

# North Florida Foundation for Research and Education, Inc.

## Employee Handbook



02/07/2020

# **ABOUT THIS HANDBOOK/DISCLAIMER**

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with North Florida Foundation for Research and Education, Inc. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. North Florida Foundation for Research and Education, Inc. adheres to the policy of employment at will, which permits the Foundation or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No Foundation representative other than Executive Director may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be signed and in writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Foundation documents. These Foundation documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general Foundation guidelines. The Foundation may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and Executive Director.

This handbook supersedes all prior handbooks.

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## Section 1 - Governing Principles of Employment

### 1-1. Introduction

For employees who are commencing employment with North Florida Foundation for Research and Education, Inc. ("North Florida Foundation for Research and Education, Inc." or "the Foundation"), on behalf of North Florida Foundation for Research and Education, Inc., let me extend a warm and sincere welcome.

For employees who have been with us, thanks for your past and continued service.

I extend my personal best wishes for success and happiness here at North Florida Foundation for Research and Education, Inc. We understand that it is our employees who provide the services that our customers rely upon, and who will enable us to create new opportunities in the years to come.

Teresa Angie Smith, Executive Director

### 1-2. Equal Employment Opportunity

North Florida Foundation for Research and Education, Inc. is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

The Foundation will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you need assistance to perform your job duties because of a physical or mental condition, please let the Employee's Supervisor and/or Executive Director know. Employees may also contact the ADP MyLife Advisors at (800) 554-1802.

The Foundation will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the Foundation's operations. If you wish to request such an accommodation, please speak to the Employee's Supervisor and/or Executive Director. Employees may also contact the ADP MyLife Advisors at (800) 554-1802.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be a violation of this policy, please contact your second level supervisor.



Note: If your supervisor or next level manager is the person toward whom the complaint is directed you should contact any higher level manager in your reporting chain. Employees may also contact the ADP MyLife Advisors at 800-554-1802 if they are uncomfortable for any reason using the above procedure. The Company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity.

If you feel you have been subjected to any such retaliation, report it in the same manner you would report a perceived violation of this policy. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge.

### 1-3. Non-Harassment

It is North Florida Foundation for Research and Education, Inc.'s policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, sex, disability or handicap, pregnancy, marital status, veteran status, sexual orientation, gender identity, arrest record, genetic information or any other characteristic protected by applicable federal, state or local laws. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If an employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to the Employee's Supervisor. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Executive Director. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Employees may also contact the ADP MyLife Advisors at (800) 554-1802 if they are uncomfortable for any reason using the above procedure. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Foundation will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy.

If an employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.



## 1-4. Sexual Harassment

It is North Florida Foundation for Research and Education, Inc.'s policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Foundation. It is to ensure that at the Foundation all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment and there is a wide range of behavior that may violate this policy even if such behavior does not violate the law, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the next level Manager. Note: If your Supervisor or next level Manager is the person toward whom the complaint is directed, you should contact any higher level Manager in your reporting chain. Employees may also contact the ADP MyLife Advisors at (800) 554-1802 if they are uncomfortable for any reason using the above procedure. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Foundation will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If you feel you have been subjected to any such retaliation, report it in the same manner you would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

## 1-5. Drug-Free and Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect Foundation property, and to ensure efficient operations, the Foundation has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Foundation.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on Foundation premises, while on Foundation business (whether or not on Foundation premises) or while representing the Foundation,



is strictly prohibited. Employees and other individuals who work for the Foundation also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact an employee's ability to perform his or her job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent an employee is subject to any drug testing requirement, to the extent permitted by and in accordance with applicable law. This restriction does not apply to responsible drinking of alcohol at business meetings and related social outings.

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

The Foundation maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any Foundation employee, including themselves.

## 1-6. Workplace Violence

North Florida Foundation for Research and Education, Inc. is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Foundation and personal property.

North Florida Foundation for Research and Education, Inc. does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, North Florida Foundation for Research and Education, Inc. specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, North Florida Foundation for Research and Education, Inc. does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Foundation policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.



