



Employee Handbook

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Welcome to EYE ASSOCIATES & SurgiCenter of Vineland!

On behalf of your colleagues, I welcome you to Eye Associates & SurgiCenter of Vineland and wish you every success here. We believe that each employee contributes directly to our group's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with us. If you should have any questions about your handbook or if there is anything that you don't understand please feel free to ask your manager or the Administrator. This handbook is posted on the Employee Portal. As changes occur you will get a notice to review the updated handbook.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again.....

Welcome!

Sincerely,

Sydney L. Tyson MD, MPH

Gina L. Biagi, Administrator

Original 01-15-99

Updated 10-2001

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Updated 10-25-05

Updated 06-01-09

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INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with Eye Associates & SurgiCenter of Vineland and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the Eye Associates & SurgiCenter of Vineland to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Eye Associates & SurgiCenter of Vineland continues to grow, the need may arise and Eye Associates & SurgiCenter of Vineland reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or the Eye Associates & SurgiCenter of Vineland to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

This Personnel Policy & Procedure Manual supersedes all previously published and non-published personnel policies. The handbook is posted on the Employee Portal. As changes occur you will get a notice to review the updated handbook.

MISSION STATEMENT

Eye Associates & SurgiCenter of Vineland

Our mission: Our mission is to provide compassionate and personalized care to our patients while creating an environment that motivates and satisfies our employees, stimulates and rewards our physicians, and ensures financial stability for all.

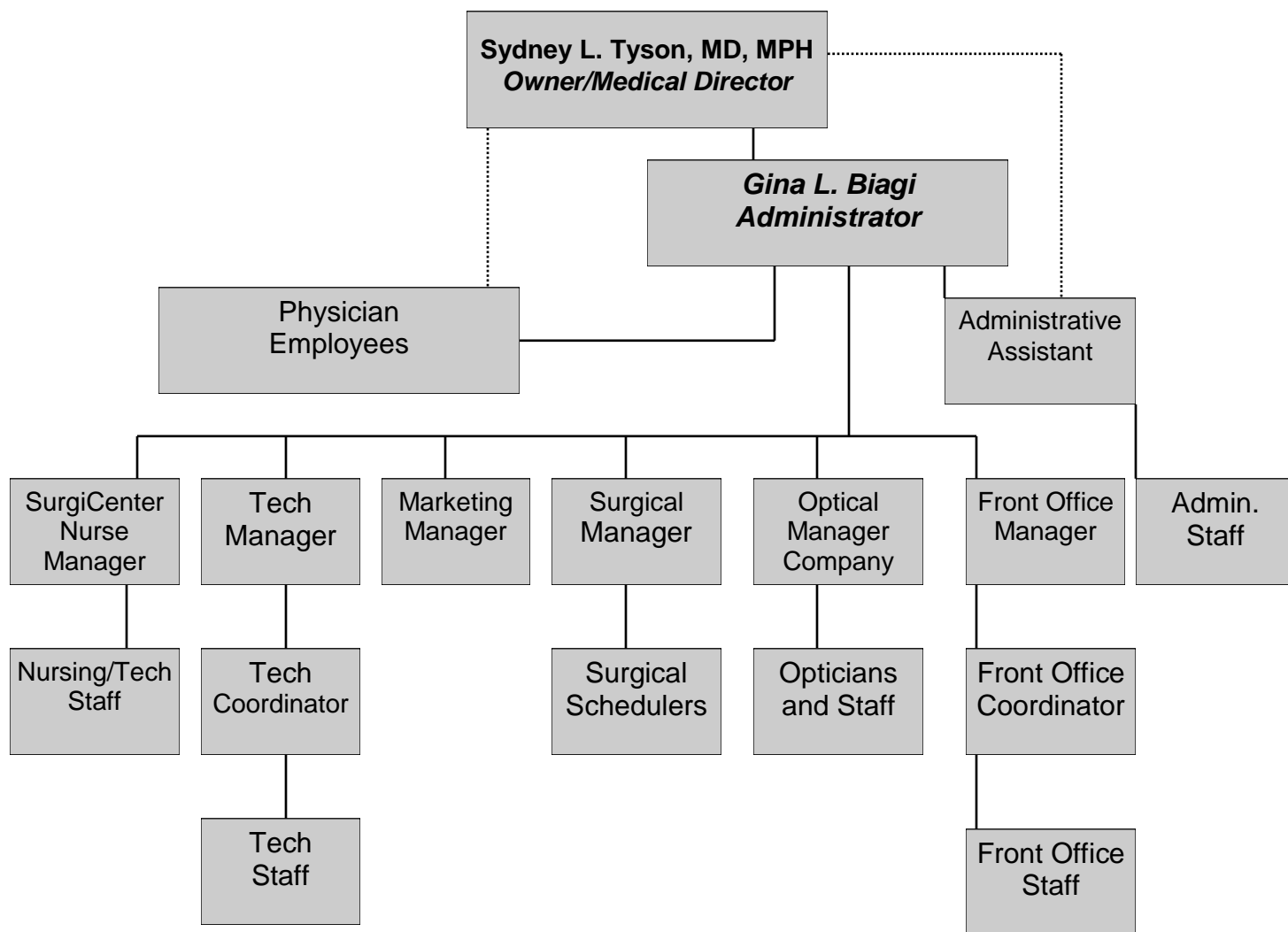
Our patients: We will strive to consistently meet or exceed the service and patient-care expectations of our patients. We will do so by investing in new treatment modalities and continuing education. We will maintain a comfortable, warm and pleasing environment for our patients. We will strive to be available and accessible, and to ensure that we provide an appropriate amount of time for each patient.

