



---

**Long-Term Care Foundation**

---

of Washington State

# **Employee Handbook**

# Table of Contents

Welcome-----	3
About The Long-Term Care Foundation-----	4
Purpose of Handbook-----	5
Employment at Will-----	5
Terminations-----	5
Probationary Period-----	5
<b>I. POLICIES AND PRACTICES</b>	
Equal Employment Opportunity -----	6
Disciplinary Action-----	6
Open Door -----	8
Hours of Work-----	8
Time Keeping-----	8
Pay Periods/Paydays-----	9
Compensation and Wages-----	9
Improper Payroll Deductions-----	10
Expense Reports-----	10
<b>II. STANDARDS OF CONDUCT</b>	
Attendance and Absenteeism-----	11
Harassment-----	11
Computer, E-mail, and Internet Access-----	12
Drug and Alcohol-Free Workplace-----	13
<b>III. YOUR EMPLOYEE BENEFITS</b>	
Holidays-----	14
Vacation Benefits-----	14
Sick Leave-----	15
Medical Leaves-----	16
Washington Family Care Act-----	16
Paid Family and Medical Leave-----	16
Military Family Leave-----	17
Domestic Violence Leave-----	17
Jury Duty-----	17
<b>IV. YOUR SAFETY</b>	
Accidents-----	18
Medical Emergency Procedure-----	18
On-the-Job Injuries, Illnesses-----	19
Whistle Blowing-----	20
<b>ACKNOWLEDGEMENT OF RECEIPT-----</b>	<b>21</b>

## **WELCOME TO THE LONG-TERM CARE FOUNDATION**

It is my pleasure to welcome you to The Long-Term Care Foundation of Washington State (LTCF). We take great pride in our organization, our people, and our service. We strive to provide a stimulating work environment as well as opportunities for personal growth and job satisfaction. We recognize and reward commitment to our mission and those we serve, achievement of agreed-upon goals and objectives, and a desire to bring passion and purpose to everything we do. We value our employees and believe they are our most important resources.

At LTCF, we feel it is important that we share common values. Foremost among these is respect for one another. We expect our employees to take pride in their work and respond to our clients, colleagues, and partners with the highest integrity.

On behalf of everyone here at LTCF, we welcome you to our team. We hope you will find your employment with us a rewarding and impactful experience.

Onward together...

*Bob*

Bob Le Roy  
Executive Director

## **ABOUT THE LONG-TERM CARE FOUNDATION**

The Long-Term Care Foundation (LTCF) is a 501(c)(3) organization committed to improving and developing access to high-quality, long-term care services through public awareness, community connections, and a well-supported long-term care workforce.

The Long-Term Care Foundation is also the organization created by the Washington State Legislature to develop and manage the Adult Family Home Training Network to provide training, workforce development and other services to adult family home operators and staff. Funding for the training network comes from a portion of the training benefit negotiated in the collective bargaining agreement between the Adult Family Home Council and the State of Washington. Funding began in 2020 and will be ongoing to support the maintenance and enhancement of the network.

Our Vendor Contract with the Washington State Department of Social and Health Services (DSHS) defines the scope of our work in a series of deliverables:

- Enhance effective communications to increase awareness among clients and stakeholders through a multi-platform communication plan.
- Engage, educate, and solicit input from adult family home owners, staff, other stakeholders, and community partners to inform the process of delivering required training and developing effective strategies for growing the caregiver workforce.
- Work with DSHS-approved community instructors to deliver training required to become certified long-term care workers.
- Strengthen workforce development by providing ongoing human resources education, guidance, and support to adult family homes as well as assistance in recruiting and training additional caregivers.
- Provide funding to eligible adult family home and individuals to pay for the training required to become certified as a long-term care worker and the time it takes to complete the training and certification process.
- Develop a path to facility-based training to empower adult family home owners to train their staff in the homes where they work.

## **PURPOSE OF THE HANDBOOK**

The purpose of this manual is to establish a basis for impartial personnel administration of LTCF and to provide management and employees alike with a ready reference of established policies and procedures for personnel administration.