## **Prohibited Conduct**

Threats, threatening language or any other acts of aggression or violence made toward or by any Foundation employee **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Foundation premises.

## **Procedures for Reporting a Threat**

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede North Florida Foundation for Research and Education, Inc.'s ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Foundation determines, after an appropriate good faith investigation, that someone has violated this policy, the Foundation will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for the Foundation to be aware of any potential danger in its offices. Indeed, the Foundation wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.



## Section 2 - Operational Policies

### 2-1. Employee Classifications

For purposes of this handbook, all North Florida Foundation for Research and Education, Inc. employees fall within one of the classifications below.

**Full-Time Employees** - Employees who regularly work at least 40 hours per week who were not hired on a short-term basis.

**Part-Time Employees** - Employees who regularly work fewer than 40 hours per week who were not hired on a short-term basis.

**Short-Term Employees** - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term employees generally are not eligible for Foundation benefits.

Employees who regularly work at least 30 or more hours per week who were not hired on a short-term basis are eligible for health insurance benefits.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

### 2-2. Your Employment Records

In order to obtain their position, employees have provided personal information, such as address and telephone number. This information is contained in their personnel file.

Employees should keep their personnel file up to date by informing Program Specialist or Executive Director of any changes. Employees also should inform Program Specialist or Executive Director of any specialized training or skills they acquire, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problem.



## 2-3. Working Hours and Schedule

The work hours for Exempt staff is determined by time needed to fulfill their specific job responsibilities rather than by schedules or shifts.

Non-Exempt:

Non-Exempt employees will ordinarily work eight hours Monday through Friday with the exact scheduled hours and days to be determined by each supervisor.

An employee is expected to report to work at his/her established starting time. If the employee is, absent or unavoidably detained, he/she should notify his/her supervisor as soon as you are aware of the delay or absence. Not only is prompt notification a matter of courtesy, it also permits the supervisor to make any necessary adjustments to work assignments in a timely manner.

To accommodate the needs of our business, at some point we may need to change individual work schedules on either a short-term or long-term basis.

## 2-4. Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

Non-exempt employees may not start work until their scheduled starting time.

It is the employee's responsibility to sign time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

## 2-5. Overtime

Like most successful companies, North Florida Foundation for Research and Education, Inc. experiences periods of extremely high activity. During these busy periods, additional work is required from all of us. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times



(1.5) their normal hourly wage for all time worked in excess of 40 hours each week, unless otherwise required by law.

Employees may work overtime only with prior management authorization.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Sunday and ends 168 hours later at 12 a.m. on the following Sunday.

## 2-6. Safe Harbor Policy for Exempt Employees

It is North Florida Foundation for Research and Education, Inc.'s policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for North Florida Foundation for Research and Education, Inc. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- full-day absences for personal reasons;
- full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt employee's full-day absences due to sickness or disability before the employee has qualified for the plan, policy or practice or after the employee has exhausted the leave allowance under the plan);
- full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave Act absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- the first or last week of employment in the event the employee works less than a full week; and
- any full work week in which the employee does not perform any work.

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

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:



- partial day absences for personal reasons, sickness or disability;
- an absence because the Foundation has decided to close a facility on a scheduled work day;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), they should immediately contact Executive Director or any other supervisor in North Florida Foundation for Research and Education, Inc. with whom the employee feels comfortable.

## 2-7. Your Paycheck

Employees will be paid bi-weekly for all the time worked during the past pay period.

Payroll stubs itemize deductions made from gross earnings. By law, North Florida Foundation for Research and Education, Inc. is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in any employee's pay, the employee should bring the matter to the attention of Executive Director immediately so the Foundation can resolve the matter quickly and amicably.

Paychecks will be given only to the employee, unless the employee requests that they be mailed or authorizes in writing that another person may accept the check.

North Florida Foundation for Research and Education, Inc. strongly encourages employees to use direct deposit. Authorization forms are available from Executive Director.

Employees can also access pay information on My Life Advisor on ADP or by contacting the Employee Service Center at 844-448-0325 or MyLifeAdvisor@adp.com

## 2-8. Performance Review

Depending on the employee's classification, North Florida Foundation for Research and Education, Inc. endeavors to review performance annually. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.