Our employees: We will invest in the continuing personal and professional development of staff members. We will provide them with the tools necessary to most effectively and efficiently perform their jobs, while reinforcing the basic tenet of providing customer service excellence.

Our services: We will strive to offer a comprehensive mix of eyecare services through our practice and our referral network of providers. In addition, we will ensure the most compassionate and convenient surgical care setting for our patients.

Practice financial health: We will plan and invest wisely in the future of our practice. We will diversify our service lines and invest in new technology, and we will do so in an appropriate manner.

Eye Associates SurgiCenter of Vineland *Organizational Chart*



101 Nature of Employment

Employment with Eye Associates & SurgiCenter of Vineland is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Eye Associates & SurgiCenter of Vineland may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Eye Associates & SurgiCenter of Vineland and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at Eye Associates & SurgiCenter of Vineland's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of Eye Associates & SurgiCenter of Vineland Administration or owner.

102 Employee Relations

Eye Associates & SurgiCenter of Vineland believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors or the Administrator.

Our experience has shown that when employees deal openly and directly with their supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Eye Associates & SurgiCenter of Vineland amply demonstrates its commitment to employees by responding effectively to employee concerns.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise to mutual satisfaction.

We need to continue to hear employee's problems, feelings, suggestions, and ideas.

Help us to help you!

103 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Eye Associates & SurgiCenter of Vineland will be based on merit, qualifications, and abilities. Eye Associates & SurgiCenter of Vineland do not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Eye Associates & SurgiCenter of Vineland will make reasonable accommodations for qualified individuals with known disabilities. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, Eye Associates & SurgiCenter of Vineland has established an affirmative action program to promote opportunities for individuals in certain protected classes throughout the organization.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or Administrator. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action up to and including termination of employment.

104 Business Ethics and Conduct

The successful business operation and reputation of Eye Associates & SurgiCenter of Vineland is built upon the principles of fair dealings and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Eye Associates & SurgiCenter of Vineland is dependent upon our customers', providers' and patients' trust and we are dedicated to preserving that trust. Employees owe a duty to Eye Associates & SurgiCenter of Vineland, its customers, patients, and shareholders to act in a way that will merit the continued trust and confidence of the public.

Eye Associates & SurgiCenter of Vineland will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and/or the Administrator for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Eye Associates & SurgiCenter of Vineland employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment.

