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# Employee Handbook

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# HISTORY OF THE EMERGENCY NURSES ASSOCIATION

You are an important part of your department's and the Association's role in honoring ENA's founders, Anita M. Dorr, RN, and Judith C. Kelleher, RN, MSN. From its inception in 1970, ENA's vision was and is to be indispensable to the global emergency nursing community. Further, its mission is to advocate for patient safety and excellence in emergency nursing practice. ENA serves its approximately 53,000 members and emergency nurses across the world in over 36 countries by providing the latest information concerning emergency nursing practice, education, research, and management and professional issues.

This employee handbook is intended to promote a better understanding and administration of ENA's policies, procedures, and benefits programs. Please familiarize yourself with these policies, procedures, and plans, and keep this handbook accessible for easy reference. ENA has the right to revise, supplement or rescind any policies or portions of this handbook from time to time as it deems appropriate at its sole and absolute discretion. As revisions occur, employees generally will be notified.

**ENA MISSION STATEMENT** To advance excellence in emergency nursing.

**VISION STATEMENT** Be the premier organization for the emergency nursing community worldwide.

## CORE VALUES

- **Integrity** - Evidenced in openness and honesty in decisions, communications, and actions.
- **Diversity & Inclusion** - Evidenced in an organization that creates a culture and climate of mutual respect, inclusivity, and equity.
- **Collaboration** - Evidenced in a professional community characterized by mutual respect, service to the benefit of others, and appreciation of our members' contribution.
- **Excellence** - Evidenced in a culture of inquiry dedicated to innovation, compassion, and global commitment to best practice.

## TOTAL REWARDS PHILOSOPHY

Engaged, motivated staff are critical to our success. We believe in and value our culture as a foundation of our organization, materially impacting our ability to fulfill our mission. ENA will offer staff a comprehensive and competitive total rewards package that pairs compensation and benefits with meaningful work in a collaborative, engaging and flexible work environment.

### The goals of ENA's total rewards philosophy include:

- Attract and retain staff who embrace ENA's culture and core values in support of our mission and to empower staff to be successful in achieving it.
- Create a forward-thinking, problem-solving, and growth-oriented organization by empowering staff, providing opportunities for continuous learning (e.g., deepening skill in area of expertise and formal career development, where possible) and rewarding excellence.
- Support a culture of a collaboration, teamwork, accountability, and shared values.

**To achieve these goals, ENA will:**

- Maintain a compensation program that is consistent with the appropriate external marketplaces, while recognizing that internal equity, external economic factors, and internal financial considerations may result in some variation from the market.
- Offer competitive salaries and highly competitive benefits with meaningful and significant work content.

The compensation program is intended to be fair and simple so that all employees and managers understand the goals and the outcomes of the program. ENA will administer the compensation program in a consistent manner and will not tolerate discrimination in pay. Adjustments to individual pay will be based on job performance, achievement of goals and objectives, and available financial resources.

## **EMPLOYEE RELATIONS**

An employee's manager should be the first person an employee goes to with a problem or question. But there may be times when the manager is not available or the employee would prefer to talk to someone else for personal reasons. We respect that right and we encourage employees to speak freely with their Divisional Senior Leader, Human Resources, or the Chief Operating Officer. Employees are encouraged to use this policy to resolve any questions or problems they may have.

People are the most important resource in the success of the Association. We believe each of our employees is a mature and responsible adult who deserves the fullest respect and trust. It is our policy to work together to foster an environment of mutual trust and respect, which encourages open and honest communication, employee involvement, and initiative at all levels. We believe this kind of environment enhances the work relationships necessary to ensure the success and long-term viability of the Association.

The Association commits to develop and administer effective personnel policies and practices to maintain and enhance employee engagement. The key to effective working relationships must be continuous communication and involvement, which encourages employees to seek information, make recommendations, or bring to management's attention any condition or situation which may be of concern.

# **IMPORTANT INFORMATION ABOUT THIS HANDBOOK**

This handbook has been prepared by the Emergency Nurses Association to provide employees with general information about some of the policies and programs that affect their employment. It is not intended to be a legal statement of benefits, nor a comprehensive explanation of our HR policies and practices. Its sole function is to give employees a general understanding of how the Association views the employment relationship and approaches employee relations issues. It is not a contract and is not intended to create any contractual rights or oral agreement, express or implied.

The policies and programs outlined in this handbook are those presently in effect. It is likely that the policies and the employment-related benefits and programs of the Emergency Nurses Association will change from time to time. Although we will periodically update this handbook to keep employees informed of changes, we may implement changes immediately, without advance notice. The Chief Executive Officer is authorized to revise, delete, or otherwise change policies, and to make the final determination in interpreting or applying policies.

It is not possible to anticipate every question that might arise in the course of employment. While this handbook provides information about topics most often of interest to employees, they may, on occasion, have a question or concern that is not addressed in the handbook. If that occurs, they should direct their questions to Human Resources or their supervisor.



Nothing in this handbook, nor any other written or oral communication, should be construed as creating a contract, either express or implied, for employment or a warranty of benefits for any particular period of time. Nor does this handbook change the "at-will" employment relationship between the Emergency Nurses Association and its employees. Employees have the right to terminate their employment relationship with the Emergency Nurses Association at any time, with or without notice, for any reason. The Association has the same right to terminate the employment relationship at any time, with or without notice, for any reason not prohibited by law. The Association retains sole discretion to add, delete, or change anything contained in this handbook, except employment-at-will. No representative of the Association, other than the Chief Executive Officer, has any authority to enter into an individual contract of employment with you. Any such contract must be in writing and signed by the Chief Executive Officer.

This Employee Handbook supersedes and replaces all policies and related materials made available to the employees of the Emergency Nurses Association.

This handbook is the property of the Association. No part of this handbook may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any business/commercial venture without the express written permission of the Association. The information contained in this handbook is strictly limited to use by the Association and its employees. Disclosure of this handbook to competitors is prohibited, making an unauthorized disclosure of this handbook is a serious breach of the Association's standards of conduct and may result in disciplinary action and other liability provided by law.

## COMPLIANCE WITH LOCAL LAWS

This handbook is being distributed to Association employees in multiple legal jurisdictions. In some areas, state or local laws and or local laws and ordinances are in effect which govern the workplace as to issues that may or may not be mentioned in this handbook. The Association will fully comply with all applicable state and local laws and ordinances. While we believe that this handbook complies with all such laws, to the extent there is a conflict between the terms of this handbook and requirements imposed by any applicable law or ordinance, the Association will fully comply with the law or ordinance.

## EQUAL EMPLOYMENT OPPORTUNITY

The Emergency Nurses Association is an equal opportunity employer and believes in equal opportunity for all employees and applicants. Accordingly, all employment decisions are based on the principle of equal opportunity. These decisions include recruitment, selection, promotion, transfer, discipline, compensation, benefits, training and other personnel actions involving persons in all job titles, and shall occur without regard to race, creed, color, religion, sex, age, ancestry, national origin, disability, genetic information, military status, sexual orientation, marital status, citizenship status, order of protection status, homelessness, gender identity, parental status, or any other characteristic or conduct protected by law.

Individuals will neither be denied nor receive special employment opportunities based on membership status in any protected category. All employees of the Emergency Nurses Association are expected to support this equal opportunity and non-discrimination commitment by conducting themselves in a manner that is consistent with the intent and spirit of this policy.

Individuals who believe they have experienced or observed behavior contrary to this policy are expected to report that information to their supervisor or Human Resources. All such reports of action contrary to this policy will be taken seriously and investigated promptly. Individuals found to have violated the Association's Equal Employment Opportunity Policy will be subject to corrective action, up to and including termination of employment. No individual shall be retaliated against for making a good-faith report of behavior contrary to this policy.



## **HARASSMENT**

Emergency Nurses Association will not tolerate harassment by or against anyone who interacts with our organization. This policy applies to conduct on the Association's premises and in the course of Association's business, as well as off-premises conduct that affects any employee in the workplace or that creates a hostile, intimidating or offensive working environment.

### **Definition of Harassment**

For purposes of this policy, "harassment" means unwelcome conduct, whether verbal, physical or visual, that is based upon a person's legally-protected characteristics or conduct, including but not limited to the categories listed above.

This definition of harassment includes not only conduct that would be considered harassment under the law, but also other conduct, although it may not be legally actionable, could adversely affect our working environment.

Examples of harassment include (but are in no way limited to) the following:

- Jokes or humor based upon stereotypes based upon race, sex, national origin, etc;
- Use of racial, sexual, or other slurs;
- Displaying or disseminating symbols of racial supremacy or other hate speech;
- Excluding or ostracizing another employee, or interfering with another employee's work, because of the employee's race, ethnicity, gender, sexual orientation, etc.; and
- Expressing intolerance based upon religion, race, ethnicity, sexual orientation, etc.

### **Definition of Sexual Harassment**

This policy also specifically prohibits sexual harassment. "Sexual harassment" under the law means unwelcome sexual advances, requests for sexual favors, sexually-motivated physical contact or other verbal or physical conduct or communication of a sexual nature where:

- Submission to that conduct or communication is made a term or condition of employment, either explicitly or implicitly; or
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or
- Such conduct or communication unreasonably interferes with an individual's job performance, or creates an intimidating, hostile, or offensive environment.

Depending upon the circumstances, sexual harassment may include explicit sexual propositions; suggestive comments; sexually-oriented "kidding" or "teasing;" "practical jokes" about gender-specific traits; foul or obscene language or gestures; displays of pornography or other inappropriate printed or visual material; and physical contact, such as patting, pinching, or brushing against another's body.

As with the general definition of harassment above, the definition of "sexual harassment" under this policy is broader than that under the law, and applies to conduct that might not be legally actionable but that the Company determines may have an adverse effect on our working environment.

### **No Retaliation**

Emergency Nurses Association will not retaliate against any person for making a good faith report under this policy, regardless of the outcome of the investigation. Similarly, the Association will not retaliate against any person for providing truthful information in connection with an investigation under this policy, for requesting a reasonable accommodation, for objecting to unlawful discrimination, harassment, or retaliation, or for exercising any other legally protected workplace right. (Note that reporting or objecting to harassment or discrimination, cooperating with an investigation, or requesting a reasonable accommodation will not insulate an employee who has otherwise violated the Association's policy from appropriate corrective action.) Any employee of the Association who retaliates against another employee in violation of this policy will be subject to discipline up to and including immediate termination of employment.

### **Creating an Environment of Respect**

The best way to prevent workplace discrimination and harassment is to ensure that we are creating an environment of professionalism, mutual respect, and inclusion. Every employee is responsible for actively working to foster this environment. There are many ways to do this on a daily basis. Examples include:

- Ensuring that all team members have a fair opportunity for their voices to be heard;
- Recognizing the contributions of every team member;
- Addressing disagreements in a respectful and professional manner;
- Learning about co-workers and appreciating what their diverse perspectives bring to the workplace;
- Speaking up when you see conduct that is not consistent with our values and policies; and
- Being mindful of how actions and statements may be seen differently by different individuals based upon their personal backgrounds and experiences.

We expect all employees to contribute to our effort to create a respectful workplace, and we welcome feedback and suggestions about how we can make this an even better place for all employees to work.

### **What To Do If You Encounter Discrimination, Harassment, or Retaliation**

Every employee is responsible for creating a respectful work environment. This includes speaking up when you someone engage in conduct that is not consistent with these values.

If you observe someone engage in inappropriate conduct and you are comfortable doing so, you may feel free to ask the person to stop. If anyone pressures you to do or put up with something of a sexual nature that you are not comfortable with – like going on a date, allowing physical contact, or engaging in explicit sexual conversation – you are entitled to say no and to tell them to stop.

You should immediately report any conduct that you believe may constitute discrimination, harassment, or retaliation under Association policy to their supervisor, Human Resources, or the Chief Operating Officer. You are encouraged to report the conduct even if you:

- Aren't sure whether the policy applies;
- Don't think the issue is that serious; or
- Believe the matter was adequately addressed directly with the person responsible;

The Association will conduct a prompt and thorough investigation of all reports of harassment or discrimination. The scope of the investigation will depend upon the specific circumstances. In some cases, where the facts are not in dispute, the conduct is not severe, and the issue has already been addressed to the satisfaction of those involved, this may be limited to documenting what occurred. In other cases, an investigation may be more extensive, including interviews with those involved and any witnesses, review of relevant documents, and other steps to determine what occurred. You are expected to cooperate in this process if asked to do so, and to provide truthful information. Any employee who knowingly provides false information in connection with an investigation under this policy will be subject to discipline, up to and including termination of employment.

The results of the investigation will be discussed with those persons involved and the Association will determine whether any action is warranted in response. Individuals who are found to have violated this policy will be subject to appropriate disciplinary action up to and including termination.

### **Confidentiality**

We understand that issues of discrimination, harassment, and retaliation are sensitive. We do our best to handle these issues with as much confidentiality as possible under the circumstances. It is sometimes necessary however to disclose certain information to appropriate parties in the process of investigating and responding to a report.

Please understand that when an issue of discrimination, harassment, or retaliation is reported to the Association, it is our responsibility to look into the issue and take appropriate action in response. Workplace discrimination, harassment, and retaliation hurt the entire organization. Therefore, we cannot honor requests not to take action in response to a report of conduct that violates this policy. Likewise, no employee should ask another employee not to make a report under this policy when they feel that it is appropriate to do so.

## **REASONABLE ACCOMMODATIONS**

### **Reasonable Accommodation for Disabilities**

Emergency Nurses Association is committed to complying fully with all applicable federal, state, and local laws that are designed to promote equal opportunity in employment for qualified persons with disabilities. The Association will make reasonable accommodations for qualified individuals when required by law, unless doing so would result in an undue hardship as defined by applicable law. Such accommodations may include but are not limited to time away from work, modifications to an employee's work environment, special equipment, reassignment of non-essential job duties, or transfer to other open positions for which the employee is qualified.

### **Pregnancy and Childbirth**

In addition to providing time off for prenatal care, childbirth and family leave under its Family and Medical Leave policy (see page 40), the Association will provide reasonable accommodations to employees when needed due to pregnancy, childbirth, or related conditions to the same extent that accommodations are provided for other medical conditions or disabilities, and to the extent required by applicable law, unless doing so creates an undue hardship for the Association.

### **Nursing Mothers**

The Association supports mothers who choose to breastfeed, and will provide reasonable break time and a suitable private location for expressing breast milk during the work day. The Association will also comply with all applicable federal, state and local laws relating to nursing mothers in the workplace. To the extent this policy differs from State law, ENA will follow state law. Please see the appendix at the end of this handbook for additional information concerning this policy.

Employees who wish to make arrangements for break time and a private location to express milk during the work day should contact their supervisor or Human Resources.

### **Religious Accommodations**

The Association respects the freedom of religion, and will grant employees reasonable accommodations when needed to avoid conflicts between work duties and their religious beliefs, if it can do so without undue hardship. Employees seeking time off for religious observances should provide as much advance notice of their need for time off as possible, as it may not be possible to honor last-minute requests. Employees may be required to use available leave time, if any, to cover absences for religious observances. Requests for additional leave or other accommodations will be evaluated on a case by case basis.

The Association recognizes that there may be employees who are undergoing gender transitions. The Association maintains a gender neutral restroom in its facility that may be used by all employees.

## **BACKGROUND CHECKS**

The Association conducts background checks upon employees at the time of hire. These background checks may include information bearing on an individual's education, prior work history, personal references, criminal history, and,. We will comply with all applicable federal, state, and local laws relating to such background checks.

# **PAY AND ATTENDANCE**

## **EMPLOYEE CLASSIFICATION**

Our Employee Classification policy states the different types and statuses that an employee may receive once they are hired by the Association. This is important for the administration of benefits and the application of policies. Employee

classification is established as part of the Fair Labor Standard Act (FLSA), whose policy determines which employees (exempt vs. non-exempt) are subject to minimum wage and overtime laws. These legal classifications are determined by a review of the job duties and expectations.

