

***SOMERSET HOME FOR TEMPORARILY
DISPLACED CHILDREN***



Employee Manual

NOTE: *No binding obligation is expressly or implicitly
created by the terms of this manual.*

Employment at Somerset Home is “at will.”

Welcome To Somerset Home!

Thank you for joining us! We hope your association with Somerset Home will be a mutually beneficial and pleasant one. You have joined an organization that has established an outstanding reputation for quality services. Credit for this goes to every one of our employees. We hope you, too, will find satisfaction and take pride in your work here.

Our best wishes for your success and happiness at Somerset Home.

Compensation and personal satisfaction gained from doing a job well are only some of the reasons most people work. Most likely, other factors count among your reasons for working – pleasant relationships and working conditions, career development and promotion opportunities, and health benefits are just a few. Somerset Home is committed to doing its part to assure you of a satisfying work experience.

This manual has been prepared to inform you about Somerset Home's history, philosophy, employment practices and policies, as well as the benefits provided to you as a valued employee and the conduct expected from you. This manual provides answers to most of the questions you may have about Somerset Home and the policies and procedures we abide by. If anything is unclear, please discuss it with your supervisor. You are responsible for reading and understanding this employee manual, and your performance evaluations will reflect your adherence to Somerset Home policies. In addition to clarifying responsibilities, we hope this manual also gives you an indication of Somerset Home's interest in the welfare of everyone who works here.

The policies, benefits and rules explained in this manual may be changed from time to time as business, employment legislation, and economic conditions dictate. We welcome your suggestions and participation in that process. If you are interested in offering suggestions or participating on a committee to review personnel policies, please submit a letter of interest to the associate executive director.

Disclaimer

THERE IS NO PROMISE OF ANY KIND BY SOMERSET HOME CONTAINED IN THIS HANDBOOK. REGARDLESS OF WHAT THE HANDBOOK SAYS OR PROVIDES, SOMERSET HOME PROMISES NOTHING AND REMAINS FREE TO CHANGE WAGES, BENEFITS, AND ALL OTHER WORKING CONDITIONS, WITHOUT HAVING TO CONSULT ANYONE AND WITHOUT ANYONE'S AGREEMENT; AND SOMERSET HOME CONTINUES TO HAVE THE ABSOLUTE POWER TO TERMINATE ANYONE WITH OR WITHOUT CAUSE. THIS HANDBOOK IS NOT A CONTRACT OR A PROMISE; IT CONTAINS ONLY GENERAL GUIDELINES WHICH SOMERSET HOME MAY DECIDE TO FOLLOW IN PARTICULAR SITUATIONS DEPENDING UPON THE CIRCUMSTANCES. THIS HANDBOOK REPLACES ALL OTHER PREVIOUS SOMERSET HOME HANDBOOKS.

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SOMERSET HOME FOR TEMPORARILY DISPLACED CHILDREN

About Somerset Home

HISTORY

Somerset Home for Temporarily Displaced Children was started by a group of citizens concerned about young victims of fire, flood and natural disaster who were left homeless. The group began meeting in 1968 under the auspices of the Evening Membership Division of the Somerville Civic League. By 1970, the group had incorporated as a 501(c)(3) non-profit, charitable corporation and began having regular meetings with the goal of creating a shelter for homeless children.

In 1973, the board of trustees secured the rental of a historic home in Bridgewater, N.J. and opened Somerset Home's first program, the Somerset Youth Shelter. The shelter initially provided residential services to homeless children from infancy to 17 years of age. In 1976, Somerset Home purchased what was once a firehouse in the Bradley Gardens section of Bridgewater and relocated the Somerset Youth Shelter (now Brahma House), making extensive renovations. Somerset Home continued to respond to the needs of homeless youth, adding three more residential programs and two non-residential programs over the years.

Today, Brahma House is a crisis intervention program for 16 boys and girls, 13 to 18 years old, who are abused, neglected, abandoned or runaways. These youth, removed from an unsafe living situation, receive food, shelter, assessment and counseling, referral to health care, and basic and life-skills education, and other support services. The goal is to reunite youth with their families or help them find alternate stable homes where they are able to thrive.

In 1986, an independent-living skills program named Pathways began providing education and guidance to Somerset Home residents as well as to 15 to 21-year-olds referred from other agencies in the community.

In 1988, the agency added its second residential program, Passages Transitional Living Program. Passages started as a five-bed program for young women in a rented, single-family home in Somerville. In October 1992, Passages moved to a new facility and expanded to include transitional-living services for 10 youth (5 male/5 female), ages 16 to 21. The facility also houses counseling and educational space, utilized by the Pathways Life Skills program and the Marjorie Yates Resource Center for Life-Skills Education.

My Place and Whitney House transitional living programs opened to five young men in 2005 and five young women in 2006 respectively. These are single family homes for 18 to 21-year-olds, giving residents a taste of independent living while they attend high school or college, work part-time and learn the skills they will need to succeed on their own.

Since 1973, the agency has grown to a staff of 65, with an annual budget of nearly \$4 million.

Mission Statement

It is the mission of Somerset Home to provide abused, neglected and homeless youth with housing, a stable environment, and supportive services that guide them in becoming contributing members of society.

What Somerset Home Expects From You

Your first responsibility is to the clients and their right to be treated with dignity and respect. Second, you should know your job duties and how to perform them promptly, correctly and pleasantly. You are expected to cooperate with management and your co-workers and maintain a good attitude. How you interact with co-workers and those whom Somerset Home serves, and how you accept direction can affect the success of your program. In turn, the performance of one program can impact the entire service offered by Somerset Home. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability. The result will be better performance for the agency overall, and personal satisfaction for you.

You are encouraged to grasp opportunities for personal development offered to you. This manual offers insight on how you can positively perform to the best of your ability to meet and exceed Somerset Home expectations.

We believe in direct access to management. We are dedicated to making Somerset Home an agency where you can approach your supervisor, or any member of management, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of Somerset Home.

Remember, you help create the healthful, pleasant, and safe working conditions Somerset Home intends for you. Your dignity and that of your co-workers and clients is important. Somerset Home needs your help in making each working day enjoyable and rewarding.

STARTING EMPLOYMENT

Equal Employment Opportunity Policy

Equal employment opportunity for all regardless of race, creed, sexual orientation, color, sex, transgendered status, ethnic origin, age or a mental or physical handicap that does not materially interfere with performance of the job is fundamental policy of Somerset Home. Somerset Home considers equal employment opportunity a social, moral, and economic necessity.

Initial Employee/Volunteer/Intern Background Check Policy

All new employees, volunteers and interns working directly with clients are required to submit to background checks, including but not limited to fingerprint scans for the purpose of obtaining: child abuse registry information, criminal history registry information, degree verification, motor vehicle driving record, and submit three (non-family) references.

Proof of Identity and Eligibility to Work

All applicants who are hired need to present documents that establish their identity and eligibility to work in the United States. Federal regulations require that before becoming employed, all applicants must complete and sign an Employment Eligibility Verification form (Form I-9).

Initial Health Examinations

Your employment with Somerset Home is contingent on passing a physical/health examination and Mantoux II (tuberculosis) test. If you have (or know you will have) a positive Mantoux II test result, then a negative chest x-ray will be required. Testing is performed at Somerset Home's expense. These tests are necessary to ensure you are able to handle the tasks involved in your job position safely and without possible harm to others.

Ongoing Health Examinations

At any point during your employment and at least every three years, you will be asked to undergo a physical/health examination. You are allowed to have it performed on company time and at Somerset Home's expense. These tests are necessary to ensure you are able to handle the tasks involved in your job position safely and without possible harm to others.

Employment Classifications

Employees are classified as full-time, part-time, or temporary and either exempt or non-exempt for purposes of overtime pay. Most policies described in this manual apply to all employees, although certain benefits vary depending on your classification. Classifications are identified on each job description.

“At Will” Employment

No matter what your classification, employment with Somerset Home is "at will," meaning it can be terminated with or without cause, and with or without notice, at any time, at the option of either Somerset Home or yourself.

Full-Time Employees

An employee who is regularly scheduled to work a minimum of thirty-five (35) hours per workweek is considered a full-time employee.

Part-Time Employees

An employee who is regularly scheduled to work fewer than thirty-five (35) hours per workweek is considered a part-time employee.

Temporary Full-Time Employees (full-time, short-time)

Somerset Home may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions is considered a temporary employee. The job assignment, work schedule and duration of the position is determined on an individual basis. If you are a temporary full-time employee, please understand you are not eligible for benefits described in this manual. Those temporary employees classified as "non-exempt" (see the definition that follows) who work more than forty (40) hours during any workweek will receive overtime pay.

"Exempt" And "Non-Exempt" Employees

Employees are classified as either "exempt" or "non-exempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked over forty (40) per workweek. These employees are referred to as "non-exempt" in this manual. This means they are not exempt from (and therefore receive) overtime pay. Designations are listed on each job description.

Note: See "Wage & Salary Policies" in the "Compensation & Performance" section of this manual for a full description of overtime payment policies.

Anniversary Date

The first day you report to work is your "official" anniversary date. Your anniversary date is used to compute various conditions and benefits described in this manual.

Harassment

Somerset Home intends to provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses, which might interfere with work performance. Harassment of any sort – verbal, physical, visual – will not be tolerated.

What Is Harassment?

Harassment can take many forms

- It may include, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence.
- Types of harassment that are, or may be, prohibited by law include harassment on the basis of age, gender, sexual orientation, transgendered status, color, race, creed, national origin, ancestry, religious persuasion, marital status, political belief, physical or mental disability, pregnancy, military or veteran status, or retaliation.
- Sexual harassment may include unwelcome sexual advances, requests for sexual favors, other verbal or physical contact of a sexual nature when such conduct creates an intimidating environment, prevents an individual from effectively performing the duties of their position, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly.
- Staff is prohibited from engaging in any sexual harassment of persons served, supervisees, colleagues, community representatives, or any other person or group with whom staff has contact as representatives of Somerset Home.

Responsibility

As a Somerset Home employee, you are responsible for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to the administrative services coordinator, immediate supervisor, or program director. When Somerset Home becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the agency to do so.

Reporting

- If you feel you have experienced harassment, report the incident immediately to your immediate supervisor, program director, or anyone in a position of authority you feel comfortable reporting it to.
- All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a fellow employee or subordinate will be subject to disciplinary action or possible discharge.
- Somerset Home will also take any additional action necessary to appropriately correct the situation. Somerset Home will not retaliate against any employee who makes a good faith report of alleged harassment, even if the employee was in error.

Somerset Home accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. Somerset Home may not provide legal, financial, or any other assistance to an individual accused of harassment if a legal complaint is filed.

Job Descriptions

Job descriptions are maintained for each position at Somerset Home. When your duties and responsibilities are changed, your job description will be updated. Job descriptions are reviewed at least every two years. You are given a job description during your initial training. If you lose your job description please ask your supervisor, program director or administrative services coordinator for another copy.

