked during the shift, **if** the Co-Worker works the majority of the hours before 5:00 pm.

- *Saturday and Sunday* - 5:00 pm through 6:00 am

An additional \$0.75/hour for all hours worked during the shift, **if** the Co-Worker works the majority of the hours after 5:00 pm.

Who Pays:

ASCs pay - 100% of cost

Revised 03/26/06, 12/18/08

21. PROFESSIONAL DEVELOPMENT & TRAINING

Who Is Covered:

Regular full-time and part-time Co-Workers who are required or approved to attend development and training programs/classes.

Eligibility Begins:

1st day of employment and when the Co-Worker has been assigned and has attended a class, seminar, workshop, in-services, etc.

Coverage:

Regular full-time and part-time exempt and non-exempt Co-Workers will be required to attend development/training that is related to their jobs, with the expectation that the Co-Workers will implement or apply the information learned in the performance of their job.

Costs that will be covered include: enrollment, air travel (where applicable), material, registration, parking, etc.

Compensable Travel Time For Non-Exempt Co-Workers:

In accordance with the Fair Labor Standards Act, compensable time spent attending the actual development/training is counted as hours worked and includes regular time and overtime, when applicable. All travel time occurring during a non-exempt Co-Worker's normal workday is counted as time worked except for meal periods and time ordinarily spent commuting between home and the normal place of work. Travel time outside the normal workweek is also counted as time worked providing that such time falls within the Co-Worker's normally scheduled workday hours.

Non-Compensable Travel Time:

Travel to and from a Co-Worker's home and the normal place of work or to and from a Co-Worker's home and the airport is not compensable travel time, regardless of when it occurs.

Who Pays:

ASCs pay - 100% of cost

22. TRAVEL – USE OF PERSONAL VEHICLE AND ASC VEHICLES

Who Is Covered:

Regular full-time and part-time Co-Workers who must use a personal vehicle for ASC-related business travel.

Eligibility Begins:

1st day of employment and when the Co-Worker has been requested and approved to travel for ASC business purposes, including attendance at development and training programs.

Coverage for Use of Personal Vehicle for ASC Business:

Mileage from workplace or home and back to workplace or home, whichever is shorter, will be reimbursed.

Reimbursement for use of personal vehicle, for required business travel, will be at the “standard mileage rate” as determined by the Internal Revenue Service.

Guidelines for Use of Personal Vehicles While Traveling on ASC Business:

- Vehicle must be in good mechanical condition and road safe.
- Co-Worker must possess a valid state driver’s license.
- Co-Worker must possess a valid insurance policy on the vehicle that meets, at a minimum, the requirements of the state.
- Co-Worker must possess a valid registration and license for the vehicle.
- Co-Worker must comply with all laws and regulations regarding the operation of a vehicle in the state, including any restrictions noted on the Co-Worker’s driver’s license.
- Seat belts must be worn by all occupants whenever the vehicle is in motion.
- No alcohol or drugs should be consumed prior to or while driving a personal vehicle on ASC business.

Expenses due to mechanical breakdown of personal vehicle while on ASC business are not reimbursable. Police reports must be filed and prompt notification made to the Adorers of all accidents occurring when a vehicle is in use for ASC business. The ASCs will not pay any traffic fines or parking violation tickets.

Use of ASC Vehicles:

When appropriate, Co-Workers must use available ASC vehicles for required business travel.

Co-Workers who must drive ASC vehicles for job-related purposes are required to authorize the Adorers to obtain their current Motor Vehicle Report for insurance and safety reasons.

Guidelines for Use of ASC Vehicles:

- Co-Worker must possess a valid state driver’s license.
- Co-Worker must comply with all laws and regulations regarding the operation of a vehicle in the state, including any restrictions noted on the Co-Worker’s driver’s license.
- Seat belts must be worn by all occupants whenever the vehicle is in motion.
- No alcohol or drugs should be consumed prior to, while driving, or while in possession of an ASC vehicle.

- No Co-Worker under age eighteen (18) may operate an ASC motor vehicle or assist in its operation.

Personal Use of ASC Vehicles:

ASC vehicles are intended only for use in the performance of ASC business, not for personal use during or after normal business hours.

Accidents:

The Adorers carry Collision and Liability insurance on all ASC-owned vehicles. In the event of an accident, the police must be notified, a police report must be filed, and prompt notification made to the ASC Treasurer, the ASC Director of Finance, and the Head of a Region Office/Center Administrator. The ASCs will not pay any traffic fines or parking violation tickets incurred while a Co-Worker is using an ASC vehicle.

For Additional Information:

See the following **ASC Finance Office *DRIVERS' POLICY, which includes SAFETY RULES and MVR AUTHORIZATION.***

Who Pays:

ASCs pay - 100% of cost, except as indicated

**ADORERS OF THE BLOOD OF CHRIST
UNITED STATES REGION**

DRIVERS' POLICY
FOR CO-WORKERS/ASC SISTER CO-WORKERS, ASSOCIATES
AND ALL OTHER NON-ASC MEMBER DRIVERS

Effective April 20, 2001, rev. 05.14.06

The following *Policy and Safety Rules for Drivers of ASC Vehicles* apply to Authorized Drivers of ASC vehicles and their Immediate Supervisors or Designated ASC Contact:

PURPOSE: To establish standards for drivers and passengers of Adorers of the Blood of Christ, United States Region, (ASC) vehicles to help ensure the safety of all ASC drivers and passengers. In addition to promoting safety, the goal of this policy is to minimize insurance risk for the ASCs.

- 1. AUTHORIZED DRIVERS AND PASSENGERS:** ASC vehicles are to be driven for job-related purposes and ASC business by authorized co-workers/ASC Sister Co-Workers, associates and all other non-ASC member drivers (henceforth referred to as “**authorized drivers**”) only, except in emergencies, or in case of repair testing by a mechanic. An ASC vehicle assigned to an authorized driver is to be driven only by that authorized driver. No unauthorized passengers are to be transported in ASC vehicles. For non-job-related purposes or for non-ASC business, authorization to drive and/or to ride in an ASC vehicle can only be granted by the immediate supervisor, the ASC Leadership Team, ASC Center Administrators, the ASC Treasurer, or the ASC Director of Finance.

For purposes of this Policy, the reporting structure is as follows for any of the items covered: Authorized Drivers who are *Co-Workers/ASC Sister Co-Workers* are required to contact their immediate supervisor or the next designated person; *Associates and all other Non-ASC Member Drivers* are required to contact the Sister who authorized them to drive an ASC vehicle. In turn, the Sister who authorized an Associate or other Non-ASC Member Driver is required to contact the ASC Treasurer.

- 2. MOTOR VEHICLE REPORT:** Prior to receiving authorization to drive an ASC Vehicle, drivers will be required to complete and sign a **Motor Vehicle Report Authorization** form. The MVR Authorization form and a Motor Vehicle Report will be obtained, at least every January, by the ASCs to monitor and verify authorized drivers' safety records. The confidentiality of all MVRs will be protected, along with other employment information, and only the ASC Director of Finance, the ASC Treasurer and relevant ASC Center Administrators will have access to MVRs.
- 3. REPORTING OF SUSPENDED/REVOKED LICENSES:** Any authorized driver who has his/her driver's license revoked or suspended shall notify his/her immediate supervisor no later than the end of the first business day following suspension/revocation, and is immediately prohibited from driving any ASC vehicle. In addition, an ASC Driver Incident/Accident Report must be completed and submitted to the immediate supervisor no later than the end of the next business day.

Failure to report a suspended or revoked license shall result in disciplinary action, up to and including termination.

- 4. REPORTING OF ACCIDENTS:** All accidents involving an ASC Vehicle and a third-party vehicle, property, passenger or pedestrian, regardless of severity, and regardless of who is at fault, must be reported to the police immediately, and to the immediate supervisor no later than the end of the next business day.

Drivers must share information with third parties, but not admit fault for the accident. Fault will be determined at a later date after all of the facts are known.

Insurance information should be exchanged with all parties involved at the scene of the accident.

Minor accidents/incidents involving an ASC driver, which do not involve damage to any third-party property, and which do not result in any traffic violations, must be reported only to the immediate supervisor, or, if the supervisor is unavailable, to the ASC Center Administrator or the ASC Director of Finance, who will notify the ASC Treasurer. An ASC Driver Incident/Accident Report, must be completed and submitted to the immediate supervisor no later than the end of the next business day.

All necessary information needed to report an accident, including phone numbers, can be found in the glove compartment of all ASC vehicles. Communication to the ASC Insurance Representative/Agent must be performed by the authorized representative, or, in that person's absence, by the ASC Director of Finance, or someone else designated by the ASC Treasurer.

Failure to stop following an accident, or failure to properly report an accident, as described in this Policy, shall result in disciplinary action, up to and including termination.

- 5. REPORTING OF SUMMONSES AND CITATIONS:** An authorized driver must report to his/her immediate supervisor, by the end of the next business day, all summonses and citations received for moving violations during the operation of ASC and non-ASC vehicles.

An ASC Driver Incident/Accident Report must also be completed and submitted to the immediate supervisor by the end of the next business day.

Failure to properly report summonses and citations shall result in disciplinary action, up to and including termination.

- 6. IMMEDIATE SUPERVISOR'S RESPONSIBILITIES OF REPORTING SUSPENDED/REVOKED LICENSES, ACCIDENTS, AND SUMMONSES/CITATIONS:** An immediate supervisor, in addition to ensuring completion of the ASC Driver Incident/Accident Report by the authorized driver, must obtain all police and highway patrol incident/accident/citation reports available. Copies of all written reports and notes involving incidents, accidents, and citations must be copied and forwarded to the ASC Director of Finance, the ASC Treasurer, and to the ASC Center Administrator for the co-worker's personnel file.

- 7. INSURANCE CLAIMS HANDLING/COMMUNICATION:** Following the initial accident notification by the assigned representative to our insurance company, the ASC Director of Finance has the responsibility for follow-up communication with the insurance company, the ASC Treasurer, and all concerned parties regarding the status of the claim.

- 8. VIOLATIONS AND CONSEQUENCES:** The following will be used to determine eligibility to operate an ASC vehicle -

Type "A" Violations:

- Driving while intoxicated;
- Driving while under the influence of drugs;
- Negligent homicide arising out of the use of a motor vehicle (gross negligence);
- Operating a motor vehicle during a period of suspension or revocation;
- Operating a motor vehicle without the owner's authority (grand theft);
- Permitting an unlicensed person to drive;
- Reckless driving;
- Speed contest (racing);
- Hit and run (bodily injury or property damages).

Type "B" Violations:

- All moving violations not listed as Type "A" violations.

- All Type "A" violations will result in termination of driving privileges, and/or termination of employment for authorized drivers, and will disqualify any potential driver job candidate.
- Any drivers (authorized drivers or job candidates) showing one of the following will be restricted from driving ASC vehicles:

- One (1) or more Type "A" violations in the last 5 years;
- Three (3) or more accidents (regardless of fault) in the last 5 years;
- Three (3) or more Type "B" violations in the last 3 years;
- Any combination of accidents and Type "B" violations totaling (4) or more in the last 3 years.

AN UNACCEPTABLE MVR MAY RESULT IN DISCIPLINARY ACTION (INCLUDING SUSPENSION OF DRIVING AN ASC VEHICLE) UP TO AND INCLUDING TERMINATION.

Reinstatement of previously forfeited ASC driving privileges, once adherence to policy is met, will be determined by the Immediate Supervisor, the Center Administrator, the ASC Human Resources Director, the ASC Director of Finance, and the ASC Treasurer.

SAFETY RULES FOR DRIVERS OF ASC VEHICLES

1. The use of an ASC vehicle by a driver who is under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including dismissal.
2. No driver shall operate an ASC vehicle when illness, fatigue, injury, or prescription medication impairs his/her ability to do so safely.
3. All drivers and passengers operating or riding in ASC vehicles must wear seat belts.
4. Drivers transporting small children must have them seat-belted in the back seat only. If possible, frail and elderly passengers should be seat-belted in the back seat. Passenger side and front air bags can be hazardous to small children and to frail, elderly individuals. Children under the age of 4 should always be properly fastened in a child safety seat, in a back seat.
5. No unauthorized persons are allowed to ride in ASC vehicles.
6. Drivers are responsible for the security of the ASC vehicle assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.
7. The ASCs reserve the right to require authorized drivers to complete any of the following tests, professionally administered and at the cost of the ASCs, in its Physical Ability and Driving Assessment Program, based on information contained in MVRs. The ASC Director of Finance and the ASC Treasurer will facilitate the Program, and co-workers shall be required to cooperate.
 - *Defensive Driver Training Course – once every 3 years;*
 - *Complete physical examination – once every 2 years;*
 - *Eye Exam - annually;*
 - *Professional Driving Assessment and Physical Ability Assessment - annually.*

Upon completion of the Program, the ASC Treasurer will determine whether the driver is qualified to drive an ASC vehicle.

23. SERVICE AWARDS

Who Is Covered:

All Co-Workers.

Eligibility Begins:

After completion of five continuous years of service. Thereafter, Co-Workers are recognized for successful completion of service in five-year increments.

Awards:

The form of the award is approved by ASC Region Leadership, on a yearly basis.

Who Pays:

ASCs pay - 100% of cost

24. EMPLOYEE HELPING EMPLOYEE FUND

Who Is Covered:

All Co-Workers.

Eligibility Begins:

After six months of employment.

Coverage:

The purpose of the Fund, established by the Adorers in 2003 with an initial contribution of \$500.00, is to respond to some of the emergency financial crises of co-workers. The Fund is maintained by contributions made by co-workers through payroll deductions. A co-worker may be granted an award no more than once a year, and no more than twice in three years. No less than \$50.00 and no more than \$500.00 may be approved for emergency assistance at any one time.

A co-worker does not have to contribute to the Fund to receive benefits, and assistance from this Fund does not require repayment.

For Additional Information:

Contact your Center Administrator's Office or the H. R. Office.

