

WELCOME TO HRA/HIPA

IMPORTANT NOTICE TO ALL EMPLOYEES

In order to acquaint you with Hunterdon Radiological Associates, P.A./Hunterdon Imaging, P.A. ("HRA/HIPA" or "the Practice") and answer some of the questions you may have concerning the Practice's policies, procedures and benefits, we have developed this Employee Handbook. Please read it thoroughly and retain it for future reference. **This Handbook is not to be construed as a contract. We hope that your employment with HRA/HIPA will be satisfying. However, just as its employees have the right to terminate their employment at any time for any reason or no reason at all, so does HRA/HIPA reserve the right to terminate an employee's employment at any time, for any reason, with or without cause and/or notice. This is called an "at-will" employment relationship.**

No officer, manager administrator or any other representative of HRA/HIPA has the authority to make any oral or written promise of job security. Any binding promise of job security or other condition of employment must be in writing and signed by an authorized representative of the Practice.

Please be advised that this Handbook supersedes any other Handbook or policies previously issued or communicated to you by HRA/HIPA. In addition, be advised that any benefits, policies or procedures outlined in the Handbook, except for the at-will employment provisions, may be changed, deleted, suspended or discontinued at any time, without notice to you, at the sole discretion of HRA/HIPA.

If an employee has a written employment agreement signed by an authorized HRA/HIPA representative and a provision of this Handbook conflicts with the terms of that employment agreement, the terms of that employment agreement will prevail.

Nothing in this Handbook is intended to interfere with the rights of employees to engage in protected concerted activity with coworkers or any other rights provided under the National Labor Relations Act. To the extent that conduct is protected under the National Labor Relations Act, this Handbook does not prohibit it.

While we make every effort to keep this Handbook up to date to ensure compliance with changes in the law, there may be times when a discrepancy exists between what is stated in this Handbook and applicable law. Of course, in such instances, the applicable law will govern and supersede this Handbook.

Every effort has been made to keep the contents of our Handbook as brief as possible. It is intended to present an overview of your employment with HRA/HIPA. However, if more detailed information is necessary, contact your supervisor for guidance. If your supervisor is unable to answer your questions, please contact the HR Manager.

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GENERAL POLICIES

OPEN-DOOR POLICY

Effective communications are particularly important for our Practice. As an employee, you are welcome to present any problem or complaint to management at any time, knowing that the door is always open and you will be heard. HRA/HIPA recognizes that its most important and vital asset is its staff. It is only through trust, understanding and communication that we may continue to grow and prosper. So if you have a problem, please talk to your immediate supervisor or the Practice Administrator. .

AT-WILL EMPLOYMENT POLICY

Unless an employee has a written employment agreement signed by the President or the Vice President of the Practice, all employees of HRA/HIPA are employed at-will, which means that you or the Practice may terminate your employment at any time, with or without cause or notice to the other party, except as otherwise provided by law. Nothing in this Handbook is intended to affect the “at-will” employment relationship or the Practice’s right to terminate employees at any time, for any reason without resorting to any corrective process prior to termination.

EQUAL EMPLOYMENT OPPORTUNITY

HRA/HIPA is an equal opportunity employer and complies with all applicable federal, state and local fair employment practices laws. HRA/HIPA does not discriminate on the basis of race, color, sex, sexual or affectional preference, gender identity or expression, religion, creed, ancestry or national origin, citizenship, age, disability, pregnancy, marital or domestic status, military or veteran status, atypical hereditary cellular or blood trait, genetic information or testing, or any other legally protected status. This policy applies to all employment actions including, but not limited to, recruitment, selection, training, promotion, transfer, layoff, termination, job-related social or recreational programs.

Any employee who feels that they have been subject to any differential treatment in violation of this policy should report the matter to your supervisor or a member of the management team.

POLICY AGAINST UNLAWFUL DISCRIMINATION AND HARASSMENT

HRA/HIPA fully supports the concept and practice of providing equal employment opportunities in employment. Thus, in accordance with federal and state discrimination laws, it is the policy of HRA/HIPA that there shall be no unlawful discrimination in word or deed against a fellow employee or applicant for employment. This policy reaffirms our commitment that all employees should be able to enjoy a work environment free from all forms of unlawful discrimination and harassment.

Scope of Policy: This policy covers all HRA/HIPA employees as well as any third parties conducting business on or off our premises. Thus, HRA/HIPA will not tolerate, condone or allow unlawful harassment, whether engaged in by fellow employees, supervisors, independent contractors, patients, consultants or other non-employees (including vendors or visitors) who

conduct business with the Practice.

Definition of Harassment: Harassment consists of unwelcome conduct, either verbal, physical or visual, that is directed at an individual because of that person's protected status, such as race, color, sex, sexual or affectional preference, gender identity or expression, religion, creed, ancestry or national origin, citizenship, age, disability, pregnancy, marital or domestic status, military or veteran status, atypical hereditary cellular or blood trait, genetic information or testing, or any other legally protected status. HRA/HIPA will not tolerate such harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

Sexual harassment deserves special mention. Although no guidelines can define sexual harassment with complete clarity, unwelcome sexual advances, requests for sexual favors, and other physical, verbal or visual conduct based on sex constitutes sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual, or;
3. Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include, but is by no means limited to, explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented kidding, teasing or practical jokes, jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting or pinching.

Reporting Unlawful Discrimination and Harassment: HRA/HIPA encourages reporting of incidents of unlawful discrimination and harassment, regardless of whether you are the victim of the harassment or just witnessed or heard about the incident, and regardless of who the offender may be.

If you believe that you are being subject to offensive or harassing behaviors in the workplace, employees may (but by no means are required if they feel uncomfortable doing so) put the offender on notice that he/she finds the conduct objectionable and that it should cease. If the conduct does not cease, the incident should be reported as set forth below.

If you believe you are the victim of or become aware of unlawful discrimination or harassment, immediately report the incident to your supervisor. If your supervisor is unavailable or if you are uncomfortable reporting the incident to your supervisor, report the incident to Practice Administrator.

Investigation of Discrimination and Harassment Complaints: Be advised that there can be no informal complaints of unlawful discrimination or harassment, and all supervisors or managers of the Practice are obligated to immediately report all alleged incidents (whether reported by the victim, personally observed, or brought to his/her attention by a third party) to the Practice Administrator so that the allegations can be fully investigated in a timely manner.

The Practice or its designee shall be responsible for conducting a prompt and thorough investigation into all allegations of unlawful discrimination or harassment. To the extent possible, the confidentiality of the complaining party, any witnesses and the alleged harasser will be protected against any unnecessary disclosure. At the conclusion of the investigation, the outcome of the investigation will be discussed separately with the complaining employee and the individual against whom the complaint is directed.

Retaliation Prohibited: HRA/HIPA prohibits any form of retaliation against any employee filing a complaint under this policy or for assisting in the Practice's investigation. Any employee who feels they are being subject to any form of retaliation should invoke the complaint procedure discussed above.

Corrective Action for Violations: If it is determined that an individual engaged in conduct in violation of this policy, the Practice will undertake appropriate remedial measures and/or disciplinary action, up to and including termination, aimed at eradicating the offensive behaviors from the workplace. If it is determined that an individual lodged a complaint of unlawful harassment in bad faith or provided knowingly false information during the course of an investigation, appropriate corrective action may be taken, up to and including termination.

This policy shall apply to allegations of sexual harassment as well as any other form of unlawful harassment or discrimination alleged to have occurred on Practice premises or while engaged in Practice business, and any complaints shall be investigated in the same manner.

ACCOMMODATION OF DISABLED EMPLOYEES

HRA/HIPA complies with the Americans with Disabilities Act (ADA) and all applicable state and local laws providing for nondiscrimination in employment against qualified individuals with physical or mental disabilities. Therefore, HRA/HIPA provides reasonable accommodations to such individuals except where the requested accommodation would create an undue hardship on the Practice.

Any disabled employee who feels they are in need of a workplace accommodation should make a request, preferably in writing, to his/her supervisor or the Practice Administrator. Thereafter, the employee and the Practice will engage in an interactive process to determine whether reasonable accommodations can be made. Employees may be required to submit an appropriate medical certification to substantiate the disability and the need for accommodation. All medical-related information divulged by an employee will be kept confidential in accordance with the requirements of the ADA and the Practice will retain such information in separate confidential files.

RELIGIOUS ACCOMMODATION

The Practice will attempt to make reasonable accommodations for employee observance of religious holidays and sincerely held religious beliefs unless doing so would cause an undue hardship on Practice operations. If you desire a religious accommodation, you are required to make the request in writing to your Supervisor as far in advance as possible.

LACTATION BREAKS

In accordance with the federal Fair Labor Standards Act, for up to one (1) year following a child's birth, the Practice shall provide reasonable unpaid break time of 20 minutes or more to **non-exempt employees** to allow the employee to express breast milk for her nursing child each time the employee has the need to express the milk. If the break is less than 20 minutes in duration, it shall be paid. Non-exempt employees must clock in and out when taking a lactation break.

The Practice shall also permit **exempt employees** to use reasonable paid break time each day for expressing milk.

The Practice shall provide a room or other location in close proximity to the employee's work area where the employee can express milk in privacy.

Any employee wishing to avail herself of this benefit is required to give the Practice Administrator advance notice, preferably prior to the employee's return to work following the birth of the child, to allow the Practice an opportunity to locate a room or other location for the lactation and to schedule the break time.

WHISTLEBLOWER PROTECTION

In accordance with the New Jersey Conscientious Employee Protection Act and other laws according protection to employees who "blow the whistle" on unlawful or unsafe conditions in the workplace, HRA/HIPA shall not take retaliatory action against any employee who

1. discloses or threatens to disclose to a supervisor or public body that HRA/HIPA is engaging in conduct that the employee reasonably believes is violating the law;
2. provides information to or testifies before a public body conducting an investigation into possible violations of law by HRA/HIPA;
3. objects to or refuses to participate in any activity of HRA/HIPA that the employee reasonably believes is in violation of law or is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or the protection of the environment;
or
4. in the case of an employee who is a licensed or certified health care professional, who objects to or refuses to participate in any activity or practice of HRA/HIPA that the employee reasonably believes constitutes improper quality of patient care.

Before providing notice to a public body, however, the employee must first bring his/her concerns about an activity that may be a violation of the law to the attention of the Practice Administrator and give HRA/HIPA a reasonable opportunity to correct the activity.

Although not required to do so by law, employees are always encouraged to bring their concerns about unlawful or unsafe conditions in the workplace to the attention of their supervisor or higher management.

SUBSTANCE ABUSE IN THE WORKPLACE POLICY

HRA/HIPA is committed to providing a safe, healthy and productive work environment. Consistent with this commitment, this policy establishes HRA/HIPA's intent to maintain a drug and alcohol-free workplace. Being under the influence of alcohol or illegal drugs (as classified under federal, state or local laws, including marijuana,) while on the job poses serious health and safety risks to employees, our patients and members of the public, which is not tolerated.