Personnel Administration

The task of handling personnel records and related personnel administration functions at Somerset Home has been assigned to the administrative services coordinator. Questions regarding insurance, wages, and interpretation of policies may be directed to the administrative services coordinator.

Your Personnel File

A personnel file is maintained for each employee, intern and volunteers who work eight hours or more per week or on a regular basis.

Keeping your personnel file up-to-date is important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, please be sure to notify the administrative services coordinator as soon as possible:

- Legal name
- Home address
- Home telephone number
- Person to call in case of emergency
- Number of dependents
- Marital status
- Change of beneficiary
- Driving record or status of driver's license
- Military or draft status
- Exemptions on your W-4 tax form
- Completion of educational or training courses
- Outside civic activities

If you wish to review your record, submit a request in writing to your program director or supervisor.

Health Insurance Portability and Accountability Compliance (HIPAA) Policy

As an employer, Somerset Home is not a covered entity as defined by HIPAA; however, we do maintain health care and related plans that are subject to HIPAA requirements. Somerset Home has made a decision that HIPAA privacy and security provisions will apply to protected health information (PHI) maintained by the agency.

HIPAA regulations will be followed in administrative activities undertaken by assigned personnel when they involve PHI in any of the following circumstances: health information privacy, health information security, and health information electronic transmission.

Somerset Home will consider any breaches in the privacy and confidentiality of handling of PHI to be serious, and disciplinary action will be taken in accordance with our code of conduct.

Somerset Home has designated the administrative services coordinator as HIPAA compliance officer (HCO), and questions regarding policy provisions should be addressed to the HCO. Company records that are governed by this policy will be maintained for a period of no less than six years, and when the maximum retention period has passed, the records will be subject to the agency's policy for completed record destruction.

Confidential Information

Our clients entrust Somerset Home with important information relating to their lives. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, Somerset Home earns the respect and further trust of our clients.

Your employment with Somerset Home assumes an obligation to maintain confidentiality, even after you leave our employ.

Any violation of confidentiality seriously injures Somerset Home's reputation and effectiveness. Therefore, please do not discuss Somerset Home business with anyone who does not work for us. Even casual remarks can be misinterpreted and repeated, so develop the personal discipline necessary to maintain confidentiality.

If you are questioned by someone outside the agency or your program, and you are concerned about the appropriateness of giving certain information refer the request to your supervisor or to the executive director.

No one is permitted to remove or make copies of any Somerset Home records, reports or documents without approval of the executive director.

Because of its seriousness, disclosure of confidential information could lead to dismissal.

Media Relations Policy

1. Somerset Home staff members should refer all media inquiries to the communications manager or executive director.
2. The confidentiality of clients is to be protected at all times by all staff and volunteers. All clients have the right to privacy and are not coerced into giving testimony or going public with their story.
3. Clients are kept free from exploitation and staff support the client's decision whether to tell their story publicly or preserve their anonymity.

- If a client does elect to speak with the media, Somerset Home staff:
- explain the confidentiality policy regarding information about the client and other persons served;
 - obtain a signed statement from the client that s/he has been informed of and understands the confidential nature of certain client information; and
 - obtain a signed release of claims form
4. Most photos of clients allowed to be taken for publication do not show the clients' faces.
 5. If a client age 18 or older agrees to have his/her photo used, the communications manager ensures that the client signs a release form and understands the photo may be used in a Somerset Home publication or publication about Somerset Home for promotional purposes, including but not limited to newspaper articles, grant proposals, newsletters, direct mail, and Web site.
 6. None of the clients or family members in the photograph are identified using their full names. First names, pseudonyms or initials are used.
 7. If needed the Somerset Home staff will contact Pro Bono Partnership regarding matters involving disclosure to the media of client information and associated risks.

Client Relations

The success of Somerset Home depends upon the quality of the relationships between Somerset Home, our employees, our clients, and the general public. Our clients' impression of Somerset Home and their interest and willingness to work cooperatively with us is greatly influenced by the people who serve them. In a sense, regardless of your position, you are Somerset Home's ambassador. The more goodwill you promote, the more our clients will respect and appreciate you, Somerset Home, and Somerset Home's services.

Here are several things you can do to help give clients a good impression of Somerset Home:

- Act competently and deal with clients in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees at all times.
- Follow up on questions promptly, provide professional replies to inquiries and requests, and perform all duties in an orderly manner.
- Take great pride in your work and enjoy doing your very best.

Driver's License, Driving Record, and Automobile Insurance

All employees must have and maintain a driver's license in good standing and an acceptable driving record. We will get an official copy of your motor vehicle record (MVR) at least annually to ensure your license is in good standing. Any accidents, moving violations or changes in your driving status must be reported to the administrative services coordinator, your supervisor, or program director immediately. Failure to report changes and maintain a driver's license in good standing free from capital violations may result in employee termination.

Outside Employment

If you are employed by Somerset Home in a full-time position, any outside activity must not interfere with your ability to properly perform your job duties at Somerset Home. If you are thinking of taking on a second job, it would be wise to notify your supervisor immediately. S/he will thoroughly discuss this opportunity with you to make sure it will not interfere with your job at Somerset Home or pose a conflict of interest.

Privacy and Notice of Search Authority

Based upon reasonable suspicion, Somerset Home reserves the right to conduct searches of its employees, employee computers, lockers, desks, vehicles, and employee property. Refusal to permit such a search is considered a serious offense and could lead to disciplinary action up to and including termination.

Security Checks

Somerset Home reserves the right to inspect all packages and parcels entering and leaving our premises.

We Need Your Ideas

Staff members who have worked with us for a long time can tell you of the many changes and improvements that have come about in Somerset Home's programs since they first joined us. We believe the person doing a job is in the best position to think of ways of doing it more easily, more efficiently, and more effectively. If you think of a better way of doing your job or the job of a fellow employee, discuss it with your supervisor, who will welcome your suggestions and ideas.

Remember, there may be areas in Somerset Home's operation that can be improved. These could be in service, equipment, communications, safety, ways to reduce costs, losses, and/or waste, or other improvements you may see a need for. Please give us the benefit of your unique experience and thoughts.

Note: See "Grievances & Suggestions" in the "Other Policies" section of this manual for specific instructions on submitting suggestions.

CODE OF ETHICS – CONFLICT OF INTEREST POLICY

Introduction

Somerset Home has been and continues to be committed to conducting business with competence and integrity and in accordance with all federal, state and local laws. This Code of Ethics and Business Conduct ("Code") applies to all board members, officers, and employees/interns of Somerset Home.

The purpose of the code is to provide our employees/interns, officers and board members, as well as those with whom we do business and the general public, with a formal statement of Somerset Home's commitment to the standards and rules of ethical business conduct.

This code cannot cover all possible circumstances or anticipate every situation. Consequently, if you encounter a situation not specifically addressed in the code, you should apply the overall spirit, intent, philosophy and concepts of the code, which is intended to reflect the highest ethical standards. If, after doing so, a question still exists in your mind, the particular circumstances should be discussed with your supervisor, the executive director or the board president.

To report a suspected violation

Every employee, intern, volunteer, or board member has the obligation to report any suspected violation of the Somerset Home Code. Reports may be made to your supervisor, any member of management within your reporting structure, the executive director or to the board president of Somerset Home. Your report may be verbal or written.

Policies and Procedures

Ethics

The code consists of written standards designed to prevent wrongdoing and to promote:

- Honest and ethical conduct, including the ethical handling of both actual and apparent conflicts of interest between personal and professional relationships;
- Full, fair, accurate, timely and understandable disclosure in the reports and documents that Somerset Home files with, or submits to, regulatory agencies;
- Compliance with the applicable governmental laws, rules and regulations;
- The prompt internal reporting to a person or persons identified in this code of violations of this code; and
- Accountability for adherence to this code.

All employees/interns, volunteers and board members are expected to comply with the letter and spirit of all applicable federal, state and local laws, rules and regulations to which Somerset Home business activities are subject. You should be aware that violations of law could result in criminal prosecution of individuals and/or Somerset Home and, upon conviction, lead to fines or even imprisonment. Any employee/intern, volunteer or board member found to be involved in the theft or misuse of Somerset Home funds or property will be prosecuted to the full extent of law.

Conflicts of Interest

You should avoid situations where your personal interests, or the interests of close relatives, could conflict, or reasonably appear to conflict, with Somerset Home interests. A close relative includes a person connected with another by blood or affinity, for example, spouse, parent, children (biological, adopted, or foster), brother, sister, brother-in-law, sister-in-law, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparent, grandchild, aunt, uncle, cousin, nephew, or niece.

An example of conflict of interest is an opportunity for personal gain apart from your normal compensation provided through employment. In that regard, here are some guidelines:

a. Personal Financial Gain

Avoid any outside financial interests that might influence Somerset Home decisions or actions. Such interests might include a personal or family interest in an enterprise that has a business relationship (other than as a purchaser of Somerset Home products or services) with Somerset Home.

If you are unsure about whether a situation involving you, a member of your immediate family or a close relative constitutes a conflict of interest, discuss the situation with the executive director for guidance.

b. Nepotism

Employment of relatives of current employees will be permitted only when neither employee will supervise the other. Any exceptions to this rule must be requested by the employee's program director or supervisor and must have the written approval of the executive director or board president.

The following situations must be brought to the attention of the board of trustees, executive director, or appropriate manager when they exist:

- A member of the board of trustees is related to another member of the board of trustees;
- A member of the board of trustees is also a staff member/intern/volunteer;
- A staff member in a supervisory capacity is related to another staff member/intern/volunteer s/he supervises;
- A member of the board of trustees or a staff member/intern/volunteer receives payment from Somerset Home for any subcontracts, goods or services, such as consulting services, laundry, maintenance, construction, or remodeling;
- A member of the board of trustees or a staff member/intern/volunteer is a member of a governing body that contributes to Somerset Home;

- A member of the board or staff member/intern/volunteer accepted favors, gifts, gratuities, or took part in any activities or transactions that related to, affected, or influenced decisions made for, regarding, or on behalf of Somerset Home;
- A board member or staff member/intern/volunteer used donor information or relationships inappropriately or in ways that might damage donor confidentiality and/or relationships with Somerset Home;
- A board member or staff member/intern/volunteer participated in an arrangement or transaction which might give the appearance of a conflict of interest; or favoritism in supervision or promotion is suspected.

c. Outside Activities

You should avoid outside employment or activities that would have a negative impact on the performance of your job, or conflict with your obligations to Somerset Home, or in any way negatively affect Somerset Home's reputation in the community. Consult the executive director for guidance.