**Full-time:** An employee employed on average at least 30 hours of service per week, or 130 hours of service per month. Full-time employees are eligible for full Association benefits, provided they meet the specified requirements of the benefit plan.

**Part-time:** An employee employed on average for fewer than 30 hours per week, with no defined termination date. Part-time employees may be eligible for certain benefits, provided they meet the specified requirements of the benefit plan.

**Temporary:** An employee who holds a position, either part-time or full-time, for a limited time only, such as summer help or casual labor. Temporary employees are not eligible for benefits programs provided by the Association unless otherwise required by law.

**Contract:** Any person who works through an outside contractor or temporary employment agency is not classified as an employee of Emergency Nurses Association. Contract employees are not eligible to participate in benefit programs provided by the Association.

**Nonexempt:** Full-time or part-time employees who are typically paid on an hourly basis and are not exempt from minimum wage, overtime, and timekeeping provisions of the Fair Labor Standards Act, including applicable state laws. Nonexempt employees are eligible to receive overtime pay.

**Exempt:** Full-time or part-time employees who are typically paid on a salaried basis and are exempt from the minimum wage, overtime, and specified timekeeping provisions of the Fair Labor Standards Act, including applicable state laws. Exempt employees are not eligible to receive overtime pay.

If you are unsure of your employment classification, please contact Human Resources.

Any employee changing from part-time to full-time status is expected to complete the required paperwork that will be processed by Human Resources, when applicable. Any benefit changes will become effective on the date in which the employee's status changed after the required waiting period is met. To help determine if the required waiting period has been met, the original hire date will be used.

### **Employees changing to part-time**

Any employee changing from full-time to part-time status is expected to complete the required paperwork that will be processed by Human Resources, when applicable.

Employees participating in the Retirement Savings Plan are eligible to continue making contributions. All other health and welfare benefits will cease on the first of the month following the date in which the employee's status changed.

### **PAYDAYS**

The Association follows a biweekly pay schedule and paychecks will be issued on the Friday following the end of the pay period. The only deductions that may be taken from an employee's pay are those required by law and that have been authorized by the employee in writing. All deductions will be listed on the electronic pay stub.

Employees may elect to have their paychecks direct deposited into their personal bank account(s) by designating an account. If you wish to receive your pay via direct deposit or would like to change the account information on file, please contact Human Resources.

In the instance a holiday falls on a scheduled pay date, that pay date may change. Employees will be notified of these changes in advance.

## **PAY PROGRAM**

Normal business hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday. A regular workweek for full-time employees consists of 40 hours in total. Core Hours are 9:30 a.m. to 3:30 p.m., during which employees are expected to be on-site when applicable, excluding lunch periods.

Work schedules will be discussed as part of new hire orientation, which are determined by the department's need while taking the employee's personal situation(s) into consideration. Due to the nature of the business, work hours may vary and employees may be expected to work overtime when requested.

In some situations, flexible scheduling may be arranged based on the needs of the employee and the needs of the business.

### **Lunch & break periods**

Any employee working six or more hours each day will receive a 30-minute paid lunch. During the lunch break period, employees are not to perform any work-related duties and must be ready to work at the end of the 30-minute break period.

Nonexempt employees will receive a 15-minute paid break for every 4 hours worked, which are required to be taken at separate times – one during the first half of the day and the other during the second half of the day. They also may not be used in conjunction with an employee's lunch break, start or leave time. As these breaks are paid, employees should not extend the allotted time and may not leave the premise without the approval of a supervisor.

To the extent this policy differs from State law, ENA will follow state law. Please see the appendix at the end of this handbook for additional information concerning this policy.

## **OVERTIME**

An employee may be required to work extra hours outside of their regularly scheduled time if business demands necessitate it. Whenever possible, the Association will notify the employee in advance if overtime is necessary. Employees are expected to follow the attendance requirements for overtime if scheduled and agreed upon.

Federal and state laws determine employee eligibility for overtime pay. Nonexempt employees must receive their supervisor's approval prior to working extra hours, outside of their regularly scheduled shift. Any approved overtime is expected to be conducted during normal business hours. Any work conducted over a weekend must receive Officer approval. If an employee's work requires them to be on-site over a weekend, that employee must provide a minimum of three days' advanced notice to Facilities and there must be at least two individuals in the building at all times. Non-exempt employees who work outside of their regularly scheduled shift without approval may be subject to discipline. To ensure compliance with federal and state laws, nonexempt employees are prohibited from downloading Outlook or other applications onto their phones or personal devices and are not to respond to emails or text messages outside of their regularly scheduled hours. Doing so may result in discipline.

Overtime is paid at a rate of time and a half the normal base pay for all hours worked over 40 hours in a workweek. The workweek begins at midnight on Saturday (12:01 a.m.) and ends on Friday at midnight (12:00 a.m.). All holidays and paid time off policies do not count as hours worked for overtime purposes. To the extent this policy differs from State law, ENA will follow state law. Please see the appendix at the end of this handbook for additional information concerning this policy.

Exempt employees are not eligible for overtime pay.

## **ATTENDANCE**

The success and efficient operation of our Association depends, to a large extent, on every employee being at work and contributing each scheduled workday. The Emergency Nurses Association expects you to come to work and do your best during your scheduled work hours every day. While there may be legitimate reasons for being absent or tardy, unnecessary and unplanned absences should be minimal and not disrupt Association operations.

You are required to call in and report absences or tardiness to your supervisor before the start of the workday unless, of course, there is an extreme emergency. If an emergency exists, notify your supervisor as soon as possible. If you are not able to reach your supervisor directly, it is your responsibility to leave a message with your supervisor along with a phone



number where you may be reached. If you supervise employees, it is imperative to contact your team by phone or email to inform them of your absence.

If weather conditions or other emergency situations make it impossible to come to work or necessitate a late arrival or early departure, you must contact your supervisor. You may use Personal Time or Vacation according to the policy. The Association maintains an Emergency Notification System to inform employees of office closures or late starts.

Unless instructed otherwise, notify your supervisor each consecutive day of absence, giving the reason for the absence and an indication of when you will be back at work.

You are encouraged to schedule personal appointments outside of regular work hours. If it is necessary to be absent, or if you must leave for a personal appointment, you should notify your supervisor as soon as possible, but no later than the day before such an appointment.

**Nonexempt Employees**

Nonexempt employees are expected to report on time and work their entire scheduled workday. Each department must schedule coverage during those hours and days. A workweek is generally defined as 40 hours — 37.5 paid work hours, with 2.5 hours paid lunch (1/2 hour per day) for Nonexempt employees. If a Nonexempt employee wishes to take an hour lunch, then they must schedule a 42.5-hour work week — 37.5 paid work hours, with 2.5 hours paid lunch and 2.5 hours unpaid lunch per week. Unless prior approval has been obtained to work an Alternative Work Schedule or unless a department has identified other needs, employees must be conducting work on behalf of the Association as follows:

<b>½ hour lunch/day Monday–Friday</b>	<b>1-hour lunch/day Monday–Friday</b>
7:30 a.m. until 3:30 p.m. or	7:30 a.m. until 4:00 p.m. or
8:00 a.m. until 4:00 p.m. or	8:00 a.m. until 4:30 p.m. or
8:30 a.m. until 4:30 p.m. or	8:30 a.m. until 5:00 p.m. or
9:00 a.m. until 5:00 p.m. or	9:00 a.m. until 5:30 p.m. or
9:30 a.m. until 5:30 p.m.	9:30 a.m. until 6:00 p.m.

**Exempt Employees**

Exempt employees are required to provide daily coverage in the office unless an Alternative Work Schedule has been approved. If Exempt employees expect to be unavailable during a day when they are generally expected to be available, it is the employee’s responsibility to notify their immediate supervisor when they will be absent or tardy. If you are not able to reach your supervisor directly, it is your responsibility to leave a message along with a phone number where you may be reached

**Procedures for Notification**

If employees are unable to report to work for their scheduled day and time, the employee must follow these procedures:

- Employees must contact their immediate supervisor. In the absence of the immediate supervisor, they must contact the department head. In the absence of this person, they must contact Human Resources or the Chief Operating Officer.
- Employees are responsible for conferring with their supervisor or department head to obtain alternate telephone numbers for reporting absences and generally may not report their absence by voicemail. If voicemail is necessary, the employee is expected to leave a telephone number and to call again later to speak to the supervisor or department head in person (unless serious illness prevents it).

Notification should be made before the start of your workday (unless unable to do so, due to extenuating circumstances).

If employees do not report their absence for three consecutive days, the Association will consider the employee to have abandoned their job. Failure to provide proper notice may result in disciplinary action.

## RECORD KEEPING

State and federal laws require the Association to keep accurate records of time worked by all Nonexempt employees. All Nonexempt employees' attendance will be maintained and documented by the attendance software, approved by the supervisor, and maintained in the payroll time system for record-keeping. Our electronic time-keeping system works not only to assure we comply with the law but also to assure that employees are paid in full for all the time they have worked. The timesheet is used to compute earnings based on hours worked.

All Nonexempt employees maintain a timesheet using the Association's system provided for that purpose. Your pay and deductions for federal and state withholding taxes and social security taxes are determined from these figures.

If you are a Nonexempt employee, you are responsible for accurately recording the time you start and end work each day, as well as the time of your lunch. You must review your time record for accuracy at the end of each pay period, and promptly notify your supervisor of any errors. If you have any questions about how to record your time, please ask Human Resources.

If for any reason you fail to record your time, you must immediately notify your supervisor and Human Resources so that your time record can be corrected. You and your supervisor will be required to document the corrected time entry and the reason for any change.

Exempt employees (except those on an Alternative Work Schedule) must record ½ day taken off as 4 hours and a full day taken off as 8 hours.

If your classification is Nonexempt (hourly), you must record the time away from work. You are not paid for the time missed from work unless you use your available vacation or personal time.

When you return to work after an absence of five or more consecutive workdays due to illness or injury or following a hospitalization or surgical procedure, we will require that you submit a doctor's statement indicating the reason for your absence and that you may return to work, with any potential restrictions or accommodations to ensure your health and safety upon returning to work. The Association may also request a doctor's statement or other verification documents at any time, at its discretion.

If you believe your absence may be covered under the Family and Medical Leave Act (FMLA), please notify your supervisor or Human Resources. More details regarding FMLA and how to determine if your time off may be eligible can be found in the Appendix of this handbook.

## SALARIED EMPLOYEES

If you are an exempt employee paid on a salary basis, you will receive a fixed salary for each workweek in which you perform any work. Deductions from your salary are permitted only under limited circumstances. Absent contrary requirements of state and local law, these include:

- Full-day absences for personal reasons
- Full-day absences for personal illness or injury
- Full day disciplinary suspensions for infractions of safety rules of major significance
- FMLA absences
- To offset amounts received as payments for jury and witness fees or military pay
- Unpaid disciplinary suspensions for one or more full days due to significant infractions of written workplace conduct rules applicable to all employees
- The first or last week of employment, if you work less than a full week.
- Deductions may also be taken for your portion of the premiums for employee benefits, income tax withholding, payroll taxes, or voluntary contributions to a retirement plan.



Your salary will not be reduced for any of the following reasons in any week in which you performed work:

- Partial-day absences for personal reasons, sickness, or disability (other than FMLA leave)
- Absences due to closure of a facility on a scheduled work day;
- Absences for jury duty, attendance as a witness, or military leave in any week in which you performed any work;
- Any other deductions prohibited by state and federal law.

Exempt employees will not be entitled to pay for any workweek in which they perform no work, unless they are using available paid leave.

If you believe that any improper deductions have been taken from your salary, you should promptly report the matter to the Human Resources Department so that the issue can be investigated and, if necessary, corrected. If improper deductions are discovered, the Association will take appropriate measures to ensure that the error is not repeated.

### **REPORTING ERRORS OR PROBLEMS**

All employees are responsible for reviewing their pay stub each pay period and immediately reporting any problems or errors to Human Resources so that they can be fixed. This includes, but is not limited to, reporting incorrect salary deductions, missing time entries, or missing overtime hours. Any employee who is asked, directed, or pressured to work “off the clock” or to otherwise falsify a time or payroll record, or who becomes aware of such a situation, must immediately report the matter to Human Resources.

The Association will not retaliate against any person for making a good faith report under this policy, regardless of the outcome of the investigation. Similarly, the Association will not retaliate against any person for providing truthful information in connection with an investigation under this policy in any respect. (Of course, employees who are found to have violated Association policies as a result of an investigation may be subject to appropriate discipline for such violations.) Any employee of the Association who retaliates against another employee for making a report or participating in an investigation under this policy will be subject to discipline, up to and including termination.

### **FREQUENT OR UNEXCUSED ABSENTEEISM**

Excessive absenteeism may result in discipline, up to and including termination.

#### **The Association defines absenteeism as repeatedly being:**

- Absent from work without prior approval, i.e. unexcused absence
- Tardy (i.e. for Nonexempt employees, tardiness is reporting to work after your scheduled start time or leaving work early). This includes lunch and break periods. It is the employee’s responsibility to notify their immediate supervisor when they will be absent or tardy. You are expected to be at your workstation and ready to work at the scheduled starting time. Unnecessary loitering in the restrooms or common areas and visiting during work hours is not permitted.
- Leaving work early, before the end of the employee’s scheduled workday. (This generally relates to Nonexempt employees, although it may relate to an exempt employee’s generally scheduled workday and a repeated pattern.)
- Nonexempt employees: Taking unscheduled or excessive breaks.
- Absent from work in excess of allotted time off. Please note the Association will make reasonable accommodations for employees with a disability, including approved unpaid leaves of absence unless doing so would cause undue hardship to the Association.

Frequent or unexcused absences, as identified by the supervisor, may require the employee to substantiate the reason for the absence through appropriate documentation. The supervisor, upon conferring with Human Resources or the Chief Operating Officer, will determine the need for documentation by the employee. Upon review, disciplinary action, up to and including termination, may be taken for excessive or unexcused absenteeism or tardiness.

## ALTERNATIVE WORK SCHEDULE

As ENA continues to provide flexibility and support a strong work-life balance, as well as employees in special or compelling circumstances, the Association may, at its discretion, allow employees to have alternative work schedules.

Requests for alternative work schedules will be considered on a case-by-case basis and may only be granted with the approval of the Chief Operating Officer in consultation with Human Resources and the department officer. The alternative work options must include core hours (in performance of assigned work) of 9:30 a.m. until 3:30 p.m. Hence, Alternative Work Schedules that may be available to employees of the Association include:

- Compressed workweek/Four Day workweek — defined as the option to work ten (10) hours (including lunch) per workday, reducing the workweek to four days a week. It must be understood that additional hours may occasionally be required; such additional hours would be considered overtime for Nonexempt employees only.
- Compressed workweek/Four nine (9) hour (including lunch) workdays and one four (4) hour day. It must be understood that additional hours may occasionally be required; such additional hours would be considered overtime for Nonexempt employees only.
- Those employees on an Alternative Work Schedule must record ½ day taken as 5 hours if on four ten (10) hour days, and as 4.5 hours if on a nine (9) hour schedule. They must record a full day taken as 10 or 9 hours, depending on their schedule.

## Eligibility/Procedures

Employees requesting alternate work schedules must put their requests in writing and submit them, first to their respective supervisors for approval, and then to the department officer and Human Resources for discussion with and approval by the Chief Operating Officer. All requests for Alternative Work Schedules must be reviewed and approved in consultation with the Chief Operating Officer. Alternative Work Schedules are to be reviewed periodically and may be rescinded if a change is necessary to operate the business. *Individuals with an Alternative Work Schedule arrangement are typically not eligible for a regular Work at Home Day.*

## WORK FROM HOME

A core component of the ENA work environment is flexibility. The Association believes in offering staff the flexibility to manage their schedules and balance their time; both in the office and at home. To support this philosophy, ENA offers a hybrid work environment in the form of two regularly scheduled in-office days and three work from home days. Individuals who regularly work offsite are considered remote employees and have a separate work arrangement.

