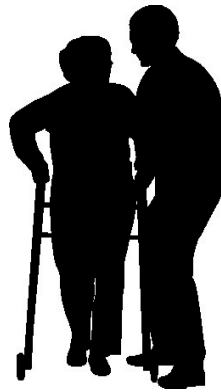


DOMESTIC EMPLOYEE



POLICY HANDBOOK

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Introduction

You have been chosen to be part of a unique team whose focus is to support _____
_____.

It is our policy to employ those individuals best qualified to do the work required. It is our desire to pay our employees wages comparable to those prevailing in this area. As employers, we are also committed to provide a work environment that is fair, free from discrimination, and adheres to all applicable employment laws. We wish to be supportive and promote a team-oriented atmosphere.

This handbook is not intended as a contract of nor agreement for employment. It is not intended as a legal document. All employment is at-will, which holds that the employer-employee relationship continues, on a day to day basis, only 'at the will' of both employer and employee. The relationship can end at any time 'at the will' of either the employer or employee for any reason.

This handbook is intended to create uniform and equitable employment practices and inform employees of those practices. This handbook strives to explain relevant employment laws as they apply to you and our expectations of performance.

This handbook is effective on July 1, 2003. Any written communication prior to this date is null and void if in conflict with current practices in this handbook.

At our discretion, modifications can be made to these policies without prior notice. All modifications, revisions, additions, deletions or corrections will be provided to all employees in writing.

As laws and regulations are constantly changing, if any policy does become inadvertently contrary to any law, the law will prevail. However, unaffected parts of the employee handbook will remain in force.

It is important that all employees carefully read this handbook. Any policy not understood should be clarified with your employer. You will be required to sign an acknowledgement form stating you have received an employee handbook and understand its contents.

1.0 EMPLOYMENT-AT-WILL STATEMENT

You do not have a contract that guarantees you a job. you can quit for a good reason, a bad reason, or no reason at all. Likewise, your employer can lay you off or let you go for no reason at all. An employment relationship exists between you and your employer only as long as you both want it to.

2.0 CONFIDENTIAL INFORMATION

During your time on the job, you will see and hear specific information about your employer's and their families personal, household, and financial affairs that are private matters of the family. This information must be kept confidential and shared with no-one.

3.0 HIRING PRACTICES

3.1 Equal Employment Opportunity.

It is our policy to provide equal employment opportunities to all qualified persons without regard to race, religion, color, sex, national origin, mental or physical disability, veteran's status or other protected status in accordance with applicable law. We strive to make employment decisions based on an evaluation of each individual's qualifications, ability and contribution to the success of our team.

3.2 References

In making hiring decisions, we checked some references provide by you, the employee. Information obtained through reference checks will not be provided to any other individual or agency except as provided for by law.

3.3 Qualified Medicaid Vendor

State regulations require you to successfully pass a criminal history check prior to working. After completing the criminal history request form, which includes a conviction section, the form is mailed to the State of Oregon Criminal Records Unit [CRU]. The CRU will advise you via letter if they need you to complete two finger print cards for a national background check. The employer will reimburse you the cost of the fingerprinting fee if you provide the employer with a receipt for services. You can not provide services prior to the Oregon Criminal Records Unit approving you for work. If you cannot pass a criminal history records check, your offer of employment will be withdrawn.

As a qualified medicaid vendor you are required to have certain forms on file.

- ** Application for Employment
- ** Completed Form I-9 [proves eligibility for work]
- ** Completed Form W-4 [number of withholding allowance for income tax]
- ** Copy of social security card
- ** Copy of valid drivers license, if driving customer
- ** Copy of current automobile insurance card/verification, if driving customer
- ** Completed Criminal History Request Form
- ** Three References, professional preferred
- ** Mandatory Abuse Reporting

3.4 Harassment

All employees have a right to work in an environment where the dignity of each individual is respected. It is expected that all employees accomplish their work in a business-like manner. The employer will not tolerate any employee harassing another employee.