There are situations where speaking or appearance fees may be offered to employees or officers. The specific circumstances of the event will determine whether it is appropriate for the employee or officer to retain the honorarium or to submit it to Somerset Home. An employee or officer must seek approval from the executive director in advance of accepting an offer to speak when a fee is to be paid.

d. Use of Somerset Home Funds and Assets

All Somerset Home assets are to be used solely for the benefit of Somerset Home and its clients. Every employee/intern, volunteer and board member is responsible for ensuring Somerset Home assets are used only for valid purposes. No employee, officer or board member may knowingly submit or assist others in submission of fraudulent claims or cause fraudulent payments to be issued to themselves or other parties through any Somerset Home systems or processes.

Further, anyone who has knowledge of such fraudulent activities has the duty and obligation to inform Somerset Home's executive director immediately.

e. Annual Disclosures

As a term and condition of employment, upon employment and annually thereafter, each employee/intern, volunteer and board member of Somerset Home is obligated to read and sign the code of ethics and business conduct and disclose any conflict of interest at that time. In addition employees/interns, volunteers and board members also obligated to promptly notify the executive director of any changes to their disclosures throughout the year.

The annual disclosure will take place the last week of January.

Confidentiality and Information

Our work includes routine access to personal and medical information about our clients. The inappropriate or unauthorized disclosure of such information could cause harm to Somerset Home, its customers or providers and may subject an employee/intern, volunteer or board member to immediate dismissal. In some cases, such disclosure would be a violation of federal (e.g., Health Insurance Portability and Accountability Act of 1996 - "HIPPA") or state law, possibly subjecting the employee or officer and Somerset Home to civil and/or criminal liability.

It is very important to safeguard the clients' medical information and other confidential information at all times, during and subject to your employment or association with the Somerset Home.

Suppliers and Customers

Somerset Home obtains and keeps business because of the quality and value of its services, and the respect and confidence we instill in our clients. Conducting business with suppliers and customers can pose ethical or even legal problems for employees and officers. The following guidelines are intended to help you make the appropriate ethical decision in potentially difficult situations:

a. Kickbacks and Rebates

Providing payments in the form of kickbacks or rebates to obtain business is against Somerset Home policy. Kickbacks or rebates can take many forms and are not limited to cash payments or credits.

In general, if you or your family stands to gain personally through a Somerset Home transaction with a vendor, it is prohibited. Such practices are not only unethical but are, in many cases, illegal.

b. Gifts, Gratuities or Entertainment

You may not accept or solicit gifts of money under any circumstances. You may not solicit non-monetary gifts (valued at \$100 or more), gratuities, or any other personal benefit or favor of any kind from Somerset Home current or prospective vendors, suppliers, providers or customers.

c. Payments to Government Employees

No payment of money, gifts, services, entertainment or anything of value may be offered or made available in any amount, directly or indirectly, to any government official or employee as an inducement to modify or compromise the performance of his/her responsibilities.

Financial Accountability

Somerset Home maintains a system of internal controls over financial reporting designed to provide reasonable assurance regarding the reliability of financial reporting and the preparation

of financial statements for external purposes. This system has been established in accordance with generally accepted accounting principals (GAAP) and includes those policies and procedures that:

- Pertain to the maintenance of records that in reasonable detail accurately and fairly reflect the transactions and dispositions of the assets of Somerset Home;
- Provide reasonable assurance transactions are recorded as necessary to permit preparation of financial statements in accordance with generally accepted accounting principles, and that receipts and expenditures of Somerset Home are being made only in accordance with authorizations of management and the board of trustees of Somerset Home; and
- Provide reasonable assurance regarding prevention or timely detection of unauthorized acquisition, use or disposition of Somerset Home assets that could have a material effect on the financial statements.

a. Accuracy of Books and Records

No unauthorized or unrecorded funds or assets may be created or maintained for any purpose. In addition, the making of false entries in Somerset Home books is strictly prohibited. Employees/interns, volunteers and board members may not engage in any transactions or activities that require or contemplate the making of false or fictitious entries. Federal and state laws require Somerset Home to ensure its books and records accurately reflect the true nature of the transactions represented. It is against Somerset Home policy, and illegal, for any employee or officer to intentionally, either by entry of false information or through deliberate omission, cause Somerset Home books and records to be inaccurate. Any such action will subject you to civil and criminal penalties.

b. Retention of Records

Disposal or destruction of the Somerset Home records and files is not discretionary. Legal and regulatory practices require the retention of certain records for various periods of time. In addition, when litigation or government investigation or audit is pending, relevant records may not be destroyed until the matter is closed. Destruction of records to avoid disclosure in a legal proceeding may constitute a criminal offense.

Working Environment

Somerset Home is committed to providing a safe and healthy work place, free from unlawful discrimination and harassment, for its employees and officers. We are equally committed to minimizing the environmental impact of our operations.

a. Health, Safety and Environmental Protection

Everyone, employee and officer, has a responsibility to abide by safe operating procedures. You are encouraged to report to your supervisor any conditions that you perceive to be unsafe, unhealthy or hazardous to the environment.

b. Personnel Policies

Every employee/intern, volunteer and board member has the right to an environment free of unlawful discrimination or harassment. This includes, but is not limited to, freedom from sexual and other unlawful harassment in the workplace

Federal, state and local laws, rules and regulations require Somerset Home provide equal employment opportunity to every applicant and employee who is qualified to perform the requirements of the job. It is Somerset Home policy to do this, regardless of the individual's actual or perceived race, color, religion, sex, national origin, age, physical or mental disability, marital status, sexual orientation, age, citizenship or status as a Vietnam era veteran or disabled veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

Somerset Home is also committed to providing reasonable accommodations for qualified individuals with a disability. Equal employment opportunities are provided in all aspects of the employment relationship, including recruitment, hiring, work assignment, promotion, transfer, termination, wage, salary and benefits administration and selection for training.

These commitments can only be met if all employees treat each other with courtesy and fairness and have respect for the dignity of others.

c. Standards for Appropriate Electronic Communications

Somerset Home offices are equipped with a range of electronic communication systems supporting the conduct of business. When using any of these means of communication, employees and officers must at all times maintain standards appropriate to the workplace. Somerset Home policy in this regard sets forth those standards and applies to all of our electronic communications systems, including electronic, computer network and telephone communications systems, voice mail, e-mail, and use of the Internet, and to all business property. As a general rule, any workplace communications, whether oral, written, electronic, or via telephone, which could be viewed as insulting, disruptive, threatening or offensive will not be tolerated.

d. Substance Abuse

Somerset Home will not tolerate the use of illegal drugs, the abuse of legal drugs, or abuse of alcohol by its employees and officers. To protect the health and welfare of all employees and officers, and to demonstrate our compliance with the federal Drug-Free Workplace Act of 1988, Somerset Home has adopted the Drug-Free Workplace Policy (see Drug-Free Workplace Policy).

Reporting Violations and Investigations

Reporting

You have the obligation to report promptly any suspected violation of this code of ethics either orally or in writing to:

- Your supervisor, or any member of management within your reporting structure
- The executive director
- The board president

All members of management who receive reports of suspected violations of this code or any reports of potential non-compliance must immediately inform Somerset Home's executive director.

Non-Retaliation/Whistleblower

No employee or officer making a good faith report of a suspected violation of the code will be subject to retaliation or reprisals. Any employee who engages in retribution, retaliation or harassment against a reporting employee will be subject to disciplinary action up to and including termination of employment. All instances of retaliation, retribution or harassment against reporting employees should be brought to the attention of Somerset Home's executive director, who will investigate and determine the appropriate discipline, if any.

Enforcement and Discipline

It is the policy of Somerset Home to administer corrective action in an equitable and consistent manner. Violations of the code of ethics generally will lead to corrective actions from oral warnings up to and including termination of employment. Employees can also be subject to disciplinary action for failure to report non-compliance or violations of the code. Additionally, any employee who intentionally provides false information may be subject to disciplinary action up to and including termination of employment. The appropriate disciplinary action depends upon a number of factors including the nature of the violation, the ramifications of the violation to Somerset Home and its clients, whether the violation was willful or unintentional and so on. Somerset Home has the ability to take any action deemed appropriate. Nothing in this handbook undermines that right.

Investigations

All allegations of code violations will be promptly and thoroughly investigated by Somerset Home's executive director or board president or their designees. Thorough investigative files will be maintained on each allegation received.

On occasion, you may be asked to assist in the course of an investigation of a suspected violation of the code. In such instances, you will be expected to cooperate fully with in-house staff and/or representatives of government regulatory agencies. When conducting investigations, the executive director and/or his/her designee require unfettered access to information to fully research all reported matters.

Questions

Somerset Home is committed to creating an environment that encourages and allows every employee and officer to seek and receive prompt guidance before engaging in conduct that may violate the code or any federal, state or local law, rule or regulation. Please call the executive director with any questions you may have pertaining to the code.

Modifications

Somerset Home intends to honor this policy and the procedures set forth but reserves the right to change them at any time, at its sole discretion.

OTHER POLICIES

Education/Training (Attending Seminars/Training Sessions)

If you are a full-time employee and become aware of a particular seminar you believe is appropriate for enhancing your skills (and/or those of other employees), please bring it to the attention of your supervisor. Since these seminars are usually offered only at specified times in a geographic area, please be sure to notify your supervisor as far in advance as possible. This way, s/he can attempt to schedule workloads to accommodate your (and/or other employees') desire to attend the seminar.

Bulletin Boards

Bulletins and bulletin board(s) are one of our "official" way of keeping everyone informed about new policies, changes in procedures and special events. Information of general interest is posted regularly on the bulletin board(s). Please form the habit of reading the bulletin board(s) regularly so that you will be familiar with the information posted there.

Only authorized personnel are permitted to post, remove or alter any notice on the bulletin board(s). If you want to have notices posted on Somerset Home bulletin board(s), see your supervisor for instructions.

Communications

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all Somerset Home methods of communication, including this employee manual, bulletin boards, discussions with your supervisor, memoranda, email, staff meetings, newsletters, training sessions, suggestion boxes, etc.

You will receive other information booklets, such as your insurance booklets, from time to time. You may take these booklets home so that your family can learn more about your job and your benefits.

In addition, you may receive letters from Somerset Home. There is no regular schedule for distribution of this information. The function of each letter is to provide you and your family with interesting news and helpful information, which will keep you up-to-date on the events here at Somerset Home.

Staff Meetings

The program directors schedule staff meetings to give you and your co-workers a chance to receive information on program events, to review problems and solutions, and to make suggestions about your program or your job. These meetings are considered critical for you to perform your job well. Failure to attend will reflect in your performance evaluation.

Dress Code/Personal Appearance

You are expected to dress and groom yourself in accordance with accepted social standards, particularly if your job involves dealing with clients or visitors in person. Each supervisor or program director is responsible for establishing a reasonable dress code appropriate to the job you perform.

Personal appearance should be a matter of concern for each employee. If your supervisor feels your attire is out of place, you may be asked to leave your workplace until you are properly attired. You will not be paid for the time you are off the job for this purpose. Your supervisor has the sole authority to determine an appropriate dress code, and anyone who violates this standard may be subject to disciplinary action.