Prohibited Conduct: HRA/HIPA expressly prohibits the following activities at any time that employees are either (1) on duty or conducting HRA/HIPA business (either on or away from HRA/HIPA's premises), or (2) on HRA/HIPA's premises (whether or not the employee is working):

- The use, abuse or being under the influence of alcohol, illegal drugs (including marijuana) or other impairing substances.
- The possession, sale, purchase, transfer or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the employee or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.

Nothing in this policy is meant to prohibit the appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, to the extent that it does not impair an employee's job performance or safety or the safety of others. Employees who take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability should inform their supervisor or the Practice Administrator if they believe the medication will impair their job performance, safety or the safety of others or if they believe they need a reasonable accommodation **before** reporting to work while under the influence of that medication. For more information on how to request a reasonable accommodation, please refer to HRA/HIPA's Accommodation of Disabilities Policy.

A violation of any of the above is subject to disciplinary action, up to and including immediate termination of employment.

Practice-sponsored Events: From time to time, HRA/HIPA may sponsor social or business-related events at which alcohol is served. This policy does not prohibit the use or consumption of alcohol at such events. However, if employees choose to consume alcohol at such events, they must do so responsibly and maintain their obligation to conduct themselves properly and professionally at all times with colleagues and/or current or prospective patients.

Workplace Searches and Inspections: In order to achieve the goals of this policy and maintain a safe, healthy and productive work environment, HRA/HIPA reserves the right at all times to inspect employees, as well as their surroundings and possessions, for substances or materials in violation of this policy. This right extends to the search or inspection of clothing, desks, lockers, bags, briefcases, containers, packages, boxes, tools and tool boxes, lunch boxes and employer-owned or leased

vehicles and any vehicles on Practice property where prohibited items may be concealed. Employees should have no expectation of privacy while on HRA/HIPA premises, except in restrooms.

DRUG/ALCOHOL TESTING IN THE WORKPLACE POLICY

HRA/HIPA is committed to providing a safe, healthy and productive workplace that is free from alcohol and unlawful drugs as classified under local, state or federal laws, including marijuana, while employees are working on the Practice's premises (either on or off duty) and while operating employer-provided vehicles. Employees that work while under the influence of drugs or alcohol pose a safety risk to themselves and others with whom they work. In furtherance of this commitment, HRA/HIPA maintains a policy in which may be requested or required to submit to drug and alcohol testing when there is reason to believe an employee is under the influence. This policy is intended to comply with applicable laws regarding drug and alcohol testing and employee privacy rights.

Testing Based on Reasonable Suspicion: Employees may be asked to submit to a drug and alcohol test if an employee's supervisor or other person in authority has reasonable suspicion, based on objective factors such as the employee's appearance, speech, behavior or other conduct and facts, that the employee possesses or is under the influence of unlawful drugs or alcohol, or both. Employees who take over-the-counter or legally prescribed medication to treat a disability should inform the Practice Administrator if they believe the medication will impair their job performance, safety or the safety of others or if they believe they need a reasonable accommodation before reporting to work while under the influence of that medication. For more information on how to request a reasonable accommodation, please refer to HRA/HIPA's Accommodation of Disabilities policy.

Testing Procedures: All drug and alcohol testing under this policy will be conducted by an independent testing facility, which will obtain the individual's written consent prior to testing. HRA/HIPA will pay for the full cost of the test. Employees will be compensated at their regular rate of pay for time spent submitting to a drug and alcohol test required by HRA/HIPA.

Employees suspected of working while under the influence of illegal drugs or alcohol will be suspended with pay until HRA/HIPA receives the results of a drug and alcohol test from the testing facility and any other information HRA/HIPA may require to make an appropriate determination.

Confidentiality: All records relating to an employee's or applicant's drug and alcohol test results will be kept confidential and maintained separately from the individual's personnel file.

Consequences of A Positive Test: Employees who test positive will be subject to discipline, up to and including immediate termination of employment.

Consequences for Refusing to Submit to Testing or Failing to Complete the Test: Employees who refuse submit to testing as required by HRA/HIPA or who fail to complete the test will be subject to discipline, up to and including immediate termination of employment.

Leave of Absence to Attend Treatment Program: an employee who is suffering from alcohol or drug abuse who voluntarily discloses the condition *before* being charged with a violation of this policy may request a medical leave of absence to participate in a rehabilitation program. If granted, the employee will be required to cooperate in any treatment plan during the leave and will not be permitted to return to duty until a certification is presented indicating that the employee is capable of resuming his/her job duties.

An employee who discloses the condition only in response to being charged with a violation of this policy may, at the discretion of HRA/HIPA, be denied a leave of absence, but in any event the participation in a treatment program will not insulate the employee from discipline for a violation of this policy.

WORKPLACE VIOLENCE POLICY

HRA/HIPA will not tolerate workplace violence. Violent acts or threats made by an employee against another person or property are cause for immediate dismissal. This includes any violence or threats made on Practice property, at Practice events or under other circumstances that may negatively affect the safety of Practice's employees or its ability to conduct business.

Prohibited workplace conduct includes, but is not limited to:

- Causing physical injury to another person;
- Making threatening remarks or other communications, including remarks by way of email, text, social media or other electronic communication;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally or recklessly damaging Practice property or property of another employee;
- Possession of a weapon while on Practice property or while on Practice business; and
- Stalking, blocking, yelling and intimidating behaviors.

Any potentially dangerous workplace situations must be immediately reported to a member of management. Employees found to have engaged in violence may be subject to immediate disciplinary action, up to and including termination. In addition, the Practice reserves the right to contact local law enforcement authorities in the event of any incident of workplace violence.

SECURITY

As you are aware, the nature of HRA/HIPA's business is highly confidential and competitive. The disclosure of confidential information, or trade secrets or the loss or theft of Practice property or trade secrets is not tolerated by HRA/HIPA. To protect the Practice's interests, HRA/HIPA has installed and utilizes surveillance cameras in certain areas of the workplace, and employees are advised that they may be subject to monitoring while on Practice premises. HRA/HIPA does not maintain surveillance in Practice restrooms.

HRA/HIPA reserves the right to inspect all personal packages, purses, briefcases, backpacks or closed containers brought into or taken out of the work area. In addition, all lockers, desks, file cabinets, closets and other furnishings on Practice premises are also subject to inspections. The use of personal locks on Practice offices or furnishings is prohibited and will be cut in the event the Practice determines to search a work area.

If HRA/HIPA has reason to believe that an employee vehicle on Practice premises contains stolen or illegal materials, the Practice reserves the right to contact the local authorities to conduct a search of

the vehicle. In addition, HRA/HIPA reserves the right to report theft or other unlawful conduct to the authorities for appropriate action or prosecution.

Where practicable, employees may be asked to sign a form consenting to the search. However, under exigent circumstances searches may be conducted without the consent of the employee. Any employee who refuses to consent to a search may be subject to corrective action, up to and including termination.

UNAUTHORIZED RECORDINGS AND PHOTOGRAPHS POLICY

Overview/Policy Statement: the Practice recognizes the need to prevent unlawful harassment, to secure patient privacy, and to protect its confidential, proprietary information from unauthorized disclosure while also avoiding deceptive practices that do not promote honest, ethical standards of business and workplace conduct. Therefore, **except as otherwise permitted by this policy (see the following section)** the Practice prohibits the unauthorized use of cameras, cell phones, recording devices or other audio/video recording devices by Practice employees in the workplace unless these activities are part of legitimate business-related marketing, sales or other related activities or as otherwise authorized by this policy.

Conduct Not Prohibited by this Policy: **Nothing in this policy is intended to preclude employees from engaging in activities that are protected by the National Labor Relations Act.** Thus, employees are free, without prior authorization, to document discussions or other concerted workplace activities of two or more employees that relate to the terms and conditions of employment, or to document workplace conditions that relate to the terms and conditions of employment. However, prior to recording a discussion the employee must disclose the intent to record the conversation. Undisclosed audio or video recordings are not permitted.

Consent Required for Audio and Video Recording. Except as otherwise permitted above, this policy prohibits the use of any device to make audio or video recordings in the workplace, including but not limited to cellular telephones, surveillance cameras, listening devices, spy pens or other recording devices, on Practice premises or off premises at Practice sponsored events without the consent of **all** parties or the prior authorization from the management of the Practice, regardless of the location of each party. If a participant at a meeting or conference speaks directly into or at a recording device in plain view (such as a microphone or video camera), then the Practice considers that participant had notice of the recording and consented to it. In all circumstances, surreptitious audio and video recordings are prohibited.

Cameras in the Workplace. The use of any device to take photographic images, including cameras, cellular telephones, cameras, spy or surveillance cameras by Practice employees on Practice premises or off premises at Practice sponsored events is prohibited without prior authorization from the management of the Practice. This policy will not apply to photographs taken by employees during break and meal periods or at other sponsored social events, so long as all photographed individuals consent to the taking of the picture.

Corporate Communications. This policy does not prohibit the Practice from creating recordings or taking photographs within our facilities or at Practice social events.

Violations of the Policy: Any employee who engages in undisclosed audio or video recordings in violation of this policy will be subject to discipline up to and including immediate termination of employment. Other violations of this policy may also result in disciplinary action, up to and including termination.

ELECTRONIC AND TELEPHONIC COMMUNICATIONS

Ownership of Devices and Communications/Information: HRA/HIPA may provide certain employees with computers (including laptops and PDA hand-held devices), Internet and email access, cell phones, text messaging capabilities, telephone and voice mail access, and other communication devices to improve efficiency and productivity in the workplace. Your use/entry into these various communication systems is conditioned upon your acceptance of all the terms of this policy.

All communication equipment provided by the Practice, and all information sent, received, gathered or stored on the Practice's devices belong to the Practice. This includes all personal voice messages, emails, blogs, tweets, texts or other personal materials created or stored on these communication devices or held with a service provider. Therefore, employees utilizing these devices or systems have no expectation of personal privacy or ownership in any emails, blogs, tweets, text messages, voice messages or other information stored in, received, downloaded or sent over Practice-owned devices/systems. This includes all communications on the employee's personal, password protected email account in the event these messages are sent and/or received on the Practice's communication devices. **Therefore, employees are advised that any personal information accessed by employees through our business systems may, within the permissible parameters of the law, be subject to monitoring by the Practice and employees therefore have no expectation of privacy in these materials.**

Monitoring: The Practice retains the right, within the permissible parameters of law, to monitor all electronic and telephonic communications on Practice-owned devices, including personal communications, to ensure that employees pursue appropriate business purposes. The contents of all voice mails, emails, blogs, tweets, text messages, as well as all files and data on all Practice-owned communication devices or systems are accessible at all times by Practice management and may be subject to periodic unannounced inspections. Monitoring may include, but is not limited to, review of emails, tweets, blogs, text messages and voice mail content and attachments; tracking of telephone numbers, email addresses and Internet sites visited by each user; the frequency and time spent by each user; blocking access to certain types of Internet sites, and other lawful means to ensure compliance with this policy. Employees are advised that the use of the delete function on our systems will not restrict the Practice's ability to retrieve these communications because they are stored in the back-up system.