This Employee Handbook has been developed LTCF employees to answer questions about benefits and employment practices. The policies and procedures contained herein are guidelines only, are not designed to be, nor do they create a contract for employment or make specific promises of treatment by LTCF in all circumstances. They are only intended to be guidelines, which describe the organization's general philosophy concerning policies and procedures. LTCF reserves the right to amend, modify, or discontinue any benefit or policy at its sole discretion, with or without prior notice. The provisions of this handbook take precedence over all other verbal and written representations that may have been made by LTCF representatives. No representative of LTCF other than the Executive Director, in writing, has any authority to enter into any agreement contrary to the above.

## **EMPLOYMENT AT WILL**

Your employment with LTCF is terminable at will. Nothing in this handbook changes that. Both you and LTCF have the right to terminate employment at any time and for any reason without any prior notice. LTCF may, in its sole discretion, decide to terminate an employee for cause (policy violation), documented lack of performance, position elimination, business need or any other reason.

## **TERMINATIONS**

LTCF requests that as a courtesy, employees who resign provide at least fourteen (14) calendar day's written notice prior to termination.

Upon termination, employees must return all LTCF property prior to issuance of their final paycheck, which will be provided in the usual manner (check or direct deposit) on the following payday. Note: To implement this provision, the employer must have a payroll deduction authorization form signed by the employee agreeing to the deduction of wages if equipment is not returned.

## **PROBATIONARY PERIOD**

It is the policy of LTCF to select the best-qualified persons available to fill its staff positions and job openings. Upon successful completion of a 90-calendar-day probationary period, a performance evaluation will be reviewed with the employee. If the employee's performance was not satisfactory during the probationary period, LTCF will either extend the probationary period or terminate employment. Employees who leave employment and then decide to return, except those granted a leave of absence, shall serve another probationary period of 90 calendar days, and shall be treated as a new employee.

## *I. Policies and Practices*

### **EQUAL EMPLOYMENT OPPORTUNITY**

1. The employment policy of LTCF is to provide equal opportunity to all persons. No employee or applicant for employment will be discriminated against because of race, color, religion, sex, national origin, age, otherwise qualified disabled or veteran status, marital status, military status, sexual orientation, genetic information and gender identity, and or any other basis protected by federal, state, or local law.

To implement these policies, LTCF will continue to:

2. Recruit, hire, train, and promote persons in all job classifications without regard to race, color, religion, and gender, national origin, age, otherwise qualified disabled or veteran status. LTCF does not discriminate based on national origin or citizenship status as provided under the Immigration Reform and Control Act of 1986.
3. Base decisions on employment to further the principle of equal employment opportunity.
4. Ensure that promotion decisions are in accord with the principles of equal employment opportunity by imposing only valid requirements for promotional opportunities; and
5. Ensure that all personnel actions (including but not limited to compensation, benefits, transfers, layoffs, return from layoffs, company-sponsored training, education, tuition assistance, social and recreational programs) are administered without regard to race, color, religion, gender, national origin, age, otherwise qualified disabled or veteran status, marital status, military status, sexual orientation, genetic information and gender identity and or any other basis protected by federal, state or local law .

Employees who believe they have not been treated in accord with this policy should promptly contact their immediate supervisor or the Executive Director. Should the employees feel it necessary to discuss the matter further, they may choose to contact the Board Chair.

The continued success of our Equal Employment Opportunity Policy requires maximum cooperation from every employee throughout our organization. Equal employment opportunity is not only the law, but it is a principle of LTCF. Your cooperation is expected to achieve this goal, and we unequivocally stand behind this principle.

### **DISCIPLINARY ACTION**

LTCF believes that employees are motivated to do what is best and are accountable for their actions. Accordingly, our disciplinary policy allows flexibility, yet provides the stability that comes with knowing certain actions result in disciplinary consequences.

While it is possible that disciplinary action will sometimes be taken without using the actions below, they are offered as an outline of progressive disciplinary action. Progressive

discipline refers to an increasing level of punitive action if an employee fails to meet requirements for improvement. LTCF reserves the right to discharge without cause if it deems the same to be in its best interest. This policy does not change the *terminable at-will* employment relationship which exists between LTCF and its employees.

Action 1: Verbal Warning

A verbal warning may be appropriate for minor infractions or where performance needs only minimal improvement to be satisfactory.

Action 2: Written Warning

A written warning may be used with a more serious infraction or when it appears a verbal warning(s) did not produce a sufficient behavioral change.

Action 3: Suspension

A suspension may be used after one or more written warnings were given without resulting in improvement of performance or in cases that would ordinarily call for immediate dismissal, but mitigating circumstances exist.