Drug-Free Workplace

In the interest of health, safety, and professional leadership in youth services, Somerset Home maintains and ensures a drug-free workplace, to the extent of its ability to do so. Somerset Home prohibits unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the facilities of the agency or while on business for the agency at any other place.

Any employee who is found guilty (including a plea of no contest) or has a sentence, fine, deferred adjudication, or other penalty imposed by a court of competent jurisdiction under a criminal statute for an offense involving alcohol or a controlled substance, must report that information to his or her supervisor immediately.

Any employee convicted of unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the facilities of the agency, or while conducting business for the agency, will result in disciplinary action consistent with the agency's personnel policies, up to and including termination of employment. Any employee suffering from such conviction, yet not terminated, must satisfactorily participate in an approved treatment/rehabilitation program to be eligible for continued employment.

Persons applying for employment or volunteer opportunities who have a past history of drug/alcohol abuse or addiction must have abstained from alcohol or other drugs for the past two years and be active in recovery. Somerset Home will provide drug and alcohol prevention education to clients and staff. Staff training will occur at least annually for employees, with additional trainings provided for those employees providing direct services. The appropriate number of trainings will be determined by the supervisor. Somerset Home is committed to assisting in the provision of treatment for clients and staff who are identified or disclose a drug/alcohol problem and are requesting assistance.

Smoking

Smoking is prohibited in any Somerset Home facility, vehicle or grounds.

Staff may not give cigarettes to, or purchase them for, any agency youth. Additionally, agency youth under 19 years of age are not allowed to purchase cigarettes while out with staff.

Exit Interview

When an employee voluntarily leaves our employ, Somerset Home management would like to discuss your reasons for leaving and any other impressions you may have about Somerset Home. If you decide to leave, you will be asked to grant us the privilege of an exit interview. During the exit interview, you can express yourself freely. It is hoped that this exit interview will help us part friends, as well as provide insights into possible improvements.

Fire Drills

We schedule drills throughout the year for employee and client safety. Your supervisor can answer any questions you may have about the proper procedures.

Gifts

Advance approval from management is required before an employee may accept or solicit a gift of any kind from a client, supplier or vendor representative. Employees are not permitted to give gifts to clients or suppliers, except for certain promotional "premiums" (t-shirts, coffee mugs, pens, key chains, etc.) imprinted with the Somerset Home logo.

Staff is never permitted to make use of a client's employee discount at the client's place of employment or any other discount a client may offer a staff member.

Grievances & Suggestions

An efficient, successful operation and satisfied employees go hand-in-hand. Employee grievances and suggestions are of concern to Somerset Home, regardless of whether the problems or ideas are large or small. The Grievance/Suggestion procedure is for all employees. It is Somerset Home's policy to give full consideration to every employee's opinion. There will be no discrimination against or toward anyone for his or her part in presenting grievances and suggestions.

In order to provide for prompt and efficient evaluation of and response to grievances and suggestions, Somerset Home has established a formal mechanism through which employees can express and resolve grievances. This mechanism includes:

- a. An explanation of how grievances can be filed, to whom, and who will make a final determination.
- b. Timely written notification of the resolution and an explanation of any further appeal, rights or recourse.
- c. The documentation of responses and actions taken.
- d. The maintenance of a copy of the notification of resolution in the employee personnel record.

Under this policy, a grievance is defined as any event, condition, rule, or practice, which the employee believes violates his or her civil rights, treats him or her unfairly, or causes him or her any degree of unpleasantness or unhappiness on the job. This covers a wide range of circumstances, everything from the workplace, the environment and other working conditions, to policies or practices, which interfere with or hinder his or her performance. A grievance may also deal with an attitude, a statement, or an opinion held by a supervisor or a fellow employee.

Talking things over usually helps. When you have a grievance or other problem, the person you report to is the person to see first. If this does not settle the matter, you are entitled to go to his or her immediate supervisor to see what can be done. If the problem involves your supervisor, you should speak with the associate executive director or executive director.

The Grievance/Suggestion Procedure is as follows:

a. See Your Supervisor First

If there is anything bothering you, or if you have a suggestion, we would like to hear about it. If you feel that any working condition, policy, practice, or action by Somerset Home or by any member of management is unjust, you should tell your supervisor about it and discuss the matter confidentially and in private with him or her. If you decide to do this, please stay in your workplace and contact your supervisor, or one of the other supervisors that may have been designated for you to contact, before leaving. Establish with your supervisor an appropriate time and place to discuss your concern. If for some reason your supervisor fails to offer you the opportunity to discuss the matter, or if the discussion does not lead to a satisfactory conclusion, then proceed to the next step.

b. Put It In Writing

It makes a difference when you put your grievance/suggestion in writing. Understanding the situation and what you think the ideal condition should be, as well as some ideas for achieving your desired condition, will help your supervisor go to work for you. Explain the present situation, the desired condition, and your proposed solution/suggestion in writing to your supervisor.

If, after discussion with your supervisor, the situation remains unsettled, the matter should be referred to senior management. You may need to elaborate your complaint or proposed

solution by expanding your concern in writing. Further describe the situation or problem, name any witnesses if applicable, and be sure to mention any times, dates, and places. Also, include a summary of your communications with your supervisor on the subject. Put this information into an envelope, seal it and either mail or deliver it to your supervisor's immediate supervisor. (If you are in doubt as to who this individual is, contact a member of the management team to find out.) Of course, your grievance/suggestion may not require all this information, but could be a brief statement of a minor complaint about a working condition or a simple cost-saving idea. Whatever it is, we want to know about it. An appropriate member of senior management will schedule a discussion with you.

c. Grievance/Suggestion Conference

Your supervisor's immediate supervisor will review the grievance/suggestion and call you in for a scheduled conference. This may, at his or her discretion, be with or without the presence of your immediate supervisor. At this conference, you should feel free to openly discuss your complaint and substantiate your reasons for feeling the way you do. The senior management member will consider your input and render a decision. In most cases, the matter will be resolved at this stage.

If you are still displeased with the decision rendered, you should bring the problem directly to the executive director. The problem will be discussed with all concerned and a final decision rendered. The executive director's decision will be binding on all.

If you should have a problem with the executive director, the problem should first be discussed with the him/her. If the problem remains unresolved, it should be referred to the president of the board of trustees. If you are in doubt as to who this individual is, contact a member of the management team to find out.

The sole purpose of this Grievance/Suggestion Procedure is to give each employee and Somerset Home a chance to clear up any problem, complaint, friction, or grievance and to evaluate employee suggestions. In order for this policy to work, each employee and each member of management must want it to work, and be willing to do whatever it takes to make it work.

Supervisors

Your immediate supervisor is the person on the management team who is closest to you and your work. Your day-to-day contact with your supervisor gives you a chance to receive guidance and counsel regarding your assignments and the progress you make on your job. Your supervisor can show you how your work fits into the overall picture, teach you how to do things, explain the "how" and "why," and encourage you when things look a little tough.

Your supervisor has authority to hire and dismiss, to assign work, recommend pay increases, transfers or promotions, and to maintain order and discipline. The supervisor may accomplish this personally or through his or her assistant.

Remember, your supervisor knows most of the answers; and, if not, knows where to get them. S/he probably started in a job much like yours and can guide and help you. Please get to know

him or her, and when you need help or have questions, complaints, problems or suggestions, contact your supervisor first. S/he is interested in your success, the success of every member of your program, and the overall success of Somerset Home.

Your supervisor is human, has many responsibilities, and needs your cooperation, assistance, and loyalty. S/he wants to help you -- that's their job -- so please ask, and please be willing to meet your supervisor half way. If s/he cannot help you or answer your question, your question will be referred to someone who can. You can expect to be treated fairly and with respect. Like Somerset Home, your supervisor has a direct interest in you. S/he wants you to consider him or her as your advisor, friend and mentor. Go to your supervisor for information about your job, your pay, or other matters of company policy.

Parking Lots

You are encouraged to use the parking areas designated for our employees. Remember to lock your car every day and park within the specified areas.

Courtesy and common sense in parking will avoid accidents, personal injuries, damage to your vehicle and to the vehicles of other employees. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to your supervisor.

Somerset Home does not assume any liability for any loss or damages you may sustain.

Personal Phone Calls

Please keep personal phone calls to a minimum: they must not interfere with your work. You are permitted to make limited local area calls on agency telephones for essential personal business. Please do not abuse this privilege. Emergency calls regarding illness or injury to family members, changed family plans, or calls for similar reasons may be made at any time. Incoming urgent calls will be directed to you. Child care staff cannot use personal cell phones while on duty.

Cell Phone, iPods/MP3 Players

Employees are prohibited from using iPods/MP3 players or similar devices while operating a motor vehicle.

Drivers may not place outgoing cell phone calls or respond to pagers while the vehicle is in motion. A cell phone may be used to answer an incoming call while driving if a Bluetooth or headset allows hands-free use. Staff should make an effort to pull over if possible for an extended conversation. Even then the use should be limited.

Under no circumstances should staff text or email or similarly use smartphone functions while driving.

Promotion Policy

It is our policy to advise all employees about advancement opportunities by means of bulletin boards or other suitable methods. Please submit your request for consideration for a specific position directly to your supervisor.

Whenever a position becomes available, every effort will be made to fill it by promoting a qualified employee. Jobs will be awarded based on individual ability and past job performance, as well as length of service if two people have similar qualifications. By using all opportunities for education and performing your job excellently, you may become qualified to fill a position of greater skill, responsibility and value at Somerset Home. Somerset Home will always continue to look outside the agency for potential employees as well.

Property & Equipment Care

It is your responsibility to understand the equipment you need to use to perform your duties. Good care of any equipment you use during the course of your employment, as well as the conservative use of supplies, will benefit you and Somerset Home. If you find that equipment is not working properly or in any way appears unsafe, please notify your supervisor immediately so repairs or adjustments can be made. Under no circumstances should you start or operate any machine or equipment you deem unsafe, nor should you adjust or modify the safeguards provided.

Safety Rules

Safety is everybody's business and must be given primary importance in every aspect of planning and performing all Somerset Home activities. We want to protect you against injury and illness.

Please report all injuries (no matter how slight) to your supervisor immediately, as well as anything that needs repair or is a safety hazard. Failure to report injuries may result in disciplinary action.

Security

Maintaining the security of Somerset Home buildings and vehicles is every employee's responsibility. Develop habits that ensure security as a matter of course. For example:

Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.

Know the location of all safety equipment including alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.

When you leave Somerset Home's premises, make sure all entrances are properly locked and secured.

Vehicle Policy

Staff will protect the residents' safety and well being at all times.

Staff will report any accidents or damage to an agency van to his or her supervisor as soon as possible, but no more than eight hours after the incident.

Staff will not assist disabled motorists or accident victims beyond their level of medical expertise.