In addition to these formal performance evaluations, the Foundation encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

## 2-9. Record Retention

North Florida Foundation for Research and Education, Inc. acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Foundation and its employees and possible disciplinary action against responsible individuals (up to and including discharge of the employee). Each employee has an obligation to contact the Executive Director to inform them of potential or actual litigation, external audit, investigation or similar proceeding involving the Foundation that may have an impact on record retention protocols.

NFFRE maintains a formal document retention policy and procedure. Your immediate supervisor will explain how that policy applies to you and the work that you perform. You must retain all work products in the manner required and for the time period required by our policy. Research records must be maintained according to the VA Record Control Schedule. Never destroy or delete any work product until the retention periods specified by Foundation's policy have been satisfied. Failure to comply with the NFFRE document retention policy and procedure may result in discipline up to and including discharge.

## 2-10. Anniversary Date

The first day you report to work will be recorded as your anniversary date. Your anniversary date may be used in determining certain employee benefits, such as vacation time. Employees will not lose credit for service with the Foundation provided their last day of service was within 30 days of again becoming an active employee.

## 2-11. Personal Identify Verification (PIV) Card

You may be issued a PIV card upon hire. It must be worn where it can be seen at all times when you are working on VA premises. You will be required to follow all VA policies and procedures regarding the use of the PIV card.

## 2-12. Position Description

Each employee will be given a copy of their position description upon hire and will be asked to sign this document. The description outlines the essential duties and responsibilities of the position. When the duties and/or responsibilities of a position change, the description is revised to reflect those changes. If you have any questions or wish to obtain a copy of your positions job description, please see the Program Specialist or



Executive Director.

## 2-13. Re-Hires

Former employees who left NFFRE in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted and the applicant must meet all minimum qualifications and requirements of the position. Supervisors must obtain approval from the Executive Director prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals or any other benefits. An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

## 2-14. Background and Reference Checks

NFFRE employees will be required to have and maintain a valid Without Compensation (WOC) appointment from the VA, prior to receiving compensation from the Foundation, as per the directive of Title 38, of the VHA Handbook. This arrangement provides coverage under the Federal Tort Claims Act. It also subjects the employees of NFFRE to the VA rules and regulations. This process involves an extensive background check. Background checks may include verification of any information on the applicant's resume or application form and calls to references.

All offers of employment are contingent upon receipt of a background check report that is acceptable to NFFRE. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and anti discrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead NFFRE to deny employment, a copy of the report may be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

## 2-15. Inclement Weather

Notifications regarding office closures due to inclement weather can be found on the ADP Mobile App under "News". In cases of office closures due to inclement weather (i.e. hurricanes), NFFRE will follow the same closing procedures as the Malcom Randall VA Medical Center.



## Section 3 - Benefits

### 3-1. Benefits Overview

In addition to good working conditions and competitive pay, it is North Florida Foundation for Research and Education, Inc.'s policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs North Florida Foundation for Research and Education, Inc. provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from Executive Director. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Full-time employees whose standard schedule is at least 40 hours per week are eligible for all company benefits. Coverage begins the first of the month following date of hire.

Further, North Florida Foundation for Research and Education, Inc. (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the Foundation intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact Executive Director.



### 3-2. Paid Holidays

Full-time employees will be paid for the following holidays:

- Personal Holiday
- President's Day
- Thanksgiving Day
- Veterans' Day
- Christmas Day
- Columbus Day
- Independence Day
- Labor Day
- Martin Luther King, Jr. Day
- Memorial Day
- New Year's Day

When Holidays fall or are celebrated on a regular work day, eligible employees will receive one (1) day's pay at their regular straight-time rate (8-hour day). Employees must work their regularly scheduled hours, the day before, and the day after, the holiday, in order to be paid for the Holiday day (unless vacation time has been pre-approved to be used in conjunction with the Holiday). If an employee calls out Sick the day before or the day after a Holiday, the employee will not be eligible for Holiday pay. An inactive employee, on a Leave of Absence, is not eligible for Holiday pay.