All hybrid work schedules are based both on the employee request and the needs of the team. Hybrid schedules should be established but should a need to change in-office days arise, employees should engage in open discussion with their manager about what hybrid schedule will work for the team. ***ENA makes every effort to adapt, incorporate, and update technology to allow for as many positions within the organization as possible.***

We are a team that exemplifies a culture of excellence, commitment, empowerment, collaboration, inclusivity, and accountability. To be successful working at home, employees are expected to exemplify these values as they would working in the office. ENA empowers employees to have the, accountability, authority, and flexibility to achieve their goals. Employees are responsible for their actions, outcomes, and dedicating themselves to our members, their patients, learners, and each other. To be successful working from home, individuals should be self-motivated, proven producers of quality work, have strong communication skills, the ability to manage their workload effectively, focus on priorities and meet deadlines. In addition, it is important to be aware of personal work style preferences, be flexible, committed and responsible, able to work independently with minimal supervision, and comfortable working and being alone.

All equipment, records, and materials provided by ENA shall remain the property of ENA, are for ENA business-use only, and may not be used by any individual other than the employee. The employee agrees to protect ENA equipment, records, and materials against unauthorized or accidental access, use, modification, destruction, or disclosure. The employee agrees to report instances of loss, damage, or unauthorized access to their supervisor at the earliest reasonable opportunity.

Working from home in no way changes the terms and conditions of employment with ENA. As such, ENA has the right to change or modify the work from home policy at anytime, including an employee's participation in a work from home arrangement at any time.

**Conditions and Responsibilities for all Work From Home Employees**

- Work From Home is not designed to be a replacement for appropriate child/eldercare. The focus of the arrangement must remain on job performance and meeting business demands. The employee should not undertake other activities such as, but not limited to, providing primary care for a young child or an ill or disabled adult, performing volunteer work or participating in another business venture during at-home working hours. The focus of Work From Home must remain on job performance and meeting business needs. The employee is encouraged to discuss expectations with family members prior to working remote.
- Work From Home is not designed to be a replacement for sick days.\* An employee may work from home while sick for a limited number of days, at the discretion of management and Human Resources. Also, if a sick employee is working from home and the work, he or she is submitting is not up to par this would grant the manager discretion to discontinue the arrangement. It is expected that you take time off when you are sick.
- \*Exceptions to this will be made for COVID related illness. Pending a doctor's note employees may be able to continue working from home. If an employee is diagnosed with COVID and cannot continue working from home, standard sick time protocols will apply.
- ENA assumes no responsibility for injuries occurring in the employee's at-home workspace outside the agreed-upon work hours. The employee agrees to hold ENA harmless for injury to others at the alternate worksite. The employee agrees to maintain safe conditions in the at-home workspace and to practice the same safety habits as those followed on ENA premises. Employees working at home are responsible for notifying Human Resources of injuries immediately.
- Employees understand that they are responsible for tax consequences, if any, of this arrangement, and for conformance to any local zoning regulations. This generally refers to zoning issues in your state, county, or municipality with use of your home for business, or tax credits for use of a portion of your house for business (i.e. to be discussed with your tax advisor is your responsibility).
- Non-exempt employees working from home should not engage in overtime without prior approval from their managers. This includes reading, responding to or sending e-mail outside of scheduled work hours. All overtime worked must be documented and compensated appropriately. Individuals who regularly engage in unapproved overtime may lose their ability to work from home and be subject to disciplinary action.
- Staff must have access to broadband Internet service — dial-up may limit access to ENA applications and services.
- The employee will be solely responsible for purchasing any additional hardware or software required for the Internet connection. Unless state or local law provides otherwise, employees shall also be solely responsible for the cost of installation and associated monthly fees for the connection. To the extent state law differs from this policy, please see the appendix at the end of this handbook for additional information.
- Because ENA will provide employees with an ENA laptop and the ability to make and receive calls through their computer, ENA will not reimburse employees for using their mobile phones to conduct ENA business from home.
- There may be occasions when work from home may be suspended at ENA's discretion for a given period of time because of unexpected events, emergencies, or business need. ENA will make every effort to provide reasonable notice of such a change. There may be instances, however, where less or no notice is possible. In addition, management retains the right to terminate or modify this agreement on a temporary or permanent basis in its sole discretion.
- The employee will maintain an active presence with his or her department and co-workers while working remote. Active presence may be maintained by using appropriate technology including but not limited to: computer, phone, email, instant messaging, and/or video conferencing. The employee is expected to maintain the same response times as if he or she were on-site and to attend scheduled work meetings as required and/or requested.
- Violations of this policy or misuse of the work from home program may result in discipline. ENA reserves the right to modify or end the work at home arrangement at any time and continued use of the program is dependent on employees meeting the stated conditions and requirements of the policy, including appropriate completion of work responsibilities and position expectations.

### **Specific Conditions and Responsibilities for Regular Work From Home Days**

- Individuals have the opportunity to work from home two regularly scheduled days a week. While working from home, employees are expected to remain engaged, professional, and as available as they would be when in the ENA offices. Teams, Outlook, and phone systems are expected to be used to maintain regular communication. Member and staff engagement and normal business operations are expected to be maintained.
- If an employee is approved to work from home two days a week they are expected to commit to a consistent schedule. If certain business needs require you to be at the ENA offices on a regular work from home day, then you may be able to modify your schedule that week with your supervisors' approval. For example, all staff are expected to be onsite for quarterly All Staff Meetings, divisional meetings, etc.
- The employee must indicate their regular work from home days in Outlook via the Working Elsewhere status. However, you should be available to engage and participate in meetings and conference calls according to the same guidelines as when in the office.

## **TIME AWAY FROM WORK**

### **EMERGENCY CLOSINGS**

There may be certain emergency situations that cause the facility to be closed or alter business hours. This information will be communicated through either Email or through the Emergency/Weather Notification System-RPX (Recovery Planner) depending on the situation. The RPX System will send system generated e-mails and text messages to your personal devices.

Please note that if you change your contact information like personal email, cell number or carrier please notify the Facilities Department so that your information is updated in the notification system. You will be given as much advance notice as possible. Only the Chief Executive Officer his/her designee has the authority to officially close the facility under these circumstances.

If it becomes necessary to close the operations, such decisions will be made at management's discretion, in addition to any decisions regarding pay for time missed from work in these situations. If authorized, nonexempt staff should record time off due to emergency or weather closings as holiday time on their timecard.

### **HOLIDAYS**

All full-time employees are eligible to receive holiday pay. Part-time employees working a minimum of 20 hours per week will receive holiday pay for the number of hours they are scheduled to work that day. Temporary employees are not eligible for holiday pay.

Each year the Association will determine and make available a list of all eligible paid holidays for the applicable calendar year. The following holidays are generally observed by the Association:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas Day
- Two Floating Holidays (available all year and must be used within current year, does not rollover to the next year)

On occasion, the Association may observe additional days as paid holidays. When this occurs, employees will be notified in advance. In the event a holiday falls on a Saturday, the preceding Friday is observed as a paid holiday; when falling on a Sunday, the following Monday is observed as a paid holiday.



### **Eligibility**

Employees are required to work their regularly scheduled workdays before and after a holiday, unless the employee has been approved prior for another time off policy to be used. Unplanned absences before or after a holiday on a regularly scheduled workday may result in the employee needing to provide proof of illness or relevant documentation of a catastrophic event, in order to receive holiday pay.

### **Absent from Work During Added Paid Holidays**

If a paid holiday occurs during your vacation or a paid leave of absence, you will receive pay for the holiday in lieu of being charged for a vacation day or paid leave. If a holiday occurs while you are on an unpaid leave of absence, you will not be paid for the holiday.

## **LEAVES OF ABSENCE**

The Association realizes that, at times, you may need time away from work for personal or medical reasons. All Leave of Absence requests should be communicated to Human Resources and, whenever possible, at least 30 days prior to the leave start. This allows the necessary time to finalize plans and paperwork associated with the leave. (See each specific leave policy for time permitted). Verification may be required depending on the nature and length of each leave request.

Prior to the return to work date, employees must contact Human Resources. A work release notice from your physician is required for medical leaves.

Failure to return to work on the day after the leave expiration date may be considered a voluntary resignation. A request for an extension of a leave of absence must be submitted to the Association in writing prior to the expiration of the original leave of absence; however, extensions may or may not be granted, at the Association's discretion.

You are generally not authorized to maintain outside employment while on a leave of absence from the Association. Any exceptions must be discussed with Human Resources.

During an approved personal leave, the Association will maintain an employee's health benefits as if the employee were actively employed. If an employee elects not to return at the end of the leave period, they will be required to reimburse the Association for the employee portion of the benefit premiums paid by the Association during the leave period. (See Human Resources for more information.)

Every effort will be made to re-employ you in your former position upon your return from an authorized leave; however, except where mandated by law, such placements are not guaranteed.

### **Bereavement Leave**

Employees requiring time off for the death, funeral, or estate settlement of an immediate family member may be eligible for a paid bereavement leave of absence. For purposes of this policy, immediate family members include spouse, sibling, stepsibling, parent, stepparent, child, stepchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparents, and grandchildren. Full and part time employees may be granted time off up to a maximum of five paid days.

Bereavement leave will also be provided for funeral services of the death of an extended family member (aunt, uncle, cousin, niece or nephew). Full and part time employees may be granted time off up to a maximum of three days; travel time will be taken into consideration with the approval of this time off.

Bereavement pay does not apply toward hours worked for the purpose of calculating overtime.

To the extent this policy differs from State law, ENA will follow state law. Please see the appendix at the end of this handbook for additional information concerning this policy.

### **Family Medical Leave Act (FMLA)**

The Association complies with all applicable provisions of state and federal laws on family and medical leave. The Appendix to this handbook outlines the policy, including employee's rights and obligations and the notification requirements. All questions regarding Family and Medical Leave policies should be directed to Human Resources.

### **Jury Duty Leave and Court Appearances**

On receipt of summons for jury duty, employees must notify their supervisor. If called to service, employees must present written proof of jury duty for all days served prior to returning to work. Supervisors are responsible for ensuring copies of the summons or written proof of jury duty are submitted to Human Resources for personnel record retention purposes. Employees are expected to return to work if they are dismissed of their court duty prior to the end of the workday. If an employee does not report to work when dismissed, they will not be paid for any time not authorized by jury or court duty.

To the extent this policy differs from State law, ENA will follow state law. Please see the appendix at the end of this handbook for additional information concerning this policy.

The Association will provide jury pay up to a maximum of 10 days. Jury pay may be extended if an employee is required to serve on a grand jury, or on a case-by-case basis. Any employee may keep the pay they receive for jury duty, in addition to their regular pay through Emergency Nurses Association. If you serve on a jury or testify as a subpoenaed witness in a judicial proceeding, you will be granted a leave of absence.

Nonexempt employees' pay is calculated at the regular hourly rate for jury duty leave, not to exceed eight (8) hours per day, and forty (40) hours per week.

### **Blood Donation Leave**

Employees who wish to donate blood in addition to Association sponsored Blood Drives may request up to one hour of paid time off every 56 days to donate blood. Contact Human Resources for more details. To the extent this policy differs from State law, ENA will follow state law. Please see the appendix at the end of this handbook for additional information concerning this policy.

### **Military Leave for Duty or Training**

An unpaid military leave of absence of up to five years will be granted if you enlist, are inducted, or are recalled to active duty in the Armed Forces of the United States. If you serve and return from military service in the Armed Forces, the Military Reserves, or the National Guard, you will retain your rights with respect to reinstatement and length of service, as required under the Uniformed Services Employment and Reemployment Rights Act (USERRA). If all legal requirements are met, appropriate unpaid leave may be provided for reservists and members of the National Guard to participate in annual encampment or active duty training, or emergency service or specialized training.

### **Military Family Leave and Leave for Victims of Domestic Violence**

The Association will provide both military family leave and leave for victims of domestic violence, sexual violence, abuse, and stalking in accordance with applicable State law. Please see the appendix at the end of this handbook for additional information concerning military family leave and leave for victims of domestic violence.

### **Voting Time Leave**

The Association believes that employees should be able to exercise their right to vote in a general election. As polls are generally open extended hours, employees are encouraged to vote before or after their scheduled workday, in most instances. However, if the polls open or close less than three hours within an employee's start or end time, the employee may use voting time leave. This time off policy provides up to two hours of paid leave at the beginning or end of a scheduled workday.

Employees are required to notify their supervisor prior to election day and provide evidence of having voted, if the need to take Voting leave time is necessary.

### **Personal Leave**

Under certain circumstances, leave may be granted for a personal reason. Personal leaves may not be taken to work for another employer or for self-employment. This type of leave will be reviewed on a case-by-case basis and is typically limited to 30 days. Personal leaves are unpaid and any available paid time off an employee must be used in concurrence with this type of leave. The substitution of paid time off does not extend the total length of the leave.

An application for personal leave must be submitted to Human Resources no later than 30 days prior to the commencement of leave or, in an emergency, as soon as the need for leave is known. Approval of this leave is at the sole discretion of the Association.

During an approved personal leave, the Association will maintain an employee's health benefits as if the employee were actively employed. If an employee elects not to return to work at the end of the leave period, they will be required to reimburse the Association for the employee portion of the benefit premiums paid by the Association during the leave period.

The Association cannot guarantee an employee's position will be available upon return from personal leave; however, if an employee's position is filled while they are on a personal leave, they will be considered for the next available opening, provided the opportunity fits the employee's qualifications and prior work performance has been satisfactory.

### **Parental Leave**

The Association will provide a total of 80 paid hours for parental leave to the eligible parent following the birth or adoption of a child. Parental leave is available to employees in addition to their accrued time off. This type of leave runs concurrently with FMLA and Short-Term Disability. Employees that have been employed for a minimum of 6 months are eligible to use Parental Leave during the first 12 months following the birth or adoption of a child.

### **School Conference and Activity Leave**

The Association will grant an employee leave up to a total of 8 hours during any school year to attend school conferences or classroom activities, if the conference or classroom activity cannot be scheduled during non-work hours. The employee must have first exhausted all accrued time off, excluding sick and disability leave. Prior to arranging attendance at the conference or activity, an employee must submit a written request to their supervisor at least 7 days in advance. The employee must also consult with their supervisor when scheduling the leave as to not disrupt business operations.

### **PAID TIME OFF**

Emergency Nurses Association provides time off benefits for the purpose of helping employees manage their work-life balance. The time off benefit program provides flexibility and personal discretion and can be used as time off policies are accrued with supervisor approval.

### **VACATION**

Our Vacation Policy is designed to reward employees for their continued employment and is based on length of service. All employees are eligible to accrue paid vacation time as outlined below:

#### **Eligibility**

Full-time employees accrue 120 hours of vacation time each calendar year. For each subsequent calendar year of service beyond an employee's first year with the Association, full-time employees will receive an additional eight hours of vacation time, up to a maximum of 40 additional hours. Vacation benefits for full-time employees are accrued per pay period and may not be taken in advance of earning.

Part-time employees who are employed to work at least 20 hours per week will receive a prorated percentage of vacation accrual. For each subsequent calendar year of service, part time employees will receive the appropriately prorated number of additional vacation hours, based on the full-time schedule. Vacation benefits for part-time employees are accrued per pay period and may not be taken in advance of earning.

Newly hired employees accrue vacation hours on a prorated schedule determined by their start date; these hours cannot be taken until the 90-day initial period of employment is satisfactorily completed. Thereafter, vacation accrues each pay period on an annual basis in accordance with the employee's employment status, as described above.

Employees working less than 50% of the pay period will not accrue vacation time. This applies for new hires, leaves of absences and terminations. In similar situations, if an employee works 50% or more of the pay period, they will receive the full accrual. A schedule of accruals is available in Human Resources.