This is not a complete list but some examples of harassment are: unwelcome or inappropriate touching, dirty jokes or printed materials [ie magazines], jokes poking fun at the customs of other races or ethnic groups, putting down someone's religious beliefs or practices, or laughing and making derogatory remarks about someone's disability.

Harassment, in any form, will not be accepted. If you are the subject of harassment inform the employer. They will look into the matter. Anyone who practices harassment will be subject to appropriate disciplinary action.

3.5 Workplace Violence

Inappropriate aggression undermines safety and security and interrupts productivity. Physical assault, acts of intimidation, threatening or verbal abuse should not occur in the work setting. Any behavior that can escalate to violence will not be tolerated.

3.6 Drug and Alcohol Abuse

The Drug Free Workplace Act was passed in 1998 to create safe, healthy and drug free work environments for all employees. Our work site is drug and alcohol free.

Recreational drugs and alcohol are not to be at work. Don't bring them to work, don't use them at work and don't distribute them at work.

The employer can't control your activities outside your work hours. However, they can expect your off-hour activities not to interfere with your work hours. When you arrive at work you will be fit for work. Fit for work means you're healthy and not under the influence of drugs or alcohol nor their lingering effects [such as no hangover].

If you have a substance abuse problem or your employer suspects you have a problem, your employer will refer you to counseling or other assistance. The employer will maintain confidentiality as far as possible.

If you drive in the course of your employment and receive a DUII, you need to immediately tell your employer in writing. Also, if you are convicted for any criminal drug activity you need to tell your employer in writing.

4.0 PAYROLL

Your employer has chosen Acumen Fiscal Agents to process their employees payroll checks. You will need to ask your employer whether they choose to pay you once or twice a month. In section 4.2, we will discuss the schedule for both types of processing.

4.1 Determination of Work Week

For the purpose of recording hours worked, the work week will start at 00:01am [one minute after midnight] on Sunday morning and end at 12:00am [midnight] on Saturday evening.

4.2 Timesheets

It is your responsibility to accurately record your hours each day you work. Your employer will supply the timesheet. You do not need to record your time in and time out, just the total hours you worked that day. Record partial hours to the nearest quarter of hour in hundredths. 15 minutes is .25 of an hour, 30 minutes is .5 of an hour and 45 minutes is .75 of an hour. Timesheets should be completed in ink.

MONTHLY PROCESSING. The payroll period is from the first through last day of any given month. Record your hours for the entire month. You must give your timesheet to your employer on the last day you work in the month.

TWICE MONTHLY PROCESSING. There are two payroll periods. The first

payroll period is the first day through the fifteenth day of any given month. Record your hours for that period and give your timesheet to your employer by the fifteenth. The second payroll period is from the sixteenth day through the last day of the month of any given month. Record your hours for that period and give your timesheet to your employer on the last day you work in the month.

4.3 Paycheck - Payday

If your employer chose a monthly pay period, **payday is the 12th.**

If your employer chose a twice monthly pay period, **paydays are the 12th and 28th of each month.**

You need to see your employer to get your checks.

4.4 Error in Pay

All errors in pay should be immediately brought to the attention of the employer. Errors to include wrong rate of pay, incorrect recording of hours worked, and unauthorized or incorrect voluntary deductions. The employer will immediately investigate and the necessary correction will be on your next paycheck.

4.5 Payroll Advances

Payroll Advances are not the provided by the employer.

4.6 Deductions

4.6.1 Mandatory Withholding

Payroll deductions will be made from employee paychecks according to federal and state laws. Generally these withholdings are Social Security, Medicaid, federal and state income taxes.

4.6.2 Voluntary Withholding

Voluntary deductions for the employee's benefit can only be taken from your check with your approval. You must write your employer a note requesting the deduction before it will be taken. An example of this would be premiums for health insurance offered by Acumen.