If a staff member is unable to provide the proper medical care, s/he will restrict assistance to calling the proper authorities.

Staff will not allow people who are not authorized or employed by Somerset Home to operate an agency vehicle.

Staff will not operate a vehicle at any time when impaired, affected or influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, illness, fatigue or injury.

Staff will not use a cellular phone while operating an agency vehicle.

Staff will not use any radar detector, laser detector or similar devices.

Staff will not push or pull another vehicle or tow a trailer.

Staff will not transport flammable liquids or gases not in approved containers.

Staff will not use burning flares; reflective triangles are preferred.

Staff will lock the vehicle when unattended.

Staff will not use a motorcycle when traveling on agency business.

Staff will abide by the federal, state, and local motor vehicle regulations, laws and ordinances. Somerset Home holds the responsibility to assure staff are capable of operating vehicles as outlined in their job descriptions, and for having policies and procedures governing said activity. This includes any vehicles, including an employee's own vehicle used for company business (especially the transportation of clients).

Technology Policy

Somerset Home's information technology systems (networks, software and computers) are tools provided to employees to enhance productivity and performance on the job. Although limited non-business use may be permitted when on personal time employees understand that such non-business use should create no expectation of privacy to any data, information or files created or stored on Somerset Home's information systems. The executive director or other employees may at any time access an employee's computer or files.

In addition, employees are expected to exercise good judgment in their use of e-mail and the Internet and understand that access to these media is a privilege, not a right.

Examples of Inappropriate Uses of Technology

- Any violation of law or government regulation
- Any unauthorized access to computer systems or networks
- Any use promoting disrespect for an individual, discrimination or constituting a personal attack, including ethnic jokes or slurs
- Viewing, copying or transmitting material with sexual or profane content
- Transmitting harassing or soliciting messages
- Transmitting unsolicited advertising
- Using copyrighted material without permission or legal right
- Any use for personal financial gain, or in a manner creating a potential conflict of interest for the employee or Somerset Home
- Defamatory, inflammatory or derogatory statements about individuals, companies or their product
- Any use that constitutes a waste of Somerset Home's resources, including network resources
- Sending or forwarding chain letters and other spam
- Any use of network or systems for recreational games or other recreational purposes
- Any use that involves corruption or destruction of data, including knowingly launching a virus, worm or other malicious software.

The failure to use good judgment or to abide by Somerset Home's policies may result in suspension of privileges or other disciplinary action. If any employee discovers s/he has unintentionally violated this policy, s/he should notify her/his supervisor or the executive director immediately.

Affirmative Action/EEO Plan

Equal employment opportunity (EEO/EOE) for all, and recruitment and participation of volunteers, regardless of race, creed, sexual orientation, color, sex, transgendered status, ethnic origin, age or a mental or physical handicap which does not materially interfere with performance of the job is fundamental policy of the Somerset Home. Somerset Home considers equal employment opportunity and volunteer recruitment and participation a social, moral, and economic necessity.

Somerset Home recognizes its equal employment and volunteer recruitment and participation policy requires special Affirmative Action throughout the agency.

Somerset Home further recognizes Affirmative Action in equal employment and volunteer recruitment and participation cannot be merely a "neutral" policy, but that it requires new goal-setting procedures similar to other major agency programs and functions. Accountability for goal achievement is established to assure that Affirmative Action shares equal importance with other Somerset Home goals.

Affirmative Action affects all employment practices and conditions including (but not limited to) recruiting, hiring, transfer, promotion, training, compensation, benefits, layoff, and termination. It also affects all recruitment, participation and utilization of all volunteers in Somerset Home program functions.

Responsibility for the ongoing implementation of the Somerset Home Affirmative Action program is assigned to the president of the board of trustees and the executive director. Ultimate responsibility for the implementation of the Affirmative Action Program rests with the board of trustees of the Somerset Home.

All management personnel, whether volunteers or employees, share in this responsibility and are assigned specific tasks as needed to fully implement Affirmative Action. Performance in reaching goals and objectives of this program will be evaluated as performance on other agency goals and objectives.

A volunteer or employee of Somerset Home must be willing to subscribe to this fundamental statement of policy.

Implementation

Somerset Home recognizes the true test of an effective Affirmative Action program is in the results it produces. As an overall objective, Somerset Home will strive to create the proper mix of minority and female employee and volunteer representation, using community parity as the minimum base.

Somerset Home intends to implement the policy in the followings ways:

- A. The Affirmative Action policy will be communicated to all relevant publics and audiences within and outside Somerset Home. Examples are:
 - 1. The policy will be included in staff personnel policies and practices, and in appropriate manuals and job descriptions for volunteers.
 - 2. Equal employment posters and the Affirmative Action policy will be posted in highly visible places throughout major employee work areas.
 - 3. The policy will be discussed in employee orientation, in appropriate staff meetings, and in volunteer standing committee meetings to ensure its understanding by all.
 - 4. All sources of recruitment will be informed of the equal employment of volunteers and staff, stipulating Somerset Home actively recruits all protected category candidates for positions listed.
- B. The Affirmative Action representatives for Somerset Home will be the president of the board of trustees and the executive director. Incumbents of these positions will be made aware of all the components of their responsibility at the time they assume the position.
- C. Specific programs to eliminate discriminatory barriers and to achieve goals will include (but not be limited to):

1. Analyzing and reviewing recruitment procedures for each job category or volunteer position to identify and eliminate discriminatory barriers.
2. Instructing those serving as job applicant interviewers or as recruiters to use objective employment standards for hiring employees or recruiting volunteers.
3. Identifying actual tasks performed for each volunteer and staff position to be certain job descriptions and recruitment standards match the actual tasks.
4. Restricting any questions on applications forms, evaluations forms, etc., to only strictly defined job-related criteria.
5. Reviewing all practices, both formal and informal, affecting employee or volunteer assignment, transfer, promotion and training for jobs at all levels.
6. Instituting formal grievance procedures to eliminate disparate effects on protected groups for layoff, recall, discharge, demotion, and disciplinary action.

COMPENSATION AND PERFORMANCE

Wage & Salary Policies

Somerset Home has developed policies to ensure wages and salaries comparable to those of other employees with similar jobs at Somerset Home or in our field. Our wage and salary policy is designed to attract and retain the best-qualified people available.

To carry out this policy, we periodically compare our wage and salary policy with community rates for similar positions, using appropriate published information obtained from statewide organizations of residential services providers, national organizations, various reports and surveys, and various state and federal agencies.

Mandatory Paycheck Deductions

Somerset Home is required by law to make certain deductions from your paycheck. Among these are your federal, state, and local income taxes and your contribution to Social Security. These deductions are itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your Form W-4, regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status, or number of exemptions must be reported to your supervisor or the administrative services coordinator immediately, to ensure proper credit for tax purposes. The Form W-2 you receive each year indicates precisely how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered attachments, will be explained whenever Somerset Home is ordered to make such deductions.

Deductions (Other)

It is possible for you to authorize additional deductions from your paycheck. Contact the administrative services coordinator for details and the necessary authorization forms.

Errors in Pay

Any errors in your pay should be promptly reported to your supervisor, who will take the necessary steps to have the errors corrected.

Overtime Pay

Our regular operating hours are 24 hours per day, every day of the year. Your particular hours of work will be determined and assigned by your supervisor or program director.

Your supervisor must authorize all overtime hours in advance. If a supervisor knows an employee will be working longer hours on a certain day/s, the supervisor should anticipate this and have the employee take time off sometime during that week (not that pay period and not the following week or at any other time during the year).

Your supervisor must approve all overtime in advance. When it is necessary to work overtime, you are expected to cooperate as a condition of your employment. Overtime will be paid for hours worked in excess of 40 hours per week.

Unauthorized Overtime

It is the responsibility of supervisors to ensure overtime is not being worked, unless authorized in advance. However, if a non-exempt staff member does work overtime, resulting in more than 40 hours in a workweek, the staff member must be paid at the applicable overtime rate.

Unauthorized overtime worked in violation of this policy may be a basis for dismissal. The supervisor is responsible for monitoring compliance with this policy and for meeting with an employee who does not comply with this policy.

“Compensation Time” (Comp Time) for Exempt Employees

Somerset Home does not allow the accumulation of compensation time for overtime hours worked. Please arrange your schedule in consultation with your supervisor so that you do not accumulate more than 40 hours per week.

Work Performed On Agency Holidays

Full-time and part-time "non-exempt" employees who work on an agency holiday will receive “Holiday Worked” pay for hours worked on the designated agency holiday. Holiday Worked pay is double the employee’s hourly rate.

Full-time employees eligible for holiday pay, who work on an agency holiday are still entitled to take eight (8) hours of paid holiday time off. Employees should make arrangements with their

program director or supervisor to take this time off by the end of the calendar year as it does not carry over. This is a time off benefit and cannot be paid as salary or wages.

Note: See "Holiday Policies" in the "Benefits" section of this manual for further information.

Pay Period & Hours

Our payroll workweek begins on Sunday at 12:01 a.m. and ends on Saturday at 12:00 midnight.

Pay Cycle

The pay period is bi-weekly. Payday is normally every other Thursday afternoon for services performed for the two (2) week period ending the previous Saturday at 12:00 midnight.

Changes will be made and announced in advance whenever Somerset Home holidays or closings interfere with the normal payday.

Time Sheets/Records

Time sheets must be kept by all non-exempt employees and all employees working directly with clients. These time sheets must be approved by the supervisor prior to being submitted to the administrative services coordinator for processing.

Your time sheet is the only way to determine how many hours you worked and how much to pay you. Your time sheet indicates when you arrived and when you departed. You must sign in and out for lunch and for brief absences such as a medical appointment. All employees are required to keep the office advised of their departures from and returns to the premises during the workday.

You are responsible for your time sheet. Remember to record your time.

No one may record hours worked on another employee's sheet. Tampering with another employee's time sheet may be cause for disciplinary action, including possible dismissal of both employees. Do not alter another employee's record or influence anyone else to alter your record for you. In the event of an error in recording your time, report the matter to your supervisor immediately.

Performance Reviews

Your supervisor is continuously evaluating your job performance. Work place interaction between you and your supervisor should give you a sense of how your supervisor perceives your performance.

Performance reviews are conducted at 90 days from the start of initial employment, again at one year from the beginning of employment, and then annually. Somerset Home reserves the option to review employees more frequently. In the event of a promotion or new job assignment (which includes accepting a position at another program within the agency) a review will be conducted

at three months, again at one year, and then annually In the event that you switch to a new job, your supervisor will conduct an evaluation prior to your transition to the new position.

During formal performance reviews, your supervisor will consider the following things, among others:

- ability to forge a mutually respectful partnership with the persons served and their families in which they are helped to gain the skills and confidence to address any issues and problems they face;
- ability to work in partnership with other team members;
- ability to set limits and maintain the helping role of the practitioner and to intervene appropriately to meet the needs of the persons served or other family members;
- attendance, initiative and effort;
- knowledge of your work;
- attitude and willingness;
- the quality and quantity of your work as defined in the job description;
- clearly stated objectives from the previous review period and objectives for future performance.