Action 4: Termination

A termination is appropriate after progressive discipline has not produced desired behavioral changes, when a Class 1 offense is involved, or anytime LTCF deems it to be in the best interest of the organization.

The following lists are provided as a starting point to define unacceptable behavior on the part of an employee working at LTCF. The lists are not intended to be all-inclusive, but rather to give examples particularly between Class 1 infractions that should generally result in immediate dismissal and Class 2 infractions that would generally be part of a progressive disciplinary action.

## Categories of Infractions

### Class 1

1. Misappropriation of money, property, or time.
2. Willful damage to property or endangering of individuals.
3. Possession of a dangerous weapon.
4. Working under the influence of alcohol or controlled substances without a health care prescriber's written authorization.
5. Failure to follow specific appropriate instruction.
6. Falsifying any document or verbal misrepresentations.
7. Failure to maintain confidentiality.
8. Gambling or other illegal activity.

### Class 2

1. Failure to meet job responsibilities or a reasonable organizational request.

2. Failure to meet a standard of conduct that is incorporated into company or departmental policy, or that is otherwise specified.
3. Any conduct that would cause a customer to question the effectiveness or the integrity of LTCF.

The lists are not intended to be all-inclusive, but rather to give examples particularly between Class 1 infractions that should generally result in immediate dismissal and Class 2 infractions that would generally be part of a progressive disciplinary action.

## **OPEN DOOR**

It is important that management is aware of any condition that may hinder a comfortable working environment, or cause problems for employees on the job. Such conditions cannot be corrected unless they are made known to the organization. To ensure effective working relations, it is important that any workplace misunderstandings or conflicts are resolved before serious problems develop. Most incidents will resolve themselves naturally; however, if a situation persists that you believe is detrimental to you or to LTCF, free discussion with your immediate supervisor or Executive Director is encouraged. These individuals will endeavor to work out a satisfactory solution to the problem. Any questions, problems, concerns, and suggestions are always welcome. You are welcome to address any concerns, questions, suggestions, or complaints to any member of management.

## **HOURS OF WORK**

The “normal” working hours of all full-time employees are Monday through Friday, 8:00 a.m. to 5:00 p.m. Part-time employees are scheduled as needed. All employees are subject to working other hours and other days as may be necessary. This notice does not constitute a guarantee of hours to be worked. Employees who want to adjust the 8-5 schedule must request of the executive director and be approved to do so in advance.

While working remotely, employees must adhere to all the conditions in the Employee Handbook. All company policies around conduct, confidentiality, sick leave, etc., continue to apply, regardless of location.

## **TIMEKEEPING**

Federal and State laws require the LTCF to keep accurate records of the time worked by all non-exempt employees who are covered by wage/hour regulations. Your timesheet is that record and must reflect all the time for which any work is done.

You must personally complete your time sheet accurately and legibly each day and submit it to your supervisor each Friday afternoon or upon request.

All overtime work by non-exempt employees must be authorized in advance by your supervisor or the Executive Director. You will be paid for all overtime worked, but failure to obtain prior authorization may result in disciplinary action, up to and including termination.



Because time cards provide information about wages, job-cost accounting, and the effectiveness of changed or improved methods and procedures, exempt employees may be required to complete time sheets from time to time.

## **PAY PERIODS / PAYDAYS**

All LTCF employees are paid by direct deposit on the 5th and on the 20th of each month. The pay periods end on the 15th and the last day of each month. If a scheduled payday falls on a Saturday or LTCF-observed holiday, you will normally be paid on the day preceding the weekend or holiday. If a scheduled payday falls on a Sunday, or LTCF-observed holiday, you will normally be paid on the day following the weekend or holiday.

Direct deposit of your paycheck is available and provides a safe and effective way for you to immediately access your earnings at your own financial institution when those earnings are deposited electronically.

The workweek begins Sunday at midnight and extends the seven days following. Overtime hours worked prior to the Sunday before the end of the pay period are included on the next regularly scheduled paycheck.

All required deductions, such as federal, state, and local taxes, and all authorized voluntary deductions, such as health insurance contributions, are automatically withheld from your paycheck.