Upon separation from the Association, employees will receive pay for all accrued, unused vacation time.



**Scheduling**

Paid time off should be scheduled as far in advance as possible, with supervisor approval. Every effort will be made to accommodate an employee’s time off request; however, work demands, and business operations may affect the scheduling of time off. Nonexempt employees may take vacation in hourly increments, while exempt employees must take vacation in half-day or full-day increments. If an employee has given notice of termination or has been notified of a termination, no vacation days may be scheduled.

**Vacation Rollover**

Employees may carry over up to 120 hours of vacation time to the following calendar year. Any hours in excess of 120 will be forfeited if not used by calendar year end. To the extent this policy differs from State law, ENA will follow state law. Please see the appendix at the end of this handbook for additional information concerning this policy.

**SICK PAY**

All full-time employees accrue 96 hours of sick time on a calendar year basis. Employees can use sick time solely for their own illness or injury, for that of their immediate family living in the household, and for scheduled doctor’s visits for themselves or an immediate family member living in the household. (Parents, who may live elsewhere, are an exception to the requirement for immediate family members to be living in the household.) Immediate family is defined as spouse, children, domestic partner, sister, brother, mother, father, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, grandchild, or a person who is legally acting in one of these capacities, or any other legal dependent living in the household.

Newly hired employees accrue a prorated allotment of sick time, based on their date of hire, which cannot be taken until successful completion of the initial period of employment of 90 days. Thereafter, full-time employees receive the standard sick time hours accrued per pay period.

Employees may carry over up to 360 hours of sick time to the following calendar year. Sick days are not paid out upon termination. If an employee has given notice of resignation, or has been given notice of termination, no sick days may then be scheduled.

To the extent this policy differs from State law, ENA will follow state law. Please see the appendix at the end of this handbook for additional information concerning this policy.

**Proof of Illness**

For leaves of absence not covered by the Family and Medical Leave Act (FMLA), employees who are absent from work for five or more consecutive days due to illness, injury or following a hospitalization or surgical procedure, will be required to provide a doctor’s statement indicating the absence reason and authorizing the employee’s return to work, including any restrictions or accommodations. The Association may request a doctor’s statement or other verification document at any time, at its discretion. Failure to provide a doctor’s release may result in a delay or denial of return to work.

**PERSONAL DAYS**

The Association recognizes that there may be occasions when an employee needs a personal day for reasons other than vacation or sickness. To support employees in balancing their lives, each full-time employee will receive four personal days per year. Part time employee engaged to work 20 hours, or more will receive two personal days per year. This time off policy is reloaded every calendar year effective January 1. In general, use of a personal day requires advance notice and supervisor approval. There may be an occasion when advance notice is not possible; approval will be made by the supervisor on a case-by-case basis.

New hires will receive a prorated number of personal days, which may be used during the initial period of employment, as outlined below:

New Hire Start	Number of Personal Days	
	Full Time	Part Time
1. Jan-Feb-Mar	4	2

2. Apr-May-Jun	3	1.5
3. Jul-Aug-Sept	2	1
4. Oct-Nov-Dec	0	0

Personal Days do not carry over year to year and are not paid out on termination. If an employee has given notice of resignation, or has been given notice of termination, no Personal Days may then be scheduled.

### ENA DAYS

ENA Days are provided to exempt staff in compensation for being required to work on a weekend for ENA business purposes. ENA Days are not provided for travel time or additional work performed by the employee's choice at the office or home, even if over the weekend or outside of the employee's scheduled working hours. Exempt positions are expected to work additional hours outside of the 40 hours per week, as appropriate. If the weekly total number of hours worked becomes consistently excessive, an employee should discuss it with their supervisor, department head, or Human Resources.

Managers are required to submit an ENA Day request to Human Resources, so they may be approved and tracked accordingly. ENA Days must be taken within 60 days of the event or they will be forfeited.

## TIME AT WORK

### BUSINESS ETHICS

The successful business operation and reputation of the Emergency Nurses Association are built on the principles of fair dealings and ethical conduct of our employees. Our reputation for integrity and excellence requires all employees, directors, officers, and managers to comply with all applicable laws and to conduct business with integrity, honesty, and impartiality.

No code of ethics can cover all circumstances or anticipate every situation. The following should serve as a guide. Should a situation arise, you should apply the overall philosophy of the code and review the circumstances with your supervisor if there are questions. The Emergency Nurses Association has discretion in the interpretation, application, and enforcement of this code.

The use of good judgment based on high ethical principles will guide you with respect to lines of acceptable conduct. Compliance in this area is the responsibility of every employee. You should discuss any situations that arise which do not meet this code of ethics with your supervisor or Human Resources. Failure to meet or comply with this code of ethics will lead to corrective action.

The following is a summary of various aspects of the Association's code.

#### Gifts and Gratuities

You may not accept gifts, gratuities, or favors of more than \$50 in value. Examples of generally acceptable gifts may include:

- Calendars, pens, or other small marketing collateral,
- Business-related meals
- Holiday gifts such as nuts, candy, or fruit
- Other items may be permissible with prior approval from your supervisor

#### Conflicts of Interest

A conflict of interest exists if you achieve personal gain or incur an obligation to others at the expense of the Association. This personal gain may not always be direct and includes gain to family members or relatives. You must therefore exercise discretion and avoid these actions:

- A personal benefit from any transaction;
- Receiving gifts, special payments, or favors greater than nominal value from any organization providing goods or service to the Association; and
- Use of Association personnel or time in a personal venture or in conjunction with any business outside of the Emergency Nurses Association.

Your manager will determine whether any specific transaction, relationship, or other situation creates a conflict of interest. You should ask your manager if you are uncertain. All potential conflicts should be reported to Human Resources for review and appropriate documentation. Violations of this may result in appropriate corrective action.

Employees who report actual or suspected violations of this policy involving others will not be subjected to retaliation or reprisals as a result of their report.

## **WHISTLEBLOWER PROTECTION ACT**

The Association prides itself on its adherence to federal, state, and local laws and regulations, including business ethics policies. As such, the organization has decided to adopt a whistleblower protection policy. Pursuant to this policy, any ENA employee who becomes aware of any violation of federal, state, or local law or regulation, including any financial wrongdoing, should immediately report the violation to their immediate supervisor, the Chief Executive Officer, or ENA President. If this is not an option, the employee should contact ENA legal counsel. A supervisor is expected to bring any report of illegal or dishonest activity to the Chief Executive Officer or ENA President, who in turn must deliver immediately an accurate and complete report to the appropriate leadership or legal counsel.

### **Financial wrongdoing may include, but is not limited to**

- Questionable accounting practices;
- Fraud or deliberate error in financial statements or recordkeeping;
- Deficiencies of internal accounting controls;
- Misrepresentations to Association officers or the accounting department (including deviation from full reporting of financial conditions).

### **Procedure**

The goal is to allow the organization to investigate and, if applicable, correct the situation or condition. Such complaints will be held in confidence to the extent the needs of the investigation permit.

If any employee reports in good faith what the employee believes to be a violation of the law or financial wrongdoing to the organization or to a federal, state, or local agency, or assists in an investigation concerning financial wrongdoing, it is the organization's policy that there will be no retaliation taken against the employee.

Retaliation includes any adverse employment action such as termination, compensation decreases or poor work assignments, and threats of physical harm. The whistleblower's rights do not include immunity for any personal wrongdoing that is alleged or investigated, or immunity from discipline or termination based on job performance or other factors, except for reporting activity in accordance with this policy.

## **COMMUNICATIONS SYSTEMS**

The Emergency Nurses Association provides e-mail, computer, Internet, fax machines, telephone, and voice mail systems, and may provide other new technologies in the future. These electronic systems are Association property and are in place primarily to enable employees to do their jobs efficiently and productively.

You may engage in occasional personal use of electronic communication systems, including social media use, provided it is done during non-working time, such as breaks and lunch periods, and is in compliance with the Association's Communication Systems Policy. You must use caution and discretion so that personal correspondence does not appear to be an official communication from the Association.

These systems are not private or confidential. Even though many of them are password protected, it is still possible for others to access the systems used. It is important to note that the Association has the right to intercept, monitor, copy, review, access, and download any communications or files that are created or maintained on these systems for purposes of security, compliance with Association policy, and for any other business reason. You should have no expectation of privacy when using any of these systems.

The Association also has the right to monitor, search, review, and access any business-related communications through an employee's own technology devices, accounts, and resources, or through a third-party service provider, as needed for compliance with policies.

Downloading or uploading information from the Internet (other than by authorized personnel for legitimate business reasons) is restricted. You must seek approval from your supervisor and consult with the IT department before downloading or uploading outside information to your computer. Downloading programs, software, graphics, or pictures of any kind is prohibited as they may carry computer viruses or may violate the Association's license agreement.

Association electronic communication systems must not be used to solicit others for non-business matters, including, but not limited to: commercial ventures, religious or political causes, or outside organizations.

In addition, these systems must not be used in ways that may be disruptive, offensive, or harmful to others, or in ways that conflict with any of the Association's policies, including Equal Employment, Harassment, Confidentiality, and Security policies. Violation of these policies will result in discipline. E-mail is not to be used to send jokes, graphics, pictures, or other comments that may be discriminatory, harassing, or offensive to others, or to send material that defames an individual, the Association, or business.

Inappropriate use of any Association communication system will be grounds for corrective action, up to and including termination of employment.

Note that nothing in this policy or the Association's other policies that may apply to online conduct prohibits employees from engaging in any activity protected by Section 7 of the National Labor Relations Act, including protected communications regarding wages, hours, working conditions, or other terms and conditions of employment.

### **ASSOCIATION PROPERTY**

Employees may be provided with various items of Association property or equipment. This may include Association computers, software, telephones, keys, credit cards, etc. You are responsible for keeping the property in good working order and available for business use at all times. If any such property appears to be damaged, defective, or in need of repair, you must promptly report this to your supervisor.

All Association property is to be used for Association business and must not be removed from the premises without Association approval. Employees who lose or damage beyond repair the portable technology equipment provided to them will be responsible for the appropriate replacement fees.

**Upon termination of employment, you will be required to account for and surrender all Association property and equipment you have been provided. Failure to do so will result in the Association taking legal action to obtain the return of its property.**

### **INTELLECTUAL PROPERTY**

Emergency Nurses Association employees may have access to confidential information not available to the public. While employed, or thereafter, you may not copy, discuss or distribute any confidential program, material, or other information which comes into your possession as a result of employment other than for an approved use. All records, analysis, writings, and other material subject to copyright related to or emanating from work performed are the property of ENA. Requests for confidential information from any internal or external source, or requests for media interviews, should be referred to the Director of Public Relations or Officer aligned to your department.

### **CONFIDENTIALITY:**

If in doubt as to whether any program, material, or other information is confidential, you must ask your immediate supervisor prior to any disclosure. Upon termination of employment, you will be required to return all materials and information, and any copies of such materials, to your supervisor. Unauthorized release or misuse of Association information will be investigated thoroughly. Any employee found to have violated this policy will face corrective action.

## **CORRECTIVE ACTION**

It is our hope that all employees will perform their jobs satisfactorily and comply with Association expectations. The management of the Emergency Nurses Association would like to work with employees to provide feedback and attempt to correct work-related problems. However, if you do not satisfactorily perform your job, or are found in violation of Association guidelines, policies, or core values, the Association may implement corrective action.

Corrective action may take several forms, including verbal warnings, written warnings, suspension, performance improvement plans, or termination. The Association may omit any of these steps or add to steps in any situation. The Emergency Nurses Association will take whatever corrective action it determines is appropriate in response to the circumstances of any given situation.

Nothing in this section or in the Association's disciplinary policies or practices changes an employee's right to terminate their employment with the Emergency Nurses Association at any time, with or without notice, for any reason, nor does it modify the Association's right to terminate any employee's employment at any time, with or without notice, for any reason not prohibited by law.

## **DRUGS & ALCOHOL**

It is the policy of the Emergency Nurses Association to maintain a workplace that is free from the health and safety-related consequences of drug and alcohol use and abuse. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

We encourage employees to voluntarily seek help with drug or alcohol problems. If you or someone you care about needs help with a substance abuse problem, you can contact the Employee Assistance Program:

**Work Life Matters**  
[www.ibhworklife.com](http://www.ibhworklife.com)  
User Name: Matters  
Password: wlm70101

While on Association premises or conducting business-related activities at any location, you may not use, possess, manufacture, distribute, sell, purchase, or be under the influence of alcohol or illegal drugs. You may be subject to drug and alcohol testing in accordance with the policy and should review the policy on the bulletin boards or see Human Resources for more details.

Illegal drugs are those drugs or controlled substances the possession of which is unlawful under federal, state or local law, and includes prescription drugs obtained without a lawful prescription or that are used in a manner inconsistent with prescription directions. In states where recreational use of marijuana is legal, the term, illegal drugs, will not include cannabis. This is separately addressed below.

Legal use of prescribed drugs is permitted on the job so long as it does not impair an employee's ability to safely and effectively perform the essential functions of the job.

Employees may not, at any time, use, possess, distribute, or be under the influence of cannabis during working hours, while conducting any business for ENA, in any Association vehicle, or while traveling in connection with ENA business. In addition, employees are prohibited from reporting to work or working with cannabis in their system such that their performance or conduct is impaired. Legal cannabis use off-the-job that impairs performance or conduct on-the-job is prohibited. Before imposing discipline based upon a determination that an employee is under the influence of or impaired by cannabis, ENA will afford the employee a reasonable opportunity to contest the basis of the determination.

Where state or federal law prohibit an employee from using or being under the influence of cannabis, ENA will comply with all applicable legal requirements. Employees who are not eligible to work due to their failure to comply with legal requirements relating to use of cannabis will be subject to disqualification from employment and/or discipline, up to and including termination of employment.



On occasion the Association may support or sponsor celebratory or social functions at which staff may voluntarily partake in or be in the presence of alcoholic beverages. You are responsible for acting accordingly, knowing appropriate limits and maintaining a professional demeanor.

In consideration of workplace safety, you should notify your supervisor or Human Resources if you observe any violation of this policy. Failure to comply with any part of this policy may result in corrective action up to and including termination.

## **EMPLOYEE APPEARANCE**

All employees should be aware that they represent the Association to others. Their personal appearance and hygiene are important for promoting and influencing a positive Association image to everyone. All clothing should be in good condition and properly fitted. Employees are expected to maintain an appearance that projects a professional image to members, visitors, the general public, and coworkers.

Hairstyle, hair color and make-up, and accessories such as jewelry should reflect good taste and present a professional appearance. Employee dress should always be consistent with acceptable business decorum.

ENA provides a policy regarding appropriate Everyday Attire that is required on all days except when individuals will be engaged in interviews, business meetings with external visitors, or when board meetings are occurring onsite, in which case the Business Casual Attire policy applies. The goal is to provide a comfortable and yet professional work environment.

### **Everyday Attire is:**

Dress Slacks  
Dockers or Chinos  
Jeans (Clean/neat; no stains, frays/holes)  
Skirts  
Sweater Sets  
Sweaters  
Blouses or tops (jackets optional)  
Collared or Collar-less Shirts  
Dress Shirts  
Capri Pants  
Flats, heels, loafers, tie shoes, sandals, and gym shoes

### **Everyday Attire is not:**

At-home casual attire  
Sweatpants  
Sweatshirts  
Bib Overalls  
Exercise /Running Suits  
Shorts  
Tank or Belly Tops  
T-shirts  
Beach sandals or flip flops

When business casual dress days are designated, or you are expected to participate in interviews, or in business meetings with external visitors, you are asked to dress appropriately and use common sense when selecting apparel. Jeans, t-shirts and sweatshirts are not appropriate business casual attire. More professional attire may be required on business casual dress days for special meetings or member visits.