Who Pays:

Co-Workers pay - 100% of cost

25. SUMMARY AND DOLLAR VALUE OF BENEFITS

VALUE OF BENEFITS

Annual Base Pay (for Co-Worker earning \$10.00 per hour for 40 hours/week) **\$20,800.00**

Benefits included in Annual Base Pay:

PTO*	\$1,760.00
EIB*	480.00
Rest Breaks	809.00

TOTAL **\$3,049.00** (15% of Annual Base Pay)

**Assumes Co-Worker with 0-5 years of service.*

Benefits Over-and-Above Annual Base Pay*:

Dental Insurance**	\$ 239.90
Health Insurance**	5,674.80
Life Insurance	59.90
Social Security	1,591.20
Workers' Comp.	521.25
Pension***	624.00

TOTAL **\$ 8,711.05** (42% of Annual Base Pay) **8,711.05**

***Assumes Christian Brothers and Anthem BCBS coverage on individual Co-Worker only*

****Assumes 3% match*

TOTAL ANNUAL BASE PAY AND SOME BENEFITS **\$29,511.05**

Additional benefits for which no dollar value can be calculated, except on an individual basis:

Included in base pay:

- Family and Medical Leave
- Bereavement, voting time-off, jury duty and witness duty

Over and above base pay:

- Parking
- On-Call Pay
- Overtime Pay
- Shift Differential
- Professional Development & Training
- Travel

ASCs incur administrative cost to provide these benefits:

- Tax Sheltered Annuity
- Direct Deposit
- Flexible Spending Accounts
- Supplemental Insurance

CLASSIFICATION OF CO-WORKERS

Policy #302

I. PURPOSE

To describe the process used to classify co-workers according to certain criteria for the purposes of compensation administration and compliance with Federal and any applicable state regulations.

II. SCOPE

This policy applies to all Region co-workers of the Adorers of the Blood of Christ (“Adorers” or “ASCs”).

III. POLICY

A. The following classifications are used for all co-workers-

- **Introductory:** Co-workers who have not yet successfully completed the ninety (90) day Introductory Employment Period, or any extension thereof, as a new hire or as a present co-worker transferred or promoted to a new job.
- **Non-exempt:** Co-workers who are generally subject to the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA) and typically paid on an hourly basis. Overtime is paid for hours worked in excess of 40 in the workweek.
- **Exempt:** Co-workers who are exempt from the overtime pay requirements of the FLSA. Exempt co-workers are typically paid on a salaried basis and include those in positions such as administrative, executive and professional co-workers, certain highly skilled computer professionals, and certain highly compensated individuals.

B. Co-workers are also classified by the following status-

- **Full-time (FT)** co-workers are regularly scheduled to work thirty (30) or more hours per week, and are eligible for ASC benefits (see *SCHEDULE OF BENEFITS* policy for individual plan criteria).
- **Part-time (PT)** co-workers are regularly scheduled to work no more than twenty-nine (29) hours per week, and are eligible for some of the ASC benefits on a pro-rated basis if working twenty (20) hours or more per work-week (see *SCHEDULE OF BENEFITS* policy for individual plan criteria).
- **Temporary, Seasonal, or PRN** co-workers are hired for a pre-established period of time or only when and as needed, full-time or part-time. These co-workers are eligible for participation in the U.S. Region Retirement Plan, depending on total hours for the year (see *SCHEDULE OF BENEFITS* policy for plan criteria). These co-workers are not eligible to participate in any other ASC benefits.
- **Students** may be hired for a limited number of scheduled work hours each week, and in compliance with the child labor provisions of the FLSA and applicable state regulations. Student workers are not eligible to participate in any ASC benefits.

COACHING AND CORRECTIVE ACTION

Policy #450

I. PURPOSE

To set forth a corrective action process that identifies and corrects problems affecting job performance and conduct on the job, offers general coaching guidelines for supervisors, and provides an opportunity for co-workers to seek coaching and guidance to correct unsatisfactory performance, conduct and/or behavior.

II. SCOPE

This policy applies to all Region co-workers of the Adorers of the Blood of Christ (“Adorers” or “ASCs”).

III. POLICY

- A.** The Adorers encourage all supervisors to provide co-workers with day-to-day informal performance feedback and coaching. Performance coaching helps develop co-workers to be successful. Effective coaching is normally delivered in a constructive, positive and helpful manner and may include commending a co-worker for an outstanding accomplishment or contribution; coaching for improvement by addressing a concern regarding performance or work habits; communicating feedback from others; coaching for development when the co-worker is learning something new; or other similar activities.
- B.** Likewise, co-workers are responsible for seeking job-related guidance and direction from their supervisors, for complying with the Adorers’ standards for job performance and conduct, and for correcting unsatisfactory performance, conduct and behavior.
- C.** The supervisor and Head of a Region Office/Center Administrator will, in most cases, provide appropriate and timely notification to the co-worker of unsatisfactory job performance and misconduct; will initiate, coordinate and document coaching (see **VERBAL COACHING** form) and the corrective action process (see **CORRECTIVE ACTION NOTICE** form); and will provide timely follow-up.
- D.** Before issuing any level of written corrective action (except in situations that warrant immediate termination or suspension, without pay, pending an investigation), the supervisor will consult with the Head of a Region Office/Center Administrator, in order to facilitate equal and fair treatment of all co-workers, appropriate implementation of ASC policies/procedures and adherence to applicable federal/state employment regulations.
- E.** The supervisor, usually in collaboration with the Head of a Region Office/Center Administrator, will prepare all written records of coaching and corrective action.
- F.** The seriousness of the offense and the co-worker’s work history and pattern of behavior will generally be considered in determining the level of appropriate corrective action to be taken.
- G.** Any step in the procedure may be omitted or taken out of sequence; and, the Adorers reserve the right to effect immediate termination should the situation warrant it.
- H.** The **CORRECTIVE ACTION NOTICE** and supporting documentation will be maintained in the Region Office/Center personnel file, and a copy forwarded to the Director of Human Resources. The Region Leadership Liaison will be kept informed of all corrective actions.

- I. In cases of termination, prior consultation is required between the Head of a Region Office/Center Administrator and the Region Leadership Liaison and the Director of Human Resources.

IV. PROCEDURE

- A. The supervisor should observe and evaluate the job performance and conduct of co-workers on a regular and on-going basis; provide coaching as needed; develop and implement an improvement plan as needed; provide follow-up, as needed, to help the co-worker achieve expected standards of job performance and conduct; prepare clear, accurate, and essential documentation of unsatisfactory job performance and misconduct; and make written recommendations for any level of corrective action beyond the verbal coaching to the Head of a Region Office/Center Administrator before implementation, whenever possible.
- B. In cases where the supervisor or Head of a Region Office/Center Administrator deems a violation serious enough to warrant immediate removal of the co-worker from the premises, the supervisor or Head of a Region Office/Center Administrator will issue a suspension without pay, pending further investigation.
- C. Normally, the supervisor, in conjunction with the Head of a Region Office/Center Administrator, will conduct the investigation, prepare a written report and recommend corrective action to the Region Leadership Liaison and the Director of Human Resources.
- D. If the investigation supports it, the co-worker may be re-instated, with pay.
- E. In most cases, recommendations for suspension and/or termination of the Head of a Region Office, Center Administrator, or Center department heads will be presented, before the action is implemented, to the Region Leadership Liaison, who will apprise the full Region Leadership.

V. CORRECTIVE ACTION PROCESS

The corrective action process below may be used to address unacceptable conduct or behavior. The progressive nature of these steps does not in any way alter the at-will status of a co-worker's employment and does not create a contractual right to continued employment. The ASCs reserve the right to manage in its best interest, and, depending upon the nature and severity of the situation or mitigating circumstances, the ASCs may modify or bypass steps and/or dismiss a co-worker without creating any precedent or liability.

It is important that supervisors review a co-worker's personnel file before completing a disciplinary action in order to determine if there are any other recent offenses that may warrant taking more stringent disciplinary action.

In most cases, however, the following steps of the progressive corrective action process will generally be followed:

A. Verbal Coaching or First Corrective Action.

1. The supervisor will conduct a verbal coaching and complete the **VERBAL COACHING** form. The supervisor will explain that this verbal coaching is the first corrective action; identify the performance and/or behavior that must be corrected; inform the co-worker that he/she is being given an opportunity to correct the performance and/or behavior; identify the time within which improvement is expected; what the possible consequences are; and what the next steps in the process

will be. The supervisor may request that the next level of supervision be in attendance. A copy of the verbal coaching should be issued to the co-worker, who should be asked to acknowledge receipt, and a copy placed in the personnel file. If no signature is secured, the supervisor will so note on the **VERBAL COACHING** form.

2. If the situation does not improve within a reasonable time, depending on the seriousness of the infraction, the supervisor should proceed to the next step in the process, or implement a more severe step in the process.

B. Written Warning or Second Corrective Action

1. For repeated minor infractions or for a more substantial infraction, the supervisor may issue a written warning or second corrective action on the **CORRECTIVE ACTION NOTICE** form.
2. In most cases the supervisor will, after collaboration with the Head of a Region Office/Center Administrator, discuss and develop an improvement plan with the co-worker and set a time period within which improvement will be expected, depending on the seriousness of the infraction.
3. A copy of the written Notice should be given to the co-worker, who will have the opportunity to comment, in writing, and who will be asked to provide written acknowledgement of receipt of the Notice. If no signature is secured, the supervisor will so note on the **CORRECTIVE ACTION NOTICE** form.
4. A copy of the written Notice should be maintained in the co-worker's personnel file.

C. Final Corrective Action Notice

1. If the situation does not improve within the set time period, the supervisor may issue the final corrective action on the **CORRECTIVE ACTION NOTICE** form, and inform the co-worker that the next step may be discharge.

D. Suspension

1. If circumstances compel a supervisor to take immediate action, the supervisor will consult with the Head of the Region Office/Center Administrator and immediately place the co-worker on suspension, without pay, pending an investigation.
2. Under such circumstances, the suspended co-worker will be required to leave the premises immediately.
3. To determine the next step in the process, the supervisor and Head of a Region Office/Center Administrator will conduct an investigation, as soon as is feasible, and insofar as possible obtain information from all relevant parties. The Region Leadership Liaison and Director of Human Resources should be notified of the action and findings.
4. The supervisor should, with either the Head of a Region Office/Center Administrator or Region Leadership Liaison or Director of Human Resources in attendance, inform the co-worker of the determination and the next step(s) in the corrective action process.

E. Discharge

1. For major policy violations and serious infractions, or for continued failure to achieve performance or conduct expectations, the co-worker may be discharged.
2. The Director of Human Resources should review all written discharge notices, prior to the discharge.
3. The supervisor should conduct discharges with either the Head of a Region Office/Center Administrator or the Region Leadership Liaison or Director of Human Resources in attendance.

COMMUNICATION SYSTEMS

Policy #601

I. PURPOSE

To inform co-workers about the Adorers' expectations regarding the personal use of business communication services and equipment.

II. SCOPE

This policy applies to all Region co-workers of the Adorers of the Blood of Christ ("Adorers" or "ASCs").

III. POLICY

- A.** The Adorers of the Blood of Christ provide or contract for the communication services and equipment necessary to provide for the needs of the Sisters and an efficient business operation.
- B.** Communication services and equipment include, but are not limited to, mail, electronic mail ("e-mail"), instant messaging, courier services, facsimiles, telephone systems, personal computers, computer networks, on-line services, Internet connections, Intranets, computer files, telex systems, video equipment and tapes, tape recorders and recordings, pagers, cellular phones, voice mail and bulletin boards. They also include all information and data stored on the foregoing equipment, systems, and media (e.g., computer files, word processing files, etc.).
- C.** Co-workers shall consult their supervisors regarding the proper use of the communication services and equipment used by the organization for both internal and external business communication.
- D.** Most communication services and equipment have toll charges or other usage-related expenses. Authorized users should be aware of these charges and should consider cost and efficiency needs when choosing the proper vehicle for each business communication. Co-workers should consult their supervisor if there is a question about the proper mode of communication.
- E.** All ASC communication services and equipment, including the messages transmitted or shared by them, are the sole and exclusive property of the ASCs or its licensors. Accordingly, the Adorers retain the right, with or without cause or notice, to access and monitor co-worker communication and files, including co-worker e-mail and Internet usage, as appropriate. Co-workers expressly waive any right of privacy.
- F.** Communications bills are monitored and reviewed, and users may be asked to clarify stated usage and cost. Co-workers must properly log any personal user charges and reimburse the Adorers of the Blood of Christ for them. Whenever possible, personal communication that incurs user charges should be placed on a collect basis or charged directly to the co-worker's personal credit card or account.
- G.** Co-workers are responsible for safeguarding their passwords for access to on-line services and the Internet. These services may be accessed only by those co-workers specially authorized by the Adorers. Authorized users must disclose all passwords to the on-site network/system administrator and to their supervisor, if requested. Individual passwords

should not be printed, stored on-line, or given to others. Co-workers are responsible for all transactions made using their passwords. No co-worker may access the computer system using another co-worker's password or account. The use of passwords to gain access to communication services and equipment or to encode particular files or messages does not imply that co-workers have an expectation of privacy in the material they create or receive on the ASC computer system.

- H.** Co-workers should remember that their e-mail transmissions are a reflection of the Adorers. Co-workers' on-line use generally should be limited to work-related activities, and presented in an efficient and professional manner. The following etiquette and guidelines are encouraged:
- Use of the electronic mail system to save expenses by substituting electronic mail for other forms of communication;
 - File information in such a way that it is retrievable by those who need it;
 - Use at least as much tact and courtesy in e-mail/voice mail as would be required in a similar communication on paper.
- I.** In their use of communication services and equipment, co-workers will comply with all software licenses, copyrights, and all other state, federal and international laws. Co-workers should not duplicate or download from the Internet or from an e-mail any software or other materials (such as documents, photographs, and music and video files) that are copyrighted, patented, trademarked, or otherwise identified as intellectual property without express permission from the owner of the material. When appropriate Internet material or e-mail files are downloaded, they should be scanned using anti-virus software.
- J.** Co-workers may not use e-mail, instant messaging services, facsimiles, cellular transmission, telephones, or any other insecure communication system to communicate confidential, legal or proprietary information unless directed to do so by their supervisor.
- K.** Incidental and appropriate personal use of the ASCs' communication services and equipment is allowed as long as the use:
- Does not interfere with the co-worker's assigned duties;
 - Does not interfere with any other co-worker's assigned duties;
 - Does not unduly impact the Adorers' operation;
 - Does not result in any material expense to the Adorers;
 - Does not violate any law or regulation of any jurisdiction; and
 - Does not violate any ASC Region policies.
- L.** Co-workers may not use ASCs' communication services and equipment for conduct of any prohibited activities. Examples of prohibited activities include, but are not limited to:
- Access or transmission of inappropriate or unlawful materials;
 - Personal financial gain;
 - Transmission of any software or data licensed to or owned by the ASCs;
 - Deliberate acts that waste resources;
 - Misuse of software;
 - Acceptance of on-line software agreements.

Co-workers may not install or use software or devices that restrict the Adorers from accessing the co-worker's computer, electronic devices, or information. Only the Adorers

may install any software or devices that serve to protect the computer or electronic information.