Personal Use of Communication Systems: The Practice's communication systems are provided for business purposes only, but the Practice recognizes that occasional personal use may occur. Employees who use these systems for personal communications, including emails, tweets, blogs, text

messaging and other social networking do so with the understanding that these communications may be accessed by the Practice at any time and employees have no legitimate expectation of privacy in these communications. This includes email communications on the employee's personal, password protected email account in the event these messages are sent and/or received on the Practice's computers, laptops or other communication devices.

Employees are prohibited from utilizing any Practice logos, signature information or other information that implies, explicitly or implicitly, that they represent the Practice in any communication that is not a business-related communication by the employee in their capacity as an employee of the Practice.

Employees who engage in excessive personal communications on Practice-owned devices or on personal devices on Practice time may be subject to discipline, up to and including termination of employment.

Prohibited Communications: The Practice strictly prohibits the use of its communications systems or equipment for the following purposes:

- to send threatening, harassing or offensive messages, such as racial or sexual slurs or pornographic material; demeaning or insulting messages directed at an individual because of their age, race, religion, gender, sexual orientation or other protected status; or any other communications that are in violation of the Practice's anti-harassment and code of conduct policies
- to disclose trade secrets, patient information, personnel information or other confidential or proprietary information to others outside the Practice, in violation of the Practice's confidentiality policies
- to make defamatory remarks about the Practice, its employees, its patients, or its products and services
- to engage in any communications or activities that are in violation of state or federal law
- to make unauthorized endorsements of any of the Practice's products or services

Users who violate this policy may be subject to corrective action up to and including termination of employment. The Practice also retains the right to report any illegal violations to the appropriate authorities.

Nothing in this policy is intended to preclude employees from engaging in communications with co-workers about their terms and conditions of employment with the Practice that are protected by the National Labor Relations Act.

ON AND OFF-DUTY USE OF PERSONAL COMMUNICATION DEVICES

Interruptions to address personal matters during work hours can be disruptive in the workplace. Thus, HRA/HIPA will allow for the occasional and brief use cellular telephones to communicate with family members. If the employee abuses this privilege, the employee will be subject to disciplinary action; this will be noted on a case by case basis. HRA/HIPA does not tolerate text

messaging on cellular telephones during working time; employees who deviate from this policy will be subject to disciplinary action.

In addition, off-duty social networking activities by employees can also have a direct negative impact on the Practice. The Practice reserves the right to access any information on the Internet that is generally within the public domain or that the employee has permitted access to by management personnel. Therefore, employees who utilize home or personal communication devices to post or send communications that are in violation of the Practice's anti-discrimination/harassment policies, to divulge confidential Practice information, or that otherwise violate Practice policies on MySpace, Face Book, Twitter or other social networking websites may be subject to corrective action, up to and including termination. The Practice will not attempt to gain access to information that is password protected without authorization from the employee, nor engage in any activity that violates the employee's privacy interests under applicable law.

Nothing in this policy is intended to preclude employees from engaging in communications with co-workers about their terms and conditions of employment with the Practice that are protected by the National Labor Relations Act.

CONFIDENTIAL INFORMATION

Information about patients, their illnesses, or their personal lives must be kept completely confidential. Talking with a patient about any matter, must be done in such a way that other patients waiting in the office will not overhear. Case histories, confidential papers, and even the appointment schedule must be kept where passing patients will not be able to read them. Giving advice to patients on personal matters is strictly prohibited – even if they ask for it. It is improper to reveal information on a patient, even to another member of the patient's family. If a patient asks questions about their own case, they must be referred to a technologist who may refer them to a radiologist.

In addition, our industry is extremely competitive and information is valuable. Observing confidentiality is an important responsibility that you have as an employee of HRA/HIPA. You are not to relay any information regarding our business plans, billing activities, vendor list or identities, patient lists or identities, personnel information and any other confidential information which could be of value to our competitors, or endanger the relationship of a patient.

Unauthorized disclosure of confidential information may result in corrective action up to and including termination.

PARKING

All employees are to park in the level you work in. Parking spaces located in the front of the building are to be left vacant for patient use. If parking is limited, the management may assign parking spaces.

SMOKE-FREE WORKPLACE

The Practice complies with the requirements of the New Jersey Smoke-Free Air Act. Thus,

smoking of any tobacco products, including electronic smoking devices, is strictly prohibited anywhere in HRA/HIPA's buildings or immediately around its buildings or on Practice premises except in the clearly designated smoking areas outside the building.

SAFETY

HRA/HIPA is committed to maintaining a safe workplace. You are required to comply with all HRA/HIPA's rules as well as any applicable federal, state and local laws regarding workplace safety. In addition, you must keep your work area organized and free of any potential hazards. If you witness any unsafe conditions or potential hazards you must report them to your direct supervisor immediately. Your Supervisor will inform you of any specific safety hazards in your department and the safety rules that must be enforced as a result of the hazards.

Workplace Injuries: You must report all workplace injuries, accidents or illness to the Practice Administrator as soon as possible, regardless of the severity. **FAILURE TO DO THIS MAY RESULT IN THE INSURANCE PRACTICE DENYING A CLAIM FOR WORKER'S COMPENSATION, AND/OR THE PRACTICE ACCEPTING ANY RESPONSIBILITY FOR YOUR INJURY.**

Medical Emergencies: If there is a medical emergency in one of our facilities, contact the doctor who is in the office or if he/she is not present, the chief technologist.

Fire/Evacuation: If any employee notices a fire, he/she must notify the employee closest to him/her. Then, the first person will call **911** and explain the situation and ask for the Fire Practice emergency response. The second person will notify all other personnel. As each area is notified, it is the responsibility of each supervisor or acting supervisor to check all areas – dressing rooms, rooms, bathrooms, utility rooms—for any patients, salesmen or personnel and lead them to the closest exit. Note: If an employee is in the file room at **Brems**, **get out as quickly as possible**, as the ceiling extinguishers are **Halon**, which depletes all oxygen from the area. **Please make certain that the door is closed as you leave that file room!**

If the condition is so severe that there is no time to follow this protocol described above, make an announcement over the intercom to all stations to **“PLEASE EVACUATE THE BUILDING”**.

MRI TECHNOLOGISTS AND PREGNANCY SAFETY

This policy concerns the female MRI technologists who are considering pregnancy and/or will become pregnant while on the job at Hunterdon Imaging MRI. Any secretarial help or other ancillary personnel are not affected, as they do not work within the magnetic field.

In keeping with the recent Society of Magnetic Resonance Imaging (S.M.R.I.) safety committee recommendations on pregnancy in radiological technology, we at HRA/HIPA believe that pregnancy should not interfere with the MRI technologist work capabilities. The S.M.R.I. safety committee did not discover any adverse effects on women who work in clinical MRI centers while pregnant, and recommends that they be permitted to work on the console as usual. However, the S.M.R.I. safety committee recommends that a pregnant technologist not sit in the scan room with claustrophobic

patients or scan herself during pregnancy unless the latter is medically indicated. We at HRA/HIPA endorse and adopt the recommendations of Dr. Emanuel Kanal, Director of the S.M.R.I. safety committee who has researched the pregnancy issue extensively.

EMPLOYEE SCANNING

All employees must check with the attending doctor before instituting a self-scan/study or a scan of another employee or family member at HRA/HIPA. Please remember that a doctor must decide if a scan or study is appropriate for the individual or if a referral for the study is required from a referring physician.

FOUL WEATHER PROCEDURES and EMERGENCY CLOSING

The nature of HRA/HIPA's activities requires that adequate staffing levels be maintained to meet the needs of patients and the community we serve. Employees are expected to report to work during inclement weather and other situations. The following directives apply:

Patient and Employee Notification of Delayed Opening: The purpose of a delayed opening is to assure the safety of employees and patients. If inclement weather or other emergent situations are predicted, the Department Manager will take a copy of the next *three* day's work schedule at the end of the business day, and will be responsible for contacting patients the next business day if there is a delayed opening.

If weather or other emergent situation requires a delayed opening, employees may be notified by telephone, email or text by designated person(s) and advised of a delayed opening. If the employee does not receive a telephone call by 7:00a.m., the employee should assume that the workday will begin as normal. If the employee suspects the phone lines may have been damaged due to emergent conditions, the employee should attempt to call his/her Supervisor. If the Supervisor's telephone is not working, the employee should attempt to contact a fellow co-worker to verify the office opening time.

If there is a delayed opening, all employees that arrive to work at the designated time will be paid for a normal day.

Early Closings: If the staff arrives at work and weather deteriorates during the day, HRA/HIPA may determine that it is necessary to close the office early. If HRA/HIPA closes an office and asks its employees to leave work early, the employees will be paid for their normal, daily working hours. If HRA/HIPA remains open but offers its employees the option to leave early because of inclement weather, the employees will not be paid if they leave early unless they use vacation time. If the office eventually closes and all employees are paid for a regular day, the employee who left early will still be required to use vacation hours to cover the time.

Closure: Employees will be advised of any closing of the Practice offices by way of telephone, email or text message. If an employee did not receive timely notice of a closure and reports to duty to find the office is closed, the employee will be paid one hour of wages. In the event that the office

announces a closure in anticipation of bad weather or other emergency that does not occur, management has the right to reopen the office and require staff to report for work.

WEEKDAY SEMINARS

The management of HRA/HIPA encourages employees to attend appropriate seminars whenever possible to help further technical knowledge and ability.

Management must approve all seminars in advance, and the cost of the seminar will be paid by HRA/HIPA. However, should an employee attend a seminar and then terminate their employment within the twelve-month period subsequently to attending the seminar, HRA/HIPA reserves the right to be reimbursed by the employee for the seminar.

Employees will be compensated for actual hours at the Seminar for up to 8 hours per work day. Mileage will be paid at the federal mileage rate.

AFTER HOURS CONTINUING EDUCATION

HRA/HIPA knows the value of well-trained employees. Therefore, employees may be eligible for reimbursement if they successfully complete an approved, job-related course. An employee will be reimbursed 100% for tuition and fees up to \$500.00 per term, or \$1000.00 per year. Reimbursement may be obtained upon successful completion if the employee:

- Is a full-time employee who has been employed continuously for one year or more;
- Has a consistent record of at least “meets standards” performance;
- Makes application and obtains approval from supervisor and manager prior to taking the course;
- Provides evidence of at least a “B” grade or equivalent; and
- Takes a course at an accredited college or university.
- Tuition reimbursement does not cover the cost of text books, transportation, equipment, graduation fee or meals.

If you are eligible for G.I. educational benefits, you should advise your supervisor.

Employees who receive tuition reimbursement must continue their employment with HRA/HIPA for at least one year after completing the course for which reimbursement was paid. If the employee’s employment ceases for any reason other than lack of work or layoff, the employee will be required to reimburse HRA/HIPA for all tuition reimbursement payments made.

MAINTAINING LICENSURE AND ACCREDITATIONS

It is the responsibility of all technologists to keep state licensure and accreditations up to date.

Failure to keep certifications current will result in disciplinary action including possible dismissal.

PERSONNEL POLICIES

EMPLOYEE CLASSIFICATIONS

HRA/HIPA clarifies employment classification definitions so employees understand their employment status and benefit eligibility.