Employees are not permitted to wear political pins or to display controversial slogans on their clothes. The Association's dress code strives to provide a work environment that is free of safety hazards, offensive implications, and harassment of any kind. It applies to all employees, regardless of position or gender.

This information is intended as a guideline for appropriate attire but is not a replacement for good judgment and taste. Management has the authority and obligation to send employees home if their appearance is not acceptable. Anyone with questions regarding appropriate dress should contact their supervisor or Human Resources.

## **EMPLOYMENT OF RELATIVES**

The employment of relatives is permitted, except in situations where a person would be under the supervision of a relative, or in a situation where influence could be exerted, directly or indirectly, on future decisions concerning employment status, promotion, or compensation. For this purpose, relative is defined as a spouse, domestic partner, parent, child, sibling, or any of these relationships by marriage. It also includes any other member of the employee's household. This policy also applies to close personal relationships that may be present at the time of employment, or a relationship that develops during

your time with the Association. Questions should be directed to Human Resources; all potential relationships that may present a real or perceived conflict of interest should be disclosed.

### **EMPLOYEE REFERRALS AND REWARD PROGRAM**

The Association accepts, encourages, and appreciates the referral of applicants for employment by current employees. All employment decisions are based on requisite skills, abilities, and experience and will be made in accordance with the spirit and laws of equal employment opportunity. The fact that an individual working at the Association makes a referral is not a guarantee of hire or continued employment.

The Association recognizes that employees can be one of the best resources for identifying potential new hires for employment. The employee referral program is designed to reward those employees who refer candidates who are subsequently hired. Employees are eligible to receive monetary recognition for their assistance in the hiring process.

#### **Eligibility**

All employees who have successfully completed 90 days of employment are eligible to participate. The hiring manager for the department where the candidate is placed is not eligible for the referral award. In addition, officers and human resources staff are not eligible for referral awards.

#### **Referral Award**

If the candidate the employee has referred is hired, the referring employee will receive a one-time monetary payment in the amount of \$200, subject to applicable taxes, after the new hire completes 90 days of employment. All referral award payments will be processed on the first pay period following completion of the program requirements.

#### **Procedure**

When a position becomes available and is posted, an employee who intends to refer a candidate for the open position may e-mail Human Resources with the candidate's name and resume. Any potential or perceived relationship conflicts should be disclosed at this time. If selected for an interview, the candidate should indicate the referring employee's name in the application under "Referral Source."

### **EXPENSE & TRAVEL REIMBURSEMENT**

If you incur costs as a result of conducting Association business, you may seek reimbursement. Emergency Nurses Association reimburses employees for reasonable expenses incurred while conducting business on behalf of the Association. All business expenses and business travel must be pre-approved by your supervisor. Such expenses include transportation, meals, and lodging. You must complete an expense report in accordance with the Travel Expense Reimbursement Policy. These expense reports require the approval of your supervisor and must be completed within Concur for reimbursement. Employees should refer to the Travel Expense Reimbursement Policy for more detailed information.

To the extent State law requires reimbursement for expenses other than those incurred for business travel, ENA will abide by State law. Please see the appendix at the end of the handbook for additional information concerning this policy.

### **HOUSEKEEPING**

Neatness and good housekeeping are signs of efficiency and are essential to safety and satisfactory working conditions. You are expected to keep your individual work area and other common employee areas clean. This includes the employee lunchroom, meeting rooms, and copy rooms. You should pay close attention to items left in the refrigerator and remove them before spoilage occurs – Refrigerators are completely cleaned out every Friday. Food items should not be left on counters, worksurfaces or file cabinets, etc., overnight. It should be disposed of or placed in a refrigerator. Plasticware, paper plates, cups and napkins should also be returned to the Café or the 2<sup>nd</sup> Floor Break areas they should not be left on counters, worksurfaces or file cabinets, etc. Lack of order and cleanliness on your part may lead to corrective action.

Coats and boots should be placed in coat rooms throughout the building. We ask that coats not be placed on backs of chairs and boots not be placed under worksurfaces. This will help ensure the building is always kept neat and organized.



## **INTERNAL JOB OPPORTUNITIES**

The Emergency Nurses Association encourages you to seek new opportunities within the Association. From time to time, new positions may open, allowing you the opportunity to promote or expand your skills into new job assignments.

### **Promotions**

The Association encourages promotions from within, when possible, and is committed to selecting the most qualified candidates to fill vacancies. Promotions may occur within the same department or between departments, but not within six (6) months of hire or transfer. The Association does not guarantee that there will be other employment available in the event the promotion does not prove successful. If a promotion does not meet the needs of the employee or Association, the employee may be returned to their previous job, provided it or an equivalent job is available, and it is the best business decision. After promotion or transfer, the employee cannot be considered for another position for at least 6 months, unless approved by the Chief Executive Officer.

### **Promotional Pay**

Promoted employees will generally receive pay within the range for their new position, taking into consideration the next scheduled review date. An employee who is returned to their previous or an equivalent position will be returned to the employee's previous pay rate. In the event the employee would have received consideration for their annual increase, the employee's original rate may be increased by the budgeted average percentage.

### **Transfers/Lateral Moves**

The Association encourages lateral moves or transfers from within and is committed to selecting the most qualified candidates to fill vacancies within the Association. Lateral moves may occur within the same department or between departments, but not within six (6) months of hire or transfer. Transfers will not be considered for anyone under disciplinary action. If the lateral move does not meet the needs of the employee or Association, the employee may be returned to their previous job, provided it or an equivalent job is available and if it is the best business decision. The Association does not guarantee that there will be other employment available in the event the lateral move does not prove successful. After lateral move or transfer, the employee cannot be considered for another position for at least 6 months, unless approved by the Chief Executive Officer.

### **Transfers/Lateral Move -Transfer Pay**

Employees moved to a lateral position will generally receive pay within the range for the position, taking into consideration the next scheduled review date. It is possible that there will be no change in pay. An employee who is returned to their previous or an equivalent position will be returned to the employee's previous pay rate. In the event the employee would have received consideration for their annual increase, the employee's original rate may be increased by the budgeted average percentage.

### **Posting Vacancies**

Open positions are generally posted via e-mail for an application period of two week; however, whether to post a position is at the discretion of the Association. Although the Association prefers to promote from within, the Association may seek and hire outside applicants at any time. Active employees are welcome to apply to these postings, as are those who are inactive through illness, leave of absence, vacation, or layoff.

### **Evaluation and Selection**

Interested internal candidates may request an initial confidential meeting with Human Resources or the hiring manager to ascertain interest and fit. Applying for an internal position does not guarantee an interview. Once scheduled for a formal interview, internal candidates must inform their supervisor.

### **Selected Candidates**

Selected internal candidates will be notified of interviews by Human Resources. If an internal candidate is chosen coordination of supplementary notifications to supervisors and, when necessary, transition between departments will also occur through Human Resources. Candidates who are selected to fill vacancies will be considered to be in an initial period of employment for 90 days following the lateral move or promotion, allowing for training and evaluation to occur. Formal written evaluations to document strengths and weaknesses during this period generally may occur.

## **Outside Employment**

Although it is not encouraged, the Association recognizes that personal circumstances or interests may result in an employee seeking additional employment outside the Association. If you are considering outside employment, including self-employment, you should talk with your supervisor and Human Resources about the possible ramifications.

Any employment outside of the Emergency Nurses Association must not compromise the Association's interests or the confidentiality of information. (See also Conflict of Interest and Confidentiality topics.)

In addition, the Association will not accept outside employment as an excuse for poor job performance, absenteeism, tardiness, the inability to work required hours for the position at the Emergency Nurses Association, or any other failure to meet performance expectations and legitimate business demands. If your work at the Emergency Nurses Association suffers, you will be subject to normal performance management procedures.

Use of equipment, tools, or confidential business information of the Emergency Nurses Association to perform work for another Association or your own business is prohibited.

## **PARKING**

The Emergency Nurses Association provides parking for the convenience of employees during their scheduled work hours.

You are expected to respect all other vehicles, drivers, passengers, and pedestrians in the parking lots. You are also expected to drive carefully and safely in the parking areas. Employees speeding or showing disregard for other employees' vehicles may be disciplined.

The Association assumes no liability for any property lost or damaged, or any personal injury incurred in the parking lots. However, any damage or injury that does occur in the lots should be promptly reported to the Association. It is advisable that you do not leave any valuables in your car at any time.

## **PERFORMANCE MANAGEMENT PROCESS**

It is the philosophy of the Association that ongoing communication and feedback are important parts of the employment relationship. New employees are evaluated at 90 days for onboarding, training, and developmental purposes. All employees are evaluated on a formal mid-year and annual basis as part of ENA's Performance Management Process. Between scheduled performance management meetings, informal performance discussions may be held between you and your supervisor to address any performance issues that warrant attention.

ENA's performance management process incorporates the accomplishment of agreed upon goals, job-level competencies, and overall job performance.

The Performance Management Process may be considered when making decisions concerning training needs, pay, promotion, transfer, or continued employment.

## **PERSONNEL RECORDS**

The Emergency Nurses Association maintains confidential employee personnel records. Personnel records are the property of the Emergency Nurses Association; access to the information they contain is restricted to those who need the information to perform their jobs.

To keep our records current and because certain changes could affect tax withholding, insurance coverage, or work eligibility, employees are obligated to keep Human Resources informed of any changes or status changes in:

- Name
- Address
- Telephone number
- Marriage
- Dependents (including age when an adult)
- Divorce
- Separation

- Births
- Deaths
- Emergency contact information
- Immigration status
- Address and telephone number of dependents and spouse or former spouse (for insurance purposes only)
- Beneficiary designations for any Association insurance plans, disability plans and pension/profit-sharing plans

You may review specific documents in your personnel file. A written request must be made in advance to the Human Resources Department. A member of the Human Resources Department will be present when you review your records. Copies of documents in the personnel file are available upon request and will be provided to you within seven business days.

## PHONE USE

Employees should try to take care of personal business outside of work. However, we realize that there may be times when this is not possible. To minimize the disruption to the workday for you and your coworkers, you should practice discretion when making personal calls. These calls should be made during lunch or break periods whenever possible.

Use of Association telephones for personal long-distance calling is not permitted except in emergency situations and as authorized by your supervisor. Personal cellular phones may be used for calling or texting but, as stated before, personal use should be kept to a minimum during work time.

## REFERENCES

We often receive requests from outsiders, like potential employers and lenders, for various information regarding employees. We generally limit our response to confirming dates of employment and position held. If you receive a telephone call, letter or any other request for employment verification or references about a current or former employee of the Association, you should immediately direct the call to Human Resources with no further response.

## SAFETY

All employees are expected to obey safety rules and exercise caution in all work activities. You must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or remedy such situations, will be subject to corrective action.

All accidents must be reported immediately to your supervisor or Human Resources. Lack of notification can affect your workers' compensation benefits.

You are required to follow these general safety rules:

- Any illness or injury must be reported to your supervisor or manager. You should never attempt to treat your own or another employee's injury unless you have received formal first aid training.
- Any activity that may result in injuring an employee will not be tolerated.
- You are responsible for using the ergonomic equipment provided by the Association.
- You should always lift objects using proper lifting techniques.
- You are responsible for keeping your work area clean at all times.
- You should always know the location of fire exits and fire extinguishers in your work area.

## Cell Phone Use While Driving

The safety and well-being of employees is of critical importance to the organization. Everyone has a responsibility to protect themselves and others when they are conducting business on the road. If you are required to drive on Association business, you are expected to adhere to all federal, state, or local rules and regulations and to Association policy regarding the use of electronic communication devices while driving. It is a violation of state law to compose or send electronic messages such as text or e-mail while driving. Feel free to discuss any suggestions or comments regarding safety with your supervisor or manager at any time.

## SEARCHES

The Emergency Nurses Association may conduct searches when there is reason to suspect that illegal drugs, stolen property, weapons, alcohol, or other items may be present on Association property. Desks, cabinets and other storage devices may be provided for your convenience, but they remain the sole property of the Emergency Nurses Association. Should such a search become necessary appropriately authorized staff of the Emergency Nurses Association may inspect them or any articles found within them at any time, with or without prior notice. You may be present at the time the search is conducted. Failure of any employee to cooperate with a search or possession of prohibited articles on Association property may be grounds for corrective action.

## SECURITY

The Association has to safeguard the physical safety of all staff within the facility. The quality of security measures depends on every employee understanding what is in place and how best to utilize the tools at their disposal.

ENA's New Hire Orientation process includes a review of safety and security measures by Facilities Management/Building Services. Employees will receive or have received the policies and procedures hand-out.

**Access:** All doors are locked and remain locked at all times; access to the building from the outside is not possible without use of a security ID badge or admittance by the Receptionist.

All employees are expected to notify Receptionist staff of on-site meetings with external visitors. External visitors are defined as individuals not affiliated with ENA that have scheduled appointments to visit ENA staff at the headquarter building (i.e. vendors, service representatives, contractors). Outlook meeting invites will be used to submit all external visitor information for staff working the Receptionist function to have a single reference point for admitting visitors to the building.

ENA Employees and Temporary Employees are assigned an ID badge to access the building Monday through Friday. The most common access hours are between the hours of 6:00 am and 6:00 pm for ENA employees and 7:00 am and 5:00 pm for Temporary Employees. ID badges should be worn at all times. There is no weekend or holiday access. Weekend work must receive Officer/Chief Executive Officer approval. Any individuals needing to work on the weekends must provide a minimum of three days advanced notice to [Facilities@ena.org](mailto:Facilities@ena.org), and there must be at least two individuals in the building at all times.

If an assigned ID badge is lost or misplaced, the Facilities Department is to be notified immediately at [Facilities@ena.org](mailto:Facilities@ena.org) so the lost badge can be deactivated until found or if a replacement is required.

Employees are responsible for the appropriate replacement fee for new badges.

**iPhone Intercom System:** An external intercom is provided for use by visitors and temporary staff. Such person(s) may be allowed to enter once the appropriate host staff person has been contacted, there is a phone list at the receptionist desk to contact staff.

The intercom system enables visitors to communicate with the receptionist station. If you are expecting a visitor or temporary employee outside of the receptionist hours (8:00 am–5:00 pm), please direct them to call you directly or meet them in the lobby prior to their arrival.

Employees must be sure to read and adhere to “Building Security & Safety Policies and Procedures” in its entirety for additional information on door sensors, holiday access, etc.

provide a minimum of three days advanced notice to building services, and there must always be at least two individuals in the building.

If an assigned ID badge is lost or misplaced, Building Services is to be notified immediately. Employees are responsible for the appropriate replacement fee for new badges.

## SOCIAL ENGAGEMENT ACTIVITIES

At ENA we approach staff engagement with our core values of collaboration and compassion in mind. We are deliberate in our actions to bring staff together in a variety of events. Core to our culture is providing opportunities to have fun, celebrate

and connect with our peers. These guidelines are intended to support staff engagement activities, provide clarity around roles and general parameters while balancing fun and productive work time.

### **ENA All Staff Onsite Gatherings**

ENA social events take place during business workdays so staff can connect with each other in the café, patio, or firepit area.

#### **Guidelines**

- Event running time is typically two hours, unless noted otherwise.
- Firepit usage will be coordinated by the Facilities Team only.
- Access to the building is until 6 PM for all employees, additional hours outside of operating hours of 7 AM to 6 PM will need prior approval by your Officer.
- Alcoholic, nonalcoholic beverages and snacks may be provided depending on the social event. For example, if it is an ENA sponsored event, alcohol may be provided. If it is a staff sponsored event, alcohol will not be allowed.
- If alcoholic beverages are provided, employees must manage their consumption to avoid being under the influence.
- Employees must clean up after themselves.
- Non-exempt staff are paid during ENA sponsored events.

### **Special Occasion Optional Staff Gatherings (i.e., showers, milestone celebrations)**

Staff sponsored events are typically department, team or peer-organized celebrations. ENA recognizes and supports opportunities for teams to celebrate milestone events in our colleagues' lives. The guidelines below provide clarity on the execution of these social activities.