## **COMPENSATION AND WAGES**

A program of wage and salary administration has been developed and is used by LTCF to maintain an equitable relationship between the wages paid for the many types of work performed and the skill levels obtained within the company. It is the company's policy to maintain competitive wages with similarly sized businesses in our industry and to review the wage program periodically.

Your wage/salary is reviewed at regular intervals. Wage and salary increases are not automatic. Adjustments are based on individual merit, the economic status of the company, and general business conditions. Merit increase consideration is dependent upon satisfactory or better job performance as determined by your supervisor, work record, and performance reviews.

## **IMPROPER PAYROLL DEDUCTIONS**

LTCF is committed to ensuring that all employees are fully paid in accordance with the salary arrangements that have been established between them and LTCF, maintaining full compliance with the requirements established by applicable federal, state, and local law. LTCF does not condone improper deductions from employees' salaries and endeavors to prevent improper docking of employees' salaries, unauthorized salary deductions, payroll errors, and the like.

If you believe you have been subject to improper salary deductions or have not been fully paid for any payroll period, notify your supervisor or the Executive Director immediately upon discovering such discrepancy in order to resolve the problem. You will not be subject to any form of retaliation for raising such an issue or for filing a formal complaint. If it is determined that a salary deduction was improper or that you did not receive full compensation for any payroll period, you will be reimbursed for any improper deduction or paid any previously unpaid wages the next payroll period following the determination.

## **EXPENSE REPORTS**

Any employee who is authorized to incur expenses on behalf of LTCF will be reimbursed for the amount expended. LTCF will reimburse expenses for such things as out of town travel expenses including transportation fares, mileage, vehicle rentals, parking fees, lodging and meals (including reasonable tips); entertainment, and other necessary expenses incurred on LTCF business. All such expenditures must be detailed on LTCF expense report forms with relevant receipts attached, and must be approved by your supervisor prior to submittal to the Accounting Department. All expense report forms should be submitted within 90 days. LTCF does not reimburse employees for mileage or other transportation expenses incurred in their normal commute to and from work.

In situations where substantial expenses are anticipated, at the request of the employee, LTCF will advance necessary funds to cover them. In such cases, the employee's expense report and the unused portion of the advanced funds should be turned in to the Accounting Department no later than one week following the resumption of the employee's normal routine. It is preferred that LTCF make those purchases directly.

## ***II. Standards of Conduct***

### **ATTENDANCE AND ABSENTEEISM**

Absenteeism is a costly problem both for you and the company. You suffer a loss of earnings that cannot be recovered and the company suffers a loss of production that cannot be recovered. While it is recognized that a reasonable amount of absence due to bona fide illness or emergency situations is beyond control, punctual and regular attendance is required of all employees.

If illness or personal emergency make absence or tardiness unavoidable, you must notify your immediate supervisor personally, within one hour before the start of your shift explaining the reason for your absence or tardiness and indicating when you expect to return to work. It is unacceptable to depend upon another person to explain your absence from the job.

If you cannot return to work by the expected day or time, you must notify your immediate supervisor and provide the reason for the continued absence and the expected date of return.

Employees, who fail to provide proper notification prior to the start of their shift, or generally practice poor attendance, will be subject to disciplinary action and could be subject to termination. Falsification or misrepresentation regarding reasons for absence may also result in termination.

Employees absent for three consecutive workdays without notifying the company are considered as having voluntarily resigned.

## **HARASSMENT**

Harassment based on an employee's race, color, religion, national origin, age, gender, marital or military status, sexual orientation, gender identity, the presence of a sensory, physical, or mental disability, genetic information, or on any other basis protected by federal, state, or local law, is a violation of the LTCF's policy. Prohibited harassment includes comments, slurs, jokes, innuendoes, cartoons, pranks, physical harassment, etc. that are derogatory on the basis of the employee's protected class membership, or that are promoted by the employee's protected class. Harassment also includes negative actions based upon an employee's participation and activities identified with or promoting the interest of a protected group. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, other verbal or physical contact of a sexual nature and conduct that has a purpose of effect or unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. An employee has the right to be free from harassment based on his or her cultural and ethnic customs and protected class status.

Employees have the right to be free from such harassment on the job from co-workers, supervisors, vendors, customers and others. If you believe that you or another employee have been the object of harassment, you must promptly report any such incident to the Executive Director or the Board Chair.