107 Immigration Law Compliance

Eye Associates & SurgiCenter of Vineland is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Every three years a new I-9 is required in accordance with the federal law.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Administrator. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

108 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Eye Associates & SurgiCenter of Vineland wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Ask your manager for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of Eye Associates & SurgiCenter of Vineland. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes; product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Eye Associates & SurgiCenter of Vineland business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of Eye Associates & SurgiCenter of Vineland as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Eye Associates & SurgiCenter of Vineland does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Eye Associates & SurgiCenter of Vineland.

110 Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with Eye Associates & SurgiCenter of Vineland. All employees will be judged by the same performance standards and will be subject to Eye Associates & SurgiCenter of Vineland scheduling demands, regardless of any existing outside work requirements.

If Eye Associates & SurgiCenter of Vineland determines that an employee's outside work interferes with performance or the ability to meet the requirements of Eye Associates & SurgiCenter of Vineland as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Eye Associates & SurgiCenter of Vineland.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside Eye Associates & SurgiCenter of Vineland for materials produced or services rendered while performing their jobs at Eye Associates & SurgiCenter of Vineland.

112 Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of Eye Associates & SurgiCenter of Vineland. Such confidential information includes, but is not limited to, the following examples:

- compensation data
- computer processes
- computer programs and codes
- patient /customer lists / patient schedules
- fee schedules
- customer preferences
- disease management programs
- financial information
- employee information
- labor relations strategies
- managed care pricing and contract terms
- marketing strategies
- new materials research
- pending projects and proposals
- physician practice management techniques
- proprietary production processes
- provider information
- research and development strategies
- scientific data
- scientific formulae
- scientific prototypes
- specific patient information
- technological data
- technological prototypes

All employees will be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

114 Disability Accommodations

Eye Associates & SurgiCenter of Vineland are committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

Eye Associates & SurgiCenter of Vineland are also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Eye Associates & SurgiCenter of Vineland will follow any applicable state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Eye Associates & SurgiCenter of Vineland are committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

201 Employment Categories

It is the intent of Eye Associates & SurgiCenter of Vineland to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Eye Associates & SurgiCenter of Vineland.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by Eye Associates & SurgiCenter of Vineland management.

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

FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work at Eye Associates & SurgiCenter of Vineland full-time schedule of 35 hours or more per week. Generally, they are eligible for Eye Associates & SurgiCenter of Vineland entire benefit package, subject to the terms, conditions and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 35 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of Eye Associates & SurgiCenter of Vineland other benefit programs.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Eye Associates & SurgiCenter of Vineland is appropriate. Employees who satisfactorily complete the introductory period (90 days) will be notified of their new employment classification.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Eye Associates & SurgiCenter of Vineland other benefit programs.

202 Access to Personnel Files

Eye Associates & SurgiCenter of Vineland maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Eye Associates & SurgiCenter of Vineland, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Eye Associates & SurgiCenter of Vineland who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Administrator of the practice. With reasonable advance notice, employees may review their own personnel files and in the presence of an individual appointed by Eye Associates & SurgiCenter of Vineland to maintain the files.

203 Employment Reference Checks

To ensure that individuals who join Eye Associates & SurgiCenter of Vineland are well qualified and have a strong potential to be productive and successful, it is the policy of Eye Associates & SurgiCenter of Vineland to check the employment references of all applicants.

Administration may respond in writing or by phone to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

204 Personnel Data Changes

It is the responsibility of each employee to promptly notify Eye Associates & SurgiCenter of Vineland of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, please provide the change information to the Administration office. The new information will then be entered into payroll in order to have correct/updated information on each employee.

205 Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Eye Associates & SurgiCenter of Vineland uses this period to evaluate employee's capabilities, work habits, and overall performance. Either the employee or Eye Associates & SurgiCenter of Vineland may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All "new" and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Employees who are promoted or transferred within Eye Associates & SurgiCenter of Vineland must complete a secondary introductory period of the same length with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. If Eye Associates & SurgiCenter of Vineland determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

In cases of promotions or transfers within Eye Associates & SurgiCenter of Vineland, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and Eye Associates & SurgiCenter of Vineland needs.

Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification.

Benefits eligibility and employment status are not changed during the secondary introductory period that results from a promotion or transfer within Eye Associates & SurgiCenter of Vineland.