At the time of hire, employees are classified as either EXEMPT or NON-EXEMPT. This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of 40 hours per week. These employees are referred to as NON-EXEMPT are those paid on an hourly basis and who hold positions that are eligible for overtime pay under the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. EXEMPT employees are salaried executives, managers, professional/technical staff and commissioned sales personnel holding positions that are ineligible for overtime pay under the FLSA and any applicable state law. If you are an exempt employee, you will be advised of that classification at the time you are hired, transferred or promoted.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a part-time, temporary or introductory status and who are regularly scheduled to work a full-time schedule. Generally they are eligible for the Practice's benefit package and subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a regular full-time, temporary or introductory status and who are regularly scheduled to work less than 40 hours per week. While they do receive all legally mandated benefits (such as Social Security and Workers' compensation insurance, Paid Family Leave benefits), they are generally may be ineligible for the Practice's benefit programs or may be accorded benefits (maybe on a pro-rated or reduced basis).

PER DIEM employees are those who work less than 40 hours per week and are not routinely scheduled for duty. Except as otherwise mandated by law, per diem employees are not eligible for the Practice's benefit programs.

PERSONNEL RECORDS

Personnel records are confidential business records of HRA/HIPA. All personnel records are handled with confidentiality. In the event you wish to review your personnel record, you must request such a review with the HR/Payroll who will arrange for a convenient time for review. The Practice does not give out personal information to individuals or agencies without your approval, unless compelled by law or if it affects the Practice directly.

If there is a change in your name, address, phone number, marital status, dependents or beneficiary, military or draft status, please notify the HR/Payroll as soon as possible. This information will help us contact you or your relatives in case of an emergency and help us keep your insurance coverage

up to date where appropriate.

INTRODUCTORY PERIOD

In order for HRA/HIPA to make an appraisal of the performance of newly hired employees, there exists a ninety-day introductory period during which the new employee is evaluated.

You will be given guidance by your supervisor during this time in order that you understand what is expected of you in your new job. Your performance will be monitored during this period at the end of which you will be provided with an appraisal either verbally or in writing. When circumstances warrant, your introductory period may be extended by HRA/HIPA. The successful completion of this period should not be construed as creating a contract or as guaranteeing employment. Completion of the period does not change your employee at will status or establish a “just cause” termination standard.

Unless stated otherwise in this Handbook, during the initial introductory period, new employees are eligible for only those benefits that are required by law, such as workers’ compensation insurance and Social Security. Unless otherwise mandated by law, during the introductory period employees will not accrue any paid-time off benefits nor are they permitted to take any time off unless the absence is excused by management or by law.

SALARY /BONUSES/EVALUATIONS

HRA/HIPA’s policy is to pay salaries comparable to those paid for jobs of similar skill in the relevant market area. Any increase is determined by management and the Board of Directors based upon various factors, including satisfactory job performance and the general financial condition of HRA/HIPA. If warranted, increases will be given January 1 of each year.

Bonuses are considered a gift management provides to staff to share in the good fortune the Practice has experienced. Whether bonuses will be provided and the amounts of bonuses are determined in the sole discretion of management and the Board of Directors.

Direct Supervisors or Manager will complete a job performance appraisal of each employee at least once a year. The Direct Supervisor or Manager will meet with the employee to review the performance appraisal and will answer any questions posed by the employee. Management reserves the right to request additional information from employees, including self-assessment surveys.

PAYROLL and DEDUCTIONS

The payroll period starts on Monday and ends on the second Sunday thereafter. Payday is the Friday after the pay period is over, and employees are paid for the preceding two-week period.

It is the responsibility of employees to forward all necessary paperwork to Payroll by Monday 10:00 am, including all **Absence Confirmations**, **Miss-A-Swipe** and **Overtime Request** forms. If appropriate payroll paperwork is sent over late, the employee will be paid for the time in the next pay period. If for any reason an employee is not paid for the time owed due to a mistake by payroll,

please notify Payroll and a check will be cut for the time; the employee will not have to wait until the next payroll.

HRA/HIPA makes all required payroll withholdings and deductions required by law. If there is a change in the employee's number of exemptions, the employee should file a revised W-4 form with Payroll.

WORKING HOURS

Employees are routinely scheduled to work 8 hours per day Monday through Friday. The actual hours of work are subject to change with notification.

During slow periods, HRA/HIPA may ask non-exempt, hourly employees not to work and use vacation or personal time **or not be paid**. The choice is up to the employee. However, the company does acknowledge a NO-Pay policy, therefore this will be decided on a case by case basis.

OVERTIME (Not applicable to exempt personnel)

Employees who are classified as "non-exempt" are paid at the rate of one and one-half times the regular hourly rate of pay for all hours actually worked in excess of forty (40) hours in any work week. For the purpose of calculating overtime, holidays, vacation, sick time, personal time and other time off WILL NOT be counted as time actually worked for the purpose of calculating overtime. Only time actually worked will be counted.

Overtime for Clerical Staff: an Overtime Request form must be signed by the employee's supervisor and submitted to Payroll together with a detailed statement explaining the reason for the requested overtime. If an employee works overtime without prior approval, the employee may be subject to discipline.

Overtime for Technical Staff: the employee's supervisor must pre-approve all overtime work and then notify Payroll of the overtime worked. Overtime for technical staff will be computed on the time worked each week. The first overtime segment in a 40-hour week will be 15 minutes and each 15-minute segment thereafter.

An employee will not be permitted to use overtime as a way to increase ones salary while working less hours. For example, you cannot work less than 40 hours one week and then work over 40 hours the next week to receive overtime payment pay compensation for missing regular work hours.

Employees that continue to clock in early before their scheduled shift will be issued a warning. After several warnings, repeat offenders could potentially receive disciplinary action which could result in termination.

Employees must accurately record and report break periods, late arrivals, early departures, and ALL time worked, including overtime, in accordance with the Practice's timekeeping procedures.

PRACTICE BUSINESS

Employees who must leave the office on Practice business will be reimbursed for legitimate and necessary business expenses. Practice business is defined as any outside activity assigned by the management of the Practice. If the employee's car is used, mileage will be paid at the federal mileage rate.

BREAK PERIODS

There is a forty-five minute lunch period. Lunchtime is to be scheduled to ensure proper office coverage and to provide rest from the employee's duties. If an employee is working ½ day, a 15-minute break must be taken somewhere during the ½ day of work period but not at the end of the ½ workday. All full-time employees must take a lunch. An employee cannot omit his/her lunch break in order to arrive late, leave early or make up other lost time.

HRA/HIPA does not recognize additional "breaks" during the work day. All employees will be permitted to get up and move around or go to the restroom, but are not entitled to a "morning" or "afternoon" break; these breaks are combined to equal the employee's lunch break.

Non-exempt employees are not permitted to "work through" lunch for any reason without express approval from your supervisor.

TIME-KEEPING PROCEDURES

It is the policy of HRA/HIPA to comply with all Federal and State wage and hour regulations that require records to be maintained of all the hours worked by our employees. To ensure that accurate records are kept of the hours actually worked, all non-exempt employees are required to record all time worked accurately and appropriately at all times.

All non-exempt employees of HRA/HIPA are required to swipe themselves in and out on the Practice time clock. Employees are prohibited from swiping in or out for any other employee. If it is determined that an employee has swiped in or out for another employee, both employees shall be subject to discipline, up to and including termination of employment. If the employee forgets to swipe, it is the employee's responsibility to complete a "Miss A Swipe Form" immediately upon discovery of the error and to submit that form to his/her supervisor and/or to Payroll

Non-exempt employees may only swipe in at their designated arrival time (or whenever they arrive to duty thereafter) and may not swipe in early without a supervisor's approval. Likewise, employees must swipe out at the designated end of the shift (or earlier in the case of an early dismissal), and may not work after hours without a supervisor's approval. Employees may not elect to work through a break period without approval of a supervisor.

YOU ARE RESPONSIBLE FOR CORRECTLY RECORDING THE HOURS YOU ARE AUTHORIZED TO WORK. Failure to do so will subject you to disciplinary action, up to and including termination.

ATTENDANCE and TARDINESS

Your prompt and regular attendance is necessary for the efficient operation of HRA/HIPA. When you are absent or tardy, it disrupts our work schedule and puts additional burden on your fellow employees. Employees are expected to attend to all personal business, including doctor's appointments (unless pursuant to the Doctors' Appointment Allotment policy described elsewhere in this Handbook), on their off hours.

However, from time to time employees may require a late arrival, early dismissal or absence due to illness, emergencies or pressing personal business that cannot be scheduled outside of normal working hours. In these circumstances, contact your immediate supervisor as soon as possible, but in no event later than 15 minutes prior to your shift in the case of lateness or absence. Except for a bona fide illness or emergency, all absences, late arrivals and early departures are subject to the prior approval of your immediate supervisor. If your supervisor is not available, contact the supervisor's designee for approval. Providing notice to a co-worker is not sufficient. If you are unable to personally make the call due to illness or other emergency, be sure that someone else makes the call on your behalf.

All absences, late arrivals and early departures of employees may be counted towards the employee's sick, personal and vacation day's allotment described elsewhere in this handbook. If the employee has no accumulated time available, the time taken by the employee may be debited from the employee's pay in accordance with applicable law, at the Practice's sole discretion.

The Practice recognizes that an occasional late arrival or absence is unavoidable, and HRA/HIPA may excuse the lateness/absence in such circumstances. However, excessive absenteeism or lateness may result in disciplinary action. The Practice has the sole discretion to determine when an employee's absences/tardiness is excessive, based upon such considerations as the reasons for the absences/lateness, the degree of the absence/lateness, the employee's overall attendance record, and any other factors affecting the efficient operation of the Practice.

Any employee who is absent for two (2) consecutive days without notification of his/her supervisor will be considered to have voluntarily abandoned their position effective on the first day of absence, unless there are extenuating circumstances that are accepted by management.

Adherence to these attendance standards will be considered during annual performance reviews and may affect the employee's salary increases.

DRESS CODE

Your appearance and demeanor reflects on the overall image of HRA/HIPA. Employees are therefore required to dress in appropriate attire appropriate for their job duties and behave in a business-like manner. Neatness, cleanliness and good taste should be shown in your clothing and grooming habits. Employees failing to adhere to the following standards of appropriate appearance may be sent home to change and "docked" for the amount of time taken to change into proper attire.

Repeated failure to meet appropriate standards shall result in corrective action. Our guidelines for dress are as follows:

Technical Staff and Front Office Staff

1. Employees may wear white or pastel skirts or white or pastel pants with colored blouse or shirt. Also acceptable is a colored professional uniform or pants set as well as a white uniform or pants set.
2. A white lab coat may be worn over the above-described uniform.
3. Shoes/sneakers must be worn.
4. Stocking/socks may be white or neutral shade.
5. All clothing must be clean and neat in appearance.