The primary reason for performance reviews is to identify your strengths and weaknesses in order to reinforce your good habits and develop ways to improve. This review also serves to make you aware of and to document how your job performance compares to your goals and description of your job. This is a good time to discuss your interests and future goals. Your supervisor is interested in helping you to progress and grow in order to achieve personal as well as work-related goals – perhaps s/he can recommend further training or additional opportunities for you.

You are asked to sign the performance review, and include written comments before entry of the report into your employee file. You may have a copy to keep and should make this request to your supervisor.

Performance Reviews of Volunteers/Interns

When Somerset Home provides field placements or internships for students, it provides supervision of and accountability for the work carried out by those persons. Supervisors must be aware of the educational requirements of the student and ensure the student is provided with opportunities to fulfill those requirements.

Performance reviews are conducted between the intern and the person to whom the intern is accountable within the time frame needed by the student.

At least once a year, volunteers with ongoing responsibilities are evaluated by the person to whom the volunteer is accountable.

Performance reviews include:

- an assessment of job performance in relation to the quality and quantity of work defined in the job description and to the objectives established in the most recent evaluation;
- clearly stated objectives for future performance; and

- recommendations for further training and skill-building, if applicable.

Volunteers/Interns are asked to sign the performance review, and to include written comments before entry of the report into the volunteer/intern file. Your supervisor will give you a copy for your records.

Compensation Reviews

Somerset Home conducts compensation reviews annually on or about each employee's anniversary date, following their performance review. Any wage or salary increases will appear in the pay period ending after the dates they are granted. Wage and salary increases may be retroactive in the case of late reviews, at the discretion of the executive director.

Absence or Lateness

From time-to-time, it may be necessary for you to be absent from work. Somerset Home is aware emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Sick days, floating holidays and vacation days have been provided for this purpose.

If you are unable to report to work or you will arrive late, please contact your supervisor immediately. Give as much time as possible to arrange for someone else to cover your position until you arrive. If you know in advance you will need to be absent, you are required to request this time off from your supervisor directly. S/he will determine when will be the most suitable time for you to be absent from your work. If you are a front-line staff member, you are responsible to arrange for replacement coverage; however, the residential services coordinator must approve any replacement in advance.

When you call to report you will be late or are not able to work ask for your supervisor. For late arrivals, please indicate when you expect to arrive for work. Notifying a co-worker is NOT acceptable. If you are unable to make the call yourself because of an illness, emergency or for some other reason, be sure to have someone call on your behalf. If your supervisor is not available when you call, you may leave the information with another supervisor.

Absence from work for two (2) consecutive days without notifying your supervisor or the administrative services coordinator will be considered a voluntary resignation (job abandonment).

Attendance

In general, five (5) absences in a 90-day period, or a consistent pattern of absence, will be considered excessive, and the reasons for the absences may be questioned. Tardiness or leaving early is as detrimental to Somerset Home as an absence. Three (3) such incidents in a 90-day period will be considered a "tardiness pattern" and will carry the same weight as an absence. Other factors, such as the degree of lateness, may be considered.

Be aware that excessive absenteeism, lateness, or early departures may lead to disciplinary action, including termination of employment. This policy is not meant to intrude upon an

employee's rights under state and federal laws concerning leave.

Record of Absence or Lateness

If you are absent because of illness for three (3) or more successive days you will need to have a note from your doctor verifying your need to be out of work. If you are absent five (5) or more days because of illness, you will be required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. You are personally responsible for any and all medical expenses related to providing this documentation.

Your supervisor will note any absence or lateness and its reason in your personnel file. Your attendance record will be considered when evaluating requests for promotions, transfers, leaves of absence, approved time off, as well as staff reductions.

BENEFITS

Eligibility for Benefits

If you are a full-time employee, you will be eligible for the benefits described in this manual as soon as you meet the eligibility requirements for each particular benefit.

If you are a part-time employee, you will be eligible for those benefits provided to part-time employees provided you meet the minimum requirements set forth by law and as proscribed by the benefit plan(s).

No benefits are available to you during the first ninety (90) days of employment except as otherwise provided by law.

Temporary employees are not eligible for benefits.

Paid Leaves of Absence

Time off for any reason during a working day will count first against your allotted sick days or vacation days, as appropriate, in hourly, quarter day, half day or full day increments. Thereafter, unless specifically excepted, any time off will be without pay.

Recognized Holidays

Employees who have completed 90 days of full-time employment will have nine (9) paid holidays per year. The following holidays are recognized by Somerset Home as paid holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

Three Floating Holidays (prorated)

New employees: Floating holiday time off accrues from your date of employment, and you are eligible to take floating holiday time off after the completion of 90 days of full time employment. Floating holiday time off accrues at the rate of 2 hours per month.

Holiday Policies

You may take time off to observe your religious holidays. If available, a floating holiday or unused vacation day must be used for this purpose, otherwise the time off is unpaid. You must notify your supervisor at least ten business days in advance.

Because of the 24 hour/7 day per week schedule of our programs and services you may not be scheduled to work on the day of the holiday, (e.g., July 4th falls on a Saturday and you work Monday through Friday. In this example you would accrue an additional holiday.) If you are a full-time employee and entitled to this day off you should submit a time off request in writing to your supervisor.

If a holiday occurs during your scheduled vacation, you are permitted to take an extra day of vacation.

To qualify for holiday pay, you must work the scheduled workday immediately before and after the holiday. Only excused absences will be considered exceptions to this policy.

You are not eligible to receive holiday pay when you are on a leave of absence.

Vacations

Vacation is a time for you to rest, relax, and pursue special interests. Somerset Home has provided paid vacation as one of the many ways in which we show our appreciation for your loyalty and continued service.

Only regular full-time employees are eligible for paid vacation. You will begin to accrue vacation time benefits after six (6) months of full-time employment. You are not eligible for paid vacation during the first six (6) months of your employment. You are not eligible for paid vacation if you are a part-time or temporary employee.

Amount of Vacation

Full-time employees are eligible to accrue vacation for each calendar month of service. The vacation accrual rate is based on your length of employment, as follows:

Years of Employment	Monthly Accrual Rate (In Hours)	Total Accrual Per Year (In Days)
Less than one (1)	3.335	5
One (1) but less than three (3)	6.66	10
Three (3) but less than seven (7)	9.99	15
Seven (7) but less than twenty (20)	13.33	20
More than twenty (20)	16.66	25

Vacation Policies

Every effort is made to grant your vacation at the time you desire. However, vacations cannot interfere with your program's operation and therefore must be approved by your supervisor at least one (1) month in advance. If any conflicts arise in requests for vacation time, preference will be given to the employee with the most longevity.

You can not receive advance vacation pay (for vacation time taken in excess of your vacation accrual balance) without written authorization from your supervisor. Such authorization is at the discretion of your supervisor, and must be granted in advance of your vacation. When you are authorized to take advanced vacation pay, you will sign a form indicating you are aware that any amount of advanced vacation paid, but not yet earned at the time of termination of employment, will be deducted from your final paycheck.

All vacation time must be taken in full week increments, unless otherwise authorized in writing. If you are eligible for three (3), four (4) or five (5) weeks of vacation, you may take only two (2) weeks at one time unless you receive written approval from your supervisor and executive director at least six (6) weeks in advance.

If you are eligible for three (3), four (4), or five (5) weeks of vacation, you may take your third, fourth or fifth week in single-day increments. Only one (1) week of vacation may be used in single-day increments. Specific dates of vacation in single-day increments must be established by prior arrangement with your supervisor. The request will be granted as long as your absence will not seriously affect Somerset Home's operations. Usually, only one employee in a program may be out on a vacation day in a program at any one time.

If you are on an approved leave of absence for less than thirty (30) days, your vacation eligibility will not be affected. If the leave extends beyond thirty (30) days, vacation time will not continue to accrue.

If an agency-paid holiday falls during your scheduled vacation period, you will receive an additional day of vacation or holiday pay, whichever you prefer.

Accumulation Rights

Vacation time can not be carried over and accumulated in subsequent calendar years. Exceptions to this policy may be made in unusual circumstances. Each case is considered separately by the executive director. Approval must be granted in writing.

Payment In Lieu Of Vacation

The purpose of a vacation is to provide you with a time to rest and relax; therefore, no additional wages or salary will be paid to you in lieu of a vacation unless advance approval in writing is granted by the executive director. If payment in lieu of vacation is approved, one (1) week of vacation is equivalent to a regular scheduled workweek at your basic straight time hourly rate.

Funeral (Bereavement) Leave

Three (3) days paid leave

- Parent or stepparent
- Spouse, same-sex domestic partner as defined by the Domestic Partnership Act, or civil union partner
- Parent of spouse, same-sex domestic partner as defined by the Domestic Partnership Act, or civil union partner
- Child, or child of spouse, same-sex domestic partner as defined by the Domestic Partnership Act, or civil union partner
- Brother or sister

One (1) day paid leave

- Grandparent
- Grandparent or sibling of spouse, same sex domestic partner as defined by the Domestic Partnership Act, or civil union partner
- Any member of your extended family living with you

With your supervisor's approval, you may take up to one (1) full day without pay to attend funerals of other relatives and friends. If you prefer, a floating holiday or a day of earned vacation may be used for this purpose.

Paid time under this policy is given over and above any time allowed and earned under our holiday or vacation policy. Additional paid time may be granted with the approval of the executive director.

Pay for a funeral leave will be made for actual time lost from work. If the death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs on any of the days of absence, you may not receive holiday or vacation pay in addition to paid funeral leave.

An excused absence for family death may not be retroactive, postponed, or divided.

Jury Duty

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, we will permit you to take the necessary time off, and we wish to help you avoid any financial loss because of such service. If you have completed your first ninety (90) days of

employment, Somerset Home will reimburse you for the difference between your jury pay and your regular pay, not to exceed eight (8) hours per day for up to two weeks.

You must notify your supervisor within forty-eight (48) hours of receipt of the jury summons.

On any day or half-day you are not required to serve, you will be expected to return to work. To receive jury duty pay, you must present a statement of jury service and juror's check to your supervisor. The court issues this document.

Sick Leave

To qualify for sick leave, you must be a full-time employee and have completed your first ninety (90) days of employment. Sick time taken off before completing 90 days of employment will be unpaid leave. If you must be absent from work because of a personal illness, you will be eligible to receive your regular straight time pay, eight (8) hours per day, for a maximum of eight (8) days per calendar year. Please advise your supervisor as soon as possible that you will be absent from work due to illness.

Upon completion of your first ninety (90) days of full time employment, sick leave will accrue at a rate of 5 1/3 hours for each completed month of service beginning in the fourth month of employment.