#### **Guidelines**

- Staff sponsored events are typically one hour, not to exceed 1.5 hours. Taking place over the lunch hour; 12 PM to 1 PM.
- The staff organizer must consult with Human Resources on event logistics to ensure it does not interfere with organizational events such as committee meetings, training, or other onsite meetings.
- The department hosting the event is responsible for the logistical coordination of the event and should work with the Facilities Team when needed. Coordination includes invite and response tracking, set-up, and clean-up immediately following the conclusion of the event.
- ENA does not fund staff sponsored events.
- Storage of party items should be stored in one of the coat closets or within the department.
- Non-Exempt staff are paid for a half hour lunch, should they take a longer lunch to attend, the additional time taken will need to be made up at the beginning or end of their workday.
- All staff attending onsite events are expected to work with their manager to ensure workload is covered.
- Staff honoree is welcome to invite guests such as their spouse or additional family members. Keep receptionist informed of expected guests.

These guidelines are subject to change at any time.

## **SOCIAL MEDIA**

The Emergency Nurses Association (ENA) recognizes that the internet provides unique opportunities to participate in interactive discussions and share information using social media. However, use of social media by ENA's directors, officers, and employees (collectively, "ENA representatives") can pose risks to ENA's confidential and proprietary information, reputation, and brands; can expose the organization to discrimination and harassment claims; and can jeopardize the organization's compliance with business rules and laws, including ENA's status as a tax-exempt public charity under Section 501(c)(3) of the Internal Revenue Code.

To minimize these business and legal risks and to ensure respectful and productive dialogue, ENA expects all ENA representatives to adhere to the following guidelines regarding social media use. Subject to oversight by the Board of Directors, ENA's Communications Department will have authority to interpret and enforce this policy, and any questions or concerns should be directed to that team in the first instance.



For purposes of this policy, “social media” includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else’s blog, journal or diary, personal website, or social networking or affinity website, web bulletin board or chat room, whether or not associated or affiliated with ENA, such as Facebook, LinkedIn, Twitter, Instagram, Pinterest, Tumblr, YouTube, blogs, and wikis.

### **Use of Social Media on Behalf of ENA**

*Authorized Users.* **Only ENA representatives authorized by the Board of Directors or the Communications Department are permitted to establish official ENA social media accounts or to make official statements on behalf of ENA on social media** (referred to as “authorized ENA social media users”). All authorized ENA social media users must be familiar with this policy and receive training prior to using social media on behalf of ENA. Unless specifically authorized to do so in advance, ENA representatives may not provide official comments about ENA in or on any social media (or other) outlet. Instead, any inquiry or request for comment should be directed to the Communications Department.

*Specific Guidelines.* ENA representatives must observe the following guidelines when making authorized use of social media on behalf of ENA:

- Be transparent. Disclose your relationship with ENA and make clear that you are speaking on behalf of ENA.
- Use good judgment about what you post and remember that anything you say reflects on you and ENA.
- Always be professional and accurate in your communications about ENA.
- Never disclose or discuss ENA confidential information on social media. Treat ENA’s trade secrets, intellectual property, and other confidential or proprietary information as confidential and do not do anything to jeopardize the confidentiality of such information.
- Be familiar and comply with copyright and other intellectual property laws. For example, if you are looking for an image to use in connection with an ENA marketing campaign, do not assume that you may freely use images found on the internet. You must obtain permission (in the form of a license) from the owner of the image to use it in an ad for ENA. Raise any questions regarding intellectual property matters with the Communications Department.
- Be familiar and comply with the terms of use of all sites you visit and platforms you are authorized to use on behalf of ENA. Raise any questions regarding terms of use with the Communications Department.
- Do not post statements, comments or viewpoints that anyone would find offensive, including ethnic slurs, sexist comments, discriminatory comments, profanity, abusive language, political comments or statements, obscenity, or anything that is maliciously false.
- Do not knowingly or purposefully communicate with or target minors on social media. Do not knowingly initiate contact with, accept requests for social networking from, or otherwise interact on social media on behalf of ENA with a minor (i.e., anyone under the age of 18). Any exceptions, including prior relationships, require advance written explanation and are subject to approval by the Communications Department.
- ENA has adopted procedures for sharing photos or videos of participants in ENA programs on social media. Any questions on such usage, and relating to using photos or videos of minors, should be directed to the Communications Department.

### **Personal Use of Social Media**

ENA expects all ENA representatives to adhere to the following guidelines in their personal use of social media.

- Be transparent. Disclose your relationship with ENA when discussing ENA or ENA-related matters. This does not need to be formal. It can be a simple statement or, in appropriate circumstances, a link to your social media account bio or blog author bio/affiliation.
  - If there is any doubt (because of the forum, the topic, or otherwise), make clear that you are speaking on your own behalf, and not on behalf of ENA, and that the views expressed are yours alone and not those of ENA.
  - Failure to make this clear could jeopardize ENA’s tax-exempt status when making statements regarding political or legislative matters.
- Never disclose or discuss ENA confidential information on social media. Treat ENA’s trade secrets, intellectual property, and other proprietary information as confidential and do not do anything to jeopardize them.
- Use good judgment about what you post. Always strive to be respectful and accurate in your communications. Consider how it reflects on you and ENA before you post anything offensive, including ethnic slurs, sexist comments, discriminatory comments, profanity, abusive language, or obscenity, or anything that is maliciously false.

## **SOLICITATION**

Employees may not solicit financial or other support from employees for any cause during work times, except in connection with a charitable or community activity with prior approval from Human Resources or an Association sponsored program. As used in this policy, “work times” include all time for which an employee is paid or scheduled to be performing services or work for the Association; it does not include break periods, meal periods, or periods in which an employee is not, and is not scheduled to be, performing services or work for the Association.

Employees may not distribute or post literature of any kind during work times, or in any work area at any time, except in connection with an Association-sponsored program.

This includes solicitation or distribution by email, text message, or other electronic means using Association-owned and operated technology. Failure to follow this policy could result in corrective action. Individuals who are not employed by the Association are not allowed to solicit on its property at any time.

## **TECHNOLOGY STANDARDS**

Users’ needs vary based on their job responsibilities and functions. Emergency Nurses Association provides the appropriate technology tools to enable fulfillment of responsibilities and effective and efficient performance of those functions.

Certain job functions may require special hardware or software, which are considered exceptions to the standard configuration. Requests for exceptions must be submitted by the department’s Director, approved by the department’s Officer, and submitted to IT for final review and approval.

### **Printers, scanners, and fax devices**

The standard configurations for all staff do not include stand-alone printers. The ability to produce and distribute more documents electronically, the initiative to improve Emergency Nurses Association’s environmental impact by using less paper, and the availability and cost-effectiveness of high-capacity network printers have made stand-alone printers the exception rather than the rule.

Any other requests for printers must be submitted by each department’s Director, approved by the department’s Officer, and submitted to IT for final review and approval.

## **PERSONALLY OWNED COMPUTERS, TABLETS, AND SMARTPHONES (PERSONAL HARDWARE)**

Employees may request access to other Emergency Nurses Association systems via their personal equipment. Any such request requires approval by the appropriate Officer and the Technology Manager. When approved, IT staff will provide limited assistance establishing connections to Emergency Nurses Association systems and software, but IT staff is not responsible for maintaining the employee’s hardware or the connections. If a personally owned device presents a threat to the security of Emergency Nurses Association’s systems, Emergency Nurses Association reserves the right to block all access to its systems by such device.

## **TERMINATION & RESIGNATION**

We hope you will find your employment with us to be both personally and professionally rewarding. We do recognize, however, that the employment relationship may end at some point. As an at-will employer, we understand that either you or the Association may terminate the employment relationship at any time, for any reason. If you decide to leave, the Association would appreciate a two-week written notice so that we can begin the process of adequately filling the position. Time off requests will not be approved during the final two weeks of employment.

Upon termination, all keys and other Association property must be returned prior to or on your last day of employment. Under certain circumstances, you will be contacted and offered the opportunity to continue coverage through our group health and dental plans at your own cost.

All earned, unused, vacation time will be paid out at termination. Personal and sick time is not paid out. Final paychecks will be direct deposited on the regularly designated payday.



## **TOBACCO USE**

There is a concern about the effect of tobacco use on employees' health as well as the effects of secondhand smoke on non-smokers. Tobacco use is not permitted anywhere within the Association's facility at any time. Your supervisor will show you the location of designated areas where tobacco is permitted outside the building. Tobacco use in these areas is permitted only during designated break and lunch periods. You are expected to dispose of tobacco materials safely and in the proper containers.

## **VISITORS**

To provide safety and security for employees and the Emergency Nurses Association facilities, only authorized visitors with proper identification are allowed in the workplace. Customers, suppliers, and guests must sign in, identify themselves, and obtain a special visitor's badge. Each visitor must sign out and return the visitor's badge upon leaving the premises.

All employees are expected to notify Receptionist staff of external visitors meeting on-site. External visitors are defined as individuals not affiliated with ENA that have scheduled appointments to visit ENA staff at the headquarter building (i.e. vendors, service representatives, contractors). Outlook meeting invites will be used to submit all external visitor information for staff working the Receptionist function to have a single reference point for admitting visitors to the building. Questions about visitors should be directed to Human Resources.

## **WORKPLACE VIOLENCE**

The Emergency Nurses Association is committed to maintaining a pleasant and safe work environment, free from all forms of violence. This includes verbal or physical threats, as well as other forms of intimidation, such as abuse, destruction of property, sexual harassment, bullying, abusive language, or other hostile or inappropriate behavior that may cause others to feel unsafe, anxious, or threatened in the workplace.

The Emergency Nurses Association will not tolerate any type of workplace violence by or against employees. This includes any actions that threaten employees, non-employees, customers, vendors or others in the workplace.

The Emergency Nurses Association strictly prohibits weapons of any type on Association-owned or leased premises, in Association-owned or leased cars, and at any Association-sponsored events. This includes visible or concealed weapons, even if the bearer is licensed to carry the weapon. This policy applies to all Association employees, visitors, customers, and vendors.

If you are aware of or observe a situation of potential or actual violence, you must immediately report it to your supervisor, Human Resources, or any member of management. The Association will investigate any complaint of violence promptly and thoroughly.

Employees who violate this policy will be subject to corrective action, up to and including termination of employment.

# **BENEFITS**

## **BENEFITS DISCLOSURE**

Working for Emergency Nurses Association allows employee's the opportunity to participate in a variety of benefit programs designed to provide protection and support, in addition to their base compensation. Eligibility for some or all benefits are dependent on the requirements of each plan.

This section of the handbook outlines the specific plan provisions and eligibility requirements, as outlined in the plan documents. Any conflict between statements made in this Handbook and the plan documents will be governed by the formal plan documents. Emergency Nurses Association has the right to add, modify, or terminate any or all benefits and premium contributions without notice.

Employees who regularly work 30 hours or more per week are considered full-time employees and are generally eligible for all benefits.

Employees who regularly work less than 30 hours per week are considered part-time employees. If engaged to work a minimum of 20 hours per week, part-time employees are eligible for vacation, sick and holiday pay, if regularly scheduled to work on the day of the holiday, prorated to the hours they are engaged to work.

Part-time employees may also elect to participate in the Employee Assistance, Tuition Reimbursement, Education and Computer Loan and Employee Referral Programs. They may also participate in the Association's sponsored Retirement Plans, provided they meet eligibility requirements for hours worked. Benefit levels for participation in these programs may vary (See Plan Administrator). Temporary employees do not qualify for any benefits.

### **Available Benefits**

The Association offers the following benefits, but reserves the right to make changes to the offered benefits at any time, with or without notice:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Group Term Life Insurance
- Accidental Death and Dismemberment Insurance
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Long-Term Care
- Critical Illness Coverage
- 401(k) Retirement Plan
- Employee Assistance Program
- Tuition Reimbursement Program
- Employee Referral Program
- Computer Loan Program
- Education Loan Program
- Paid Time Off

### **CONTINUATION OF HEALTH COVERAGE (COBRA)**

If an employee experiences a qualifying event such as a voluntary termination, involuntary termination, retirement, reduction of hours, entitlement to Medicare benefits or death, that employee and/or eligible dependents will have the option to continue coverage through Emergency Nurses Association for all COBRA able plans, at the employee's or dependent's expense. Qualifying group plans for COBRA may include health insurance, dental insurance, vision insurance, and a flexible spending account.

This benefit is provided in accordance with the requirements of federal law on continuation of health insurance (commonly known as COBRA). Employees who are eligible for insurance continuation will be provided specific information about availability and costs. See Human Resources for more information.

This benefit is subject to change as necessary to comply with federal or state law. Failure for qualified beneficiaries to make timely payment of premiums owed will result in the forfeiture of continuation benefits.

### **EMPLOYEE ASSISTANCE PLAN (EAP)**

The Association offers an employee assistance plan (EAP) to employee's and their immediate family to help assist in dealing with life issues such as death, divorce, drug and alcohol abuse, aging parents, stress, financial difficulties, marital conflicts, adolescence, and other personal situations. In addressing such issues, employees may find it difficult to identify the cause of the specific problem and may not know where to turn to get help. Getting help early can prevent a problem from becoming overwhelming and disrupting your life and the lives of those around you. Please contact Human Resources for additional information.

## **INSURANCE PLANS**

ENA strives to provide quality coverage options at reasonable costs to our employees. Our goal is to ensure we have the appropriate healthcare plan portfolio to help employees make choices and manage healthcare expenses in a way that meets the individual financial and healthcare needs of our employees.

All employees will be provided plan summaries and periodic updates as required. It is the employee's responsibility to ensure they understand the plan summaries and reach out to Human Resources should they have any questions or require additional resources. If there is conflict between the Association's handbook and a plan, the plan shall take precedence over the handbook. Emergency Nurses Association may add, amend or change benefits, premium amounts, and employee contribution amounts at any time. Please see Human Resources with any questions.

### **Health Insurance**

Group health insurance is one of the most important benefits offered by the Emergency Nurses Association. Full-time employees and those regularly scheduled to work a minimum of 30 hours per week are eligible for group health coverage on the first day of the month following the date of hire. Detailed information can be found within the plan materials, which are provided to all eligible employees upon hire. The premium cost is shared by the Association and the employee.

### **Dental Insurance**

Full-time employees are eligible for dental coverage on the first of the month following the date of hire. Coverage includes preventative care as well as medically necessary dental services. This plan is subject to co-payments and deductibles; employees should refer to the plan materials for coverage detail. The premium cost is shared by the Association and the employee.

### **Vision Insurance**

Full-time employees are eligible for vision coverage on the first of the month following the date of hire. Employee's should refer to the plan materials for coverage detail. The premium cost is shared by the Association and the employee.

### **Life and Accidental Death and Dismemberment Insurance**

All full-time employees are provided with group life insurance and accidental death and dismemberment (AD&D) insurance. Subject to certain limitations, term life insurance and AD&D plans pay two times the participant's base wages upon death. Special limitations may apply for employees age 65 or older. ENA provides term life insurance coverage of \$10,000.00 for spouse and \$5,000.00 for each child. There is no employee contribution. Eligibility is the first of the month following date of hire.

## **SHORT-TERM DISABILITY INCOME PROTECTION**

The Association provides full-time employees with coverage under the Short-Term Disability Income Protection Plan in the event they are unable to work due to personal illness or injury, provided eligibility requirements are met. The plan will pay 66.6 percent of an employee's wages on a weekly basis up to a maximum of 24 weeks. This plan does not apply if an employee is unable to work due to a work-related injury or illness. This benefit may run concurrently with Family and Medical Leave or other leave laws, when applicable, and consistent with current state/federal law.