Billing & Business Office Staff

1. Neat, clean, safe shoes, no sneakers, no sports sandals or clogs.
2. No shorts, jeans, cotton stretch pants, sweat clothes, or exercise clothes, excessive jewelry or makeup.
3. Skirts and pants for women should be longer than mid-thigh (if you put your hands down at your side, your hands should be at or above the skirt or pant hem).
4. Shirts and blouses must have sleeves – no T-shirts.
5. Clothing should not be sheer or too tight.
6. Tank-tops are not permitted.
7. Any type of undergarments showing at any time is not permitted.
8. Friday will be considered casual day and more relaxed attire will be allowed.

Please also be mindful of what you wear on casual Fridays. Clean casual attire is acceptable, but if employees abuse the privilege and dress sloppily, then casual Friday's will be eliminated and employees will be required to wear business casual attire five days a week.

This dress code will be fully enforced! The above list is only an example. If you are wondering if a garment is acceptable, please ask your supervisor or the Practice Administrator.

INTER-OFFICE JOB POSTING

In most instances, when a job position becomes available in HRA/HIPA, it will be posted internally for all employees. If an employee is interested in transferring to the position is available, the employee must contact HR/Payroll. There is no guarantee that job positions will be filled by existing employees. Third parties may be hired if HRA/HIPA believes they are more qualified or a better candidate for the position. If the employee is offered the position and the employee decides to take the new position, they will not be permitted to start his/her new position until the employee's previous supervisor obtains coverage for the employee's former job position.

CODE OF CONDUCT AND CORRECTIVE ACTION

HRA/HIPA expects its employees to observe "common sense" rules of honesty, appropriate conduct, fair play and courtesy when performing their job duties. While HRA/HIPA cannot provide an exhaustive list of all the types of conduct which it considers inappropriate and unsatisfactory, listed below for your guidance are only some examples of conduct which may result in corrective action:

- Poor job performance
- Excessive absenteeism or lateness
- Inappropriate attire
- Obscene, offensive or abusive conduct in the workplace
- Fighting or threatening co-workers or others
- Conviction of a felony crime
- Theft of or deliberate damage to the property of the Practice or others
- Dishonesty or falsification of Practice records, including attendance records
- Possession of weapons
- Use, possession, manufacture, distribution, sale/purchase or being under the influence of intoxicants, illegal drugs or abuse of prescription drugs on Practice premises
- Smoking on Practice premises
- Concealing defective work
- Insubordination
- Violations of HRA/HIPA HIPAA Compliance Policy
- Acts which tend to jeopardize good relations between the Practice and its patients
- Violation of any other policies and procedures of the Practice

HRA/HIPA shall be the sole arbiter of whether an employee's misconduct or inadequate job performance warrants corrective action, as well as the measure of discipline to be imposed against the employee. Corrective action may include one or more of the following actions: counseling, oral or written warning, suspension, probation, termination or other corrective measures. Unacceptable behavior or unsatisfactory job performance shall be dealt with in any of the foregoing manners as deemed appropriate to the circumstances, and HRA/HIPA is in no way obligated to progress through each or any of the corrective measures set forth above before taking more severe corrective measures.

Nothing in this policy shall affect the employee's "at will" status, which permits the Practice to terminate the employee at any time, for any or no reason, without cause or notice.

TERMINATION PROCEDURES FOR HRA/HIPA HIPAA COMPLIANCE

HRA/HIPA has adopted this Termination Policy to comply with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the Department of Health and Human Services ("DHHS") security and privacy regulations, as well as our duty to protect the confidentiality and integrity of confidential medical information as required by law, professional ethics, and accreditation requirements. All personnel of HRA/HIPA must comply with this policy. Familiarity with and demonstrated competence in the requirements of the policy are an important part of every employee's responsibilities.

This Termination Policy is based on the following assumptions:

- In any organization, people are the greatest asset in maintaining an effective level of security.
- Conversely, people are the greatest threat to data security and confidentiality.

- A terminated employee may pose a threat to data security and confidentiality, particularly if dissatisfied with his or her employment or termination.

HRA/HIPA and the DHHS security and privacy regulations require that the following termination procedures be implemented for all personnel with access to individually identifiable health information who are terminating their employment or other relationship with HRA/HIPA:

- Department supervisors must notify the security officer of any employee or other individual (e.g., independent contractor) who will be leaving HRA/HIPA's employ or due to other circumstances (leave of absence, transfer) will no longer need access to health information.
- Department supervisors must notify the security officer of any employee or other individual (e.g., independent contractor) who due to reassignment or other circumstances will no longer need their prior level of access so that their level of access can be adjusted.
- Upon termination of an employee or other person with access, the security officer will immediately take the following actions:
 - Revoke access privileges, such as user-IDs and passwords, to system and data resources and secure areas.
 - Retrieve sensitive materials, including access control items, such as keys and badges.
 - Retrieve all hardware, software, data, and documentation issued to or otherwise in the possession of the data user.
 - Arrange for an exit briefing to verify retrieval of all items, to discuss any security/confidentiality concerns with the data user, and to remind the data user of the continuing need to protect data security and patient confidentiality.
 - Notify Payroll of completion of the termination procedure so that the data user can receive any final pay due.
 - Keep records of the termination procedure for each such person, including the retrieval of security-related items, such as badges, passwords, and information system assets, for not less than six years from the termination date.
- When necessary, the security officer will arrange for security escort of terminated personnel from the facility and for an immediate audit of their accounts to detect any security or confidentiality threats or breaches.

All officers, agents, and employees of HRA/HIPA **must** adhere to this policy. HRA/HIPA will not tolerate violations of this policy. Violation of this policy is grounds for disciplinary action, up to and including termination of employment and criminal or professional sanctions.

RESIGNATION/TERMINATION OF EMPLOYMENT

If an employee wishes to submit their resignation of employment, the Practice requests a written letter of resignation at least fourteen (14) days prior to the effective date. Notice shall be given in writing and submitted to the immediate supervisor. Unless approved by management, an employee is not permitted to utilize accrued paid time-off benefits during this period, and all unapproved absences during this period shall be unpaid. Employees who give timely notice of resignation will

receive an additional check for vacation time accrued but not taken. If the employee has taken any vacation time prior to it being accrued, HRA/HIPA will debit the time from the employee's last paycheck.

If it becomes necessary for the Practice to terminate employment without cause or reason, as determined by the Practice, the employee will be given two weeks' notice of involuntary termination, or severance pay in lieu of notice. Employees who are involuntarily terminated without cause will be paid for accrued vacation time. Employees who are terminated for cause or not in good standing, as determined by the Practice, will not be paid for any accrued vacation time upon termination.

ADMINISTRATION OF DISCIPLINE.

HRA/HIPA's Practice Administrator will administer discipline. The nature of discipline imposed is subject to the discretion of the Practice Administrator who will consider the following when imposing disciplinary action:

DISCIPLINARY ACTIONS. Disciplinary action may include, but is not limited to:

- a. **Warning.** Warnings may be oral or written. After a warning has been given, any subsequent infraction will be penalized more harshly.
- b. **Suspension.** An employee may be suspended from work. Employees will not be paid and may not accrue benefits while on suspension. The length of the suspension is subject to the discretion of the Practice Administrator.
- c. **Probation.** An employee will not be permitted to take time off, and will not accrue any paid time off. The length of probation is subject to the discretion of the Practice Administrator. If the employee must take time off during the probationary period (for unforeseen health, legal or other uncontrollable issue), probation will be extended for an additional thirty days for each day missed.
- d. **Reassignment.** An employee who is unable to perform his or her job in a satisfactory manner that is compliant with all applicable policies, procedures, laws, rules, and regulations may be reassigned to another position. The new position may involve a corresponding reduction in pay or benefits.
- e. **Termination.** An employee may be terminated. The termination may be effective immediately in the discretion of the Practice Administrator.

DOCUMENTATION. Disciplinary actions documented in the employee's personnel file will be considered when making decisions regarding raises, bonuses, promotions, and continued employment.

EMPLOYEE SUSPENSION, HRA/HIPA reserves the right to use Suspension without Pay as a means of disciplinary action towards a disgruntled employee. The duration of the suspension will be subject to the discretion of management, and will depend on the violation and the employee's history of previous means of discipline.

DISCIPLINARY PROBATION POLICY, The following are guidelines for employees must follow who have been placed on a probationary status for disciplinary reasons. Length of probation is at the discretion of management. Each employee placed on probation will receive in writing specific guidelines to abide by. The following guidelines are the same for all employees put on disciplinary probation: The employee is not allowed to take ANY time off. He or she is not eligible for paid holidays and will not accumulate paid time off. Since the employee is not accruing any time, he or she will lose 3.33 hours of sick/personal and based on years of service and will lose at least 1 or more days of vacation time.

HRA/HIPA understands that illness cannot be predicted; however, if the employee needs to take time off due to illness, for each day taken, the probation will be extended another 30 days. All medical problems must be documented with a doctor's note. Failure to provide a doctor's note will double the additional probationary time and could result in suspension without pay or termination.

COMPANY PARTIES

Employees will not be compensated for attending company parties. If the party falls within normal working hours, full-time and permanent part-time employees will be paid until the end of the normal work day (until the facility's normal closing time). The employee will not, however, be paid for the duration of the party if it extends beyond normal working hours.

COMPENSATORY TIME OFF

HRA/HIPA does not recognize compensatory time off in lieu of receiving appropriate compensation for all hours worked. If an employee works beyond his/her normal working hours, the employee will be paid for the time worked. The employee will not be allowed to come in late the following day.

YOUR BENEFITS PACKAGE

HOLIDAYS

HRA/HIPA provides seven paid holidays. Only full time employees are paid full eight hours for holidays. Part-time employees are paid for one-fifth of the average number of hours worked per week. For example, an employee working thirty hours per week will be paid for six hours on holidays.

New Year's Day

Washington's Birthday *(The office is open this day but the employee has a choice of a day off)*

Memorial Day

Independence Day
Labor Day
Thanksgiving
Christmas

If one of the above holidays falls on a Saturday or Sunday, the observed holiday will be either Friday or Monday.

If an employee is absent from work the day after a holiday and has not made prior request for time off for that day, the employee will not receive holiday pay. Employees on Disciplinary Probation are not eligible for paid holidays.

VACATION

The following description of the vacation leave benefit applies to all employees. Vacation/personal time is to be used as a time of rest and recreation in addition tending to illness in the family and medical/dental appointments. The amount of vacation/personal leave time available to employees is determined by the employee's length of service.

Vacation leave may be taken at any time of the year as long as it does not interfere with the smooth operation of the office. The employee is expected to complete vacation/personal leave during the calendar year January 1 through December 31 All new employees that have not reached one full year of service will only be permitted to take paid time off that they have actually accrued. After one full year of service has been completed, the employee will be permitted to "borrow" paid time off.

Requesting Vacation Time: The minimum increment for vacation time is four hours. To request time off, forward the Time Off Request Form to your immediate supervisor. If the employee does not have the appropriate amount of time accrued, has had a history of excessive absenteeism, or the needs of the Practice warrant, management reserves the right to deny the time off request. Employees are **NOT** permitted to take time off without pay. Paid time off must be requested at least two weeks in advance of the time off requested.

Absent extraordinary circumstances, if the employee decides he/she wants to cancel a scheduled vacation, the employee must do this at least two weeks in advance of the scheduled vacation, so the HRA/HIPA department in which the employee works will not be over-staffed. The employee must take the time if he/she fails to provide at least two weeks advanced notice of a desire to cancel a scheduled vacation.