- M.** Communication property or equipment owned or leased by the Adorers may not be removed from the premises without written authorization from the Head of a Region Office/Center Administrator.
- N.** Co-workers should limit their personal telephone usage and should limit calls to emergency situations only during regular work hours. Although the Adorers will attempt to deliver personal messages to co-workers, it cannot and does not accept responsibility for the prompt or accurate relay of these messages.
- O.** Except for personal emergency situations, personal cell phones, if brought into the workplace, may only be used during non-work hours or designated break times.
- P.** Co-workers should ensure that no personal correspondence appears to be an official communication of the Adorers, since co-workers may be perceived as representatives of the Region and, therefore, expose the Adorers to liability. All outgoing messages, whether by mail, facsimile, Internet transmission, or other means should be accurate, appropriate, and work-related.
- Q.** Co-workers should not use the Adorers' address, stationery, or postage for writing letters on personal or other matters not related to the Adorers. In addition, personalized Region stationery and business cards may be issued only by the ASCs' Communication Office.
- R.** Improper use of the Adorers of the Blood of Christ's communication services and equipment will result in discipline, up to and including termination. Improper use may include any misuse as described in this policy, any misuse that would result in violations of other Region policies, as well as any harassing, offensive, demeaning, insulting, defaming, intimidating, sexually suggestive, or otherwise inappropriate written, recorded, or electronically retrieved or transmitted communication (including Web sites).
- S.** When co-workers leave the Adorers, the Head of a Region Office/Center Administrator is responsible for notifying the appropriate telephone and system administrators in order for the co-worker's name and password(s) to be deleted from the system. This should be done as early as possible prior to the date of separation or no later than the day the co-worker departs.

COMPLAINTS AND CONCERNS

Policy #451

I. PURPOSE

To provide a process within which co-workers may have an opportunity to present work-related complaints and concerns, and in which those complaints and concerns may be internally resolved in an objective, confidential, and orderly fashion.

II. SCOPE

This policy applies to all Region co-workers of the Adorers of the Blood of Christ (“Adorers” or ASCs”).

III. POLICY

- A. Co-workers are encouraged to and responsible for bringing their work-related complaints and concerns to their supervisor and/or a member of the supervisory staff in a timely fashion, using either the **informal** (verbal) or the **formal** (written) process.
- B. The supervisor and other levels of supervisory staff involved will strive to handle all information concerning co-worker complaints and concerns in a confidential, timely, and objective manner.
- C. Anonymous complaints and concerns may not be considered.
- D. The Adorers prohibit any form of retaliation against co-workers for initiating bona fide complaints and concerns, for using the appeals process, or for providing information regarding the matter.
- E. Confidentiality will be maintained to the extent possible.
- F. It is the intent of the Adorers to reach a timely resolution and communicate appropriate information about the outcome to the parties involved.

IV. DEFINITIONS

- A. A **complaint** or **concern** may be an objection to or concern about the application of policies and procedures governing personnel practices, working conditions, or behavior of another co-worker (non-supervisory or supervisory) or a Sister (see *STANDARDS OF CONDUCT* policy). It may also be a complaint or concern regarding prohibited discrimination or harassment (see *NO HARASSMENT* and *NO DISCRIMINATION* policies). A written complaint or concern may be presented on the **COMPLAINT/CONCERN/APPEAL** form.
- B. An **appeal** is a request for further consideration and determination of a complaint or concern for which a decision has been reached (see **COMPLAINT/CONCERN/APPEAL** form).
- C. The line of communication for filing complaints, concerns or appeals flows from the co-worker to the supervisor, or to the next level of supervision (if the concern or complaint involves the supervisor) which may be, as appropriate, the Head of a Region Office/Center Administrator, the Region Leadership Liaison, the Director of Human Resources, or the Region Leadership (or its designee).
- D. The word, **timely**, will generally be fourteen (14) or fewer calendar days.

V. COMPLAINT PROCEDURE

Step 1, The Informal Process

The **informal process** is generally the first step in seeking resolution to a work-related complaint or concern, in a timely manner, by both the co-worker and the supervisor.

A. Co-Worker's Responsibility

The co-worker is expected to discuss the complaint or concern with his/her immediate supervisor who should review the situation and consider action, if appropriate, to resolve the matter.

In instances where the complaint or concern involves the supervisor and/or discussion with him/her would be inappropriate, or if the complaint or concern is in regard to prohibited discrimination or harassment, the co-worker may express the complaint or concern directly to the next level of supervision, who may be the Head of a Region Office/Center Administrator or the Region Leadership Liaison, or the co-worker may elect to bring the issue to the Director of Human Resources.

B. Supervisor's Role and Responsibility

In most cases the supervisor will provide a resolution to the co-worker's complaint or concern through verbal discussion.

C. When Resolution is Not Reached

If Step One of the complaint procedure fails to resolve the conflict to the co-worker's satisfaction, or if the supervisor does not respond in a timely manner, the co-worker may proceed to the formal process, which is Step Two.

Step 2, The Formal Process

The **formal process** is generally the next step for seeking resolution, if the informal step is not successful. However, the co-worker may pursue this formal process as the first step. All parties are expected to manage this process in a timely manner.

A. Co-Worker's Responsibility

The co-worker is expected to seek assistance from the supervisor by presenting the unresolved complaint or concern, in writing (see **COMPLAINT/CONCERN/APPEAL** form).

B. Supervisor's Role and Responsibility

The supervisor, in collaboration with the next level of supervision, will provide a response in writing, as appropriate, (see **RESPONSE TO COMPLAINT/CONCERN/APPEAL** form) to the co-worker's complaint or concern. When completing the form, the supervisor will strive to provide a timely response; provide a concise statement of facts upon which the complaint/concern is based; reference policies/procedures which allegedly have been misinterpreted, misapplied, or violated; show objectivity and equity; and indicate supporting reasons or rationale. The form will be signed and dated.

C. Alternate Line of Communication

At any time in the formal complaint process, the co-worker has the option of requesting the presence at discussions of a supervisory or non-supervisory co-worker not engaged in the process, who will serve as an observer. If the co-worker exercises this option, the supervisor will invite the next level of supervision as an observer.

D. Director of Human Resources' Role and Responsibility

Once the formal process has started, the co-worker or any supervisor engaged in the process may consult with the Director of Human Resources about the best strategy in managing or resolving the complaint or concern. Copies of all written documents related to the complaint or concern will be forwarded to the Director of Human Resources who will coordinate and facilitate the formal proceedings.

E. Region Leadership Liaison's Role and Responsibility

A co-worker may express a complaint or concern to the Region Leadership Liaison, but the Liaison will re-direct the co-worker to follow the appropriate process, unless the Liaison is the immediate supervisor. In that situation, the Liaison will proceed with the appropriate process.

F. When Resolution is Not Reached

If Step Two of the complaint procedure fails to resolve the conflict to the co-worker's satisfaction, the co-worker may pursue the final step, which is the appeals process.

Final Step, The Appeals Process

- A.** If the co-worker feels that the situation is still not satisfactorily resolved, the co-worker may file an appeal for intervention from Region Leadership. Region Leadership, or its designee, will review the appeal, meet with the co-worker if it is deemed necessary, arrive at a decision, and inform the co-worker and all relevant parties, in writing, of the decision. The decision will be the final step in the appeals process.
- B.** Since this is an internal process, no legal counsel may be present at an appeal. This internal process terminates if a legal representative is involved.
- C.** All appeals must be made within 14 calendar days, and responses will be made within 14 calendar days, when possible, after receipt.
- D.** A copy of all complaints/concerns/appeals will be retained in the co-worker's personnel file, as appropriate.

CONDUCT, STANDARDS OF

Policy #402

I. PURPOSE

To inform co-workers of their responsibilities toward ensuring a safe, efficient and effective business operation.

II. SCOPE

This policy applies to all Region co-workers of the Adorers of the Blood of Christ (“Adorers” or “ASCs”).

III. POLICY

A. Co-workers will, at all times, conduct themselves in a positive manner that promotes and supports the best interests of the Adorers, that does not discredit the reputation of the ASCs, and that does not disrupt ASC business.

B. Appropriate co-worker conduct includes, but is not limited to:

1. Treating all Sisters, visitors and co-workers in a courteous manner;
2. Refraining from behavior or conduct that is offensive or undesirable, or which is contrary to the Adorers’ best interests;
3. Reporting to supervisory or managerial staff any conduct by co-workers, Sisters, visitors, or vendors that is suspicious, unethical, illegal, threatening or potentially violent;
4. Cooperating with Region investigations (see *COMPLAINTS AND CONCERN*, *NO DISCRIMINATION*, and *NO HARASSMENT* policies);
5. Complying with all Region safety and security regulations (see *SAFETY* policy).
6. Wearing clothing appropriate for the work being performed (see *PERSONAL APPEARANCE* policy);
7. Performing assigned tasks efficiently and in accordance with established quality standards;
8. Reporting to work at the starting time and work station, as assigned;
9. Giving proper advance notice to the appropriate designated person whenever he/she is unable to work or report on time;
10. Smoking only at times and in places designated by the Adorers (see *SMOKING* policy);
11. Eating meals only during assigned times and only in designated eating areas;
12. Maintaining cleanliness and safety in the workplace and assigned work areas (see *SAFETY* policy).

C. The following are prohibited, and individuals engaging in them will be subject to discipline up to and including termination.

1. Acts of workplace violence, including, but not limited to:
 - a. Possession or use of firearms or weapons of any kind on Region property or in Region workplaces;
 - b. Fighting with, assaulting, threatening or intimidating a Sister, co-worker, visitor or vendor.
2. Engaging in any form of sexual or other illegal harassment or discrimination (see *NO DISCRIMINATION* and *NO HARASSMENT* policies).
3. Reporting to work under the influence of alcohol, illegal drugs or narcotics, or using, selling, dispensing, or possessing alcohol or illegal drugs or narcotics on Region work facilities (see *ALCOHOL-FREE AND DRUG-FREE* policy).

4. Disclosing confidential Region information (see **CONFIDENTIALITY** policy).
 5. Falsifying or altering Region records or reports, such as personnel records, employment application, medical reports, legal documents, time records, or payroll records (see **PERSONNEL RECORDS** policy).
 6. Failing to abide by safety rules and policies; willfully or habitually violating or disregarding safety or health regulations.
 7. Unauthorized use or misuse of Region materials, supplies, equipment, vehicles, communications systems, or other Region property.
 8. Refusing to follow supervisory or managerial staff's job-related instructions or directions, or being insubordinate.
 9. Unacceptable work performance that includes but is not limited to marginal or unsatisfactory work.
 10. Intentionally giving any false or misleading information to obtain employment, benefits, or a leave of absence.
 11. Failing to report an absence or late arrival; being frequently tardy or having prolonged, excessive, patterned or unexcused absences from work (see **ATTENDANCE AND PUNCTUALITY** policy).
 12. Soliciting or distributing in violation of Region policy.
 13. Using profane, offensive, threatening or abusive language.
 14. Sleeping on the job during regular work hours.
 15. Playing pranks or engaging in horseplay.
 16. Stealing property or equipment belonging to the Adorers, their visitors or their co-workers; willfully damaging or destroying property or equipment belonging to the Adorers, their visitors or their co-workers; or being careless or neglectful of ASC property or equipment.
 17. Using ASC property, including computer files or credit cards, for personal business or for non-ASC purposes.
 18. Failing to abide by the rules regarding the use of business communication services and equipment (see **COMMUNICATION SYSTEMS** policy).
- D.** The examples of impermissible behaviors described above are not to be considered all-inclusive. At the Adorers' discretion, any violation of Region policies or any conduct considered unacceptable, inappropriate or unsatisfactory may subject the co-worker to corrective action up to and including termination.

CONFIDENTIALITY

Policy #501

I. PURPOSE

To state the expectation that the business and private matters of the Adorers of the Blood of Christ, collectively and individually; the personnel and private matters of their co-workers; and information about the Adorers' families, business associates, volunteers and benefactors must be protected from unauthorized disclosure by each co-worker.

II. SCOPE

This policy applies to all Region co-workers of the Adorers of the Blood of Christ ("Adorers" or "ASCs").

III. POLICY

- A.** The Adorers are committed to ensuring the protection of Sisters' and co-workers' information in its possession. This information will be shared only as required and on a "need to know" basis, externally and internally.
- B.** Information which co-workers learn on the job about the business and private matters of the Adorers, including data about the Sisters, their families, co-workers, business associates, volunteers and benefactors is confidential and restricted.
- C.** Co-workers shall not at any time disclose or use, either during or subsequent to employment by the ASCs, any information, knowledge, or data received or developed during employment which is considered proprietary, confidential, or restricted by the ASCs. This includes, but is not limited to, information stored for business purposes on any computer system (e.g., main frames, individual terminals and personal computers) and software used by the ASCs.
- D.** Any co-worker who is uncertain whether something is confidential and restricted should presume that it is. Co-workers are expected to consult their supervisor who will help to identify or clarify what is confidential and restricted.
- E.** Consultations amongst co-workers directly related to services to a Sister will occur only as required and with those co-workers who have a "need to know."
- F.** Consultations amongst supervisory, managerial, administrative, and Region Leadership personnel related to co-worker issues will occur only as required and with those personnel who have a "need to know."
- G.** Co-workers shall refer requests from external agencies for the release of confidential and restricted information to the Head of a Region Office/Center Administrator or the Director of Human Resources for handling (see **PERSONNEL RECORDS** policy). Release of confidential and restricted information will require written authorization of the individual Sister or co-worker.
- H.** Co-workers are expected to protect and respect confidential and restricted information, and will be required to read, sign, and abide by a Confidentiality Agreement (see **CONFIDENTIALITY AGREEMENT**). The signed Agreement will be maintained as part of the co-worker's personnel record.

- I.** Breach of confidentiality will be cause for disciplinary action up to and including termination, and may subject a co-worker to legal action.

CONFLICT OF INTEREST

Policy #502

I. PURPOSE

To state the expectation that all ASC co-workers are to refrain from engaging in any activity, practice, or conduct which is in conflict or appears to be in conflict with the mission, purpose, and values of the ASCs and those they serve; which interferes with the performance of their own or another's job responsibilities; or where the prospect of direct or indirect personal gain could influence a co-worker's judgment or action.

II. SCOPE

This policy applies to all Region co-workers of the Adorers of the Blood of Christ (Adorers" or "ASCs).