208 Employment Applications

Eye Associates & SurgiCenter of Vineland relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Eye Associates & SurgiCenter of Vineland exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

209 Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

New employees and employees in a new position will be evaluated after the 90-day introductory period if necessary or as needed. This evaluation will be in narrative form rather than the formal annual evaluation forms. During this evaluation stage pay adjustments are not usually awarded.

Merit-based pay adjustments are awarded by Eye Associates & SurgiCenter of Vineland in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process.

303 Vacation Benefits

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification are eligible to earn and use vacation time as described in this policy:

*** Full-time employees**

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

* Upon initial eligibility the employee is entitled to 10 vacation days each year, accrued biweekly at the rate of 2.69 hours.

* Beginning of the 6th anniversary year the employee is entitled to 15 vacation days each year, accrued biweekly at the rate of 4.04 hours.

* Beginning of the 11th anniversary year and every year after, the employee is entitled to 20 vacation days each year, accrued biweekly at the rate of 5.38 hours.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee is hired to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information).

Employees begin to earn paid vacation time according to the schedule. However, before vacation time can be used, a waiting period of 90 calendar days must be completed for new employees. After that time, new employees can request use of earned vacation time including that accrued during the waiting period.

Paid vacation time can be used in minimum increments of three and one half (3 1/2) hours. To take vacation, employees should request advance approval (minimum 2 weeks advance notice) from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Request of leave forms may be obtained from the Administrator's Office.

Employees must work the last scheduled day immediately preceding and the first scheduled day immediately following a vacation, unless employee is on an approved leave or has a physician note, this will not apply.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. The total amount of carryover allowed is five (5) days.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work provided that the employee gives at least a two (2) week notice and works throughout the notice period. Should there be a termination of employment prior to the accrual of this benefit; borrowed time will be deducted from the final payroll. However, if the Eye Associates & SurgiCenter of Vineland, in its sole discretion, terminates employment for cause, forfeiture of unused vacation time may result.

304 "Birthday" Benefits

Eye Associates & SurgiCenter of Vineland provides a paid personal day per year to all employees to celebrate their birthday. Employees may request the day off only after having completed 90 calendar days of service. You need not take this day off on the exact date of your Birthday however; you must take it within two weeks prior or after the date.

Requests for the Birthday Benefit will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations prior to approval. You must fill out a day off slip as you would for any other request.

Upon termination, employees are not paid for this day if not used.

305 Holidays

Eye Associates & SurgiCenter of Vineland will grant holiday time off to all employees on the holidays listed below

New Year's Day * Thanksgiving Day
Memorial Day * Friday after Thanksgiving Day
Christmas Day (December 25)
Labor Day * Independence Day
(1) Birthday Benefit

Eye Associates & SurgiCenter of Vineland will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classifications:

* Full-time employees

* Part-time employees

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday, unless employee is on an approved leave, this will not apply.

Part- Time employees will be eligible to receive holiday pay only if they are normally scheduled to work on a day, which is a designated holiday.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave) holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

Birthday Benefit - requests for this holiday must be made at least 2 weeks prior to the day to be taken off and approved by your supervisor or the Division Management. Approval or Non-Approval will be determined based upon the workload and staffing needs of the office, in an effort to provide proper coverage.

306 Workers' Compensation Insurance

Eye Associates & SurgiCenter of Vineland provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither Eye Associates & SurgiCenter of Vineland nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Eye Associates & SurgiCenter of Vineland.

307 Sick Leave Benefits

Eye Associates & SurgiCenter of Vineland provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

* Full-time employees- working 35 or more hours per week

Employees will receive sick leave benefits at the rate of 5 days per year (1.41) hours per pay. Sick leave benefits are calculated on the basis of a "calendar year," the 12-month period that begins when the employee starts to earn sick leave benefits. At the beginning of each calendar year all full time employees will receive 5 days or 35 hours of sick leave to alleviate negative time balances.