Every reported incident of employee harassment will be thoroughly and promptly investigated by management with the cooperation of the employee. Every complaint will be kept confidential to the maximum extent possible. The concerned employee will be afforded protection from retaliation, and the results of any investigation of alleged harassment shall promptly be communicated to the employee. Where charges of employee harassment are substantiated, appropriate corrective action will be taken up to and including termination.

## **COMPUTER, E-MAIL, AND INTERNET ACCESS**

**Use of Company Computers, Portable Digital Assistants (PDA) and Cell Phones for Electronic Mail, Text Messages and Internet Access**

LTCF wishes to establish its expectations of employees who use its computer and communications systems for e-mails, text messaging or to access the Internet.

1. The e-mail system and all communication systems, including Company PDAs, company cell phones and computers is LTCF property intended for business purposes only.
2. The LTCF reserves the right to access and review, at any time, e-mail messages, including text messages, and any other file, document, or item on an individual's company computer.
3. Messages with offensive or improper language, especially those with sexual, racial, or other inappropriate content, are strictly prohibited.
4. E-mail messages should be composed with a business tone and manner. Do not assume that your messages are private. They may be read by unintended readers. Warning: passwords do not imply complete privacy.
5. Electronic eavesdropping by employees is prohibited. Employees should not access or read another's e-mail unless it is necessary for conducting business.
6. Be careful when attaching documents that are e-mailed from LTCF offices, since such material may include confidential or proprietary company information. E-mailing documents increases the ease of reproduction by others and the likelihood that such material may be distributed to unauthorized or unintended persons or companies.
7. Visiting or accessing any website or downloading any material not for business purposes is prohibited. Such sites may include any address which contains sexual material or other content that LTCF deems inappropriate.
8. Using codes for accessing files to retrieve stored information is restricted to authorized personnel only.
9. Violations of this policy will result in disciplinary action, up to and including termination of employment.

## **DRUG AND ALCOHOL-FREE WORKPLACE**

The purpose of this policy is to communicate LTCF standards on employee substance abuse, to guide employee conduct in order to ensure a safe and efficient work environment, to protect employees and LTCF assets from injury or damage caused by an employee who is under the influence of drugs and alcohol, and to promote the greatest efficiency of the work force.

Any employee using, possessing, selling, distributing or being under the influence of illegal drugs, marijuana, or alcohol on the job or when such use adversely affects the employee's

on-the-job performance, behavior or the LTCF's reputation will be subject to disciplinary action, up to and including termination. Employees taking prescription medication that could adversely affect their work performance should notify the Executive Director. The use of prescription or over-the-counter medication that is contrary to its intended use or used on the job without prior advanced notice of work restrictions is also prohibited.

LTCF reserves the right to require employees to submit to drug testing to detect the presence of alcohol, illegal drugs, marijuana, or other controlled substances if it has reason to believe that an employee may be under the influence of such substances. Refusal to consent to such a test will be considered a positive test and may result in disciplinary action up to and including termination.

Any employee found to be in violation of this policy is subject to immediate discharge. Any employee who is suspected of a policy violation will be immediately suspended without pay pending investigation.

An employee who voluntarily seeks assistance for a substance abuse problem before such a problem results in a violation of this policy, will not be subject to disciplinary action. However, LTCF reserves the right to administer appropriate disciplinary action for incidents occurring prior to the request for assistance if such action or conduct violates, other work rules, or standards of LTCF. Violations of this policy after a request for assistance will result in disciplinary action in accordance with this policy.

In lieu of discharge, LTCF, at its sole discretion, may place the employee on suspension pending outcome of the employee's willingness to seek assistance to treat his or her problem. As a condition of employment, the employee must enter into a Rehabilitation Agreement, which requires a several conditions, including drug testing, to be met to retain employment with LTCF.

### ***III. Your Employee Benefits***

#### **HOLIDAYS**

The following holidays are paid for at the normal straight time hourly rate for all full-time employees.

New Year's Day	Labor Day
Martin Luther King Jr. Day	Veterans Day
President's Day	Thanksgiving Day
Memorial Day	Day-after-Thanksgiving Day
Independence Day	Christmas Day
Juneteenth	Floating personal holiday

Hourly full-time employees must be present for their entire scheduled work day on the days prior to and following a holiday or be on vacation on one or both of those days to receive pay for that holiday. If any of these holidays, other than personal days, fall on a weekend, they will be observed in accordance with the federal holiday schedule.