III. POLICY

- A.** Since it is impossible to describe all of the situations that may cause or give the appearance of a conflict of interest, the prohibitions included in this policy are not intended to be exhaustive and include only some of the more clear-cut examples.
- B.** All co-workers are expected to represent the Adorers in a positive and ethical manner. Co-workers shall refrain from personal activities which could cause, or even appear to cause, an inability to act with total objectivity with regard to the business interests of the ASCs. Co-workers have an obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to their supervisor.
- C.** A co-worker has a conflict of interest if, in the course of employment, the co-worker's judgment and discretion are, or may be, influenced by considerations of personal gain or benefit, or gain or benefit to a third party.
- D.** Co-workers may not engage in, directly or indirectly, on or off-the-job, any conduct that may be deemed disloyal, disruptive, or damaging to the Adorers of the Blood of Christ.
- E.** Co-workers may not accept any employment relationship with any other organization that does business with the Adorers if that relationship would create a conflict with regard to financial decisions or other misappropriation of information or funds. This prohibition on employment includes serving as an advisor or consultant to any organization, unless the activity is conducted as a representative of the Adorers, and/or the co-worker has received prior approval from the Head of a Region Office/Center Administrator or Region Leadership representative, as appropriate and applicable.
- F.** Co-workers may not receive any income or material gain from individuals outside the Adorers for materials produced or services rendered while performing their job with the ASCs. Co-workers must be careful that any outside work does not interfere with the performance of their duties with the ASCs or create a conflict of interest.
- G.** If the Adorers determine that a co-worker's outside work creates a conflict of interest or interferes with his/her performance or his/her ability to meet the requirements of their job, as they are modified from time to time, the co-worker may be asked to terminate the outside employment if he/she wishes to remain employed by the ASCs.
- H.** Co-workers must disclose any "substantial stock" or financial interest they or their immediate family have with any firm that does business with the Adorers. Divestiture of interest may be required if the Adorers determine the relationship to be in conflict with their best interests.

- I. Co-workers or their immediate family may not accept gifts, except those of nominal value (\$50.00 or less), or any special discounts or loans from any person or firm doing, or seeking to do, business with the Adorers. The meaning of gifts for the purpose of this policy includes casual or business entertainment, travel or lodging, cash, or any gift in kind.
- J. Participating in business related functions, including the acceptance of lunches or other meals during the ordinary course of business with a supplier, vendor, subcontractor, or any person or firm doing, or seeking to do, business with the Adorers is a normal and permissible business practice. However, each co-worker should exercise care to insure that such functions are necessary and that their value and frequency are not excessive under all the applicable circumstances.
- K. A co-worker should not purchase items for personal use from vendors or suppliers having or seeking business with the ASCs, unless the value of such items is readily and objectively ascertainable and unless the co-worker does, in fact, pay for the items at a price equal to that value. A co-worker may accept a discount on such an item only if the discount is available, as a trade custom, to all customers of the vendor or supplier.
- L. Co-workers or their immediate family may not give, offer, or promise, directly or indirectly, anything of nominal value or more to any representative or firm doing, or seeking to do, business with the Adorers.
- M. Participation in the activities of a trade association, professional society, charitable institution or governmental institution on a non-compensated basis, or holding a part-time public office (with or without compensation) will not generally create a conflict of interest in violation of this policy. However, time required for such participation should not affect the co-worker's performance of job duties.
- N. Co-workers or their immediate family who serve on boards, commissions, councils, committees, or any such activity, are expected to refrain from voting where review, decision or action could place the Adorers or a co-worker in a compromising position, or create an actual conflict of interest or the appearance of a conflict of interest.
- O. Co-workers may not disclose ASC information to anyone, inside or outside of the Adorers' organization, who does not have a legitimate business need-to-know or unless required by law (see **CONFIDENTIALITY** policy).
- P. A co-worker in a direct or indirect supervisory or managerial position may not engage the services of other co-workers, with or without compensation, for his/her own personal benefit or advantage.
- Q. Any conflict or potential conflict of interest must be disclosed to the Adorers. Any co-worker who does not report a conflict or potential conflict of interest or continues to be involved in a situation that has been deemed to be a conflict of interest is subject to disciplinary action, up to and including termination (see **COACHING AND CORRECTIVE ACTION** policy). Co-workers who knowingly commit fraudulent or criminal acts will be subject not only to termination but also to criminal prosecution.

DISCRIMINATION, NO

Policy #403

Employment-related decisions may not be based on gender, sexual orientation, race, color, national origin, ethnicity, religion, citizenship status, disability, pregnancy, age, military status, political affiliation, or any other factor protected by law. Illegal workplace discrimination is prohibited in all aspects of the employer-employee relationship, including recruiting, hiring, promotion, the conditions and privileges of employment, work environment, employer training, social and recreational activities, compensation, benefits, transfers, supervision, layoffs, discipline, and termination of employment.

I. PURPOSE

To reflect the Adorers' goal of a respectful and productive work environment that is free from illegal and prohibited discrimination.

II. SCOPE

This policy applies to all Region co-workers of the Adorers of the Blood of Christ ("Adorers" or "ASCs"), and to all Sisters and their guests, visitors, volunteers, or service providers.

III. POLICY

- A.** Any form of discrimination is contrary to the Adorers' mission of "...a gracious reverence for the human dignity and divine destiny of those among whom we minister..." is prohibited in this workplace, and is illegal under Title VII of the Civil Rights Act of 1964, Americans with Disabilities Act (ADA), Age Discrimination in Employment Act (ADEA), Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA), the Pregnancy Discrimination Act, Immigration Reform and Control Act of 1986, and any state and local discrimination laws.
- B.** Qualified persons will be recruited, trained, hired, transferred, and promoted for all jobs without regard to gender, sexual orientation, race, color, national origin, ethnicity, religion, citizenship status, disability, pregnancy, age (40 and older), military status, political affiliation, or any other legally protected status.
- C.** Employment-related decisions such as compensation, benefits, layoffs, return from layoff, training and development, leaves of absence, discipline, termination, etc. will be administered without regard to protected status.
- D.** Federal and state government non-discrimination posters will be displayed at all ASC work facilities where notices to co-workers and applicants are customarily placed. References in notices, advertisements, application forms, and other documents and materials relating to employment will be reviewed periodically to assure they comply with applicable laws, and that they do not indicate any preference, limitation, or discrimination based upon an applicant's protected status. Recruitment advertisements will always include some reference to the ASCs being an equal opportunity employer.
- E.** All co-workers are expected to maintain a productive work environment free of any form of discrimination. Any co-worker who believes that he/she has been the subject of prohibited discrimination, or is aware of discrimination against another co-worker has the responsibility to immediately report or complain about the situation (see *Item V*).

- F.** ALL reports/complaints of discrimination will be investigated and a determination made, regardless of the complainant's request not to investigate.
- G.** For concerns or complaints about the potential prohibited discrimination, the Director of Human Resources, or someone else designated by Region Leadership, will coordinate and facilitate a timely investigation and determination process, in conjunction with the Head of a Region Office/Center Administrator and the Region Leadership Liaison, and communicate appropriate information about the outcome to the parties involved.
- H.** Confidentiality will be maintained to the extent possible, except for disclosures to those in "need-to-know" positions; all participants and witnesses will not discuss the subject with co-workers or anyone at the work facility; and witnesses will be told only relevant information necessary for their participation.
- I.** All participants and witnesses are expected to cooperate in an investigation.
- J.** Co-workers can raise concerns and make reports without fear of reprisal. The Adorers prohibit any form of retaliation against co-workers for bringing bona fide complaints or providing information about discrimination.
- K.** Any co-worker who is found to have engaged in discriminatory or related retaliatory behavior will be subject to appropriate corrective action up to and including termination as determined in the sole discretion of the ASCs; Sisters and non-employees will be subject to appropriate action by the Adorers or their representatives.
- L.** These matters are taken very seriously. Any co-worker who frivolously or falsely brings a complaint of discrimination or related retaliatory behavior is subject to appropriate disciplinary action up to and including termination of employment.

IV. DEFINITION

Discrimination which may be based on gender, sexual orientation, race, color, national origin, ethnicity, religion, citizenship status, disability, pregnancy, age, military status, political affiliation, or any other legally protected status by supervisory, non-supervisory, non-employees or Sisters that may include: racial slurs/epithets; criticisms; derogatory, demeaning, taunting, intimidating or threatening remarks/behavior; offensive jokes, cartoons, pictures, posters, e-mail jokes or statements; or pressures to engage in religious rituals/activities. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within his/her presence or hearing.

V. PROCEDURE

Concerns and complaints of any type of discrimination will be handled as follows:

- A.** Supervisors are expected to immediately and directly address any observed discriminatory behavior of their direct reports or other co-workers; to report this observation to the relevant immediate supervisor; and to apprise the Head of a Region Office/Center Administrator of the observation and action taken. Likewise, supervisors who receive a complaint or otherwise become aware of actual or potential behavior that is not consistent with this policy are expected to report this to the relevant immediate supervisor and to apprise the Head of a Region Office/Center Administrator of it and the action taken. The Head of a Region Office/Center Administrator will document such information.

- B.** For discrimination concerns or complaints, a co-worker has the responsibility to immediately report or file a complaint with any of the following:
- The co-worker's immediate supervisor, or another supervisor;
 - The next level of supervision which may be the Head of a Region Office/Center Administrator;
 - The Director of Community Life and Mission, if the complaint is about a Sister; or
 - The Region Leadership Liaison, if the Liaison is the immediate supervisor.
- C.** The positions listed above have the responsibility of listening to the complaint; reiterating the Adorers' ***NO DISCRIMINATION*** policy to the complainant; preparing a written report of the complaint and having the complainant sign an acknowledgement of what has been written, or asking the complainant to write his/her complaints; and apprising the next appropriate level of supervision about the complaint.
- D.** For these types of concerns or complaints, the Head of a Region Office or Center Administrator is expected to forward, as soon as possible, a copy of the report to the Director of Human Resources, or someone else designated by Region Leadership, who will coordinate and facilitate the investigation and determination process, in conjunction with the Head of a Region Office/Center Administrator and Region Leadership Liaison, and communicate appropriate information about the outcome to the parties involved.
- E.** The Region Leadership Liaison and/or the Director of Human Resources will apprise Region Leadership of the proceedings.

EMPLOYMENT OF RELATIVES

Policy #503

I. PURPOSE

To define acceptable co-worker familial relationships within the Adorers' work environment, and to promote a workplace that is free of any favoritism or perception of favoritism, as well as potential conflicts resulting from family or household relationships in the workplace.

II. SCOPE

This policy applies to all Region co-workers of the Adorers of the Blood of Christ ("Adorers" or "ASCs").

III. POLICY

- A.** A member of a co-worker's immediate family may be considered for employment, transfer or promotion by the Adorers following their standard employment procedures. However, an immediate family member may not be hired, transferred, or promoted to a position if that would:
 - 1.** Create a direct or indirect supervisor/subordinate relationship with a family member; or
 - 2.** Create an actual conflict of interest or the appearance of a conflict of interest.

- B.** For purposes of this policy only, "immediate family" includes: current legal spouse, sibling, parent, grandparent, child (biological/adopted/foster), or similar step-relationships; grandparent-in-law, parent-in-law, sister/brother-in-law, son/daughter-in-law; aunt/uncle, aunt/uncle-in-law, niece/nephew, niece/nephew-in-law, and any other member of the co-worker's household.

- C.** Co-workers who become members of the same household, or experience any change that creates one of the above relationships, may continue employment as long as it does not:
 - 1.** Create a direct or indirect supervisor/subordinate relationship between the co-workers; or
 - 2.** Create an actual conflict of interest or the appearance of a conflict of interest.

- D.** Should one of the above situations occur, one of the co-workers may be asked to transfer to another position within the organization. If accommodations of this nature are not feasible, the affected co-workers may be expected to determine which one of them will resign.

EXIT INTERVIEW

Policy #702

I. PURPOSE

To determine and document the reasons behind a voluntary resignation, and to obtain constructive feedback that may help to improve the work environment.

II. SCOPE

This policy applies to all Region co-workers of the Adorers of the Blood of Christ (“Adorers” or “ASCs”).

III. POLICY

- A.** The Adorers offer the opportunity to co-workers who voluntarily resign to meet with the Director of Human Resources to discuss the actual reasons for their resignation and to give constructive feedback that may help to improve the work environment (see **RESIGNATION NOTICE** form).
- B.** When possible, the exit interview will be conducted before the co-worker’s last work day, and will be recorded on the **EXIT INTERVIEW** form.
- C.** When applicable, the Director of Human Resources should investigate any allegations by the resigning co-worker in conjunction with the Head of a Region Office/Center Administrator for immediate and appropriate handling.
- D.** In the Adorers’ commitment to improving the work environment, information gathered from exit interviews will be used, when applicable and possible, to clarify, correct, or improve policies, practices, or behavior.

HARASSMENT, NO

Policy #404

Illegal harassment, including illegal sexual harassment, covers all types of conduct of a physical, verbal, or visual nature that creates a hostile and offensive work environment by or against co-workers or non-employees, including vendors, visitors, applicants, temporary or other contracted staff, etc. It is harassment that is based upon: gender, sexual orientation, race, color, national origin, ethnicity, religion, citizenship status, disability, pregnancy, age, military status, political affiliation, or any other factor protected by law.

I. PURPOSE

To reflect the Adorers' goal of a respectful and productive work environment that is free from illegal and prohibited harassing or disruptive activity.

II. SCOPE

This policy applies to all Region co-workers of the Adorers of the Blood of Christ ("Adorers" or "ASCs"), and to all Sisters and their guests, visitors, volunteers, or service providers.

III. POLICY

- A.** Any form of harassment, including verbal, physical and visual harassment, is contrary to the Adorers' mission of "...a gracious reverence for the human dignity and divine destiny of those among whom we minister..." is prohibited in this workplace, and may be illegal under Title VII of the Civil Rights Act of 1964, Americans with Disabilities Act (ADA), Age Discrimination in Employment Act (ADEA), Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA), the Pregnancy Discrimination Act, Immigration Reform and Control Act of 1986, and any state and local discrimination laws.
- B.** It is the Adorers' policy to promote a productive work environment and not to tolerate verbal or physical conduct that is harassing, disruptive, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment.
- C.** No supervisor is to threaten or insinuate, either explicitly or implicitly, that a co-worker's refusal or willingness to submit to sexual advances will affect the co-worker's terms or conditions of employment.
- D.** All co-workers are expected to maintain a productive work environment free of any form of harassing or disruptive conduct. Harassing conduct is unacceptable in the workplace and in any work-related settings such as business trips and business-related social functions.
- E.** Any co-worker who believes he/she is being subjected to harassing or related retaliatory behavior is encouraged to promptly advise the offender that the behavior is unwelcome, and request that it be discontinued. Depending upon circumstances, there may be time when a co-worker may not wish to address the offender directly and may prefer to pursue the matter through a complaint process. Any co-worker who believes that he/she has been the subject of prohibited harassment, or is aware of harassment against another co-worker, has the responsibility to immediately report or complain about the situation (see *Item V*).
- F.** ALL reports/complaints of harassment will be investigated and a determination made, regardless of the complainant's request not to investigate.