Employees can request use of paid sick leave after completing a waiting period of 90 calendar days from the date they become eligible to accrue sick leave benefits. Paid sick leave can be used in minimum increments of one hour. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor - 2 hours before the scheduled start of their workday by phone only. Texting or email is not acceptable due to the fact that the message may not get to the supervisor prior to the start of the day. If the employee can not reach their supervisor, they are to call Administration within the same time frame. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three (3) or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. Before returning to work from a sick leave absence of three (3) calendar days or more, an employee must provide a physician's verification that he or she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Although F/T employees accrue receives 35 hours sick leave time beginning of each new year, should the employee use more than the allowable accrual rate at the time of termination of employment, Eye Associates & SurgiCenter of Vineland may withhold from the employee's final paycheck the cost of overpaid sick leave.

If an Eye Associates & SurgiCenter of Vineland employee uses their allotted amount of sick time, they must use their vacation time before taking time without pay. If an employee uses over the amounts of sick/vacation time off, they will be subjected to policy #701 – Excessive absenteeism or any absence without notice.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will be paid to employees while they are employed at the rate of 50% of days remaining at the end of the year.

308 Volunteer Day

Eye Associates & SurgiCenter of Vineland offers one paid day off per year to any Full Time employees who wish to volunteer for a non-profit community cause.

Employees may request the day off only after having completed 90 calendar days of service. The Volunteer Day requested must be approved in the same manner as vacation requests indicating "Volunteer Day" and a short note as to what charity you will be volunteering for. Requests for the Volunteer Day will be evaluated based on a number of factors, including anticipated workload requirements, the cause and staffing considerations prior to approval.

Eye Associates & SurgiCenter of Vineland offers this extra day off in order to promote volunteerism. Acting willingly without reward makes a great person and a great employee.

309 Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately by phone. Texting or email is not acceptable for the supervisor may not get that message before the start of the day.

All employees will be eligible for bereavement leave. (See below for days allowed.)

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions or bonuses.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

For "immediate family", which Eye Associates & SurgiCenter of Vineland defines as spouse, mother, father, sister, brother, child, grandparent, grandchild, step-child, and parents-in-law, three (3) days off with pay will be granted.

For other relatives i.e. aunt, uncle, niece, nephew, cousin, or sister/brother in-law, grandparent in-law, one (1) day off with pay will be granted.

311 Jury Duty

When an employee is required to serve as a juror, the employee must notify his/her department manager upon receipt of a summons or subpoena so that arrangements can be made to accommodate the employee's absence. Verifications of an employee being seated on a jury, being detained in a jury pool, or subpoenaed as a witness may be required. An employee who is subpoenaed to serve as a witness for reasons not related to employment here, must use earned vacation time.

If court dismisses the jury early, the employee is expected to call into the office and speak to their supervisor and possibly report back to work if requested.

FT and PT eligible employees, who are summoned for Jury Duty will not be paid, however can use available vacation time in lieu of.

313 Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Eye Associates & SurgiCenter of Vineland health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Eye Associates & SurgiCenter of Vineland group rates plus an administration fee. Eye Associates & SurgiCenter of Vineland provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Eye Associates & SurgiCenter of Vineland health insurance plan. The notice contains important information about the employee's rights and obligations.

316 Health Insurance

Eye Associates & SurgiCenter of Vineland health insurance plan offers employees and their dependents access to medical, dental, and vision care insurance benefits. Eligible employees will be enrolled for health benefits after 60 days starting on the first of the month. This is a cost sharing plan; details may change from year to year. Employees in the following employment classifications are eligible to participate in the health insurance plan:

Eligible employees who work consistently over 30 hours or more weekly, may participate in the health insurance plan subject to all terms and conditions of the agreement between Eye Associates & SurgiCenter of Vineland and the insurance carrier.

When an employee has either resigned or terminated, insurance benefits end at the end of that month.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Eye care benefits will be at the discretion of each Division Management/Doctors.

Employee's – A free eye examination each year as well as medical treatment for eye diseases with the exception of surgery. Contact Lenses can be purchased at cost. Glasses from any of our optical shops can be purchased at cost.