To receive benefits under this policy, employee's may be required to provide satisfactory proof of disability, including a written certification from a healthcare provider regarding their health condition. The Association may also require employees to complete an examination by a healthcare provider selected by the Association.

This plan is offered to eligible employees at no cost to them, as the Association assumes the premium cost.

## **LONG-TERM DISABILITY INCOME INSURANCE**

All full-time employees are eligible for income protection under the Long-Term Disability Income Insurance Plan, in the event they are unable to work for an extended period due to personal injury or illness. This plan does not apply to work-related injuries or illnesses. Coverage is effective on the first of the month following date of hire; no benefits will be paid until a 180-day waiting period is completed.

The Long-Term Disability plan pays 66.6 percent of monthly earnings and will also be coordinated with Social Security disability benefits. This benefit may run concurrently with Family and Medical Leave, when applicable, and is consistent with current state and federal laws. This plan is offered to eligible employees at no cost to them, as the Association assumes the premium cost.

### **LONG-TERM CARE**

Long Term Care insurance is designed to cover long-term service and support, including personal and custodial care. This policy reimburses policyholders a daily amount for services to assist them with activities of daily living. Employees are eligible following 6 months of employment with the association. Please reach out to Human Resources for additional information.

### **RETIREMENT SAVINGS PLAN – 401K**

ENA's retirement Plan has two components: 401k and a base plan. The employer match is a graded increase based upon an employee's contribution. The 401k component Safe Harbor contribution allows for immediate 100% vesting of the employer contribution. ENA makes a discretionary payment, determined by the Board through an assessment of the association's overall annual financial performance to the base retirement plan. It follows a graded vesting schedule. Employees must satisfy 90 days of employment before participating in the plan.

### **SOCIAL SECURITY**

Social Security is a federally sponsored program that pays benefits to employees who have made regular contributions to the program during their working years. In addition to the amount you contribute to Social Security (FICA) automatically through your paycheck, the Association contributes an equal amount each pay period. Questions about the Social Security tax deducted from your payroll check should be directed to Human Resources. A full description of Social Security benefits is available through the Social Security Administration.

### **TUITION REIMBURSEMENT**

The Association provides tuition reimbursement to full-time and part-time (those engaged to work 20 hours or more per week) employees enrolled in preapproved programs/classes with accredited institutions. The paperwork identified below must be approved prior to taking the course. The programs/classes must be in subjects or fields of endeavor that are directly related to the Association's operations, activities or objectives. (Programs or classes that are not in subjects or fields of endeavor directly related to the Association's operations, activities or objectives must be considered electives that are part of a degree-seeking program.) The courses must also be directly related to the employee's present or potential future job responsibilities at the Association.

Such preparations are usually for degrees or related courses but may also include Certification either in management through a job-related entity (e.g. ASAE's "CAE"), or in a profession-specific skill area through an accredited institution or professional association (e.g., a "CPA"). ENA will reimburse fees for a review/preparatory course(s) provided the related exam is passed. The exam fee will be paid by ENA through professional development budgets. (The exam may be submitted no more than two times, i.e., if failed the first time, ENA will pay for the second try). Again, the paperwork identified below must be approved prior to taking the course. To maintain consistency, the application must also be discussed with Human Resources by the supervisor before feedback is given to the employee.

#### **Eligibility**

To qualify for reimbursement, individuals must have completed at least six months of employment with the Association as of the date they commence the course of study and be an active employee at the time of its completion. This is in addition to having secured prior approval through the required forms. If an employee is placed on layoff status, involuntarily separated for reasons other than performance or misconduct, or goes on an approved leave of absence while in the process of taking a course or certification, they will be reimbursed upon satisfactory completion of the course or certification and any related exams. Satisfactory completion of the course or certification is defined as receiving a passing grade of "C" or better, or a "P" for passing, or being awarded certification.

### **Level of Reimbursement**

All eligible employees will qualify for a maximum per calendar year reimbursement of \$5000.00 for undergraduate programs or for graduate programs. Reimbursements will be processed upon submission of proof that satisfactory completion of the course or certification has occurred.

### **Procedure**

To obtain approval to take a course or certification under this policy, the employee must complete the following steps prior to enrollment in the course:

- Complete the tuition reimbursement application approval form
- Submit the form to the employee's immediate supervisor and department head, along with a copy of the course/Certification description for approval
- The approved application must then be submitted to Human Resources for approval or rejection. The Association reserves the right to reject requests for any reason, including budgetary constraints.
- If approved, a copy of the application will be returned to both the employee and the supervisor. If the application is denied, generally the reason(s) for the denial will be explained to the applicant.

Approved expenses are limited to course, lab, and registration fees/expenses, and textbooks.

### **Payback Clause**

At the time tuition reimbursement is approved, employees will be required to sign a form stating that if they voluntarily terminate employment with ENA or should be terminated for misconduct or poor performance, they are to immediately repay all tuition assistance reimbursements made by the Association during the previous 12 months. If they do not repay the Association, the Association will deduct any amounts owed from the final paycheck.

## **COMPUTER LOAN PURCHASE PROGRAM**

To foster a culture that is conducive to both personal and professional growth, the Association offers the Computer Loan Purchase Program to all employees for the purchase of a personal computer or upgrade for personal use. With this program, employees are able to buy the computer of their choice and related software or hardware (i.e. printer), and have the expense related to this purchase payable over a twelve-month period, with minimal interest (in accordance with IRS guidelines), as opposed to realizing the financial impact on an immediate basis.

### **Eligibility**

To qualify for the loan, an individual must have completed at least six months of employment and be actively employed by the Association as of the date of the computer purchase. Additionally, employees must sign the Computer Loan Request Form agreeing to repay the Association for the computer and authorizing the Association to deduct amounts from their bi-weekly paychecks (and final paycheck, if the amount owed is not repaid prior to termination or resignation).

### **Purchase Limit**

There is a maximum allowable purchase amount of \$1500 for all employees. Note: If an employee also has an Education Loan with amounts outstanding, the total of the two loans may not exceed \$2000. Loans are provided at a market interest rate in accordance with IRS regulations. Repayments are made through bi-weekly payroll deductions over no more than a twelve-month period. All loans are immediately repayable and due upon termination of employment with the Association, whether this is voluntary or involuntary.

### **Procedure**

To obtain computer loans under this policy, the following steps must occur:

- The employee must complete the Computer Loan Request form and submit it to Human Resources for verification of eligibility and for final approval. A copy of this final approval must be submitted to Finance.
- The Finance department will produce an amortization schedule for repayment to accompany the loan check, which will be released directly to the employee by Finance.



## **EDUCATION LOAN PROGRAM**

To support a culture of sustained excellence, the Association encourages professional development by several means: Personal and professional growth may be through membership of related professional associations, through seminars/courses/webinars/programs (all paid from budgeted departmental funds), and by higher-degreed education. In addition to its Tuition Reimbursement Program, the Association has established an Education Loan Program.

### **Eligibility**

An individual must have completed at least six months of employment and be actively employed by the Association as of the date of the application for the loan. Additionally, employees must sign the Education Loan Request Form agreeing to repay the Association for the loan and authorizing the Association to deduct amounts from their bi-weekly paychecks (and final paycheck, if the amount owed is not repaid prior to termination or resignation).

### **Loan Limit**

There is a maximum allowable loan total of \$2000 for all employees (including any outstanding Computer Loan amounts) i.e., a combination of Computer and Education Loans may be no more than \$2000. Loans are provided with a market interest rate in accordance with IRS guidelines. Repayment terms are made through bi-weekly payroll deductions over no more than a twelve-month period. All loans are immediately repayable and due upon termination of employment with the Association, whether this is voluntary or involuntary.

### **Procedure**

To obtain education loans under this policy, the following must occur:

- The employee must complete the Education Loan Request form, providing proof of registration, and submit it to Human Resources for verification of eligibility and for final approval. A copy of this final approval must be submitted to Finance.
- The Finance department will produce an amortization schedule for repayment to accompany the loan check, which will be released directly to the employee by Finance.

## **UNEMPLOYMENT INSURANCE**

The purpose of unemployment insurance is to replace part of your income in certain circumstances if you are laid off or terminated. The Association pays the full cost of unemployment insurance but does not decide who is eligible for benefit payments or the amount of the payments. This eligibility and benefit amount are decided by state law.

## **WORKER'S COMPENSATION**

Worker's compensation insurance is provided by the Association if an employee becomes injured or ill due to work-related causes. This insurance is paid for by the Association. If you are unable to work for these reasons, you may be covered. It is extremely important for you to immediately report any injury or illness that may be work-related to Human Resources. Failure to do so may result in loss of coverage.

# APPENDIX

## ENA FAMILY AND MEDICAL LEAVE: ILLINOIS & FEDERAL

It is the policy of the Emergency Nurses Association to comply with the requirements of the Federal Family and Medical Leave Acts (FMLA), the Illinois Victims' Economic Security and Safety Act (VESSA), and the Illinois Family Military Leave Act. Generally, an eligible employee will be granted up to 12 weeks of FMLA leave during a 12-month period on a rolling 12-month basis, and up to a total of 26 workweeks of leave to care for a family member who is a "covered service member" recovering from injury or illness incurred during active duty military service. The leave may be paid, unpaid, or a combination of paid and unpaid, depending on the reason for the leave and the benefits to which the employee may be eligible. This policy will be administered in compliance with the National Defense Authorization Acts of 2008 and Fiscal Year 2010 as they amend the Family and Medical Leave Act of 1993, and the regulations implementing the Family and Medical Leave Act of 1993, effective March 8, 2013.

State and federal laws differ in a number of areas, and the Association will comply with both. When an absence qualifies as family leave under either state or federal law, or both, the following rules apply:

- The employee is deemed to be exhausting their entitlement under both laws concurrently; and
- The law most generous to the employee will apply.
- The taking of leave under this policy will not be used against an employee in any employment decision, including the determination of promotions, discipline, compensation, etc.

### Eligibility

To be eligible for leave under this policy, an employee must have been employed by the Association for at least 12 months. In addition, in the 12 months immediately preceding the commencement of the leave, the employee must have worked at least 1,250 hours to qualify under federal law.

These qualification requirements are not applicable under VESSA.

### Amount of Leave Available

As stated above, an eligible employee is generally eligible for up to a total of 12 weeks of protected leave within a 12-month period in a rolling 12-month period for any combination of reasons, and up to a total of 26 workweeks of leave to care for a family member who is a "covered service member" recovering from injury or illness incurred during active duty military service.

Under the Illinois Family Military Leave Act, employees may take up to 30 days unpaid leave. The leave does not need to be taken all at once but must be taken during the time period prior to deployment.

If both you and your spouse are employed by the Association and eligible for FMLA leave, you will be permitted to take only a combined total of 12 weeks of leave during a 12-month period for the birth and care of a child, the placement of a child for adoption or foster care, or to care for a parent (not a parent-in-law) with a serious health condition. With regard to Military Caregiver Leave, if both you and your spouse are employed by the Association and are eligible for FMLA leave, you will be permitted to take only a combined total of 26 workweeks of leave during the single 12-month period for this reason.

### Types of Leave Covered

#### A. Birth or Placement for Adoption or Foster Care

Family leave will be available to eligible male and female employees for the birth of a child or for placement of a child with the employee for purposes of adoption or foster care. Such leave must generally be completed within 12 months of the birth or placement.

### B. Serious Health Condition of Employee

An eligible employee who experiences a serious health condition as defined by the state and federal law may take medical leave under this policy. A serious health condition will generally occur when the employee:

- Receives inpatient care in a hospital, hospice, or nursing home;
- Suffers a period of incapacity that:
  - Lasts more than three consecutive full calendar days and involves one in-person treatment by a healthcare provider, a nurse under direct supervision of a healthcare provider, or by a provider of healthcare services under orders of or referral by a healthcare provider, and either:
    - i. involves a second in-person treatment that occurs (absent extenuating circumstances) within 30 days of the first day of incapacity; or
    - ii. results in a continuing regimen of outpatient treatment/care by or under the supervision of a healthcare provider;
  - Is due to pregnancy, including severe morning sickness;
  - Is due to a chronic condition which may cause episodes of incapacity (e.g., asthma, diabetes, epilepsy, etc.); or
  - Is due to a permanent or long-term condition for which treatment may not be effective, but which requires the continuing supervision of a healthcare provider.
- Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.) or kidney disease (dialysis).

Ordinarily, the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraines, routine dental or orthodontic problems, periodontal disease, etc., are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave.

With regard to substance abuse (including alcohol abuse), FMLA leave may be taken only for treatment of substance abuse by or on referral from a healthcare provider. Absences caused by the employee's use of the substance, rather than for treatment, do not qualify for FMLA leave.

Medical leave may be taken all at once or, when medically necessary, in smaller increments. The need for leave must be documented by the employee's treating healthcare provider through the medical certification process.

An employee may be paid for all or part of a medical leave to the extent they are eligible for benefits such as short-term disability.

### C. Serious Health Condition of Immediate Family Member

An eligible employee may take family leave under this policy in order to care for the employee's child (who is under 18 years of age or incapable of self-care due to a physical or mental disability), spouse, or parent with a serious health condition (see above section for general definition). This leave may be taken all at once or, when medically necessary, in smaller increments. It will be necessary for the family member's treating healthcare provider to document the need for leave through the medical certification process.

### D. Qualifying Exigency for Military Family Leave

An eligible employee may take family leave under this policy while the employee's spouse, son, daughter, or parent (the "military member") is on covered active duty or call to active duty status for any qualifying exigency under federal law. This leave may be taken all at once or in smaller increments. It will be necessary to submit a complete and sufficient certification for FMLA leave due to a qualifying exigency. Leave taken for this purpose will run concurrently with leave available under the Illinois Family Military Leave Act, as allowed.

For purposes of FMLA, leave to address a "qualifying exigency" that arises because an employee's spouse, son, daughter, or parent is a member of the Armed Forces who is on or has been notified of an impending covered active duty deployment to a foreign country, the term "qualifying exigency" means the following:

- Issues that arise from the fact that a covered military member is notified of an impending deployment to a foreign country seven or fewer days before the date of deployment. Employees are eligible for leave for this purpose for a period of seven calendar days, beginning on the day the military member is notified of the impending deployment.
- Attending military events and related activities, such as ceremonies, programs, and briefings sponsored by the military, military service organizations, or the American Red Cross, that are related to the covered active duty deployment of a covered military member.
- Attending to childcare and school-related activities arising from a military member's covered active duty deployment, such as arranging for alternative childcare, providing childcare on an urgent, immediate-need basis (but not on a routine, regular, or everyday basis), enrolling in or transferring a child to a new school or day care facility, or attending meetings with staff at a school or day care facility.
- Making financial and legal arrangements to address the covered military member's absence during a covered active duty deployment.
- Acting as the covered military member's representative before a government agency for purposes of obtaining, arranging, or appealing military service benefits while a covered military member is on a covered active duty deployment and for a period of 90 days following the end of the deployment.
- Attending counseling provided by someone other than a healthcare provider for oneself, for the covered military member, or for his or her child;
- To spend time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to 15 days of leave for each instance of rest and recuperation.
- To attend to post-deployment activities, including official ceremonies and programs sponsored by the military, for a period of 90 days following the termination of a covered military member's active duty deployment, and to address issues arising from the death of a covered military member while on covered active duty, such as recovering the body and making funeral arrangements.
- Parental care (allows family members to take time off to arrange for care for parents of military members who are incapable of self-care when the need for leave arises as a result of active duty or a call to active duty. This cannot be used for routine day-to-day care).
- Additional activities as agreed upon by the Association and the employee.

Exigency leave protections apply to family members of military members who are in reserve units, retired Armed Forces and who are in the regular Armed Forces so long as the military member is on or has been notified of an impending covered active duty.

For purposes of this section, "covered active duty" means:

- For members of the Regular Armed Forces, duty during deployment of the member with the Armed Forces to a foreign country; or
- For members of the Reserve components of the Armed Forces (members of the National Guard and Reserves), duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in support of a contingency operation.