- G.** For concerns or complaints about potential illegal harassment, the Director of Human Resources, or someone else designated by Region Leadership, will coordinate and facilitate a timely investigation and determination process, in conjunction with the Head of a Region Office/Center Administrator and the Region Leadership Liaison, and communicate appropriate information about the outcome to the parties involved.
- H.** Confidentiality will be maintained to the extent possible, except for disclosures to those in “need-to-know” positions; all participants and witnesses will not discuss the subject with co-workers or anyone at the work facility; and witnesses will be told only relevant information necessary for their participation.
- I.** All participants and witnesses are expected to cooperate in an investigation.
- J.** Co-workers can raise concerns and make reports without fear of reprisal. The Adorers prohibit any form of retaliation against co-workers for bringing bona fide complaints or providing information about harassment.
- K.** Any co-worker who is found to have engaged in harassing or related retaliatory behavior will be subject to appropriate corrective action, up to and including termination as determined in the sole discretion of the ASCs; Sisters and non-employees will be subject to appropriate action by the Adorers or their representatives.
- L.** The Adorers accept no liability for harassment of one co-worker by another co-worker. The individual who makes unwelcome advances, threatens, or in any way harasses another co-worker is personally liable for such actions and their consequences. The Adorers may or may not provide legal, financial, or any other assistance to an individual accused or harassment if a legal complaint is filed.
- M.** These matters are taken very seriously. Any co-worker who frivolously or falsely brings a complaint of harassment or related retaliatory behavior is subject to appropriate corrective action including termination of employment.

IV. DEFINITIONS

Sexual harassment by anyone (supervisory, non-supervisory, non-employees, or Sisters) is defined by the Equal Employment Opportunity Commission as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when submission to the conduct is made either an explicit or implicit term or condition of an individual’s employment; when submission to or rejection of that conduct is used as the basis of employment decisions; or when the conduct has the purpose or effect of unreasonably interfering with a person’s work performance or creating an intimidating, hostile, or offensive working environment.

This conduct includes but is not limited to: unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions; verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references; demeaning, insulting, intimidating or sexually suggestive objects, pictures, cartoons, posters, or photographs; demeaning, insulting, intimidating, or sexually suggestive or explicit written, recorded, or electronically transmitted messages.

V. PROCEDURE

Concerns and complaints of any type of harassment will be handled as follows:

- A.** Supervisors are expected to immediately and directly address any observed harassing behavior of their direct reports or other co-workers; to report this observation to the relevant immediate supervisor; and to apprise the Head of a Region Office/Center Administrator of the observation and the action taken. Likewise, supervisors who receive a complaint or otherwise become aware of actual or potential behavior that is not consistent with this policy are expected to report this to the relevant immediate supervisor and to apprise the Head of a Region Office/Center Administrator of it and the action taken. The Head of a Region Office/Center Administrator will document such information.
- B.** For harassment concerns or complaints, a co-worker has the responsibility to immediately report or file a complaint with any of the following:
- The co-worker's immediate supervisor, or another supervisor;
 - The next level of supervision which may be the Head of a Region Office/Center Administrator;
 - The Director of Community Life and Mission, if the complaint is about a Sister; or
 - The Region Leadership Liaison, if the Liaison is the immediate supervisor.
- C.** The positions listed above have the responsibility of listening to the complaint; reiterating the Adorers' ***NO HARASSMENT*** policy to the complainant; preparing a written report of the complaint and having the complainant sign an acknowledgement of what has been written, or asking the complainant to write his/her complaints; and apprising the next appropriate level of supervision about the complaint.
- D.** For these types of concerns or complaints, the Head of a Region Office or Center Administrator is expected to forward, as soon as possible, a copy of the report to the Director of Human Resources, or someone else designated by Region Leadership, who will coordinate and facilitate the investigation and determination process, in conjunction with the Head of a Region Office/Center Administrator and Region Leadership Liaison, and communicate appropriate information about the outcome to the parties involved
- E.** The Region Leadership Liaison and/or the Director of Human Resources will apprise Region Leadership of the proceedings.

INJURIES AND ILLNESSES, WORK-RELATED

Policy #203

I. PURPOSE

To provide information regarding the reporting of work-related injuries and illnesses, and to comply with applicable federal, state and local laws with regard to work-related injuries or illnesses.

II. SCOPE

This policy applies to all Region co-workers of the Adorers of the Blood of Christ (“Adorers” or “ASCs”).

III. POLICY

- A.** Safety is everyone’s responsibility. Co-workers must report any unsafe or hazardous work conditions or circumstances immediately to their supervisor. Every effort will be made to correct problems as quickly as possible.
- B.** The Adorers provide insurance to cover work-related injuries or illnesses. If an injury or illness is determined by the insurance carrier to be work-related, medical expenses and/or workers compensation benefits will be provided according to the legal requirements of the state in which the co-worker is based.
- C.** Co-workers must report work-related injuries or illnesses, regardless of severity, immediately, but no later than by the end of the shift, to their supervisor in order to provide prompt evaluation and medical services, if necessary, to the co-worker (see **INJURY/ILLNESS REPORT FOR WORK-RELATED INCIDENTS** form).
- D.** Co-workers who observe an accident on-the-job should immediately notify a supervisor or, when applicable, call 911 to arrange for medical services.
- E.** As soon as possible, the supervisor who is notified of an accident is expected to notify the Head of a Region Office/Center Administrator, the next level of supervision, or the designated individual at the work location.
- F.** All work-related injuries or illnesses will be reported to the Adorers’ workers’ compensation insurance carriers, to the Director of Finance, and to the Director of Human Resources.
- G.** As required, medical evaluation and services will be provided normally at a hospital or medical facility’s emergency room, or by the ASC-designated medical provider.
- H.** After a co-worker has been released to return to his/her job duties, following a work-related injury or illness, the Adorers will make every effort, when possible, to accommodate any limitations or restrictions prescribed by the attending physician. If accommodation is not possible, the Adorers will so notify that co-worker.
- I.** Co-workers who falsify injuries or who report injuries at work that actually occurred elsewhere are subject to termination and criminal prosecution.

INTRODUCTORY EMPLOYMENT PERIOD

Policy #304

I. PURPOSE

To define the Introductory Employment Period and to communicate the Adorers' expectations of new, transferred, and promoted co-workers during this Introductory Employment Period.

II. SCOPE

This policy applies to all Region co-workers of the Adorers of the Blood of Christ ("Adorers" or "ASCs").

III. POLICY

- A.** Generally, the first ninety (90) days of active, continuous service from date of hire, transfer, or promotion is considered an Introductory Employment Period.
- B.** During the Introductory Employment Period, the supervisor will evaluate the performance of the co-worker for suitability for continued employment
- C.** The supervisor will prepare a written evaluation of the co-worker's performance by the end of the Introductory Employment Period (see **EMPLOYMENT STATUS RECOMMENDATION FOR INTRODUCTORY EMPLOYMENT PERIOD** form). The supervisor's evaluation, in conjunction with the Head of a Region Office/Center Administrator, may indicate successful completion of the Introductory Employment Period, may recommend an extension of the Introductory Employment Period (if the co-worker has not completed 90 days of active, continuous service), or may recommend termination.
- D.** Newly hired co-workers are generally not eligible for co-worker benefits, except holiday benefits, until they have successfully completed the Introductory Employment Period.
- E.** At the discretion of the supervisor, in conjunction with the Head of a Region Office/Center Administrator, a transferred or promoted co-worker who is unable to perform satisfactorily in the new job may be returned to his/her original job, if a vacancy exists, or may be terminated.
- F.** At all times, including successful completion of the Introductory Employment Period, employment with the Adorers is considered to be "at-will," and the employment relationship may be terminated at any time for any lawful reason by either party. Co-workers are free to terminate their employment at any time, with or without reason, and the Adorers may choose to terminate a co-worker's employment at any time, with or without reason.

JOB DESCRIPTION AND EVALUATION

Policy #303

I. PURPOSE

To describe the process used to evaluate all jobs and measure their ranking and relative value in a consistent manner and on an on-going basis.

II. SCOPE

This policy applies to all Region co-workers of the Adorers of the Blood of Christ (“Adorers” or “ASCs”).

III. POLICY

- A.** The Director of Human Resources is responsible for developing, reviewing, evaluating, and administering the job description and evaluation process.
- B.** Each job is evaluated and ranked, using a standardized rating system that measures the job requirements and job demands and compares the relative value of the position, both internally and externally.
- C.** A job description, using a **JOB DESCRIPTION** form, and a job grade for each position is established by the Director of Human Resources in conjunction with the Head of a Region Office/Center Administrator, and reviewed and updated, with requested input from co-workers, on an on-going basis to reflect current needs and job requirements, as well as external market factors.
- D.** Each job grade has a salary range from minimum to maximum. Compensation is based on the nature and extent of the individual’s relevant qualifications compared to the requirements of the job, including education and experience, the individual’s performance and length of service, internal equity factors, and external market factors.
- E.** A job description is distributed to co-workers for their particular position, and the co-worker is responsible for knowing the duties and expectations of the job.
- F.** Co-workers may request a job re-evaluation or a review of their job grade or classification if they believe that significant changes in their job function are not reflected in their current job description.
- G.** Supervisors will keep co-workers apprised of job expectations; will monitor and evaluate the requirements of jobs; and, in conjunction with the next level of supervision, will recommend changes to the job.
- H.** See **SALARY ADMINISTRATION & SALARY STRUCTURE** policy.

JOB VACANCY, RECRUITMENT AND SELECTION

Policy #301

I. PURPOSE

To describe the process used to recruit, select, and hire co-workers, and to state the Adorers' position regarding equal employment opportunity.

II. SCOPE

This policy applies to all Region co-workers of the Adorers of the Blood of Christ ("Adorers" or "ASCs").

III. POLICY

- A.** The Adorers are an equal employment opportunity employer. In keeping with their core values and in adherence to the law, employment decisions, including promotions and transfers, are based on merit and business needs, and not on gender, sexual orientation, race, color, national origin, ethnicity, religion, citizenship status, disability, pregnancy, age, military status, political affiliation, or any other factor protected by law.
- B.** All co-workers are employed at-will; co-workers are free to terminate their employment with the Adorers at any time, with or without reason, and the Adorers have the right to terminate a co-worker's employment, or otherwise discipline, transfer, or demote a co-worker at any time, with or without reason at their discretion. Any representations to the contrary are not binding upon the ASCs, unless signed in writing by ASC US Region Leadership.
- C.** Prior to starting the recruitment and hiring process for open or new positions, supervisors must submit a request to the Head of a Region Office/Center Administrator for consideration and approval. In addition, all requests for new positions must be reviewed by the Director of Human Resources.
- D.** Vacancy for an approved open position will generally be posted for a minimum of three (3) days at the Region Center or Office where the vacancy exists. Vacancy for a position that functions on a Region level will generally be posted at all ASC work locations. The ASC Region Leadership reserves the right not to post a vacancy.
- E.** Qualified internal candidates are encouraged to apply for internal vacancies by completing and submitting an **INTERNAL EMPLOYMENT APPLICATION** form to their immediate supervisor. Co-workers are considered to be qualified to apply if they:
 - meet the requirements of the posted position;
 - have been in their current position for twelve (12) months or longer;
 - have satisfactory attendance;
 - have a satisfactory rating on their most recent job performance review; and,
 - have not been on suspension or probation within the last twelve (12) months.
- F.** All applicants for employment with the Adorers of the Blood of Christ should complete and sign an **EMPLOYMENT APPLICATION**. A resumé, if submitted or requested, should be an attachment to the Employment Application and not a replacement.
- G.** For non-supervisory positions, the immediate supervisor, in conjunction and/or in collaboration with the Head of a Region Office/Center Administrator, will conduct the job interview, in most cases. For supervisory and senior positions, an interview panel, comprised usually of the

supervisor, the Head of a Region Office/Center Administrator, the Center Region Liaison and/or the Director of Human Resources, as appropriate, will conduct interviews. Using an **INTERVIEW RATING SHEET** form, for the record and as reference, interviewers will make recommendations for the finalist(s) for vacant positions.

- H. Recommendations for the finalist must be approved by the Head of a Region Office/Center Administrator and/or the Director of Human Resources, as appropriate.
- I. Employment applications, and attendant documents, will be maintained at the Region Center or Office, where submitted, for one year. Qualified applicants may be considered for subsequent related job openings during that time.
- J. A member of a current co-worker's immediate family may be considered for employment if the applicant possesses all of the qualifications for employment, and is not in conflict with the criteria established in the **EMPLOYMENT OF RELATIVES** policy.
- K. The finalist(s) will be required to complete a **REFERENCE CHECK AUTHORIZATION** form, and any required skill testing. A finalist who declines to give authorization to obtain references or other necessary information to determine acceptability for employment may forfeit further consideration.
- L. The Adorers will consider requests for accommodation of disabilities and religious beliefs and will determine and make reasonable accommodation, wherever necessary, for all co-workers or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job, and provided that any accommodations made do not impose an undue hardship on the Adorers.
- M. Following approval to hire an applicant, the supervisor, Head of a Region Office/Center Administrator and/or the Director of Human Resources, as appropriate, will make a pre-offer of employment that should include any necessary contingencies or disclaimers. If the applicant accepts the pre-offer of employment, the background and verification process will be conducted by an assigned ASC co-worker. The background and verification process will generally include collection of information/documentation on personal/professional references, prior employment, licensure verification(if applicable), verification of the applicant's legal right to work in the United States, driving record, credit checks (if applicable), criminal conviction checks, and any physical examination/drug screening/TB testing reports.
- N. Following the requirements imposed by the Federal Truth-in-Lending and Fair Credit Reporting Act, a federal statute that regulates the activities of consumer reporting agencies and users of credit reports and protects consumers from invasions of privacy by placing certain restrictions on persons who may use or disseminate credit information about consumers, the Adorers will conduct a pre-employment credit check on finalist(s) for supervisory/management positions or for positions which involve financial responsibility.
- O. Co-workers whose work requires operation of an ASC-owned motor vehicle, or any other co-workers who may be so designated, must present and maintain a driving record acceptable to the Adorers' insurer. Such co-workers must report any changes in their driving records to their supervisor immediately. Failure to do so may result in disciplinary action, up to and including termination.