Sick leave may be used for the purpose of medical, dental, or other health care appointments, visiting doctors, dentists or other practitioners in their offices. This time may also be used for tending to a serious illness suffered by a member of your immediate family, in the event the illness requires your personal time and attention.

For purposes of this section, immediate family includes spouse, same-sex domestic partner as defined by the Domestic Partnership Act, or civil union partner, child, parent, or sibling living in your home. If another person can attend to the needs of an ill family member, you are expected to fulfill your duties as an employee of Somerset Home. Somerset Home may request "proof-of-illness."

Sick days not used may be accumulated up to a maximum of thirty (30) days. These will be paid in full upon termination of employment unless termination occurs because of unacceptable activities. You will be paid for these days at your current rate of pay.

If you are required to take a disability, family, or medical leave of absence, any accrued sick leave will be paid at the time the leave commences. If you are on an approved leave of absence for less than thirty (30) days, your sick leave eligibility will not be affected. Should the leave extend beyond thirty (30) calendar days, sick leave time will not continue to accrue.

In the event of an illness or injury covered by workers' compensation, this sick leave policy will not apply, but will defer to state statutes. This sick leave policy also does not apply if sick leave is needed as a result of self-inflicted injury or illegal conduct.

Unpaid Leaves of Absence

As a Somerset Home employee, you may be eligible to take unpaid job-protected leave for certain family-related or medical reasons under the federal Family and Medical Leave Act (FMLA) and/or the New Jersey Family Leave Act (NJFLA). This policy is intended to be an overview of your rights and obligations under both of these laws. This policy is not intended to cover all the issues which may arise in individual situations, nor address all the distinctions between the federal and state laws. Somerset Home complies with all applicable federal, state, and local laws regarding family and medical leave.

Federal Family and Medical Leave Policy

a. General Provisions

Under this policy, Somerset Home will grant eligible employees up to 12 weeks of job-protected leave during a 12-month period for qualifying medical, family, or military exigency leave. Up to 26 weeks of military caregiver leave will be granted in a 12-month period to care for a covered service member with a serious injury or illness incurred in the line of duty while on active duty. The leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

b. Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

- 1) The employee must have worked for the agency for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- 2) The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave will not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
- 3) The employee must work in a worksite where 50 or more employees are employed by the agency within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

c. Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) The birth of a child and to care for that child.
- 2) The placement of a child for adoption or foster care and to care for the newly placed child.

Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

- 3) To care for a spouse, child, or parent with a serious health condition (described below).

- 4) The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider. This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

- 5) Qualifying exigency leave for families of members of the National Guard and Reserves when the covered military member is on active duty or called to active duty in support of a contingency operation.

An employee whose spouse, son, daughter, or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:

- short-notice deployment
- military events and activities
- child care and school activities
- financial and legal arrangements

- counseling
- rest and recuperation
- post-deployment activities
- additional activities that arise out of active duty provided that the employer and employee agree, including agreement on timing and duration of the leave.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as child for other types of FMLA leave, except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

6) Military caregiver leave (also known as covered service member leave) to care for an ill or injured service member.

This leave may extend to up to 26 weeks in a single 12-month period for an employee to care for a spouse, son, daughter, parent or next of kin covered service member with a serious illness or injury incurred in the line of duty on active duty. Next of kin is defined as the closest blood relative of the injured or recovering service member.

d. Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. The company will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If both spouses work for the agency and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a biological parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the agency and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

e. Employee Status and Benefits During Leave

While an employee is on leave, the agency will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the agency will require the employee to reimburse the agency the amount it paid for the employee's health insurance premium during the leave period.

Under current agency policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the accounting department by the first day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

f. Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions.

The agency may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

g. Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation, personal or sick leave prior to being eligible for unpaid leave. Vacation time previously earned (but not used) will be paid unless the employee indicates otherwise on the Request

for Family/Medical Leave. Sick leave may run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

h. Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill servicemember) over a 12-month period.

The agency may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

i. Certification for the Employee's Serious Health Condition

The agency will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the *DOL Certification of Health Care Provider for Employee's Serious Health Condition (WH-380-E)*.

j. Certification for the Family Member's Serious Health Condition

The agency will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the *DOL Certification of Health Care Provider for Family Member's Serious Health Condition (WH-380-F)*.

k. Certification of Qualifying Exigency for Military Family Leave

The agency will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the *DOL Certification of Qualifying Exigency for Military Family Leave (WH-384)*.

l. Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave

The agency will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the *DOL Certification for Serious Injury or Illness of Covered Servicemember (WH-385)*.

m. Recertification

The agency may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the agency may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The agency may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

n. Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the employer. Within five business days after the employee has provided this notice, the employer will complete and provide the employee with the *DOL Notice of Eligibility and Rights (WH-381)*.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the agency's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

o. Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the employer will complete and provide the employee with a written response to the employee's request for FMLA leave using the *DOL Designation Notice (WH-382)*.

p. Intent to Return to Work from FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, the agency may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

New Jersey Family Leave Policy

Under the regulations of the New Jersey Family Leave Act (NJFLA), Somerset Home will grant eligible employees up to 12 weeks of unpaid, job-protected leave in a 24-month period for the birth or adoption of a child, or the serious illness of a parent, child or spouse, domestic partner as defined by the Domestic Partnership Act, or civil union partner. The NJFLA definition of a "parent" includes a parent-in-law or stepparent.

The 24-month period begins on the first day of the employee's first NJFLA leave. To be eligible for family leave under the NJFLA, the employee must have been employed by Somerset Home for at least twelve (12) months, and worked 1,000 base hours in the preceding twelve (12) months. When an employee takes a leave for a purpose covered by both the federal FMLA and NJFLA, the leave simultaneously counts against the employee's entitlement under both laws.

Benefits & Seniority: Employees on unpaid family/medical leave will not accrue any additional benefits while on leave although such leave will not constitute a break in service. The period of leave will not be counted in the calculation of an employee's seniority or length of service.

Holidays: Holidays occurring during a leave period will be counted against the employee's leave entitlement. Employees on leave are not entitled to Holiday Pay.

Attendance: Time not worked because of leave under this policy will not be counted against an employee's attendance record.

Return to Work: If you do not return to work from a leave of absence on the agreed-upon date, and you do not, prior to the end of your approved leave, contact your supervisor advising that you need to extend your leave, and provide supporting documentation regarding the need for extending the leave, then you will be considered to have voluntarily resigned your employment. If Somerset Home grants additional leave time beyond the FMLA/NJFLA entitlement provided by law, this leave is no longer statutorily protected FMLA or NJFLA leave and Somerset Home may not be able to guarantee reinstatement to the same or a similar position upon return from the additional leave. If medical leave is taken because of your own serious health condition, you must, before you return to work, provide a certificate from your health care provider, which states that you are able to resume working. If the circumstances of your leave change and you are able to return to work earlier than the date originally indicated, you must notify Somerset Home at least two (2) work days before you intend to return to work.

Should your attendance or job performance suffer due to a recognized disability during the period preceding and/or following a leave, we will reasonably accommodate you to the extent provided by law.

Paid Leaves of Absence

New Jersey Temporary Disability Insurance

If you require medical leave as a result of your own illness or pregnancy, you may be eligible for paid New Jersey Temporary Disability Insurance during that period for which you are medically unable to work. Eligibility and benefits payable are determined by the State of New Jersey. Detailed information concerning New Jersey Temporary Disability Insurance is available on the state's Department of Labor and Workforce Development website:

<http://lwd.dol.state.nj.us/labor.tdi>

If you have additional questions contact the administrative services coordinator.

New Jersey Paid Family Leave Law

You may be eligible under the New Jersey Paid Family Leave Law for up to 6 weeks of paid leave to bond with a child (within the first 12 months of the child's birth or placement for adoption), or to care for a family member with a serious health condition (supported by

certification provided by a health care provider). Eligibility and benefits payable are determined by the State of New Jersey. Please refer to the New Jersey Department of Labor and Workforce Development Notice in Appendix I of this manual for details on eligibility for benefits. An employee requesting NJFLI paid leave is required to use up to two weeks of available accrued sick pay, vacation pay or other fully paid leave before receiving state paid family leave benefits. When applicable, federal FMLA and NJFLA leave will run concurrently with New Jersey paid family leave.

If you are disabled as a result of a job-related illness or injury, you may be eligible for salary continuation under the state Workers' Compensation statute. Leave needed because of a job-related illness or injury will run currently with your federal FMLA leave. Use of N.J. Temporary Disability Benefits or Workers' Compensation Leave will not serve to extend your FMLA leave entitlement.

Please contact your supervisor or the administrative services coordinator for further information about the FMLA, NJFLA, NJFLI or N.J. Temporary Disability benefits or Worker's Compensation benefits.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) is intended to minimize the disadvantages to an individual that occur when a service member needs to be absent from his or her civilian employment to serve in this country's uniformed services. Somerset Home does not discriminate against anyone in the uniformed services and supports an individual's rights under USERRA.

Unpaid Leave for Employee Military Duty

Employees are expected to notify their supervisors of their military status upon initial employment or should they join the military after being employed with Somerset Home for any length of time.

An employee called to military duty is considered to be on unpaid leave of absence. Provided that you have not been separated from military service with a disqualifying discharge or under other than honorable conditions, federal law provides that you have the right to be re-employed in the job you would have if you had not been called to active duty. You are eligible to be re-employed to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job. There are some limitations on this right to re-employment (see below). Any holidays that fall during the leave will be unpaid. An employee may use accrued vacation time during the unpaid leave period.

The Re-Employment Process

A returning National Guard member or reservist who wants his or her old job back must reapply for the job. If the absence has been for less than 31 days, the employee does not have to re-apply but must report for work at the beginning of the next regular work period on the first full day following release from duty, with time for travel home, and an eight-hour rest period. If the absence has been for more than 31, but less than 181 days, the returning employee must submit an application for re-employment within 14 days of being released from service. If the absence due to military service has been longer than 180 days,

reapplication must be made within 90 days of the service member's release from duty. The maximum absence that will allow a service member to retain reemployment rights is five years.

Medical Insurance

You have the right to elect to continue your existing medical coverage for you and your dependents for up to 24 months while in the military.

An absence for military service is not to be considered a break in your employment. A service member who returns is entitled to re-enroll in Somerset Home's medical or health insurance plan. No waiting period or period of exclusion may be imposed. A health plan sponsored by Somerset Home is not, however, required to provide coverage for injuries or illnesses caused or aggravated by military service (those injuries are generally covered by military health coverage).

Election Day

We encourage you to exercise your voting privileges in local, state, and national elections. However, since the polls are open for long periods, you are encouraged to vote before or after regular working hours. If necessary, you may take up to two (2) hours leave from work to vote in a governmental election or referendum. You will be expected to notify your supervisor at least one week in advance. If you need to leave work in order to vote this will be considered unpaid leave. Floating holiday leave time, if available, may be used for this purpose.