The scheduling of paid time off shall be based upon a first come first serve basis and the needs of the department. The Practice Administrator shall make the final decisions with regard to the scheduling of vacation/personal time off for employees.

In the event that management decides to close on a holiday that is not a scheduled day off, all employees who requested the day as a vacation day off prior to management's announcement to close will still have to use their vacation day, as requested

Cash Out/Roll Over: At the discretion of management, each year employees may be permitted to cash in up to ½ (the percentage to be determined by management) of their unused vacation time in any given year (maximum of 40 hours). Requests for cashing in vacation time will be released to the staff in December of each year. This is only for vacation time. Any remaining time will be forfeited.

If an employee is out for more than thirty days due to injury, FMLA, etc., they will not accrue vacation time during the absence.

Vacation Leave Schedule for Clerical Employees: Clerical Employees who are on probation during the initial probationary period or on probation for disciplinary reasons shall not be entitled to take vacation during their probationary period.

| <u>Length of Service</u> | <u>Paid Vacation Per Year</u> |
|---|--|
| Year hired | 7.33 hours per month of service |
| First and second full years | 11 days – 88 hrs. (If working 40hr week) or 7.33 hours per month of service. 70.4 hrs. (If working 32hr week) or 5.85 hours per month of service. |
| Three full years but less than 8 full years | 16 days – 128 hrs. (If working 40hr week) or 10.66 hours per month of service. 102.4 hrs. (If working 32hr week) or 8.5 hours per month of service. |
| 8 full years and over | 21 days – 168 hrs. (If working 40hr week) or 14 hours per month of service. 134.4 hrs. (If working 32hr week) or 11.2 hours per month of service. |

Vacation Leave Schedule for Technologist:

| <u>Length of Service</u> | <u>Paid Vacation Per Year</u> |
|--|--|
| Year hired | 10.66 hours per month of service |
| 1 st , 2 nd , 3 rd full years | 16 days – 128 hrs. (if working 40hr week) or 8.50 hours per month of service |
| Four full years and over | 21 days – 168 hrs. (If working 40hr week) or 14 hours per month of service. 134.4 hrs. (If working 32hr week) or 11.2 hours per month of service. |

Permanent part-time employees working 30 hours or less are not eligible for paid time off.

SICK / PERSONAL TIME

Each employee is allowed 5 paid sick/personal days per year, prorated during their first year of employment. This converts to 40 hours per year for employees working 40 hours per week. Part-timers (employees working 32 hours per week) will be paid for sick/personal time on a prorated basis. Sick/personal days are not to be considered as guaranteed time off, but as a benefit to be used only in the event of genuine illness, injury or personal need of the employee or his or her immediate family members. If the employee is sick for an extended period of time he/she may be eligible for New Jersey Temporary Disability. Employees on probationary status are not eligible for sick/personal time. Sick/personal time must be used in a minimum increment of two hours.

All employees will be allowed to carry unused sick/personal days from one year to another and will be permitted to accumulate up to a maximum of 10 sick days.

If an employee attempts to come into work even when ill and is then forced to leave work during the normal business day, the employee will be paid for the time they actually worked for that day. The remainder of the day must be taken as sick time; the employee may not take the rest of the day without pay. HRA/HIPA has a no tolerance policy on "No Pay."

If an employee is out of work because of personal illness for three or more consecutive work days, the employee will not be permitted to return to work until he/she presents a physician's note authorizing the employee to return to work to Payroll

DOCTOR'S APPOINTMENTS

HRA/HIPA will allow full-time employees two hours of paid "Doctor Time" per quarter to attend doctor appointments during the working day. Part-time employees (working less than 40 hours) are eligible for 6 hours of doctor time for the year. Doctor Time does not accumulate from quarter to quarter, and must be taken in a minimum of one hour increments.

A note on doctor's letterhead must accompany the absence confirmation in order to be paid for this time. If Doctor Time does not cover all appointment times, then the employee must take personal/vacation/lunch time for such appointments.

HEALTH INSURANCE PLAN

HRA/HIPA participates in a health care program through the Horizon Blue Cross Blue Shield of New Jersey. All employees who are routinely scheduled to work at least 1000 hours per year are eligible to participate in the medical plan after he/she has completed ninety days of full service. To enroll, the employee must complete the required application immediately after starting work at HRA/HIPA. To obtain information on the medical benefit plan, co-pays, prescription coverage, network doctors, etc., the employee will be directed to visit <http://www.horizon-bcbnj.com>

The employee will be provided written confirmation when he/she has been enrolled in the medical benefit plan. Once the application has been filed on-line, the employee will be provided with medical

insurance within approximately twenty-four hours. An insurance card will be provided to the employee through the mail within approximately two weeks of enrollment in the medical benefits plan.

All employees on the plan are required to pay a portion of the cost for their benefits. Please contact Payroll for the current rates, which are subject to change at any time. Employees taking a leave of absence from employment are required to pay their employee contributions for the medical benefit plan in order to continue the benefit while on the leave of absence. After twelve-weeks of FMLA benefits have been exhausted, if the employee has taken a Personal Leave of Absence, the employee will be required to pay their entire insurance premium on a monthly basis until they return.

In the event of an employee's separation of employment, coverage will remain in effect for twenty four hours following the last date of employment unless the employee opts for a compensation of benefits under COBRA.

PROFIT SHARING/ 401K PLAN

Employees are eligible to participate in the Profit Sharing Plan once they have completed one full year of service with HRA/HIPA, and/or the date the employee attains age 21. In order to be eligible, employee must have completed 1000 hours of service by December 31st.

There are two components to this plan. The first component – 401K plan has a discretionary match which is 75% of Deferral up to Deferral of 6%. Eligible employees can contribute up to \$15,500 per year and an additional \$5000 if over the age of 50. An employee must remain employed for a specified amount of time in order to be entitled to the full value of the discretionary match. This process is called vesting. If employment is terminated, the employee will be entitled to receive a percentage of the account balance for each year of service completed as of the date of termination. Years are calculated from the employee's date of hire. The employee's vested interest shall be calculated as follows:

| <u>Years of Service</u> | <u>Participants Nonforfeitable Percentage</u> |
|-------------------------|---|
| Less than 2 | 0% |
| 2 | 20% |
| 3 | 40% |
| 4 | 60% |
| 5 | 80% |
| 6 or more | 100% |

The second component of the Profit Sharing Plan consists of a 3% Safe Harbor contribution and an additional discretionary match to be determined each year based on profitability. Employees are entitled to the Safe Harbor contribution from the day they begin to participate in the plan

(anniversary of first year of service). The additional discretionary profit sharing contribution is subject to the above mentioned vesting schedule.**401-K**

NEW JERSEY FAMILY LEAVE INSURANCE

The New Jersey Paid Family Leave Law will allow full and part time employees who have worked for the Practice at least 20 weeks or who have sufficient earnings with the Practice in the preceding year up to six (6) weeks of benefit payments during a leave of absence to care for a newborn/newly adopted child or a family member with a serious health care condition. Presently, the law permits employees to receive a maximum benefit of \$524 per week, which is funded by employees through mandatory payroll tax withholdings.

Definition of Family Member: Family member is defined as an employee's child, spouse, domestic partner, civil union partner or parent.

Notice of Leave: Employees are expected to give advance notice of the need for leave if possible, and at least 30 days' notice for birth or adoption of a child.

Physician Certification: Employees seeking family leave benefits to care for an ill family member are required to submit a physician's certification describing the nature and duration of the condition. If certified as a medical necessity, leave to care for an ill family member may be taken on an intermittent basis.

Exhaustion of PTO Benefits: Employees are required to use a maximum of two weeks of accrued paid time off (PTO) benefits before the employee becomes eligible for leave benefits, and any such leave period during which the employee is paid in full by the Practice shall not extend the maximum six (6) weeks of benefits entitlement available under law.

Interplay With HRA/HIPA's Leave Policies: Although the Paid Family Leave Law provides income protection to employees who are absent to care for a family member, nothing in the law or this policy provides employees with leave rights or job security. Thus, any leave of absence by employees who take leave to care for a family member must be concurrently administered in accordance with the Family/Medical Leave, Personal Leave and /or other leave of absence policies described elsewhere in this Handbook. Please refer to those policies for further information regarding your rights to reinstatement at the conclusion of a leave of absence.

For more information on eligibility for benefits and filing of claims, see the Practice Administrator.

NEW JERSEY TEMPORARY DISABILITY BENEFITS

Under the New Jersey Temporary Disability Benefits Law, HRA/HIPA employees (full-time and part-time) are covered for statutory temporary disability benefits. Both the Practice and the employee, through payroll tax withholding, share the expenses associated with this benefit. Cash benefits are payable when you cannot work because of sickness or injury not caused by your job. To be eligible, employees must have worked at least 20 base weeks within the year preceding the disability, or earned at least the minimum amount of wages required by the state and file the proper

notice and proof of claim.

You may be eligible for disability benefits if disabled due to pregnancy. Eligibility for benefits is determined in the same way as any other disability. The usual payment for a normal pregnancy may be up to four weeks before the expected delivery date and up to six weeks after the actual delivery date.

Interplay With HRA/HIPA's Leave Policies: Although the Temporary Disability Benefits Law provides income protection to employees who are absent due to a non-work related illness or injury, nothing in the law or this policy provides employees with leave rights or job security. Thus, any leave of absence by employees who take leave due to personal injury or illness must be concurrently administered in accordance with the Family/Medical Leave, Personal Leave and /or other leave of absence policies described elsewhere in this Handbook. Please refer to those policies for further information regarding your rights to reinstatement at the conclusion of a leave of absence.

For more information on eligibility for benefits and filing of claims, see the Practice Administrator.

WORKERS COMPENSATION

Workers' Compensation insurance is required by state law and is paid for by HRA/HIPA. This insurance covers you in case of occupational injuries received during working hours. The coverage includes compensation for certain injuries, weekly payments during periods of disability, and costs of needed medical, surgical, and hospital services and supplies.

If you are injured on the job, no matter how minor, report the incident immediately to the Practice Administrator and your supervisor and file a written statement with the Practice Administrator within two (2) business days of the incident. Failure to report a job-related injury or illness within a reasonable time may cause unnecessary confusion and may jeopardize your eligibility for benefits under the workers compensation law.

Interplay With the Practice's Leave Policies: Although the Workers Compensation Law provides income protection to employees who are absent due to a work related illness or injury, nothing in the law or this policy provides employees with leave rights or job security. Thus, any leave of absence by employees who take leave as a result of a work related injury must be concurrently administered in accordance with the Family/Medical Leave, Personal Leave and /or other leave of absence policies described elsewhere in this manual. Please refer to those policies for further information regarding your rights to reinstatement at the conclusion of a leave of absence.

For more information on eligibility for benefits and filing of claims, see the Practice Administrator.