- P.** Upon completion of the background and verification process, the final employment offer is tendered. If the background, medical, or any other subsequent investigation discloses any misrepresentation on the application form, or if the applicant does not successfully complete the background check and verification process, the initial offer will be withdrawn, or, if the applicant is already employed, employment will be terminated.
- Q.** No document should be called a contract unless, in fact, a written employment agreement is used. No co-worker can enter into an employment contract for a specified period of time or make any agreement contrary to this policy, without written approval from the ASC Region Leadership.
- R.** The Director of Human Resources or an assigned Region Center/Office representative is generally responsible for orientation of all newly hired co-workers and the processing of their employment-related materials. The supervisor or Head of a Region Office/Center Administrator is generally responsible for any required job orientation or training.
- S.** Co-workers who leave the Adorers' employment in good standing may be considered for re-employment. Co-workers who retire may be eligible, in certain circumstances, to be considered for rehire.
- T.** Co-workers who were terminated for cause or who resigned without providing the required prior written notice are not eligible for rehire.
- U.** A co-worker who is rehired will be considered a new co-worker from the date of re-employment unless the break in service is less than thirty (30) days, in which case the co-worker's records will reflect that his/her eligibility for benefits continues as before the break in service. Length of service for the purposes of benefits is determined by the terms of each benefit plan.

PERFORMANCE APPRAISAL

Policy #801

I. PURPOSE

To set forth a performance management process and formal appraisal system to clearly and objectively communicate to co-workers their job-related performance and strengths, accomplishments, areas needing improvement, and the expectations of the Adorers and the Supervisor.

II. SCOPE

This policy applies to all Region co-workers of the Adorers of the Blood of Christ (“Adorers” or “ASCs”).

III. POLICY

- A.** The Adorers encourage all supervisors to provide regular feedback to co-workers on how they are doing, as well as discussing with co-workers any performance and/or behavior issues that require attention. Any significant performance or behavior issues should be recorded (see *COACHING AND CORRECTIVE ACTION* policy).
- B.** In addition to the day-to-day informal performance feedback encouraged between supervisors and co-workers, it is the policy of the Adorers that a formal performance appraisal be conducted by the supervisor for new workers, co-worker’s in new positions, and all co-workers on an annual basis in order to identify job performance and behavior strengths, accomplishments, areas needing improvement, and to communicate and/or clarify the expectations of the ASCs and the supervisor.
- C.** Supervisors will strive to complete appraisals in a fair and consistent manner, and accurately, clearly, and objectively reflect the co-worker’s job-related performance and behavior.
- D.** The Adorers advocate an appraisal system that may include input from other co-workers (which may include peers, direct reports, other departments, etc.) and Sisters; and advise supervisors to endeavor to ensure the objectivity and privacy of information requested and received. The supervisor remains ultimately responsible for the evaluation, and is normally the one to select the other raters. [Note: In some of these systems, supervisors are encouraged to ask co-workers to recommend others in the organization who are familiar with their work to provide feedback.]
- E.** The supervisor will conduct formal performance appraisals upon the following occasions:
 - 1.** By the end of the first three months of employment for a new co-worker (see *INTRODUCTORY EMPLOYMENT PERIOD* policy and *EMPLOYMENT STATUS RECOMMENDATION FOR INTRODUCTORY PERIOD* form);
 - 2.** By the end of three months when the co-worker is transferred, changed, or promoted to a new job (see *INTRODUCTORY EMPLOYMENT PERIOD* policy and *EMPLOYMENT STATUS RECOMMENDATION FOR INTRODUCTORY PERIOD* form);
 - 3.** By the completion of twelve months in the co-worker’s current job position (see *PERFORMANCE APPRAISAL* form) which coincides with the annual salary review (see *SALARY ADMINISTRATION & SALARY STRUCTURE* policy).
- F.** Information derived from performance appraisals will be considered when making decisions affecting training, promotions, transfers or continued employment.
- G.** The Head of a Region Office/Center Administrator will review appraisals for fairness, consistency, accuracy, and objectivity.

- H. Copies of the written appraisals will be given to the co-worker, and distributed as noted in *Item IV* below.

IV. PROCEDURE

- A. The supervisor should prepare a written appraisal of each co-worker's performance, at the appropriate time, as noted in *Item III, E* above.
- B. In evaluating co-workers, supervisors should consider the job functions, performance criteria and qualifications (training, education and experience) listed in the job description; the attainment of previously set performance objectives and goals; and other factors (e.g., competencies such as knowledge of the job, quantity and quality of work, cooperation, initiative, reliability, conduct, judgment, acceptance of responsibility, attendance, etc.).
- C. For annual performance appraisals, the co-worker is encouraged to complete the optional self-evaluation of his/her performance (see **PERFORMANCE APPRAISAL - SELF-EVALUATION** form). If the co-worker completes a self-evaluation, the supervisor will send the co-worker's self evaluation along with the supervisor's completed appraisal to the Head of a Region Office/Center Administrator for review.
- D. After both evaluations have been reviewed, the supervisor will provide a copy of the supervisor's annual performance appraisal form to the co-worker to give him/her an opportunity to examine the supervisor's evaluation prior to the formal performance appraisal meeting.
- E. For all evaluations noted in *Item III, E* above, the supervisor will arrange a confidential, in-person meeting with the co-worker. To prepare for this meeting, it is recommended that the supervisor review items such as the co-worker's primary job responsibilities, major accomplishments, performance or work habits requiring attention, and any recommended development activities for performance improvement.

At the annual performance appraisal meeting, the supervisor and co-worker will discuss the evaluations: accomplishments and strengths, areas needing improvement, any specific development activities the co-worker may consider, etc. Also, the supervisor and co-worker will develop performance goals and objectives for the coming evaluation period.

During this meeting, the co-worker will have an opportunity to discuss the ratings and remarks on the **PERFORMANCE APPRAISAL** form completed by the supervisor. Any disagreements or requests for substantial changes to a rating or comments should be evaluated by the supervisor and either the supervisor will make the adjustments or the co-worker will note the changes in the Co-Worker's Comments section of the form.

- F. In addition to adding written comments to their performance appraisal, co-workers may, if in disagreement with their performance appraisal, submit an appeal either to the Head of a Region Office/Center Administrator, or to the Region Leadership Liaison or the Director of Human Resources, as appropriate (see **COMPLAINTS AND CONCERNS** policy).
- G. The co-worker and supervisor will sign and date the appraisal document and forward it to the Head of a Region Office/Center Administrator for final processing.

- H.** For new co-workers or co-workers in new positions, a copy of the completed **EMPLOYMENT STATUS RECOMMENDATION FOR INTRODUCTORY EMPLOYMENT PERIOD** form should be placed in the co-worker's personnel file.
- I.** For annual evaluations that coincide with annual salary reviews, the supervisor and Head of a Region Office/Center Administrator should also complete an **EMPLOYEE CHANGE NOTICE** form with all relevant information and approvals.
- J.** A copy of the completed **PERFORMANCE APPRAISAL** form, the **PERFORMANCE APPRAISAL - SELF-EVALUATION** form, and the **EMPLOYEE CHANGE NOTICE** form should be placed in the co-worker's personnel file.
- K.** A copy of the completed **PERFORMANCE APPRAISAL** form, and the **EMPLOYEE CHANGE NOTICE** form should be forwarded to the Director of Human Resources.
- L.** A copy of the completed **EMPLOYEE CHANGE NOTICE** form should be forwarded to the Finance Office for payroll processing.
- M.** If the Director of Human Resources or the Finance Office has any questions, the Head of a Region Office/Center Administrator will be contacted for additional information and/or clarification.

PERSONAL APPEARANCE

Policy #405

I. PURPOSE

To inform co-workers about the Adorers' expectations regarding standards of dress, grooming and personal hygiene in the workplace.

II. SCOPE

This policy applies to all Region co-workers of the Adorers of the Blood of Christ ("Adorers" or "ASCs").

III. POLICY

- A.** Co-workers will, at all times, present a professional, business-like image to Sisters, visitors and the public, and will keep a safe, clean and properly maintained work area. Extreme departures from conventional dress, personal grooming and hygiene standards are not permitted.
- B.** All co-workers must comply with the following personal appearance standards:
 - a.** Co-workers are expected to dress in a manner that is normally acceptable in similar business establishments.
 - b.** Clothing should be moderate and modest, and appropriate to the position.
 - c.** Hair should be clean, combed and neatly trimmed or arranged. Unkempt hair is not permissible, regardless of length.
 - d.** Sideburns, moustaches and beards should be neatly trimmed.
 - e.** Co-workers are discouraged from wearing excessive jewelry or facial jewelry of any nature.
 - f.** Tattoos and body piercing, other than earrings, should not be visible.
 - g.** Excessive application of colognes, aftershaves, body sprays, hair sprays, etc. is discouraged in consideration of the health conditions of the Sisters, co-workers, visitors, and the public.
- C.** Co-workers who do not regularly meet the public should follow basic requirements of safety and comfort, but should still be neat and business-like in appearance as working conditions permit.
- D.** Certain departments, depending on the nature of the job and service provided to the Sisters, may require co-workers to meet special dress, grooming, hygiene, and safety standards, such as wearing uniforms, limiting type and amount of jewelry, etc.
- E.** At their discretion, the Adorers may allow co-workers to dress in a more casual fashion than is normally required. In these instances, co-workers are still expected to present a neat appearance and are not permitted to wear clothing that is soiled, patched or has holes or tears, athletic wear, exercise apparel or similarly inappropriate attire.
- F.** Variance to the above standards may be made for certain positions, when warranted, due to the nature of the work performed. Any variance is to be discussed with the supervisor in advance.
- G.** Any co-worker who does not meet the standards of this policy may be asked to leave the workplace until he or she is properly attired and/or groomed. Non-exempt co-workers will not be compensated for any work time missed because of failure to comply with this policy. Co-workers who violate this policy will be subject to appropriate disciplinary action.

PERSONAL PROPERTY

Policy #406

I. PURPOSE

To provide information regarding the management and safety of co-workers' personal possessions while on Adorers' property, and to support those policies prohibiting other misconduct including the possession or use of drugs, alcohol, firearms and weapons.

II. SCOPE

This policy applies to all Region co-workers of the Adorers of the Blood of Christ ("Adorers" or "ASCs").

III. POLICY

- A.** While the Adorers recognize the need for co-workers to bring various personal items to the workplace, the Adorers advise co-workers against bringing personal items to the workplace which may disrupt their own or another's job performance or pose a safety risk to themselves or to other co-workers, Sisters, or visitors.
- B.** The Adorers have a Zero Tolerance policy on theft of any kind. Theft of property belonging to the Adorers, their visitors, or their co-workers may result in immediate termination.
- C.** Co-workers are expected to exercise reasonable care to safeguard personal items, including cash or other valuables, brought to work. The Adorers are not responsible for the loss, damage, or theft of such personal belongings.
- D.** The Adorers may assign lockers or storage areas for safekeeping of small personal items during working hours, and shared closets may be designated areas for storage of outdoor clothing. Co-workers are responsible for maintaining lockers or designated storage areas in a clean and sanitary manner. If lockers are assigned, co-workers are expected to maintain the necessary security for all personal property by supplying personal locks, if appropriate and approved.
- E.** The Adorers provide property to co-workers for their use in the performance of their jobs (e.g., computers, desks, file or storage cabinets, etc.) and will provide locks and keys for such property. Co-workers may not place their personal locks on such property, unless prior approval is received.
- F.** Co-workers should not have any expectation of privacy with respect to property owned or provided by the Adorers.
- G.** To maintain workplace safety and security and protect against theft, the Adorers reserve the right to search co-workers and their personal property (e.g., vehicles, clothing, packages, purses, briefcases, lunch boxes, or other containers) brought to or leaving the workplace; to search the contents of lockers, storage areas, filing cabinets, desks and workstations; and to remove items that violate accepted safety standards, or violate Adorers' policies. Co-workers are expected to cooperate in the conduct of such searches.
- H.** Co-workers should immediately direct inquiries about and/or reports of lost or found personal property to the supervisor and to the Safety Coordinator.

PERSONNEL RECORDS

Policy #650

I. PURPOSE

To describe the process used by the Adorers of the Blood of Christ to gather and maintain records of applicants, and current and former co-workers.

II. SCOPE

This policy applies to all Region co-workers of the Adorers of the Blood of Christ (“Adorers” or “ASCs”).

III. POLICY

- A.** The Adorers, in trying to balance their own needs to obtain, use and retain individual information with a concern for each co-worker's privacy, attempt to maintain only the personnel information that is necessary for the efficient operation of the organization or required by federal, state, or local law.
- B.** The Director of Human Resources is responsible for overseeing recordkeeping for all personnel information and will specify what information should be collected, how it should be stored and secured, and when it should be disposed of or destroyed.
- C.** All employment-related and personnel records, maintained at the Region Center or Region Office where the co-worker is primarily assigned, will have limited access and will be kept secured.
- D.** A designated co-worker at each ASC work location will generally serve as the custodian of the personnel records, and be the person directed to release employment verification information.
- E.** Release of any information about a co-worker, other than that described in this policy, requires written approval of the co-worker. The exception is when the Adorers are required to provide such information by law, subpoena, or in an administrative or judicial proceeding, or for other appropriate purposes as approved by the Director of Human Resources.
- F.** Co-workers have a responsibility to keep their personnel records up-to-date and should supply notification, in writing, to their supervisor, of changes to:
 - Legal name
 - Home address
 - Home telephone number
 - Marital status (for benefits and tax withholding purposes only)
 - Dependent information (for benefits and tax withholding purposes only)
 - Beneficiary information, including change of beneficiary (for all insurance and retirement plans)
 - Emergency contact information
 - Tax withholding deductions
 - Military or draft status
 - Educational and training certificates
 - Professional licenses
- G.** Co-workers may inspect their personnel records and may request a copy of, but may not remove, documents from the file. Requests must be made to the Head of a Region Office/Center Administrator or the Director of Human Resources, in writing, and

inspections will be scheduled at a mutually convenient time during normal business hours. All inspections must be conducted in a secure area and in the presence of the Head of a Region Office/Center Administrator, the Director of Human Resources, or their designee. The inspection should be recorded in the inspected file.