Holiday pay will not be considered for overtime calculation purposes.

If a Holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the Holiday (at the regular straight-time rate) in place of the vacation day. If a Holiday falls within a jury duty or bereavement leave, the eligible employee will be paid for the Holiday (at the regular straight-time rate).

When a Holiday designated above falls on a Saturday or Sunday, NFFRE may designate the workday immediately preceding or immediately following for its observance.

Eligible employees who are called in to work on a Holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they work that day.

Personal Holiday will not be available to use until employee has completed their 90 day introductory period.



### 3-3. Paid Vacations

We know how hard employees work and recognize the importance of providing time for rest and relaxation. We fully encourage employees to get this rest by taking your vacation time. Employees will begin to accrue vacation time at hire, however, they will not be able to use this time until they have completed their 90 day introductory period.

Eligible employees accrue paid vacation time as follows:

During the first two (2) full calendar years of employment, eligible employees accrue five percent (5%) vacation time per hour worked, up to one hundred four (104) hours of vacation per year.

During the next two (2) to four (4) full calendar years of employment, eligible employees accrue seven and one half percent (7.5%) vacation time per hour worked, up to one hundred fifty six (156) hours of vacation per year.

Thereafter, eligible employees accrue ten percent (10%) vacation time per hour worked, up to two hundred eight (208) hours of vacation per year.

Every effort will be made to grant the employee's vacation preference, consistent with our operating schedule. However, if too many people request the same period of time off, the Foundation reserves the right to choose who may take vacation during that period. Employees with the longest length of service generally will be given preference. Vacation requests must be submitted to an employee's manager at least two (2) weeks in advance of their requested vacation dates.

If you wish to use five (5) or more full days of vacation time consecutively, you must submit a request at least two (2) weeks in advance of your requested time off. Similar notice should be provided for planned time off of shorter duration and should be made via the ADP WorkForce Now portal. Every effort will be made to grant your request, consistent with our operating schedule. However, if too many people request the same period of time off, the Company reserves the right to choose who may take time off during that period. Individuals with the longest length of service generally will be given preference.

Vacations should be taken during the year accrued, unless otherwise required by law. NFFRE strongly encourages each employee to use the accrued vacation leave to which he/she is entitled. Vacation leave that is accrued, but not taken, may be accumulated and carried only up to a maximum of 240 hours. An employee may not carry more than 240 hours of vacation leave at any given time. If the employee allows his/her accruals to reach 240 hours, then accrual will stop temporarily until the employee begins to use vacation leave pay.

If the employee changes to a non-benefits eligible status, whether by personal request or due to a business decision by NFFRE, then the employee will be paid for his/her accrued vacation leave hours up to a maximum of 10 days (80 hours) on the paycheck following the effective date of the change in status.

At the end of the calendar year, each employee may opt to carry over their unused vacation leave.

Upon giving notice of resignation or in the event of termination for any reason, an employee cannot extend



his/her final employment termination date with use of vacation.

Accrued, unused vacation, up to a maximum of 10 days or 80 hours, is paid out upon separation, only in circumstances in which the employee provided at least a 30-day advance resignation notice and was not terminated for cause, payable on the last paycheck.

Vacation leave hours are not accrued during any unpaid leave of absence. If the employee changes from a non-benefits eligible status to a benefits eligible status, whether by personal request or due to a business decision by NFFRE, then the vacation accrual will be effective the date of the change in status, not the hire date.

### 3-4. Sick Leave

Eligible employees will begin to accrue sick leave at hire. Eligible employees will earn (1.92%) hours of sick leave per hour worked, up to 40 hours per year. Sick leave will not accrue during an unpaid leave of absence.

Sick leave that is accrued, but not taken, may be accumulated and carried only up to a maximum of 1040 hours. An employee may not carry more than 1040 hours of sick leave at any given time. If the employee allows his/her accruals to reach 1040 hours, then accrual will stop temporarily until the employee begins to use.

Unused sick leave will be forfeited upon termination, resignation, or change in employment status.