In the event that it is necessary to work on any of these holidays, hourly full-time employees working the holiday are compensated at time and one half (1½) their straight time rate for those hours worked on the holiday. Holiday pay is not counted as time worked for computing overtime.

Exempt employees will be paid their regular salary for any week they work in which there is a recognized holiday. They will not receive additional pay for the holiday. Recognized holidays will not count as vacation time for exempt or non-exempt employees.

## **VACATION BENEFITS**

Full-time employees who are non-executive level, exempt staff are entitled to paid vacations calculated from their anniversary date of employment.

- First 12 months: 8 hours per month
- Subsequent 12 months: 9 hours per month
- Years 3 & 4: 10 hours per month
- Years 5 & 6: 11 hours per month
- Years 7 & 8: 12 hours per month
- Years 9 & 10: 13 hours per month
- Years 11 & 12: 14 hours per month
- Year 13 and beyond: 15 hours per month

Vacation is not just a benefit, it is necessary for your physical and mental health. As such, you may not accumulate in excess of 240 hours of earned vacation. Vacation must be taken; no monetary compensation is paid if the employee does not use their vacation hours. Exceptions may be made on a case-by-case if the employee has requested time off but was denied due to the operational needs of LTCF, thereby preventing the employee from utilizing their vacation in a timely manner.

Two consecutive weeks is normally the maximum you may take at one time. However, it is preferred to have vacations taken one week at a time to alleviate hardships on the company's daily operations.

Requests must be made in writing and approved by the supervisor.

LTCF reserves the right to restrict vacations during peak workload periods or to determine the number of employees that may be on vacation at one time.

If a scheduled holiday falls while you are on vacation, that day will be paid as a holiday and will not count against your earned vacation benefit. Holidays and vacation days are not included in calculating overtime.

Employees who voluntarily leave LTCF employment will receive any unused vacation time, as long as a minimum of 14-day written notice of voluntary termination is provided and worked. All unused vacation hours will be included in final paycheck.

Employees who are more than 15 minutes late for their assigned work time may be required to use leave to adjust for their tardiness.

## **SICK LEAVE**

LTCF provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employees are regular, full-time employees who have completed 90 calendar days of service.

Sick leave is accrued at the rate of eight (8) hours per month. When paid, it is calculated on your base pay rate at the time of the absence.

Sick leave benefits may be used for an absence due to your own or your child's illness or injury or to care for your spouse, registered domestic partner, parent, parent-in-law, or grandparent with a serious health condition or emergency condition, or an adult son or daughter who is incapable of self-care due to a disability.

If you are unable to report to work due to illness or injury, you are required to notify your direct supervisor before the scheduled start of your workday. Your direct supervisor must also be contacted on each additional day of absence. It is important that you actually talk to your supervisor and not just leave a voice mail message.

Unused sick leave is forfeited upon termination of employment. No pay will be given in lieu of time off for sick leave.

## **MEDICAL LEAVE**

An unpaid leave of absence may be granted to full time employees for medical reasons. Leaves of absence are approved subject to LTCF operational requirements. All leaves of absence, except in emergency, must be authorized by the Executive Director.

Any planned absence from work for more than five consecutive days requires advance written approval from the Executive Director. If you take leave without advance approval, or if you fail to report to work after the expiration of an approved leave, you will be considered to have voluntarily resigned from LTCF.

Approved medical leaves may not exceed 30 days unless provided otherwise by state or federal law. In situations involving pregnancy-related leaves, the length of the leave of absence is based on the actual time period a woman is disabled because of pregnancy or childbirth. Sick leave and accrued vacation benefits must be exhausted before unpaid leave begins.

You must present a doctor's certificate stating the dates of the medical leave, the reason for the leave, and the expected date you will be medically able to return to work. You may also be required to present a fitness-for-duty verification, including any accommodation you will need, from your doctor before returning to active employment.

## **WASHINGTON FAMILY CARE ACT**

The Washington Family Care Act permits an employee to use accrued paid time off in the following situations:

- To care for an ill child under the age of 18 who needs supervision or treatment due to a health condition
- To care for a child over the age of 18 who is incapable of self-care because of mental or physical disabilities, or
- To care for a spouse, state registered domestic partner, parent, parent-in-law or grandparent of an employee who has a serious health condition or an emergency situation

The Washington Family Care Act does not necessarily grant additional leave or time off. It does, however, allow an employee to use accrued unused sick leave for the reasons set forth above.