- H.** Co-workers who believe that any file material is incomplete, inaccurate, or irrelevant may submit a written request within seven (7) days of the file review for a file revision. The Head of a Region Office/Center Administrator in conjunction with the Director of Human Resources will review all requests.
- I.** Only supervisory and management personnel who have an employment-related need-to-know for information about another co-worker may inspect the files of a co-worker. The Head of a Region Office/Center Administrator or the Director of Human Resources must approve the inspection. The review should be recorded in the inspected file.
- J.** In addition to the information established in the file upon hire (see **EMPLOYMENT PACKET - CHECK LIST** form), the following may be part of the co-worker's personnel record:
- Performance appraisals
 - Leave Requests
 - Training and education certifications
 - Awards and letters of recognition
 - Disciplinary actions
 - Compensation information
 - Employee Change Notices
 - Termination information
 - and any other information deemed necessary by the ASCs or required by state or federal laws.
- K.** Medical records will be maintained separately from, but in conjunction with, the individual personnel file. Participants in the Adorers' benefit plans should be aware that personal information may be shared with plan providers, as required for claims handling or record-keeping needs.
- L.** Generally, requests for information coming from outside the Adorers of the Blood of Christ must be submitted in writing and must include the co-worker's authorization. Exceptions may be made to cooperate with legal, safety, and medical officials who need only specific information regarding the co-worker. In general, verification will include only dates of employment, job title, pay level, and the reason for separation (i.e., "voluntary resignation," "retirement" or "discharge"). Circumstances of a serious nature about your employment history or separation may be shared with a prospective employer to protect the interest of both parties.
- M.** If a co-worker becomes aware of a material breach in maintaining the confidentiality of their personal information, the co-worker should report the incident to the Head of a Region Office/Center Administrator or the Director of Human Resources, who will investigate the incident and implement corrective action within a reasonable length of time.

SAFETY

Policy #102

I. PURPOSE

To provide information on the Adorers' established safety and health standards and on co-workers' responsibilities to comply with all applicable federal, state and local regulations in order to provide a work environment as free as possible from recognized hazards.

II. SCOPE

This policy applies to all Region co-workers of the Adorers of the Blood of Christ ("Adorers" or "ASCs").

III. POLICY

- A.** All co-workers will comply with all safety and health requirements established by the Adorers of the Blood of Christ or by federal, state or local laws.
- B.** Safety and health requirements include: adherence to established standards and procedures; wearing of certain protective clothing, as appropriate; use of specific safety equipment, as appropriate; reporting to and filing of job-related incidents, injuries or accidents with the appropriate ASC representative and insurance or government agency; appropriate and timely training of all co-workers; and maintenance of a clean, safe, and orderly workplace (see *ALCOHOL-FREE AND DRUG-FREE WORKPLACE* policy and *SMOKE-FREE WORK ENVIRONMENT* policy).
- C.** The Head of a Region Office/Center Administrator will strive to ensure that a written safety program is available, distributed to co-workers, and closely monitored and implemented by a designated safety coordinator.
- D.** The designated safety coordinator will strive to implement, monitor, evaluate, and enforce the safety and health requirements, as listed in III-B above.
- E.** Supervisors will make every effort to ensure that their direct reports are aware of and comply with all ASC safety and health rules, regulations and procedures.
- F.** The Adorers of the Blood of Christ will provide Personal Protective Equipment, or reimburse for it, when it is required by law or by the ASCs. They shall maintain first aid supplies, fire extinguishers, break areas, drinking water, air temperature, and cleanliness, lighting and other environmental factors fully meeting all applicable requirements at all ASC work facilities.
- G.** Co-workers may report potential hazards and make suggestions about safety without fear of retaliation. This includes instituting a safety-related proceeding, testifying in that type of proceeding, or exercising any right provided by law. Co-workers may accompany government safety compliance officers during so-called "walk-around inspections," but they will not be compensated for that time unless specifically assigned the task by management.
- H.** The Occupational Safety and Health Administration (OSHA) provides for every co-worker's right to know about any health hazards that might be present on the job. Supervisors will make every effort to provide information to co-workers about the possibility of any potential exposure to known toxic substances and recognized harmful physical agents at the time they

are first hired, at least annually after that, and as appropriate. If a co-worker has any questions or concerns about safety, he/she should contact the supervisor for more information.

- I. Co-workers may be required to submit to medical examinations and tests at intervals determined by the length of their employment and/or whenever there is reason to believe that they were unduly exposed to toxic substances or harmful physical agents.
- J. OSHA requires that employers keep records of all illnesses and accidents that occur on the job during the workday. An OSHA 300 Log shall be maintained at all ASC facilities. Also, copies of the OSHA regulation requiring access to employee exposure and medical records will be available in the office of the designated safety coordinator for examination.
- K. Compliance with safety and health practices is considered a condition of employment. Co-workers who violate government safety regulations or ASC safety rules or procedures, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination.

IV. ROLES AND RESPONSIBILITIES

A. Designated Safety Coordinator

Oversees and ensures implementation of established safety policies and procedures.

B. Immediate Supervisor

1. Must be familiar with all safety and health procedures relevant to the operations under their supervision;
2. Inspects the work area periodically;
3. Provides direct training or coordinates training, where appropriate;
4. Identifies unsafe conditions;
5. Reports job-related incidents/injuries/accidents to the Safety Coordinator and ensures that the co-worker is referred to appropriate medical care.

C. Co-Worker

1. Should immediately report to the Safety Coordinator or supervisor all observed safety and health violations, potential unsafe conditions, and any job-related incidents/injuries/accidents involving co-workers, Sisters or visitors. Failure of a co-worker to report their own job-related injury or accident may jeopardize the co-worker's right to collect workers' compensation benefits as well as health benefits.
2. Is encouraged to submit suggestions to the Safety Coordinator concerning safety and health matters that he/she feels could significantly enhance safety, reduce costs, or increase productivity.

SALARY ADMINISTRATION

Policy #901

I. PURPOSE

The Adorers of the Blood of Christ are committed to maintaining a salary administration program that is consistent with Catholic social teaching, that observes federal and state laws, and that is internally equitable and externally comparable with similar organizations which will attract qualified applicants, retain a competent work force, motivate co-workers to be successful in performing job duties and necessary services, and reward excellence.

II. SCOPE

This policy applies to all Region co-workers of the Adorers of the Blood of Christ (“Adorers” or “ASCs”).

III. POLICY

A. It is the policy of the Adorers to pay salaries that are fairly administered and non-discriminatory; that are comparable with current trends in similar organizations in our geographic market community (always mindful of the ASCs’ overall financial resources); and that reward high levels of performance.

IV. POLICY ELEMENTS

A. **Salary Grades.** Each position, based on an internal point-factor job evaluation system, is placed in a salary grade which establishes its relationship to others in the organization.

An internal point-factor job evaluation system has been designed to evaluate positions at the Adorers, and to determine in which grade the position will be placed. This system is accomplished by using a systematic method of assigning points to all ASC positions. The Director of Human Resources reviews all job evaluations when they are established and/or revised.

The evaluation system is composed of compensable factors which are job characteristics used to compare all positions. The factors are work-related, definable and measurable; and are free from illegal bias. They are: knowledge and skills required; complexity of the job (intricacy of processes/methods, problem-solving, decision-making, originality); scope and effect (relationship between the nature of the work and its impact or effect within/outside the organization); guidelines (nature of guidelines and judgement needed to apply them); level of contacts and purpose of contacts; supervision; physical demands; and work environment.

B. **Salary Ranges.** Each salary grade is assigned a salary range. Co-workers usually will be paid a salary within range limits of the applicable grade, with progression toward the midpoint based on job performance.

If a co-worker is paid over the maximum at the time the range for the classification is established, the salary will not be reduced. Rather, the co-worker will ordinarily be considered ineligible for an increase in pay until an adjustment in the salary structure, or a promotion to a higher grade, brings the rate within the established range for the position.

1. **Range Minimum.** No less than the minimum of the appropriate salary grade will be paid to qualified co-workers. Initial pay rates for new co-workers will be between the

minimum and midpoint, with consideration given to the nature and extent of the candidate's relevant qualifications beyond the minimal requirements, and to other comparable positions within the range. The following may be used as a guide:

For Education/Experience	Hiring Rate
Minimal requirements	Minimum
1+ up to 8 years over minimal	1%-8% over minimum
9+ years	9%+ above minimum, not to exceed midpoint

For certain jobs in a tight labor market and/or to respond to the Adorers' business needs, the ASCs will establish a minimum starting salary above the normal starting salary, any place within the job grade, in order to attract and retain qualified candidates.

The setting of initial pay and/or the establishment of a minimum starting salary above the normal starting level will require that, before anything is communicated to the new hire, the Head of a Region Office/Center Administrator will make a recommendation to his/her designated Region Leadership Liaison and the Director of Human Resources, and these two positions will consult with the Regional Leader.

To meet certain needs, it is necessary to have a pool of "as-needed workers" who would be called on short notice, are not guaranteed regular hours, and are not eligible for any insurance or paid leave benefits. As incentive for these "as-needed workers," the ASCs may pay an additional compensation, to be recommended by the Head of a Region Office/Center Administrator to his/her designated Region Leadership Liaison and the Director of Human Resources.

- 2. Range Midpoint.** The midpoint will be considered the base-pay controlling point for most benchmark jobs (those that can be clearly identified, defined, and compared to others in the market).

All positions will be compensated with progression toward the midpoint, based on job performance and the Adorers' financial resources. Depending on performance rating, co-workers will be eligible for merit increases which will be added to their base rate.

- 3. Range Maximum.** The maximum of a salary range will normally provide an upper limit for compensation in that grade; however, when market pressures for certain positions impact compensation and cause the maximum or above maximum rate to be paid for those positions, performance-based merit rewards will be paid in a lump-sum at the end of the evaluated period and will not be added to the base rate.

- C. Salary Review Frequency and Process.** Salaries for new co-workers will be reviewed after completion of one year of service. Thereafter, salaries will be reviewed on a yearly basis after an annual performance appraisal is conducted, using hire date anniversary or using anniversary date on which a new employment status (promotion, transfer, or demotion/reduction in grade) was established.

Annual appraisals of co-workers will review performance of job functions and responsibilities, and other performance criteria and expected behavior included in job descriptions, goals and objectives, and development plans.

Salary increases are not granted automatically, but only as a result of demonstrated performance, documented by job-related performance appraisal, and percentage range of salary increases approved by Region Leadership for each fiscal year.

Mindful of the limits of the Adorers' financial resources in an individual fiscal year, Region Leadership may freeze salary increases for that period.

Each fiscal year, Region Leadership will establish a percentage range of salary increases which will correspond to the evaluation rating awarded to each eligible co-worker.

Performance merit increases outside of the established percentage range of salary increases and/or any other change in salaries will require, before anything is communicated to the co-worker, a recommendation from the Head of a Region Office/Center Administrator to his/her designated Region Leadership Liaison and the Director of Human Resources.

D. Reorganization. When the Adorers deem it necessary to reorganize a center, department, or office in consideration of financial resources, to increase productivity and effectiveness, and/or to reduce job loss, the ASCs may be forced to reassign some co-workers to positions below their current grade. The co-worker's pay may be reduced by up to 10% for each pay grade decrease not to exceed 30%, and not to be reduced below the minimum of the new pay grade. However, the salary of the co-worker in a reduced grade may remain unchanged through the end of the evaluation year at the recommendation of the Head of a Region Office/Center Administrator to his/her designated Region Leadership Liaison and the Director of Human Resources (see *Item IV, H*).

E. Special Compensation. During vacancies of certain positions, or to meet changing work requirements, the Adorers may designate a co-worker to perform extra duties not normally assigned.

Special temporary compensation may be paid during such interim periods, which will not change the co-worker's current evaluation year's base rate and grade. Such compensation will be determined based on number of duties and level of responsibilities added to the co-worker's current assignments.

F. Job Evaluation and Analysis. The Adorers will, on an on-going basis, evaluate and analyze jobs and their purpose and their appropriate placement in the salary structure. If, after evaluation and analysis, a position is moved into a higher grade, the move will not be considered a promotion, but the appropriate salary adjustment will be made for the reclassification of the position following the guidelines in this Policy.

G. Education and Special Training. For new co-workers, the Adorers will acknowledge and compensate for job-related education and special training above the minimal requirements of the job (see *Item IV, B1*).

NOTE: Usually, minimum educational requirement for some positions will be a high school diploma or GED, unless the selected candidate is a currently enrolled high school student who cannot provide such documentation. However, for some positions, appropriate years of job-related training and/or experience may be acceptable. Other required minimum education and job-related experience and certifications are established for all positions.

A person in the process of completing the minimum education, certification, licensure or skills requirement may be hired with the express condition that the minimum be completed within six months but not more than one year from date of hire. Verification of completion will be required in the form of an original appropriate document from the educational institution or agency, showing the date and type of education, certification, or licensure awarded. If no verification of completion is provided within the time established at date of hire, the Adorers will consider the co-worker having voluntarily resigned from the position.

H. Promotions, Transfers, and Demotion/Reduction in Grade.

1. A **promotion** occurs when a co-worker is moved to a job in a higher pay grade, except as noted in *Item IV, F*. The co-worker will be eligible for an increase that is reflective of the change in responsibilities. The new pay will be adjusted up to 10% for each pay grade shift, not to exceed 30%, or the minimum in the new pay grade.

Co-workers are eligible for promotion consideration after they have been in the current position for at least twelve months. However, the Adorers reserve the right to bypass this waiting period and to promote a co-worker if the move is deemed beneficial for the ASCs.

2. A **transfer** occurs when a co-worker is moved to another position in the same pay grade as the position previously occupied. There may be no pay change effected.

Co-workers are eligible for transfer consideration after they have been in the current position for at least twelve months. However, the Adorers reserve the right to bypass this waiting period and to transfer a co-worker if the move is deemed beneficial for the ASCs.

3. A **demotion/reduction in grade** occurs when a co-worker is reassigned to a position in a lower pay grade (see *Item IV, D*), or when a co-worker voluntarily accepts a position in a lower pay grade than the position previously occupied. In these instances, the co-worker's pay may be reduced by up to 10% for each pay grade decrease, not to exceed 30%, but will not be reduced below the minimum of the new pay grade. The salary of a demoted co-worker may remain unchanged through the end of the evaluation year at the recommendation of the Head of a Region Office/Center Administrator to his/her designated Region Leadership Liaison and the Director of Human Resources.

I. Pay Effective Period and Annual Performance-Based Merit Adjustments. Compensation rates for all ASC co-workers are effective for the evaluation year. Once pay is determined and approved, the pay for a co-worker is not normally changed, except as otherwise provided within ASC policy.

Annual merit adjustments are provided to eligible co-workers based on documented work performance appraisal. Those co-workers receiving a higher performance rating on the most recent written performance appraisal may receive a greater merit increase than similarly situated co-workers within the same department with a lower overall written performance rating.