4.7 Pay Check Distribution

Paychecks are to be given to the employees on scheduled paydays [see 4.3 payroll days]. Paychecks will not be given to anyone except the employee. If the employee wants us to give their paycheck to someone else, the employee must give the employer the authorization in writing. The authorization should include the name of the person who can receive your paycheck. The authorization should state whether it's a one time authorization or ongoing authorization. The individual granted permission to pick up the employee's payroll check will need to present picture identification before they will be given your payroll check.

4.8 Mileage Reimbursement Sheets

Some employers have agreed to reimburse expenses for driving your personal car during the hours you are working. You can only record mileage when the person receiving care is being driving in your personal automobile.

Mileage reimbursement must be requested on the form supplied by your employer. Everything must be filled out, including the trips beginning and ending odometer reading. The destination should be the activity ie haircut, bowling, the grocery store, etc.

You should record your mileage for the entire month. Give your mileage sheet to your employer on the last day you work in the month. Your mileage checks will be mailed directly to the latest address you've given your employer.

5.0 EMPLOYEE BENEFITS

5.1 Health Insurance

Health, Dental and Death Benefit are available for a reasonable premium. The employee is responsible for paying the premium.

5.2 Supplemental Insurance

Dental, Accident [disability], Voluntary Indemnity [maternity], Cancer Level I and Intensive Care is also available. Again, the premium is the responsibility of the employee.

5.3 Free Membership Banking

Partial list of membership includes free interest-bearing checking account, free

exclusive Wells Fargo personalized checks, free personal money orders, free standard traveler's check and preferred loan rate [subject to credit qualification].

6.0 EMPLOYEE RECORDS

6.1 Location of Records

Your complete personnel file and payroll records are located at SDRI. Address is 1730 SW Skyline Blvd, Ste 127, Portland OR 97221-2548.

6.2 Availability of Records

Employees have access to their personnel files by making an appointment with your employer. Only records pertaining to status of employment can be viewed. This would be paperwork to do with your hiring, pay increases, and evaluations. Confidential records are not available for viewing, which would include arrest or conviction records and references from previous employers.

Copies of the employee records pertaining to an individual's status of employment are available. The employee must request copies in writing to the employer. The employer will furnish the employee's copies within 10 working days.

6.3 Record Confidentiality and Retention

Personnel records are considered confidential. Access to the information contained in the personnel records is limited to the employer, employee, an employee's legal representative, and auditing agencies for review purposes. Appropriate staff at SDRI will also have access.

Personnel and wage records shall be retained at the SDRI office.

7.0 LEAVE OF ABSENCES

When employees are hired, it is expected that they will work continuously as needed. The employer does recognize that uncontrollable conditions do arise and employees need to take a temporary absence from employment.

During the leave of absence no wages or benefits are paid required by law. Employee who choose to purchase health insurance from Acumen and wish to continue their medical insurance benefit during the period of leave of absence must continue to pay the premiums. Talk to the employer directly to discuss the proper procedure for payment of premiums.

7.1 Absenteeism

Absenteeism is the late arrival or early departure from the scheduled work week. Absenteeism negatively impacts the individual to receive care and should be avoided. If you know you are going to be late, you must call your employer to inform them when they can expect you. Chronic or habitual absenteeism is subject to disciplinary action.

7.2 Sick Time

Unpaid sick time is available as needed. As soon as it becomes apparent you will be unable to work a scheduled shift due to illness, your employer should be notified of your unavailability.

7.3 Jury and Witness Duty

If an employee receives a summons to jury duty or a subpoena they will be granted unpaid time off. A copy of the summons must accompany the request for time off.

7.4 Military Leave

Employees will be given non-paid leave of absence if they are a member of the US Armed Force Reserves or National Guard. This leave of absence is only for the days they are required to report for military duty. Usually this means one weekend per month or the 2 weeks of active duty reserves are required to participate in annually. If your unit is called to active duty for an unspecified tour of duty, every effort will be made to place you with a position that is equivalent to the pay scale and hours before your leave. However, the employee is not guaranteed re-employment or re-employment at the same pay scale and hours as before their leave.