Legal Assistance to Staff

Somerset Home provides and assumes the cost of legal assistance to personnel against whom claims are made related to lawful, authorized actions taken in the course and scope of their employment. The executive director must be notified immediately if there appears to be a situation where such a claim may result.

Group Insurance

Please be advised that benefits will be modified from time to time. Check with the administrative services coordinator for the current benefits provided. The following benefits are provided, as defined and limited in the literature provided by our insurance companies:

- **Major Medical and Surgical Coverage**
- **Prescription Plan**
- **Group Term Life Insurance**
- **Accidental Death & Dismemberment Insurance**
- **Dental Insurance**
- **Long-Term Disability Insurance**

Somerset Home is interested in the health and well-being of both you and your family. A comprehensive health and life insurance program is available for you and your family. Health coverage starts after successful completion of your first ninety (90) days of employment.

There is premium cost sharing for all health insurance plans offered. Effective April 1, 2011 an employee enrolled for single coverage in the basic health insurance plan (Plan 00) pays \$15.03 per pay towards the premium cost paid by Somerset Home.

Employees may choose to upgrade to an enhanced benefit optional plan and also extend coverage to an eligible spouse, domestic partner as defined by the Domestic Partnership Act, or civil union partner and/or dependents. The employee choosing any of these options is responsible to pay the premium difference between the basic health insurance plan cost incurred by Somerset Home and the premium cost of the enhanced coverage. All payments for supplemental insurance will be made by payroll deduction.

All other employee insurance coverage starts the first day of the month after completion of ninety (90) days of full-time employment.

Full-time employees employed before and continuously since 6/1/92 who wish to enroll dependents (spouse and children) in the medical insurance plan may do so at the rate of \$70.00 per month through payroll deduction.

In the event of termination of employment with Somerset Home or loss of eligibility to remain covered under Somerset Home's group health insurance program, you and your eligible dependents may have the right to continued coverage for a limited period of time at your/their own expense, in accordance with COBRA provisions. Consult the administrative services coordinator for details.

Termination of Insurance

Your insurance will terminate when the insurance policy terminates, when you cease to be eligible for coverage under the terms of our group insurance program, or when you cease to be employed as a regular full-time employee or otherwise fail to remain eligible for insurance. Somerset Home may, by continuing to pay the premium, keep your insurance in effect for a brief period if you cease to be an eligible employee for any reason other than resignation, dismissal, or failure to meet the terms of eligibility of the group insurance program.

Workers' Compensation

Workers' Compensation is a workplace injury insurance program paid for by Somerset Home. This law was designed to provide you with benefits for any injury you may suffer in connection with your employment. Under the provisions of the law, if you are injured while at work, you are eligible to apply for workers' compensation.

Pension Plan/Retirement Plan

According to the Somerset Home pension plan, Somerset Home may, in its absolute discretion, grant an annual award to the pension fund in an amount to be determined by the board of trustees.

All regular full-time employees and part-time employees who work at least one thousand (1,000) hours per year are eligible to participate in the pension plan, once they have completed one year

of employment. Eligible employees who are on the payroll on the last day of the fiscal year will receive an award if one is granted, provided they remain on the payroll on the payment date of the award. Employees are vested in accordance with the rules outlined in the pension plan. The employee must maintain 1,000 hours per year to remain in the plan.

Eligible base earnings begin to accrue on the pay period following the completion of one year of employment, and continue to accrue for the remainder of the fiscal year. Entrance into the pension plan is in January and July only, depending upon your date of hire. Payments for any overtime, bonuses, etc. are not included in eligible base earnings. Federal ERISA laws govern all activities of the pension program. An annual statement of the activities of the plan will be provided to all eligible participants.

Note: This is a summary of the Somerset Home pension plan; the complete details of the plan will be provided to you when you become eligible.

401(k) Pension Plan

Somerset Home staff who are age 21 years or older are eligible to participate in a 401(k) plan. Contributions may be made to this voluntary pension program via payroll deduction using pre-tax dollars.

Somerset Home provides a cash match based on the following schedule:

<u>Employee Contribution</u>	<u>Somerset Home Match</u>
1%	1%
2%	2%
3%	3%

Please see the administrative services coordinator for instructions on how to sign up for this benefit.

Flexible Spending Account (FSA)

The Somerset Home FSA program currently is available for medical and dependent care. An FSA is a pre-tax benefit allowable under Internal Revenue Code Section 125.

The medical plan allows eligible employees to set aside a specific pre-tax dollar amount for unreimbursed medical, dental, and vision care expenses. Anyone who has predictable out-of-pocket medical, dental or vision care expenses should consider opening an FSA. These funds are deducted from your paycheck pre-tax and are then placed into a Flexible Spending Account.

When you or an eligible family member incur eligible out-of-pocket medical expenses that are not covered by insurance, you may submit a claim to the FSA program for the same amount. You will receive a reimbursement, directly deposited into your bank account up to the amount of your annual elected maximum. Your FSA may be used to reimburse medical, dental, and vision care expenses.

The dependent care plan works in a similar way to the medical plan (above) and can be used for eligible expenses related to care of a child or adult dependent.

Please see the administrative services coordinator for more information about these programs.

Statement of Employee Retirement Income Security Act (ERISA) Rights

As a participant in Somerset Home Employees' Retirement Plan, you are entitled to examine the plan documents and the annual report and plan description filed with the U.S. Department of Labor. This inspection may be made during normal business hours; ask your supervisor to make arrangements for you with the administrative services coordinator.

Retention Bonus

Employees with continuous, uninterrupted employment in a position defined below are eligible to receive a retention bonus after the completion of six full months of employment. Any gap in employment or change to a position not listed below will result in the employee being ineligible for the bonus. The bonus is not retroactive, and will not be prorated. If the employee leaves anytime before the full six months is worked, no part of the bonus will be paid.

a. Full-time Eligible Employees in the Following Positions

- youth counselor
- senior youth counselor
- resident advisor
- senior resident advisor
- recreation coordinator
- education assistant

Employees will receive a \$500.00 bonus at the completion of each six months of employment. This bonus will continue as long as the employee remains eligible.

b. Part-time Eligible Employees in the Following Positions

- youth counselor
- senior youth counselor
- resident advisor
- senior resident advisor

Employees will receive a \$200.00 bonus at the completion of six full months of employment. This bonus will continue as long as the employee remains eligible.

****For purposes of this policy, a part-time employee is defined as working a total of 416 hours (an average of 16 hours per week) over the six-month period.***

Tuition Reimbursement Policy

Somerset Home, at management's discretion, may partially reimburse tuition for courses leading to a degree from an accredited bachelor's or master's degree program. Somerset Home believes a well-rounded education can enhance an employee's skill base and make them more valuable to the organization. Both full-time and part-time* employees are eligible for tuition reimbursement.

** For purposes of this policy, an eligible part-time employee is defined as working a total of 416 hours (an average of 16 hours per week) in the six month period before the request for educational assistance is made and approved. The employee must continue to work an average of 16 hours per week while attending school for reimbursement to be approved.*

Determination of eligibility is based on:

1. Potential of continued employment with the organization.
2. A minimum of six consecutive months of employment.
3. An overall performance evaluation rating of "Meets Expectations" or higher on the most recent evaluation.
4. Applicability of the coursework and degree sought to the current job and/or potential employment within the organization.
5. Completion of the Educational Reimbursement Application.

If reimbursement is approved by the executive director for a degree program, the following criteria apply:

1. Course work must meet requirements for a bachelor's or master's degree.
2. Completion of course must be verified with a final course grade of "B" or better. (Reimbursement will not be approved until after the grade verification is submitted to the executive director).
3. Course must be completed within one calendar year of its start.
4. Classes should be scheduled as feasible to not interfere with normally scheduled working hours unless recommended by your supervisor and approved by the executive director in advance.
5. The reimbursement rate will be up to 50% of actual tuition paid, not to exceed the Rutgers University, New Brunswick tuition scale.
6. The executive director must grant written approval prior to registration.
7. An employee who resigns or is terminated prior to grade verification of an approved course is not entitled to reimbursement. The employee must be actively employed at the time the course grade of "B" is awarded to receive the reimbursement.
8. Reimbursement is not available for any course taken subsequent to a course which has not been completed.

9. Time off with pay, if necessary, will be allowed if requested in advance for registration, finals scheduled during working hours and one advisor meeting per term per class.

Maximum reimbursement will be:

1. Up to 50% of course tuition only, with an annual maximum of \$1,500.
2. One course per semester.

Application Procedure:

1. An employee must discuss his/her desire to take a course under this program with his/her program director. The employee should be prepared to discuss the length of the course, the place at which the course will be held, the amount of tuition, the relevance to the course to the person's present or future work at Somerset Home and the reason for taking the course.
2. The program director and employee then complete the education reimbursement application and send it to the executive director at least seven days prior to the course starting date.

Approval:

The approved or disapproved application is sent to the program director within five working days after original receipt by the executive director. The program director will then notify the employee of the decision.

1. Participation in the program is based upon availability of funds and when the application is received (first come, first served).
2. As a general rule all courses must be taken outside of the normal work day.

Reimbursement Procedure:

Upon the completion of an approved course the employee must present the following:

1. A copy of the approved educational reimbursement application;
2. Evidence of payment for the eligible payment of the tuition; and
3. Official proof of the grade obtained.

Tax Liability:

Tuition reimbursements may constitute a tax liability on the part of the employee. Any taxable tuition assistance will be reported on the employee's Form W-2 issued at the end of the tax year, and it is the responsibility of the employee to report this income to the Internal Revenue Service.

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**Receipt & Acknowledgement
Of Somerset Home Employee Manual**

This employee manual is an important document intended to help you become acquainted with Somerset Home. This manual is a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Please read the following statements and sign below to indicate your receipt and acknowledgement of the Somerset Home Employee Manual.

1. I have received and read a copy of the Somerset Home Employee Manual. I understand the policies, rules and benefits described in it are subject to change at the sole discretion of Somerset Home at any time.
2. I further understand my employment is terminable "at will," meaning I may at any time, with or without cause or notice, terminate my employment relationship at Somerset Home and Somerset Home may, at any time with or without cause or notice, terminate my employment, regardless of the length of my employment or the granting of benefits of any kind, including but not limited to pension benefits, which provide for vesting based upon length of employment.
3. I understand no agreement of employment other than "at will" has been expressed or implied, and no circumstances arising out of my employment will alter my "at will" employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and the executive director of Somerset Home.
4. I am aware during the course of my employment confidential information will be made available to me, e.g., client names, circumstances, and other related information. I understand this information must not be disseminated or used in any way. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to disclose this information.

**My signature below indicates I have read the above statements and have received a copy of the
Somerset Home Employee Manual dated _____.**

Employee's Printed Name/Position_____

Employee's Signature/Date_____

Supervisor's Signature/Date_____