Co-worker job performance will be appraised, as follows, and will directly correspond to a percentage of budgeted salary expenses approved by Region Leadership, and distributed annually to Heads of Region Offices/Center Administrators:

Performance Appraisal

Above Target
On Target
Below Target
Unacceptable

Performance Rating

AT
OT
BT*
U**

*A performance improvement plan will be designed, with desired outcomes set for thirty but no more than 90 days. When written appraisal at the end of the evaluated period shows expected outcome, the co-worker will be awarded a salary increase on the day after the evaluated improvement period ends which will continue until the end of the evaluation year if performance improvement continues. If no improvement is shown at the end of the improvement plan period and/or thereafter, the co-worker will be released from employment.

**This rating will result in release from employment with the Adorers.

V. MAINTENANCE OF SALARY STRUCTURE

The Director of Human Resources is responsible for review and maintenance of the ASC compensation system. These responsibilities include assessment of proposed new positions; reassessment of existing positions; and preparation, review, and/or maintenance of job descriptions and assignment of position titles and pay levels.

An annual review of the ASC salary structure (or when warranted by changing economic and competitive factors as determined by surveys and other data sources) will be conducted, and, in conjunction with the ASC Human Resources Committee and the ASC Finance Advisory Committee, recommendations for adjustments will be made to Region Leadership. A survey of current trends in similar organizations in our geographic market community will be conducted no fewer than every two years.

Adjustments will be made to the structure after approval, as required, but salaries paid to co-workers will not be adjusted at that time.

A. Establishment and Assessment Of A New Position

1. When a new position is deemed necessary to meet the needs of a Region Office or Center, a job description will be prepared by the position's immediate supervisor, reviewed by the department head, and recommended for consideration by the Head of a Region Office/Center Administrator to his/her designated Region Leadership Liaison and the Director of Human Resources. After approval, the Director of Human Resources will conduct a point factor analysis based on the established system, check for internal equity, and verify the appropriate salary grade and minimum starting salary.
2. When there is disagreement regarding the establishment and/or assessment of a new position, the appeal process, following the **COMPLAINTS AND CONCERNS** policy, may be utilized by the designated Region Leadership Liaison and the Director of Human Resources.

B. Reassessment Of An Existing Position

1. Request for reassessment of an existing position may be made by the Head of a Region Office/Center Administrator to his/her designated Region Leadership Liaison and the Director of Human Resources in concert with budget preparation and management, Region Office/Center needs, and/or performance/salary reviews.

2. A position's reclassification may be warranted when there has been a material, significant, and long-term change in job duties. In this instance, the Head of a Region Office/Center Administrator will present a revised job description and supporting rationale for the position's reassessment.
3. The designated Region Leadership Liaison and the Director of Human Resources will determine if the job should be reclassified or remain as presently classified following a complete job evaluation and discussion with the Head of a Region Office/Center Administrator.
4. When there is disagreement regarding a position reassessment, the appeal process, following the **COMPLAINTS AND CONCERNS** policy, may be utilized by the designated Region Leadership Liaison and the Director of Human Resources.

SEPARATION

Policy #701

I. PURPOSE

To provide information about the appropriate processing of co-workers whose employment with the Adorers is being terminated.

II. SCOPE

This policy applies to all Region co-workers of the Adorers of the Blood of Christ (“Adorers” or “ASCs”).

III. POLICY

- A.** Employment will terminate normally as a result of a co-worker’s resignation, discharge, dismissal, retirement, or a reduction in the workforce. Co-workers are free to resign at any time and for any reason, and the ASCs reserve the right to terminate employment at any time and for any reason (see **EMPLOYMENT-AT-WILL** statement) not prohibited by law. The guidelines presented in this policy do not represent a guarantee of continued employment and do not form an employment contract.
- B.** Co-workers are requested to give written notice of their intent to resign according to the guidelines in *Item C* below. Failure to give written notice may result in the forfeiture of the resigning co-worker’s unused balance in the PTO bank, unless prohibited by state law, and ineligibility for reemployment. While a written resignation is required, the ASCs, at their discretion, will determine the last day of work for the resigning co-worker and will compensate up to the balance of work days remaining in the notice.
- C.** The following guidelines are suggested for submitting a written notice of intent to resign:
 - 1.** Center Administrators and Region Directors are requested to give four weeks written notice;
 - 2.** Other Exempt co-workers are requested to give three weeks written notice;
 - 3.** Non-exempt co-workers are requested to give two weeks written notice.
- D.** The Head of Region Office/Center Administrator should send notices of intent to resign along with a completed Employee Change Notice (ECN) to the Director of Human Resources; a copy of the ECN should also be sent to the Finance Office for appropriate handling of payroll.
- E.** Once notice of intent to resign has been made, subsequent absences will be paid only out of available time in the Paid-Time-Off (PTO) bank.
- F.** Generally, co-workers who separate in good standing will be eligible to receive a payout of any of their unused PTO.
- G.** Co-workers who voluntarily resign have the option of requesting an exit interview with the Director of Human Resources (see **EXIT INTERVIEW** policy).
- H.** Supervisors shall ensure that all ASC property is returned to them, and that departing co-workers collect all their personal property prior to leaving the premises on the last work day.
- I.** For information regarding employment references for separated co-workers, see the **PERSONNEL RECORDS** policy.

- J.** Extended health and dental insurance coverage privileges are provided in accordance with COBRA laws. (See *SCHEDULE OF BENEFITS*)
- K.** The Adorers are exempt from paying for unemployment insurance coverage.
- L.** The following definitions constitute employment separation from the Adorers.
- 1. Resignation.**
 - a.** A voluntary separation from employment.
 - b.** An absence of three or more consecutive work days without notice to the supervisor;
 - c.** Failure to return from an approved leave of absence as arranged with the ASCs;
 - d.** Failure to return from a reduction-in-force (lay-off) upon recall.
 - 2. Discharge/Dismissal**
 - a.** A separation in which the co-worker is involuntarily separated from employment for various reasons including but not limited to serious misconduct (such as violation of an ASC policy), poor performance, disciplinary action, attendance, etc.
 - b.** With the approval of the Head of Region Office/Center Administrator, a co-worker may be given the opportunity to resign as an alternative to discharge/dismissal. In such cases, the Head of Region Office/Center Administrator may consider recommendations for payment through the established separation date.
 - 3. Death** of a co-worker while designated as actively employed.
 - 4. Retirement**

A voluntary separation from employment which usually includes qualification for benefits under the Adorers' Retirement Plan. For details of the ASC Retirement Plan, see the Plan Administrator.
 - 5. Lay-Off**

A permanent or temporary reduction in workforce due to economic or other conditions, such as: the elimination of a position because of reorganization or retrenchment, or the temporary or permanent suspension of a program.

 - a.** Where more than one co-worker is involved in reorganization or retrenchment, the order in which the co-workers are laid off will be determined by seniority, quality of performance, and suitability for available reassignment to another position, but not necessarily in that order. The final decision will be made by the Head of Region Office/Center Administrator.
 - b.** If it becomes necessary to restructure ASC operations or reduce the number of co-workers, the Adorers will attempt to provide advance notice, if possible, so as to minimize the impact on those affected. If possible, co-workers subject to layoff will be informed as to the nature and the foreseeable duration of the layoff, whether short-term or indefinite.

SMOKE-FREE WORK ENVIRONMENT

Policy #103

I. PURPOSE

To recognize the Adorers' commitment to a healthy and safe living and working environment for Sisters and their guests, visitors, volunteers and co-workers, consistent with state and local regulations affecting smoking in the work place; and to meet the requirements of the U. S. Department of Labor Occupational Safety and Health Administration (OSHA) for an employment site free of hazards.

II. SCOPE

This policy applies to all Region co-workers, guests, visitors and volunteers of the Adorers of the Blood of Christ ("Adorers" or "ASCs").

III. POLICY

- A.** It is the policy of the Adorers to comply with all applicable federal, state, and local regulations regarding smoking in the workplace, and to provide a work environment that promotes the safety and well-being of the Sisters, co-workers, guests, visitors and volunteers.
- B.** Smoking and the use of tobacco products are prohibited inside any ASC living and working facility, and inside all vehicles owned or leased by the ASCs.
- C.** The Adorers do not discriminate against individuals on the basis of their use of tobacco products. Smoking is permitted in designated outside smoking areas that have appropriate smoking waste disposal receptacles.
- D.** Co-workers are expected to exercise common courtesy and to respect the needs and sensitivities of Sisters and other co-workers with regard to smoking. Co-workers have a special obligation not to abuse break and work rules.
- E.** Concerns and/or complaints about smoking issues should be addressed to the supervisor and/or Head of a Region Office/Center Administrator who will seek resolution through the guidelines in the **COMPLAINTS AND CONCERNS** policy.
- F.** Co-workers who violate this policy will be subject to disciplinary action up to and including termination of employment.
- G.** The Adorers may provide smoking cessation programs, as deemed necessary, or smokers interested in such programs may directly contact:

American Cancer Society
1599 Clifton Road, N.E.
Atlanta, GA 30329
800-227-2345
www.cancer.org

Centers for Disease Control
Office on Smoking and Health
4770 Buford Highway, NE
Mail Stop K-50
Atlanta, GA 30341-3717
770-488-5705
www.cdc.gov/tobacco

SOLICITATION

Policy #407

I. PURPOSE

To ensure a productive work environment where co-workers may fulfill their job responsibilities without disruption.

II. SCOPE

This policy applies to all Region co-workers, guests, visitors, volunteers and vendors of the Adorers of the Blood of Christ (“Adorers” or “ASCs”).

III. POLICY

A. The Adorers strive to maintain a work environment that is productive and without undue disruptions to the work day. Except for ASC-approved efforts and campaigns, co-workers are prohibited from soliciting funds or signatures, distributing literature or gifts, offering to sell merchandise or services, or engaging in any other solicitations or similar activity in work areas and during work hours.

1. All requests to post or distribute information or materials must be submitted in advance to the Head of a Region Office/Center Administrator for review and written approval. Information and materials include items such as handbills, fliers, posters, circulars, etc. that are not related to the operational functions of the Adorers.

2. ASC-approved efforts and campaigns may include fundraising efforts, co-workers’ announcements, requests for prayers, etc.

B. Trespassing, soliciting, or distributing literature or information by anyone outside the Adorers’ organization is prohibited at ASC work areas/locations, including common areas and bulletin boards, and during work hours.

C. Co-workers are prohibited from actively campaigning for political office and/or political candidates in work areas during work hours.

D. Definitions:

1. **Work areas** are all areas where ASC co-workers perform their duties.

2. **Work hours** are times during which ASC co-workers are being paid to perform their assigned duties and include the time of the co-worker doing the solicitation or distribution as well as the time of the co-worker to whom such conduct is directed. Work hours do not include lunch or rest periods or other times when a co-worker is not required to be performing any actual job duties.

TUBERCULIN TEST

Policy #104

I. PURPOSE

To provide at-hire and/or annual testing for co-workers and Sisters in the Adorers of the Blood of Christ Centers/Offices in order to detect and help prevent the spread of tuberculosis.

II. SCOPE

This policy applies to all Region co-workers and Sisters of the Adorers of the Blood of Christ (“Adorers” or “ASCs”).

III. POLICY

- A.** All new hires will be required to take a two-step TB skin test, at the Adorers’ expense. In cases where an x-ray report would replace the skin test, the new hire will be required to provide an x-ray report no older than 5 years prior.
- B.** ASC Sisters who take up residence at a Center with a healthcare department will also be required to take the two-step TB test.
- C.** If a co-worker is pregnant, the TB testing will be postponed to a future date.
- D.** At the Centers/Offices without a healthcare department, the testing for new hires will be conducted at an ASC-designated facility.
- E.** At the Centers with a healthcare department, the testing for new hires and newly-resident Sisters at the Centers will be conducted by an RN or LPN in the ASC healthcare department.
- F.** Additionally, at Centers with a healthcare department, co-workers will be required to be re-tested during their annual employment anniversary month, and Sisters will be required to be re-tested annually during the month of their birthday. This re-test will be conducted by an RN or LPN in the ASC healthcare department.
- G.** At the Centers with a healthcare department, procedures/forms/record-keeping for the initial test and the annual re-test will be developed/coordinated/managed by the designated co-worker in the healthcare department.
- H.** The offer of continued employment to a new hire with a positive result will be postponed until that person’s physician releases him/her and indicates he/she is without the infection or the disease.
- I.** A co-worker with a positive result will be referred to his/her physician for treatment, and a report will be made to the state health department. The co-worker’s return to work will follow the attending physician’s release.

- J.** An ASC Sister with a positive result will be treated by her physician and the ASC healthcare department.
- K.** The Adorers are committed to ensuring the protection of such health information of co-workers and Sisters (see *CONFIDENTIALITY* policy).

VOLUNTEER SERVICES

Policy #350

I. PURPOSE

To state the ASCs' position regarding volunteer services.

II. SCOPE

This policy applies to all Region co-workers and volunteers of the Adorers of the Blood of Christ ("Adorers" or "ASCs").

III. POLICY

A. The Adorers encourage volunteer service in order to respond to the needs of the ASCs, and they embrace community involvement and service while maintaining an adequate level of safety and security.

B. The ASCs will not replace job positions or job duties held by compensated co-workers with volunteer service.

C. Definition:

A volunteer is -

- 1.** An individual who performs hours of service for the ASCs, and carries out those tasks and duties without promise, expectation, or receipt of compensation and benefits for his/her service;
- 2.** An individual whose services are offered freely and without pressure or coercion, direct or implied, from the ASCs.

D. A volunteer, if employed as a co-worker by the ASCs, will not perform the same type of services, as a volunteer, as those for which he/she is compensated as a co-worker.

E. Individuals interested in providing volunteer service for a specific project or on a one-time basis will be required to complete a **VOLUNTEER APPLICATION** form.

F. Individuals interested in providing volunteer service on an on-going basis will be required to complete a **VOLUNTEER APPLICATION**, and may be taken through a more extensive interview, screening, and placement process which may include, as required:

- 1.** background check, which may include a police record check; and
- 2.** TB testing.

All costs will be paid by the ASCs.

G. Volunteers will be selected for service opportunities depending on ASC needs. The Head of a Region Office/Center Administrator or a designated ASC representative will evaluate the needs and determine the required background information; will approve, coordinate, and manage volunteers and volunteer services; and will be the custodian of volunteer files.

H. Volunteers under age 18 will be required to provide a written parental/guardian permission.

I. Reimbursement may be made for certain expenses associated with the activities of the volunteer service, and will not change the volunteer status of the individual.