7.5 Family and Medical Leave

Unpaid leave for the following will be granted:

- a) care of employee's child after birth or adoption / foster placement
- b) care of employee's child or parent with a serious health condition
- c) serious health condition that renders employee unable to do their job.

Upon returning to work, the employer will make every effort to place the employee with a position that is equivalent to the pay scale and hours before their leave.

However, the employee is not guaranteed re-employment or re-employment at the same pay scale and hours as before their leave.

8.0 WORKPLACE HAZARDS

The employer is concerned with your well being and safety. To promote safety on the job, Universal Precautions should be observed. The underlying objective of Universal Precautions is to prevent exposure to bloodborne pathogens. Bloodborne pathogens are micro-organisms that can cause disease and can be transmitted mainly through needlesticks, many body fluids, mucous membranes and cuts in your skin. The most common bloodborne pathogens are Hepatitis B and Acquired Immunodeficiency Syndrome [AIDS].

8.1 Universal Precautions

- Universal Precautions recognize all body fluids as if they are infected with bloodborne pathogens.
- Wear personal protective equipment. Examples would be gloves, masks, eye protection, and gowns.
- Gloves are provided by the employer, at no cost to you, and should be worn whenever handling any body fluids.
- All gloves should be removed and disposed of prior to leaving the work area. Remove gloves in the following manner: grasp the cuff of one glove and remove it by pulling it forward towards the fingertips. Dispose of both gloves immediately and then wash your hands.
- Change gloves as soon as practical after they have become weakened as a barrier to infection. This includes the gloves becoming contaminated, torn, or punctured.
- Washing your hands thoroughly after handling potentially hazardous blood or body fluids is the number one way to prevent contamination. Wash hands for at least 30 seconds, using plenty of soap and being careful to scrub up your wrist and between your fingers. Use potable [drinking] water to wash hands.
- Dispose of contaminated sharps [ie needles] in approved containers. Container should be labeled as a biohazard, closable, puncture proof and leak proof. Never recap or bend a contaminated [or used] needle. Containers for disposing of sharps should be easily accessible and located as close as feasible to the immediate area where the sharps are used.

- Dispose of all body fluids in leak proof containers. Close bag prior to removal. If any bag has a leak, it should be placed in a second leak proof container.
- Wipe work surfaces and contaminated items down with a solution household bleach and water. Put one of bleach in a gallon of water. This solution must be prepared daily.
- Do not eat or drink in any area that has exposure to contaminated waste.
- If gowns are used as personal protective equipment[ppe], they have to be washed at the employer's residence. Employees are not allowed to take ppe home and launder it.

9.0 MANDATORY ABUSE REPORTER

All employees are mandatory abuse reporters under Oregon law. Employees must immediately report all suspected cases of abuse. This mandatory reporting is inclusive your the individual you serve and other individuals with developmental disabilities you observe in the community.

Suspected abuse includes neglect, physical abuse [infliction of physical pain or injury], verbal mistreatment, unnecessary restraints, sexual or financial exploitation.

In addition to reporting the suspected abuse to your employer, you must call the County. To report suspected abuse to the Washington County Mental Health Developmental Disability Service Division, call 503.846-5739 and speak with Ted Barber. For . If the individual being abuse is a child, call Washington County SCF at 503.731.3100. If you ask, your identity will be kept confidential.

10.0 INCIDENT REPORTING

An incident report must be made whenever there is an accident, threat of aggression or injury to the individual you are supporting. The report can be made verbally to the employer. At the employer's request, you may have to provide the details of the incident in writing.