UNEMPLOYMENT COMPENSATION

Both HRA/HIPA and the employee share the cost of State Unemployment Insurance coverage, with the employee's contribution coming via payroll deduction. If you become unemployed, you may be eligible for unemployment compensation under certain conditions, for a limited period of time. To be eligible you must have earned a certain amount, be willing and able to work and meet other

eligibility criteria set by the state. You apply for benefits through the State Unemployment Office.

SOCIAL SECURITY

As a wage earner, you are required by law to contribute a set amount of wages to the Social Security trust fund from which benefits are paid. HRA/HIPA is required to deduct this amount from each paycheck you receive. HRA/HIPA matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

CONTINUATION OF BENEFITS (COBRA)

Under the applicable law known as COBRA, HRA/HIPA provides employees with certain rights to continue health care coverage at their own expense for a specified period upon the occurrence of certain qualifying events such, as termination or reduction of hours that results in loss of coverage. Employees are not eligible for COBRA benefits if they are terminated for gross misconduct.

Under certain circumstances (e.g., divorce, legal separation), the employee's spouse and dependents may also have rights to continue health care coverage. The employee is responsible for informing HRA/HIPA of changes in his or her marital status and/or number of dependents so that the Practice may notify dependents of their rights under COBRA. If at any time an employee's employment status changes or there is a change in his or her marital status or number of dependents, the employee should notify Payroll so that he or she can be more fully informed as to rights under COBRA.

LIFE INSURANCE

Under the group term life insurance plan, employees working 1000 hours per year or more are provided life insurance from the date that the probation period has been successfully completed. The amount of coverage is two times the employee's yearly salary. There is also a dismemberment benefit payable (accidental loss of hand, foot, and/or eyes, etc.). The premiums are paid 100% by the Practice.

LONG TERM DISABILITY PLAN

Each employee working at least 1000 hours per year is offered coverage by a long term disability plan payable by the Practice. The amount of insurance as outlined in the plan becomes effective when the State of New Jersey's short term disability coverage expires (6 months). The premiums are paid 100% by the Practice.

Information on plans listed above can be found on the Company Intranet Website.

www.hunterdonradiology.com – Employee Access.

LEAVES OF ABSENCE

FAMILY and MEDICAL LEAVE OF ABSENCE

On occasion employees may find it necessary to be out of work due to personal illness or to care for an ailing family member. The Federal Family and Medical Leave Act of 1993 (FMLA) and the New Jersey Family Leave Act (NJFLA) allow eligible employees to take time off from work due to personal illness and to be with family members in their time of need. Leave pursuant to the FMLA and the NJFLA is in addition to any rights to benefit payments which you may have under the New Jersey Temporary Disability Benefits Law, the New Jersey Family Leave Insurance Law and the Workers Compensation statute.

While the FMLA and NJFLA provide similar leave rights - 12 weeks of unpaid leave in a 12 month period under the FMLA and 12 weeks of unpaid leave within a 24 months period under the NJFLA (measured backward from the date an employee uses any FMLA/NJFLA leave) - there are important eligibility and coverage differences in these statutes. For example, employees must have worked for 1,250 hours in the preceding 12 month period to be eligible for leave under the FMLA, but only 1,000 hours in the preceding year to be eligible for leave under the NJFLA. Please carefully review the US DOL Employee Rights and Responsibilities publication pertaining to your rights under the FMLA, and the NJ Division on Civil Rights publication pertaining to your rights under the NJFLA, [posted in the break-rooms and available from the Practice Administrator for further information about your rights and responsibilities under these laws.

Qualifying Reasons for Leave: Subject to the conditions explained more fully in the FMLA and NJFLA publications referred to above, the Practice will grant unpaid leave to its employees for the following reasons:

- 1) the care of a child after birth, adoption or placement for foster care (available under both the FMLA and NJFLA);
- 2) the care of an immediate family member with a serious health condition (available under both the FMLA and NJFLA);
- 3) the employee's own serious health condition (available under the FMLA only); or
- 4) the care of a parent-in-law with a serious health condition (available under the NJFLA only).

Notice of Leave: If the leave is planned in advance, the employee seeking leave must provide the Practice with at least thirty (30) days' notice of the need for a leave prior to the date on which the leave is to begin. If the leave is unexpected, the employee is to provide notice of the need for the leave as soon as practicable and in compliance with the Practice's normal call-in procedures.

Reduced/Intermittent Leave: Leave taken for the employee's or family member's serious health condition may be taken consecutively, intermittently, or on a reduced work/leave schedule when based on certified medical necessity. Reduced or intermittent leave is not available in connection with a child care leave unless agreed to by the Practice and employee.

Employees should give reasonable prior notice and make a reasonable effort to schedule intermittent or reduced leave so as not to unduly disrupt the Practice's operations. Where the medical need for an intermittent/reduced leave is foreseeable, the employee may be required to transfer into an alternative position.

Medical Certifications: If the employee requests a personal leave due to the employee's own medical condition, the Practice may require the employee to submit a certification from the treating physician indicating the general nature of the illness, the date the condition began, the expected duration of the illness and the employees' expected date of return to duty. A more limited certification may also be required if the leave is requested to attend to an ill family member or other person.

Before being permitted to return from medical leave, the employee may be required to present a note from a treating physician indicating that the employee is capable of returning to work and performing the essential functions of the position, with or without reasonable accommodations. The Practice will consider making reasonable accommodation for any disability the employee may have in accordance with applicable laws.

Concurrent Exhaustion of FMLA and NJFLA Leave Entitlements: Whenever the need for leave is covered under both the FMLA and the NJFLA, the available leave time will be counted concurrently under both laws. If however, the need for the leave is only covered under one of these laws, the employee's available leave time under the other law will remain undisturbed. For example, if the employee takes 12 weeks of leave to care for an ill spouse, a qualifying event under the FMLA and the NJFLA, the employee has fully exhausted all leave entitlements under both laws. Conversely, if the employee takes 12 weeks of maternity to care for herself, a qualifying event under the FMLA and not the NJFLA, the employee nevertheless has an additional 12 weeks of family leave under the NJFLA to care for her newborn child.

Workers' Compensation/Temporary Disability/Paid Family Leave Benefit Payments: In the event leave is sought for the employee's or a family member's medical condition, the employee may also be entitled to statutory benefits as described in the Workers' Compensation, Temporary Disability Benefits and Paid Family Leave Benefits policies described elsewhere in this handbook.

Substitution of Paid Time Off Benefits During Leave: Employees on an unpaid family/medical leave of absence may opt to substitute unused sick leave, vacation, or other paid time off (PTO) benefits during the leave period. Once such benefits are exhausted, the balance of the leave will be without pay.

Continuation of Employee Benefits: Practice benefits that operate on an accrual basis will cease to accrue during any period of family/medical leave. All group health benefits (e.g., major medical, hospitalization and dental/vision insurance) will continue during the leave provided the employee continues his/her regular contributions to these plans. At the Practice's discretion, employees will be

responsible for the cost of all health insurance paid by the Practice from the original date of the commencement of the leave if the employee fails to return to work for any reason other than the continuation of a serious health condition. Other benefits, such as 401(k) plans, will be governed in accordance with the terms of the benefit plan.

Failure to Return to Duty: An employee who does not report for duty on the date designated as his/her return to duty date shall be considered to have resigned from employment effective on the day the leave began unless an extension of leave has been granted, in writing, by the Practice. These employees are welcome to re-apply for employment subject to the Practice's usual hiring practices.

FMLA MILITARY SERVICE MEMBER LEAVE OF ABSENCE

Military Caregiver Leave: Under the federal Family and Medical Leave Act, qualifying employees are entitled to a maximum of 26 weeks of unpaid leave during a single 12-month period to care for a "covered service member" suffering from a serious injury or illness incurred or aggravated in the line of duty. "Covered Service Member" includes a spouse, son, daughter, parent or next of kin who i) is an active member of the Armed Forces (including the National Guard or Reserves), or ii) is a qualifying veteran suffering from service-related injuries. In addition, 26 weeks of leave is available to the employee i) *for each covered service member who suffers an injury*, and ii) *on a per-injury basis* for any covered service member.

Although Military Caregiver Leave is the only type of FMLA leave that may extend an employee's leave entitlement beyond 12 weeks to 26 weeks, when administering a Military Caregiver Leave all other types of qualifying leaves under the FMLA are included when totaling the 26 week leave entitlement. However, Military Caregiver Leave will not be counted towards the employee's 12 week leave entitlement under the NJFLA.

The single 12-month period for military caregiver leave begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12-month period established by the Practice for other FMLA leave reasons.

Military Exigency Leave: The Family Medical Leave Act also provides 12 weeks of unpaid leave during a single 12-month period for the purposes of a "qualifying exigency," as that term is defined by the US Secretary of Labor, arising out of the fact that a spouse, son, daughter, parent or next of kin is on active duty or call-to-active-duty in the Armed Forces (including the National Guard or Reserves). In addition, qualifying employees may take up to 15 calendar days to spend time with a military member on Rest and Recuperation leave.

When administering a Military Exigency leave, all other qualifying leaves available under the FMLA will be included when totaling the employee's maximum 12 week leave entitlement under the FMLA. However, Military Exigency Leave will not be counted towards the employee's 12 week leave entitlement under the NJFLA.

Please carefully review the US DOL Employee Rights and Responsibilities publication pertaining to your rights under the FMLA posted in the break room and available from the

Practice Administrator for further information about your rights and responsibilities for military service member leave.

Notice of Leave: If the leave is planned in advance, the employee must provide the Practice with at least thirty (30) days' prior notice; if the leave is unexpected, as soon as practicable and in compliance with the Practice's normal call-in procedures.

Reduced/Intermittent Leave: Leave to care for an injured service member may be taken consecutively, intermittently, or on a reduced work/leave schedule when based on certified medical necessity.

Employees should give reasonable prior notice and make a reasonable effort to schedule intermittent or reduced leave so as not to unduly disrupt the Practice's operations. Where the medical need for an intermittent/reduced leave is foreseeable, the employee may be required to transfer into an alternative position.

Medical Certifications: Employees seeking leave to care for an injured service member may be required to provide medical certification from the family member's treating physician attesting to the nature of the serious health condition and the probable length of time treatment will be required.

Benefit Payments During Leave: Employees seeking leave to care for an injured service member may also be entitled to Paid Family Leave Benefits described elsewhere in this handbook.

Substitution of Paid Time Off Benefits During Leave: Except as provided below, employees on a Military Service Member Leave may opt to substitute unused sick, vacation and other paid time off (PTO) benefits during the leave period, in accordance with the Practice's sick, vacation and other PTO policies. Once such benefits are exhausted, the balance of the leave will be without pay.

In accordance with the New Jersey Paid Family Leave Act, employees may only be required to substitute a maximum of 2 weeks PTO benefits while collecting paid family leave benefits. However, substitution may resume when the employee has exhausted his/her paid family leave benefits.

Continuation of Employee Benefits: Practice benefits that operate on an accrual basis will cease to accrue during any period of Military Service Member Leave. All group health benefits (e.g., major medical, hospitalization and dental/vision insurance) will continue during the leave provided the employee continues his/her regular contributions to these plans. At the Practice's discretion, employees will be responsible for the cost of all health insurance paid by the Practice from the original date of the commencement of the leave if the employee fails to return to work for any reason other than the continuation of a serious health condition. Other benefits, such as 401(k) plans, will be governed in accordance with the terms of the benefit plan.