If the employee changes to a non-benefits eligible status for any reason, whether by personal request or due to a business decision by NFFRE, then the employee will forfeit all accrued sick leave effective with the date of the change in status. Unlike accrued vacation time, the employee will not be paid for accrued sick leave upon termination or change in employment status.

Upon giving notice of resignation or in the event of termination or change in employment status, for any reason, an employee cannot extend his/her final employment termination date with use of sick leave.

Sick leave may be used for routine doctor, optical, or dentist appointments; however, the employee is encouraged to make appointments before arriving for work or after leaving work for the day. If time off is required for such appointments, arrangements must be made in advance with the employee's supervisor.

The employee is required to contact the supervisor no later than 2 hours after the beginning of his or her scheduled tour of duty when sick leave is needed; exceptions may be made only in the event of a serious injury or unanticipated hospitalization. It is the employee's responsibility to keep the supervisor informed of his or her condition and the date that the employee expects to return to work.

A Medical Release Statement (return to work release) must be submitted to the employee's supervisor for review before the employee can return to work in the following situations:

- Five or more consecutive workdays of absence due to illness or injury;
- In all cases of time lost after a work-related injury; or
- When returning from medical leave of absence.



Sick leave may also be used to tend to an immediate family member's illness. NFFRE's definition of "immediate family" is defined as an employee's spouse, domestic partner, grandparent, parent, brother, sister, child, grandchild, or the grandparent, parent, brother, sister, child, or grandchild of the employee's spouse or domestic partner. This also includes individuals for whom the employee is the current legal guardian.

At the discretion of the immediate supervisor or other appropriate authority, use of sick leave may require medical certification if the employee's absences are excessive, when a pattern has emerged, or when an employee has been absent more than 3 times in any 30 day period. These absences need not be full days.

### 3-5. Lactation Breaks

The Foundation will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid, subject to applicable law.

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

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

### 3-6. Workers' Compensation

On-the-job injuries are covered by North Florida Foundation for Research and Education, Inc.'s Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor. Failure to follow Foundation procedures may affect the ability of employees to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.



### 3-7. Jury Duty

North Florida Foundation for Research and Education, Inc. realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

Employees on jury duty leave will be paid for their jury duty service in accordance with state law; however, exempt employees will be paid their full salary for any week in which they perform any work for the Company.

### 3-8. Bereavement Leave

Bereavement leave is a benefit provided to full time and part time employees only.

A bereavement period is a time when you need to know that the people you work with care about you and your family. We will make every effort to meet your needs for time off during this period. As part of our commitment to you, we will provide bereavement leave pay for up to 3 days of regularly scheduled work immediately following the death or for another 3 day period, if there are other special circumstances.

Bereavement leave is reserved for the death of immediate family members. NFFRE's definition of "immediate family" is defined as an employee's spouse, domestic partner, grandparent, parent, brother, sister, child, grandchild, or the grandparent, parent, brother, sister, child, or grandchild of the employee's spouse or domestic partner. This also includes individuals for whom the employee is the current legal guardian.

Employees must inform their Supervisors prior to commencing bereavement leave. In administering this policy, the Foundation may require verification of death.

### 3-9. Voting Leave

NFFRE encourages all employees to vote. Employees are encouraged to take advantage of polling hours prior to the beginning or following the end of the workday. If this cannot be arranged, the supervisor will approve time off to vote either at the beginning or end of the workday, provided that the employee gives at least one day's notice.



### 3-10. Insurance Programs

Eligible employees may participate in the Foundation's insurance programs. Under these plans, eligible employees will receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits. Employees may enroll on the first of the month following employment or during the annual open enrollment period. Eligibility may be defined by state law and/or by the insurance contract.

To assist you with the cost of this insurance, NFFRE may pay a portion of the premium. You will be responsible for paying the balance through payroll deduction.

Upon becoming eligible to participate in these plans, you will receive access to summary plan descriptions (SPDs) through WorkForce Now describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to speak to the NFFRE Administration, if you have any further questions.