## **PAID FAMILY AND MEDICAL LEAVE**

Paid Family and Medical Leave is a state program that is available when you need time to care for yourself or a family member. In order to be eligible for Paid Family and Medical Leave, you need to have worked in Washington 820 hours during the qualifying year (previous year), experience a qualifying event and provide proof of identification. If possible, please notify employer within 30 days of needing to take leave in writing.

## **MILITARY FAMILY LEAVE**

During a period of military conflict, LTCF provides eligible employees with up to fifteen (15) days of unpaid leave to be with their military spouse or domestic partner who is notified of an impending call or order to active duty, or who has been authorized for leave from deployment.

To be eligible for this benefit, you must be employed an average of twenty (20) or more hours per week. You must notify your direct supervisor of your intention to take the leave under this policy within five (5) business days following receipt of the official military notice.

You may choose to use paid leave benefits while taking military family leave. Health insurance benefits may continue at the level and conditions as provided under applicable laws. Upon the completion of your leave, you may return to your original position or an equivalent job, *i.e.*, equivalent pay, benefits, and conditions of employment.

## **DOMESTIC VIOLENCE LEAVE**

If you or your family member (child, spouse, parent, parent-in-law, grandparent, or person with whom you have a dating relationship) are a victim of domestic violence, sexual assault or stalking, LTCF will provide a reasonable period of leave intermittent leave or a reduced



schedule to seek legal or law enforcement assistance, counseling or medical treatment or for court appearances.

Leave is without pay unless you choose to use accrued sick or vacation time. You will be asked for written verification of the need for leave. We may also request documentation to determine family relationship. To the extent allowed by law, your health insurance benefits continue at the level and conditions that would have been provided had you remained continuously employed. Upon completion of your leave, you may be restored to the same job or an equivalent position with equivalent pay, benefits, and conditions of employment.

Information you provide to determine eligibility or continuation for this leave may only be disclosed by LTCF if you request or consent to its disclosure, is responsive to a court or administrative order or as otherwise required by federal or state law.

## **JURY DUTY**

Employees summoned for jury duty will receive paid leave and be allowed to retain any compensation paid to them for their jury duty service. Employees will promptly inform the Employer when notified of a jury duty summons and will cooperate in requesting a postponement of service if warranted by business demands. If selected to be on a jury, employee-requested schedule changes will be approved, if possible, to accommodate jury duty service. If employees are released from jury duty and there are more than two (2) hours remaining on their work shift, they may be required to return to work.

## ***IV. Your Safety***

### **ACCIDENTS**

Accidents are preventable, and LTCF takes reasonable precautions to make your working conditions safe. The final responsibility for an accident free work place is yours.

All accidents that occur at work, whether resulting in injury or not, must be promptly reported to your supervisor, regardless of how minor they may be.

### **MEDICAL EMERGENCY PROCEDURE**

If an employee is involved in a medical emergency, do not move the injured employee unless the scene is unsafe. If possible, immediately contact your supervisor or the Executive Director. If you are asked to call 911 for an ambulance, access an outside line first and then dial 911. Tell the 911 operator the nature of the emergency and the address. Render whatever assistance you can.

After the ambulance arrives and the injured or ill employee is being treated, the supervisor or Executive Director will notify the employee's family.

An emergency evacuation will take place when a hazardous situation presents imminent danger to personnel who remain on company premises.

The following plan is a guide that provides for emergency evacuation of employees or individuals on or near company property. Management must be sure that employees know what is expected of them and what they are expected to do in any emergency situation. The Emergency Evacuation Plan should assist in evacuating everyone in a safe and orderly manner.

In some cases, where the emergency is grave, total and immediate evacuation of the premises is necessary.