11.0 PERFORMANCE EXPECTATIONS / REVIEWS

The reason for performance reviews is to ensure that you know what's expected of you and you are accomplishing what's expected of you. Regular communication and feedback between the employer and employee is necessary to keep problems small and manageable. While regular conversations are encouraged to reduce

stress in the work environment, at least annually the review needs to be on paper for documentation purposes.

11.1 Employment Status

11.1.1 Trial [Introductory] Period

The first 30 continuous calendar days of employment are considered to be a trial period. During this time the employer can decide if the skills of the employee are satisfactory. The employee can decide if the job is what they expected and if it's right for them.

The trial period is an introductory period. The employer is under no obligation to let you work the entire 30 days. As the employee, you are under no obligation to work the entire 30 days if you decide the job doesn't fit you. When the trial period is completed, the employer doesn't guarantee you a job. At the end of the 30 day introductory period you will be reviewed. The introductory period can be extended, you can be offered regular employment or you can be terminated.

11.1.2 Regular Status

At the end of your probationary review, you will be informed if you're being given regular status.

11.2 Orientation

All employees should be given an orientation by their employers. The purpose of an orientation is to familiarize the new employee with their work settings and a smooth transition to providing care.

Orientations will vary from employer to employer depending on the care level required in the work setting. You may or may not receive the following information in an orientation: layout of the home, how to operate necessary equipment, demonstration of how the employers wishes to have a task done, medication dispensing and schedule, share the likes and dislikes of the person receiving care, where essential things are stored, and share any routine that the person receiving care expects.

11.3 Performance Review

Regular communication is important to insure the needs of the person receiving care are met. If addressed early small problems remain small and the work environment is less stressful.

While it is the hope of the employer that regular and ongoing feedback is exchanged, a written annual performance review will be given. All performance evaluations will be conducted by the employer.

11.3.1 Trial Period Evaluations

An employee may be evaluated at any time during the initial trial period to provide the employee with timely information in regard to performance issues. This evaluation should result in the extension of the trial period, the change of status to “regular employee” or termination. If, for some unforeseen reason this evaluation is not completed within the one month time line, the trial period will continue until the evaluation is completed.

11.3.2 Annual Performance Evaluations

Each employee’s performance should be reviewed and evaluated in writing at least annually. The annual review should be completed on or near the employee’s hire date.

12.0 DISCIPLINARY MEASURES

All disciplinary actions taken in respect to the employee’s improper conduct or unsatisfactory job performance will be determined by the employer. The employer shall determine the facts, whether discipline is warranted and what discipline is appropriate.

Disciplinary actions that may be taken include, but are not limited to, oral and written reprimands, demotion, unpaid suspension from work, up to termination.

13.0 TERMINATION / RESIGNATION

13.1 Final Timesheet

When employment is terminated by the employer, the timesheet must be submitted immediately at the end of the last day worked. When an employee voluntarily resigns, the timesheet must be submitted at the end of the last day worked.

13.2 Final Paycheck

Final paychecks will be provided in accordance with applicable state regulations governing final paychecks. If an employee requests a final check to be mailed, the final check will be mailed to the address on record with the domestic employer. If you wish to have the final check mailed to a different address, the address must be designated in writing to the employer.

Employee Acknowledgement Form

This employee handbook describes important information surrounding the employment policies of a domestic employer.

I acknowledge that I have willingly entered into my employment relationship as a domestic employee with the domestic employer _____ and there is no specified length of employment. Accordingly, either I or the domestic employer can terminate the relationship at will, with or without any cause, at any time, so long as there is no violation of any applicable state or federal law.

I understand the information and policies contained within these pages are subject to revisions, deletion and additions. All such changes will be provided to me in written format.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand it is my responsibility to read and comply with the policies contained within it and any revisions made to it. It is my responsibility to ask my employer for any clarification needed for any policy in this handbook.

Employee's Name [*printed*]: _____

Employee's Signature: _____

Date Handbook Provided: _____

Employer's Signature: _____