Failure to Return to Duty: An employee who does not report for duty on the date designated as his/her return to duty date shall be considered to have resigned from employment effective on the

day the leave began unless an extension of leave has been granted, in writing, by the Practice. These employees are welcome to re-apply for employment subject to the Practice's usual hiring practices.

LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE OR SEXUAL ASSAULT

The New Jersey Security and Financial Empowerment Act (NJ SAFE Act) entitles eligible employees who are victims of domestic violence or sexual assault, or where certain family members was such a victim, to up to 20 days of unpaid leave in the 12 month period following the act of domestic violence or sexual assault.

Eligibility: Employee must have been employed by HR/HIPA for one year and must have worked 1,000 base hours during the year immediately preceding the leave.

Qualifying Reasons for Leave: Subject to the conditions set forth herein, HR/HIPA will grant unpaid leave to qualifying employees for the following reasons:

1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's child, parent, spouse, domestic partner or civil union partner;
2. Obtaining services from a victim services organization for the employee or the employee's child, parent, spouse, domestic partner or civil union partner;
3. Obtaining psychological or other counseling for the employee or the employee's child, parent, spouse, domestic partner or civil union partner;
4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's child, parent, spouse, domestic partner or civil union partner;
5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's child, parent, spouse, domestic partner or civil union partner including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence or sexual violence; or
6. Attending, participating in or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's child, parent, spouse, domestic partner or civil union partner, was a victim.

Notice of Leave: Prior to taking leave, an employee shall, if the necessity for the leave is foreseeable, provide the Practice Administrator with written notice of the need for the leave as far in advance as is reasonable and practical under the circumstances.

Reduced/Intermittent Leave: The leave may be taken intermittently in intervals of no less than one day.

Required Documentation: HR/HIPA may require that a leave request be supported with documentation of the domestic violence or sexually violent offense. This documentation shall be

submitted to the Practice Administrator. Sufficient documentation shall include one or more of the following:

1. A domestic violence restraining order or similar documentation issued by a court of competent jurisdiction;
2. Documentation from the county or municipal prosecutor documenting the domestic violence or sexually violent offense;
3. Documentation of the conviction of a person for the domestic violence or sexually violent offense;
4. Medical documentation of the domestic violence or sexually violent offense;
5. Certification from a certified Domestic Violence Specialist or the director of a designated domestic violence agency or Rape Crisis Center, that the employee or the employee's child, parent, spouse, domestic partner or civil union partner is a victim of domestic violence or a sexually violent offense; or
6. Other documentation or certification of the domestic violence or sexually violent offense provided by a social worker, member of the clergy, shelter worker or other professional who has assisted the employee or the employee's child, parent, spouse, domestic partner or civil union partner in dealing with the domestic violence or sexually violent offense.

Confidentiality: All information provided to HR/HIPA , and any information regarding a leave taken pursuant to the NJ SAFE Act and any failure of an employee to return to work, shall be retained in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is required by a federal or State law, rule or regulation.

Concurrent Exhaustion of NJ SAFE Act, FMLA and NJFLA Leave Entitlements: Whenever the need for NJ SAFE Act leave is also covered by either the FMLA and/or the NJFLA, the available leave time will be counted concurrently under each respective law. If however, the need for the leave is not covered by one or more of these laws, the employee's available leave time under that law will remain undisturbed.

Temporary Disability/Family Leave Insurance Benefit Payments: In the event leave is sought for the employee's or a family member's medical condition, the employee may also be entitled to statutory benefits as described in Temporary Disability Benefits and Family Leave Insurance Benefits policies described elsewhere in this handbook.

Substitution of Paid Time Off Benefits During Leave. Employees may opt to use accrued paid time off benefits during any part of the unpaid leave provided for in this policy. All such paid leave shall run concurrently with the unpaid leave provided for in this policy.

PERSONAL LEAVE OF ABSENCE

Occasionally, for medical, personal, or other reasons, employees may need to be temporarily

released from the duties of their job with the Practice but may not wish to submit their resignation. Under certain circumstances, employees may be considered for an unpaid personal leave of absence.

An unpaid personal leave of absence may be granted to full-time and part-time employees for a maximum of thirty (30) days. The Practice reserves the right to extend any personal leave beyond the initial period in its sole discretion (with due consideration for such factors as the employee's job performance, length of service, and the individual merits of the request), or as required as a form of reasonable accommodation for the employee's disability.

Any request for a personal leave of absence that qualifies as a Family/Medical Leave or a Military Service Member Leave will be administered in accordance with those policies and counted towards the employee's leave entitlement under federal and/or state law. However, an employee who fails to qualify for Family/Medical Leave Policy or Military Service Member Leave may apply for a personal leave of absence subject to the requirements and considerations of this policy. Moreover, employees who have exhausted their leave entitlement under the Family/Medical Leave and Military Service Member Leave policies may request an extension of leave when necessary, again subject to the requirements and considerations of this policy.

Requesting Leave: Personal leave requests must be made in writing at least thirty (30) days in advance of the date the employee would like the leave to begin, or in emergency situations, with as much advance notice as is practicable. All requests must set forth the reason for the leave, the date on which the employee wishes the leave to begin and the date on which the employee will return to active employment with the Practice. Applications for personal leave must be submitted to the Practice Administrator for approval.

Medical Certification: If the employee requests a personal leave due to the employee's own medical condition, the Practice may require the employee to submit a certification from the treating physician indicating the general nature of the illness, the date the condition began, the expected duration of the illness and the employees' expected date of return to duty. In addition, the employee will be required to submit a certification of fitness for duty from the treating physician before returning to duty. A more limited certification may also be required if the leave is requested to attend to an ill family member or other person.

Temporary Disability/Family Leave Insurance Benefit Payments: In the event leave is sought for the employee's or a family member's medical condition, the employee may also be entitled to statutory benefits as described in Temporary Disability Benefits and Family Leave Insurance Benefits policies described elsewhere in this handbook.

Exhaustion of Paid Time Off Benefits: Employees requesting a personal leave of absence must concurrently exhaust all paid time off benefits during the leave. However, in the case of an employee currently collecting Family Leave Insurance payments, the employee will only be compelled to exhaust a maximum of two weeks of paid time off benefits.

Employees who are approved for a personal leave of more than thirty (30) days will not accrue any

vacation, personal and sick days during the leave period.

Reinstatement: Employees should remember that a personal leave of absence is granted at the discretion of the Practice and a request does not guarantee the granting of a leave. In the case of a request for a leave as a form of accommodation for a disability, the Practice will comply with its legal obligation to reasonably accommodate such requests. The operating needs of the Practice, the reasons given for the leave request, the employee's work history with the Practice and other considerations will determine whether a request for leave will be approved. Although the Practice may grant a leave of absence for personal reasons, a leave will not be granted to permit an employee to take employment elsewhere or to go in business for him/herself.

The granting of a personal leave of absence does not guarantee that the employee's position will be held during the absence. The Practice will attempt to place the employee in the previously held position if it has not been filled, or may attempt to place the employee in another vacant position for which the employee is qualified. However, if there are no vacant positions available for which the employee is qualified, the employment may be terminated.

Continuation of Benefits: For a maximum of one (1) month, the Practice will continue to provide health coverage to the employee under the same terms and conditions as before the leave began, with the Practice and the employee contributing to the premiums. If the employee fails to make timely payment of the employee's share of the premium, the coverage may be cancelled for the balance of the leave period.

Failure to Return to Duty: Any employee who does not return to duty on the first business day after the expiration of an approved personal leave of absence (or who does not secure a written extension of the leave from the Practice) will be considered as having resigned their employment from the Practice effective the day on which the personal leave of absence began. These employees are welcome to re-apply for employment subject to the Practice's usual hiring practices.

USERRA MILITARY LEAVE

A military leave of absence will be granted, without pay, to employees who are absent from work because of service in the United States uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and state law. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Vacation, sick leave, personal time, and holiday benefits will not continue to accrue during a military leave of absence.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service. Contact the Practice Administrator for more information or questions about military leave.

BEREAVEMENT LEAVE

When a death occurs in your immediate family, you will be allowed a maximum of 3 days off with pay to arrange for and attend the funeral. For the purpose of this policy, immediate family includes spouse, domestic partner, children/stepchildren, parent, mother-in-law and father-in-law, brother or sister. Employees will be allowed one day with pay for a non-immediate family member, such as a grandparent, brother-in-law, sister-in-law, aunt, uncle or other relations. The Practice may, at its sole discretion, approve additional unpaid time off where the nature of the relationship, travel requirements or other circumstances warrant.

HRA/HIPA reserves the right to request verification of the relationship, death and distance traveled before paying bereavement leave.

JURY DUTY LEAVE

HRA/HIPA encourages employees to fulfil their civic duties related to jury service.

All employees are entitled to unpaid time off if summoned for jury duty. Full-time employees summoned for jury duty are entitled to paid time off for the first five (5) days of jury service. For any additional days, time off will be unpaid. Employees may opt to use any available accrued vacation time in place of unpaid leave.

If you receive a jury summons, you must inform your Supervisor as soon as possible to make arrangements for a leave of absence. HRA/HIPA reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

You are expected to return to work if you are excused from jury duty during regular working hours or released from jury duty earlier than expected.

EMERGENCY RESPONDER LEAVE

The New Jersey Emergency Responder Employment Protection Act protects voluntary emergency responders who are absent from work because they are either serving as volunteer emergency

responders during a state of emergency declared by the US President or the New Jersey Governor, or are actively engaging in responding to an emergency alarm. Daily notice from the incident commander will be required if the leave extends beyond one work day.

EMPLOYEE HANDBOOK DELIVERY/RECEIPT ACKNOWLEDGMENT

On _____, I, _____, received a copy of the HRA/HIPA, Inc. Employee Handbook.

I understand that this Handbook replaces and makes null and void all previously issued handbooks, policies, memoranda, or any other written document which sets forth a policy, procedure or practice of HRA/HIPA. I am also aware that the Practice at any time may amend, modify, discontinue or suspend any policies, procedures and level of benefits described in this Handbook or without notice to employees.

I understand that my employment with HRA/HIPA is for no definite period of time and nothing in this Handbook in any way creates an express or implied contract of employment. I understand that I am an at-will employee, and that I or the Practice may terminate my employment at any time, for any or no reason, with or without notice.

I also understand that no representative of HRA/HIPA, other than the President in a signed writing, has the authority to enter into any agreement that provides for employment for any specified period of time, or to assure any other personnel action, benefit, or term and condition of employment that is contrary or supplemental to those described in the Handbook.

I also understand that my job position is classified as:

- Exempt, and therefore not entitled to payment for overtime payments.
- Non-Exempt, and therefore eligible for overtime payments.

By signing below, I represent that I have read and understand the Employee Handbook and this Memorandum.

I, _____ received on this date my copy of the HRA/HIPA, Inc. Employee Handbook.

(Signature of employee)

(Office representative signature)

(Date)