1. The emergency must be reported to the individual placed in charge of the office immediately. That individual will then take control of the emergency reported by:
  - a. Initiating the evacuation alarm.
  - b. Calling 911 (Police and Fire Emergency) or assigning someone to call 911.
    - 1) State nature of emergency.
    - 2) State name of company.
    - 3) Provide Street address & cross streets.
    - 4) Do not hang up before the dispatcher does.
    - 5) Have someone go to the street; await and guide the aid unit.
  - c. Assessing the medical needs of any injured or ill employee(s) and arranging for first aid until emergency help arrives.
  - d. Informing management of the nature of the emergency.
2. Management will initiate and direct the evacuation of the office, while
  - a. Ensuring the emergency evacuation procedures are followed.
  - b. Ensuring office is properly shutdown.
3. The individual placed in charge of the office will ensure all persons in their respective work areas have been evacuated and later accounted for at the pre-designated assembly area outside the facility.
4. The individual placed in charge of the office must be able to locate all fire extinguishers throughout the office.

*Note: All employees must be trained in the use of fire extinguishers.*

## **ON-THE-JOB INJURIES, ILLNESSES**

It is the intention of LTCF to fully comply with the industrial insurance laws that help injured employees maintain economic and job security. Benefits, including medical expenses and time-loss compensation, if appropriate, will be provided to employees who have suffered an industrial-related illness or injury. The bulk of the insurance premium for this coverage is paid by the company with small amounts deducted from employees' paychecks.

To promote a safe environment, to meet legal requirements, and for effective management of the office, all personnel are expected to meet the following responsibilities:

- All industrial injuries must be reported immediately to supervisors for recording purposes, whether or not medical attention or time loss is involved. Failure to do so will result in formal disciplinary action.
- An in-house accident report, which will be furnished to injured employees by supervisors, must be completed as soon as possible following an incident and returned to the supervisor. In some cases, investigations will be conducted to determine and eliminate accident causes.
- Should employees experience problems with their recovery, be dissatisfied with treatment practitioners, or need help understanding the industrial insurance system, the Executive Director is available to provide written information, assistance, or support.
- Employees are expected to accept temporary, modified, or light duty work if offered by LTCF once specific duties have been approved by their doctor.

## **WHISTLE BLOWING**

All LTCF employees are encouraged to report either orally or in writing to the Executive Director or alternative line of authority as described herein, all evidence of activity by a LTCF employee or contractor that may constitute:

- Instance of corporate fraud;
- Unethical business conduct;
- A violation of federal, state or local law; or
- Substantial and specific danger to the employee's, another employee's or the public's health and safety.

Any LTCF employee who in good faith reports such incidents as described above will be protected from threats of retaliation, discharge, or other types of adverse employment action, including but not limited to, compensation or terms and conditions of employment that are directly related to the disclosure of such reports. In addition, no employee may be adversely affected because the employee refused to carry out a directive which, in fact, constitutes corporate fraud or is a violation of federal, state or local law.

Any employee, who wants to report evidence of alleged improper activity, as described, should contact the Executive Director. In instances where the employee is not satisfied with the Executive Director's response, or is uncomfortable for any reason addressing such concerns to the Executive Director, the employee may contact the LTCF Board Chair. Employees are encouraged to provide as much specific information as possible including names, dates, places, and events that took place, the employee's perception of why the incident(s) may be a violation, and what action the employee recommends be taken. Anonymous written or telephonic communications are accepted. Employees who choose to identify themselves will receive a reply to their report within twenty (20) working days

or as soon as practicable thereafter. The results of any investigation of alleged unethical or unlawful conduct will be communicated to the employee.

## **EMPLOYEE ACKNOWLEDGMENT OF RECEIPT**

I have received a copy of the Employee Handbook outlining my responsibilities as an employee and the policies of The Long-Term Care Foundation of Washington State (LTCF). I understand my obligation to read the information contained in this handbook.

If I have any questions, I will contact my supervisor. I understand that the employee handbook is merely a guide to acquaint myself with LTCF. It is not intended to be contractually binding nor is it intended to guarantee or promise specific treatment, employment benefits or duration of employment.

I agree to comply with the guidelines, policies, and procedures of LTCF. I understand my employment and compensation can be terminated at the option of either myself or LTCF any time for any reason, with or without notice.

I also understand LTCF reserves the right to add, delete, or modify any provision in this handbook, with or without prior notice.

I further agree and authorize LTCF to withhold from my paycheck(s), any amounts owed from employee purchases, salary advances, assignment of company property, etc. if I fail to repay such purchases or advances or return LTCF property within the required time. Such deductions will not be greater than an amount that would cause my compensation to be less than the applicable minimum wage. I understand I will not be subject to withholding for negligent loss of or damage to equipment.

---

Employee Signature

---

Date

---

Employee Name Printed