### 3-11. Long-Term Disability Benefits

Full-time employees are eligible to participate in the Long-Term Disability plan, subject to all terms and conditions of the agreement between North Florida Foundation for Research and Education, Inc. and the insurance carrier.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

### 3-12. Employee Assistance Program

North Florida Foundation for Research and Education, Inc. provides an employee assistance program for employees. This program offers qualified counselors to help you cope with personal problems you may be facing. Further details can be obtained by contacting an EAP counselor at (866) 574-7256.

### 3-13. Transportation Reimbursement Program

The Foundation provides a Transportation Reimbursement Program which allows all employees to pay for eligible transportation expenses with pre-tax income. Employees may participate on the first of the month after one month of employment. The program works similarly to a Flexible Benefits Program, in which employees elect to have a portion of pre-tax income transferred to an account for future reimbursement for transportation expenses. The amount of contributions is subject to IRS limits which generally change every year. Upon becoming eligible to participate in this plan, employees will receive a Summary Plan Document (SPD) describing the benefit in greater detail. Employees should refer to the SPD for detailed plan information. Of course, employees also should feel free to speak to the Executive Director if they have any further questions.



### 3-14. Retirement Plan

Eligible employees are able to participate in North Florida Foundation for Research and Education, Inc.'s retirement plan. Plan participants may make pre-tax contributions to a retirement account. NFFRE's contribution, if any is determined on an annual basis.

Upon becoming eligible to participate in this plan, employees will receive an SPD describing the plan in greater detail. Please refer to the SPD for detailed plan information. Of course, feel free to speak to Executive Director if there are any further questions.



## Section 4 - Leaves of Absence

### 4-1. Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that North Florida Foundation for Research and Education, Inc. can maintain proper coverage while employees are away.



## Section 5 - General Standards of Conduct

### 5-1. Workplace Conduct

North Florida Foundation for Research and Education, Inc. endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the Foundation's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing North Florida Foundation for Research and Education, Inc. property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of North Florida Foundation for Research and Education, Inc.'s Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening or disrupting the work of others or other violations of North Florida Foundation for Research and Education, Inc.'s Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
10. Gambling on Foundation property.
11. Willful or careless destruction or damage to Foundation assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of North Florida Foundation for Research and Education, Inc.'s Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of Company policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and North Florida Foundation for Research and Education, Inc. reserves the right to impose whatever discipline it



chooses, or none at all, in a particular instance. The Foundation will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, North Florida Foundation for Research and Education, Inc. will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

## 5-2. Punctuality and Attendance

Employees are hired to perform important functions at North Florida Foundation for Research and Education, Inc. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and Supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify Supervisors as early as possible, but no later than the start of the work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should call, stating the nature of the illness and its expected duration, for every day of absenteeism.

Unreported absences of three (3) consecutive work days generally will be considered a voluntary resignation of employment with the Foundation.

## 5-3. Use of Communications and Computer Systems

North Florida Foundation for Research and Education, Inc.'s communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other Foundation policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the North Florida Foundation for Research and Education, Inc. systems.

North Florida Foundation for Research and Education, Inc. may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the Foundation deems it appropriate to do so. The reasons for which the Foundation may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Foundation operations continue appropriately during the employee's absence.

Further, North Florida Foundation for Research and Education, Inc. may review Internet usage to ensure that



such use with Foundation property, or communications sent via the Internet with Foundation property, are appropriate. The reasons for which the Foundation may review employees' use of the Internet with Foundation property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Foundation operations continue appropriately during the employee's absence.

The Foundation may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The Foundation's policies prohibiting harassment, in their entirety, apply to the use of Foundation's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since the Foundation's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

#### 5-4. Use of Social Media

North Florida Foundation for Research and Education, Inc. respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect Foundation interests and ensure employees focus on their job duties, employees must adhere to the following rules:

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether an employee is posting something on his or her own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the Foundation and also expresses either a political opinion or an opinion regarding the Foundation's actions that could pose an actual or potential conflict of interest with the Foundation, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the Foundation's position. This is necessary to preserve the Foundation's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if



expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. Foundation policies apply equally to employee social media usage.