#### E. Military Caregiver Leave

An eligible employee may take up to an additional 14 weeks of family leave (not to exceed 26 weeks total) in a single 12-month period under this policy to care for a "covered service member," who is a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty (or that existed before the beginning of the member's active duty and was aggravated by active duty) for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. A "covered service member" may also be a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy. This entitlement will be applied on a per-covered service member, per-injury basis, and begins on the first day that an employee takes leave to care for a covered service member. The covered service

member must be the eligible employee's spouse, son, daughter, parent, or next of kin. It will be necessary for the covered service member's treating healthcare provider, as defined by law, to document the need for leave through the medical certification process.

For purposes of this section, a "serious injury or illness" means:

- a. In the case of a current member of the Armed Forces, an injury or illness incurred in the line of duty on active duty in the Armed Forces, or one that existed before the beginning of the covered service member's active military service, but that was aggravated by service in the line of active duty in the Armed Forces, that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; or
- b. In the case of a veteran, an injury or illness that was incurred by the covered veteran in the line of duty on active duty in the Armed Forces or that existed before the veteran's active duty and was aggravated by service in the line of duty on active duty, and that is either:
  - iii. a continuation of a serious injury or illness that was incurred or aggravated when the veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
  - iv. a physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and the need for military caregiver leave is related to that condition; or
  - v. a physical or mental condition that substantially impairs the veteran's ability to work because of a disability or disabilities related to military service, or would do so absent treatment; or
  - vi. an injury that is the basis for the veteran's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

**For purposes of the FMLA, "healthcare provider" means:**

- A Doctor of Medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the state in which the doctor practices;
- Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation that has been demonstrated by X-ray), authorized to practice in the state and performing within the scope of practice as defined under state law;
- Nurse practitioners, nurse midwives, clinical social workers, and physician assistants who are authorized to practice under state law and who are performing within the scope of practice under state law;
- Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts;
- Any healthcare provider from whom the Association or the Association's group health plan will accept certification of the existence of a serious health condition to substantiate a claim for benefits; and
- A healthcare provider listed above who practices in a country other than the United States, who is authorized to practice in accordance with the law of that country, and who is performing within the scope practice as defined under such law.

For purposes of the FMLA, "authorized to practice in the state" means that the healthcare provider is authorized by state law to diagnose and treat physical or mental health conditions.

### **Notifying the Association of the need for Family Medical Leave**

Generally, an application for leave must be completed for all leave taken under this policy. When the need for leave is foreseeable, the employee should provide notice at least 30 days in advance (48 hours under VESSA; 14 days' notice for Illinois Family Military Leave if the leave will extend over five or more consecutive work days). When this is not possible, notice should be provided as soon as the employee learns of the need for leave. In cases of emergency, verbal notice should be given as soon as possible (by the employee's representative if the employee is incapacitated), and the application form should be completed as soon as practicable. Failure to provide adequate notice may, in the case of foreseeable leave, result in a delay of the leave. Leave application forms are provided by the Human Resource Department.



If you need to take time off for reasons that you believe qualify for FMLA leave, you must comply with the Association's absence notification policy (see page 16). Failure to comply with the Association's absence reporting policies and procedures or to provide documentation or information requested by the Association may result in delay or denial of requested time off and discipline up to and including termination of employment.

To request FMLA leave, you must provide at least the following information:

- The specific reason for your absence, with sufficient information to allow the Association to determine whether the FMLA may apply to your request;
- When your leave will begin and when you expect to return to work, including specific dates and times of absences, if known;
- A telephone number where you may be reached for further information.

Calling in "sick" without providing further information is not acceptable.

After you give notice of your need for FMLA leave, the Association will provide you with a written notice advising you whether or not you are an "eligible employee" under the FMLA. The Association will provide this eligibility notice within five business days after you give notice of your need for leave, absent extenuating circumstances. If you later make another request for FMLA leave within the same 12-month period, the Association may elect not to provide another eligibility notice, unless your status as an eligible employee has changed. Note that even if you are an eligible employee under the FMLA, your request for leave may be denied if the Association determines that your leave is not for an FMLA-qualifying reason, or if you have exhausted all available leave under the FMLA.

At the same time as it provides the eligibility notice, the Association will provide you with a written notice advising you of any applicable rights and responsibilities relating to your requested FMLA leave.

### **Medical Certification of a Serious Health Condition**

Generally, the Association will require medical certification to verify that an employee or family member's illness meets the definition of serious health condition and to determine the nature and duration of the leave. In the case of a family illness, the provider must also verify that the employee is needed to care for the family member. Periodic recertification to verify that a condition is ongoing may be required as provided by the law.

The appropriate form will be provided by the Human Resource Department and should generally be returned within 15 days. If it is not practicable for you to provide a completed, sufficient certification form within 15 days despite your diligent, good-faith efforts to do so, you must contact Human Resources to explain the situation.

If you return a certification form that is incomplete (i.e., one or more items are left blank) or insufficient (i.e., responses are vague, illegible, ambiguous, or non-responsive), the Association will notify you of the deficiency. You will then have 7 calendar days to provide a complete, enough certification. If it is not practicable for you to provide a completed, sufficient certification form within 7 days despite your diligent, good-faith efforts to do so, you must contact Human Resources to explain the situation. Failure to provide this certification may result in delay or denial of the leave.

### **Authentication and Clarification**

The Association may contact the healthcare provider to authenticate a completed certification form by providing the healthcare provider a copy of the form and requesting verification that the information contained on the form was written or authorized by the healthcare provider who signed the document.

Additionally, the Association may request clarification of information on the certification form, and may ask you to sign, or have your family member sign, a release form authorizing the healthcare provider to communicate with the Association for the purpose of clarifying the certification. If the certification is unclear and you fail to provide a signed authorization or otherwise clarify the certification, the Association may deny your request for FMLA leave.

### **Additional Certifications**

If the Association has reason to question the validity of a medical certification, an employee may be required to provide a second certification from a healthcare provider selected and paid for by the Association. If the second opinion differs from

the first, a third opinion may be required. The healthcare provider for the third opinion must be mutually chosen by the employee and the Association and paid by the Association. By law, the third opinion is binding on all parties.

Under the Illinois Family Military Leave, the Association may require certification from the proper military authority to verify eligibility for the leave.

### **Recertification**

If you take leave due to your own or a family member's serious health condition, you may be required to submit a complete and enough recertification from your healthcare provider as often as every 30 days in conjunction with an absence. If your healthcare provider's initial certification specifies that the minimum duration of the condition for which you are taking leave is longer than 30 days, you may be required to submit a recertification in conjunction with an absence when the minimum duration expires, or every six months, whichever is less. You also may be required to provide a recertification if you request an extension of leave, if the circumstances described in the original certification have changed significantly, or if the Association receives information raising doubt as to the stated reason for your leave or the continuing validity of the previously provided certification. The Association will provide you with the required form when recertification is required.

### **Certification of a Qualifying Exigency**

If you request FMLA leave due to a qualifying exigency arising out of the active duty deployment of a member of the Armed Forces, you will be required to submit a complete and sufficient certification form provided to you by the Association, and to provide the documentation requested therein. If the qualifying exigency for which you are taking leave involves a meeting or appointment with a third party, the Association may contact the third party for purposes of verifying the existence and nature of the meeting or appointment. The Association also may contact an appropriate unit of the Department of Defense to request verification that the covered military member is on active duty or call to active duty status.

### **Certification for a Covered Service Member**

If you request leave to care for a covered service member with a serious injury or illness, you will be required to obtain a certification from the service member's authorized healthcare provider on a form provided to you by the Association. Any one of the following may complete this certification: A U.S. Department of Defense ("DOD") healthcare provider; a U.S. Department of Veteran's Affairs healthcare provider; a DOD TRICARE network authorized private healthcare provider; a DOD non-network TRICARE authorized private healthcare provider; or a non-military-affiliated healthcare provider.

The Association may contact the healthcare provider to authenticate a completed certification form by providing the healthcare provider a copy of the form and requesting verification that the information contained on the form was written or authorized by the healthcare provider who signed the document.

Additionally, the Association may request clarification of information on the certification form and may ask that the covered service member sign a release authorizing the healthcare provider to communicate with the Association for the purpose of clarifying the certification. If the certification is unclear and you fail to provide a signed authorization or otherwise clarify the certification, the Association may deny your request for FMLA leave.

If certification is provided by a non-military-affiliated healthcare provider, the Association may request a second or third opinion of a covered service member's serious injury or illness. In this situation, the process above with respect to second and third opinions applies.

### **Designation of FMLA Leave**

The Association will provide you with a written notice advising whether your leave will be designated as FMLA leave. Absent extenuating circumstances, the Association will provide this notice within five business days of receiving sufficient information to determine whether your requested leave qualifies under FMLA. If the Association does not provide the designation notice within the time specified above, the Association may retroactively notify you that the time off will be designated as FMLA leave if the delay in providing this notice does not cause you harm or injury, or if you and the Association agree that the time off will be designated as FMLA leave.

### **Use of Paid and Unpaid Leave**

Federal FMLA, VESSA, and Illinois Family Military Leave all mandate that an employer provide unpaid leave to eligible employees. However, an employee or employer may elect to substitute a paid benefit for which the employee is eligible for the employee to receive pay during the leave. In some cases, the Association may require that benefits, such as vacation, be used before the employee may take unpaid time. Under Illinois Family Military Leave, all accrued vacation leave, personal leave, compensatory leave, and other paid leave (other than sick and disability leave) must be exhausted first. When paid benefits are substituted for the otherwise unpaid time, the employee is using these benefits concurrently with FMLA/VESSA leave, and those benefits will not be available to the employee later. When paid benefits are substituted, the employee may be required to satisfy any procedural requirements of the organization's paid leave policy (for example, advance notice to use paid leave, use of paid leave in established increments, etc.). Likewise, if you are eligible for any other disability benefits through workers' compensation or a disability insurance policy provided by the Association, those benefits will run concurrently with your FMLA or other unpaid leave.

### **Intermittent or Reduced Schedule Leave**

Intermittent or reduced schedule leave will be permitted when it is medically necessary. In all cases, the total amount of leave taken in a rolling 12-month period should not exceed the 12 weeks defined earlier in this policy.

Intermittent and reduced schedule leave must be scheduled with minimal disruption to an employee's job. To the extent an employee has control, medical appointments and treatments related to a serious health condition should be scheduled outside of work hours or at times that minimize time away from work.

In some cases, the Association may temporarily transfer an employee to an alternative position with equivalent pay and benefits to better accommodate the need for intermittent or reduced schedule leave.

The Association may consider requests for intermittent or reduced schedule leave due to the birth, adoption, or foster placement of a child, but is not obligated to grant such requests, and will do so only at its sole discretion.

### **Benefit Continuation During Leave**

Employees may elect to continue group health insurance while on leave. The association will pay and track employee premiums during the period the employee is either unpaid or paid by a third-party provider. Other employment benefits, such as group life insurance, AD&D, etc., will also be continued during the leave, but you will be responsible for paying the employee share of the premiums during any period of FMLA leave. Payment arrangements will be discussed with individuals upon their request for leave.

If you do not return to work upon completion of your FMLA leave, you may be required to repay the Association for any premiums it paid to maintain your group health insurance coverage during your leave, unless the failure to return to work was due to the recurrence or onset of a serious health condition, injury, or illness of a covered service member that would otherwise entitle you to FMLA leave, or due to other circumstances beyond your control.

### **Reporting Requirements During Leave**

While on FMLA leave for a period of more than one work week at a time, you may be required to contact Human Resources periodically to report on your status and confirm your intention to return to work on the scheduled date.

You must notify the Association of any change in your expected return to work date (i.e., if you will require more leave than originally anticipated, or if you will return to work earlier than expected) within two business days after of learning of such a change. If this is not possible due to an unforeseen change in circumstances, you must notify the Association of the change as soon as practicable.

### **Rights Upon Return from Leave**

An employee who takes leave under this policy will be reinstated to the same job or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment upon completion of the leave. If an individual has exhausted all leave under this policy and is still unable to return to work, the situation will be reviewed on a case-by-case basis to determine what rights and protections might exist under other Association policies.

The law provides that an employee has no greater rights upon a return from leave than the individual would have had if they had continued to work. Therefore, an employee may be affected by a layoff or other job change if the action would have occurred had the employee remained actively at work. In such cases, the official date of the layoff will mean the end of FMLA leave for the employee. If when the employee is recalled, FMLA leave is required, it may then continue.

Additionally, the FMLA provides a limited exception to the Association's reinstatement obligation for "key" employees. A "key" employee is a salaried, FMLA-eligible employee who is among the highest-paid 10% of employees. Under limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, the Association may deny reinstatement to a key employee after FMLA leave. The Association will notify you if you are a "key" employee at the time leave is requested, will notify you if it decides to deny restoration, and will provide you a reasonable opportunity to return to work after providing such notice.

Before returning to work from an FMLA leave for your own serious health condition, you may be required to submit a certification from your healthcare provider that you are able to resume work. If requested, this certification must specifically confirm that you are able to perform the essential functions of your position (with or without reasonable accommodations), as set forth in the job description provided to you by the Association.

### **Worker's Compensation Absences**

When an employee is absent due to a work-related illness or injury that meets the definition of a serious health condition, the absence will be counted against the employee's allotment of FMLA leave under federal law. In other words, the employee uses Federal FMLA leave concurrently with the worker's compensation absence.

### **Early Return from Leave**

An employee who wishes to return to work earlier than originally anticipated should provide at least two business days' notice. A fitness-for-duty certification may be required.

### **Prohibitions**

Consistent with the Association's policy regarding all types of leave, the following conduct is strictly prohibited in relation to FMLA leave:

- Engaging in fraud, misrepresentation, or providing false information to the Association or any healthcare provider.
- Having other employment during the leave without prior written approval from the Association.
- Failure to comply with employee obligations under this policy.
- Failure to return from the leave on time.

Employees who engage in such conduct will be subject to loss of benefits, denial or termination of leave, and discipline up to and including discharge.

### **The Association's Commitment**

The Association will not interfere with, restrain, or deny the exercise of any right provided by the FMLA, nor will it discharge or discriminate against any individual for opposing any practice or involvement in any proceeding relating to the FMLA.

## EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of the Emergency Nurses Association Employee Handbook. I understand that the contents of this handbook are for general information and guidance and that it does not constitute a contract. I understand that it replaces and supersedes any previous policies, manuals, or communications, whether written or oral. I further understand that all contents in this Employee Handbook are subject to change in accordance with applicable laws and that employees will be advised of any changes. I understand that I must refer to the on-line version of the handbook for the most up-to-date version of all topics.

I have entered my employment relationship with the Emergency Nurses Association voluntarily and acknowledge that there is no specified length of employment. Employees have the right to terminate the employment relationship with the Emergency Nurses Association at any time, with or without notice, for any reason. The Association has the same right to terminate the employment relationship at any time, with or without notice, for any reason not prohibited by law. The Association retains sole discretion to add, delete, or change anything contained in this handbook except employment-at-will.

No employee or representative of the Emergency Nurses Association has the authority, at present or in the future, to promise any benefit or enter into an agreement for employment, oral or written, which in any way conflicts with this Employee Handbook or any of these statements, for any specified period of time, and no person other than the Chief Executive Officer has the authority to change any policy, benefit, rule, or procedure as stated in this handbook.

I understand it is my responsibility to read and understand the contents of this Employee Handbook, including the topics on harassment, attendance, drug and alcohol use, and safety. If I do not understand any provisions of the handbook, I shall contact my immediate supervisor or Human Resources for clarification.

I will acknowledge that I have accessed the handbook on the Association's intranet site (ADP) and understand I can receive a printed copy of the handbook at any time.

**Note: All employees will be required to acknowledge receipt of the Employee Handbook by electronically acknowledging via ADP.**