North Florida Foundation for Research and Education, Inc. encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

### 5-5. Personal and Company-Provided Portable Communication Devices

North Florida Foundation for Research and Education, Inc.-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through the Foundation's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a Foundation-provided or personal device, employees must comply with applicable Foundation guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a Foundation-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If employees who use a personal PCD for business resign or are discharged, they will be required to submit the device to the IT department for resetting on or before their last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, Foundation information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of Foundation information. This is the only way currently possible to ensure that all Foundation information is removed from the device at the time of termination. The removal of Foundation information is crucial to ensure compliance with the Foundation's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a Foundation-issued device, the Foundation's



electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

### **Portable Communication Device Use While Driving**

Employees who drive on Foundation business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while driving, and permitted by law, employees must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

## **5-6. Inspections**

North Florida Foundation for Research and Education, Inc. reserves the right to require employees while on Foundation property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on Foundation or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the Foundation or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

## **5-7. Smoking**

Smoking, including the use of e-cigarettes, is prohibited on Foundation premises and in all Foundation vehicles.



## 5-8. Personal Visits and Telephone Calls

If you are expecting a visitor, please notify your immediate supervisor. All visitors must first check in at the reception area. Visitors are not allowed in any area of the building without being accompanied by an authorized employee. Under no circumstances will visitors be allowed in confidential, unauthorized or potentially hazardous areas.

Disruptions during working time can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and only be made or received after working time, or during lunch or break time.

## 5-9. Solicitation and Distribution

To avoid distractions, solicitation by the employee of another employee is prohibited while either employee is on work time and in all immediate patient care areas. "Work time" is defined as the time the employees are engaged, or should be engaged, in performing their tasks for North Florida Foundation for Research and Education, Inc. Solicitation of any kind by non-employees on Foundation premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in immediate patient care areas and all other working areas of Foundation is prohibited at all times. Distribution of literature by non-employees on Foundation premises is prohibited at all times.

## 5-10. Confidential Company Information

During the course of work, employees may become aware of confidential information about North Florida Foundation for Research and Education, Inc.'s business, including but not limited to information regarding Foundation finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers and customers and potential customers. Employees also may become aware of similar confidential information belonging to the Foundation's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to North Florida Foundation for Research and Education, Inc.'s competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the Foundation may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.



## 5-11. Conflict of Interest and Business Ethics

It is North Florida Foundation for Research and Education, Inc.'s policy that all employees avoid any conflict between their personal interests and those of the Foundation. The purpose of this policy is to ensure that the Foundation's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Foundation.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Foundation, by any employee who is in a position to directly or indirectly influence either the Foundation's decision to do business, or the terms upon which business would be done with such organization;
2. holding any interest in an organization that competes with the Foundation;
3. being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Foundation or which competes with the Foundation; and/or
4. profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Foundation.

A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and the Foundation.

## 5-12. Use of Facilities, Equipment and Property, Including Intellectual Property

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

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisors can answer any questions about the employees' responsibility for maintenance and care of equipment used on the job.



Employees also are prohibited from any unauthorized use of the Foundation's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the Foundation is not responsible for any damage to employees' personal belongings unless the employee's supervisor provided advance approval for the employee to bring the personal property to work.

### 5-13. Health and Safety

The health and safety of employees and others on Foundation property are of critical concern to North Florida Foundation for Research and Education, Inc. The Foundation intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Foundation's premises, or in a product, facility, piece of equipment, process or business practice for which the Foundation is responsible should be brought to the attention of management immediately.

Periodically, the Foundation may issue rules and guidelines governing workplace safety and health. The Foundation may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

### 5-14. Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, North Florida Foundation for Research and Education, Inc. may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of the Foundation. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or



conditions of employment of the other individual. The Foundation generally will attempt to identify other available positions, but if no alternate position is available, the Foundation retains the right to decide which employee will remain with the Foundation.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

### 5-15. Employee Dress and Personal Appearance

Employees are expected to report to work well groomed, clean, and dressed according to the requirements of their position. Some employees may be required to wear uniforms or safety equipment/clothing. Employees should contact their supervisor for specific information regarding acceptable attire for their position. If employees report to work dressed or groomed inappropriately, they may be prevented from working until they return to work well groomed and wearing the proper attire. Please refer to Dept. of Veterans Affairs VA Medical Center Memorandum "Dress Code, Personal Appearance and Hygiene".

### 5-16. Publicity/Statements to the Media

All media inquiries regarding the position of the Foundation as to any issues must be referred to Executive Director. Only Executive Director is authorized to make or approve public statements on behalf of the Foundation. No employees, unless specifically designated by Executive Director, are authorized to make those statements on behalf of Foundation. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Foundation must first obtain approval from Executive Director.

### 5-17. Operation of Vehicles

All employees authorized to drive Foundation-owned or leased vehicles or personal vehicles in conducting Foundation business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

Employees must have a valid driver's license in their possession while operating a vehicle off or on Foundation property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Foundation-owned or leased vehicles may be used only as authorized by management.

**Portable Communication Device Use While Driving:** Refer to Section 5-5 *Personal and Company-Provided Portable Communication Devices?*



## 5-18. Business Expense Reimbursement

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by the employee's Supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to Executive Director along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their Supervisor or Executive Director in advance if they have any questions about whether an expense will be reimbursed.

## 5-19. References

North Florida Foundation for Research and Education, Inc. will respond to reference requests through the Program Specialist or Executive Director. The Foundation will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Program Specialist or Executive Director.

**Only the Program Specialist or Executive Director may provide references.**

## 5-20. If You Must Leave Us

Should an employee decide to leave the Foundation, we ask that he or she provide a Supervisor with at least 30 days advance notice of departure. Thoughtfulness will be appreciated. All Foundation, property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc., must be returned at separation. Employees also must return all of the Foundation's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the Foundation, (through payroll deduction, if lawful) for any lost or damaged Foundation, property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

## 5-21. A Few Closing Words

This handbook is intended to give employees a broad summary of things they should know about North Florida Foundation for Research and Education, Inc. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, North Florida Foundation for Research and Education, Inc., in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not



hesitate to speak to management if they have any questions about the Foundation or its personnel policies and practices.



## General Handbook Acknowledgment

This Employee handbook is an important document intended to help you become acquainted with North Florida Foundation for Research and Education, Inc. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Foundation's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee handbook.

**I have received and read a copy of North Florida Foundation for Research and Education, Inc.'s Employee handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Foundation at any time.**

**I further understand that my employment is terminable at will, either by myself or the Foundation, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.**

**I understand that no representative of North Florida Foundation for Research and Education, Inc. other than Executive Director may alter "at will" status and any such modification must be in a signed writing.**

**I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Foundation's Employee handbook.**

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.



## Receipt of Non-Harassment Policy

It is North Florida Foundation for Research and Education, Inc.'s policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, sex, disability or handicap, pregnancy, marital status, veteran status, sexual orientation, gender identity, arrest record, genetic information or any other characteristic protected by applicable federal, state or local laws. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If an employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to the Employee's Supervisor. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Executive Director. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Employees may also contact the ADP MyLife Advisors at (800) 554-1802 if they are uncomfortable for any reason using the above procedure. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Foundation will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy.

If an employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand North Florida Foundation for Research and Education, Inc.'s Non-Harassment Policy.

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.



## Receipt of Sexual Harassment Policy

It is North Florida Foundation for Research and Education, Inc.'s policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Foundation. It is to ensure that at the Foundation all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment and there is a wide range of behavior that may violate this policy even if such behavior does not violate the law, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the next level Manager. Note: If your Supervisor or next level Manager is the person toward whom the complaint is directed, you should contact any higher level Manager in your reporting chain. Employees may also contact the ADP MyLife Advisors at (800) 554-1802 if they are uncomfortable for any reason using the above procedure. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Foundation will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If you feel you have been subjected to any such retaliation, report it in the same manner you would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand North Florida Foundation for Research and Education, Inc.'s Sexual Harassment Policy.

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