Insurance re-imburement will be accepted based on reasonable and customary as paid in full for any surgery done at SurgiCenter of Vineland. Any facility or Anesthesia fees will need to be paid to the facility if not done in Vineland. If the employee does not have insurance, only the cost of surgery will be calculated and billed to the employee.

Any elective surgery or specialty cataract lens will be handled at the discretion of the physician. Due to the constant changes in Refractive Surgery, the benefits can change.

Spouse* One free eye examination per year
Glasses or Contact Lenses can be purchased at cost.

Children** One free eye examination per year.
Glasses or Contact Lenses can be purchased at cost.

Other Immediate Family Members***
50% off Eye Examination per year
50% off Glasses
25% off Contact Lenses

*Spouse meaning Husband or Wife

**Children meaning Son, Daughter or step-child of Employee Only

*** Other Immediate Family Members meaning mother, father, sister, brother, grandparent, grandchild, and parents-in-law

(Any other deviation from this policy will be at the discretion of the attending physician).

320 401(k) Plan & Profit Sharing

Eye Associates & SurgiCenter of Vineland has established a 401(k) & Profit Sharing Plan to provide employees the potential for future financial security for retirement. Please refer to the Summary Plan Description for specific information regarding the Eye Associates & SurgiCenter of Vineland Plans. If you should need a copy of the Summary Plan Description, please contact the Division Management.

401 Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require Eye Associates & SurgiCenter of Vineland to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Every employee should clock in the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also clock in the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed by non-exempt employees.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

403 Paydays

All employees are paid biweekly on every other Friday. Each payroll will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Employees are encouraged to have pay directly deposited into their bank accounts. Advance written authorization to Eye Associates & SurgiCenter of Vineland is necessary.

EYE ASSOCIATES & SURGICENTER OF VINELAND DOES NOT PROVIDE PAY ADVANCES ON UNEARNED WAGES TO EMPLOYEES.

405 Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- * Resignation -voluntary employment termination initiated by an employee.
- * Discharge -involuntary employment termination initiated by the organization.
- * Layoff- involuntary employment termination initiated by the organization for non-disciplinary reasons.
- * Retirement -voluntary employment termination by the employee meeting retirement requirements.

Eye Associates & SurgiCenter of Vineland will schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Eye Associates & SurgiCenter of Vineland and return of Eye Associates & SurgiCenter of Vineland property. Suggestions, complaints, and questions can also be voiced.

Since employment with Eye Associates & SurgiCenter of Vineland is based on mutual consent, both the employee and Eye Associates & SurgiCenter of Vineland have the right to terminate employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination in the following manner. Any accrued vested benefits that are due and payable will be paid out in the last paycheck which will be sent to you on the regular payday. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

409 Administrative Pay Corrections

Eye Associates & SurgiCenter of Vineland takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Administrator's office so that corrections can be made as quickly as possible, preferably, by the next pay period.

502 Work Schedules

Work schedules for employees vary throughout our Practice. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Employees are to be at their stations at their start time, therefore getting to work earlier than the start time on your schedule is recommended so you may be at your station on time.

503 E-mail, Computers and Communication Systems

Office communications systems and all other equipment and materials are intended for use only in connection with business activities. Every employee is responsible for handling all business equipment and materials prudently, properly and carefully.

E-mail is to be used for transmitting, receiving, and storing information for business purposes. It is not proper for staff to use the e-mail system for personal communications, either within the practice or to persons outside the practice. The practice policy prohibiting discrimination or harassment encompasses the e-mail system and any violation of that policy will be grounds for discipline up to and including termination. Similarly, e-mail messages should never contain any improper or offensive material on such topics as race, sex, age, religion, national origin, sexual orientation or disability.

Use of computers to access the web for personal use is against policy and abusing employee time while being paid to do their job. This abuse will not be tolerated or allowed for any reason.

An employee has no right to privacy in any matter created, received, or sent on the e-mail system. E-mail messages and computer use may be accessed and reviewed, notwithstanding the use of passwords. Information transmitted or stored on e-mail is the sole property of the Eye Associates & SurgiCenter of Vineland. Eye Associates & SurgiCenter of Vineland has access to all emails and communication that is stored and recovered by the practice.

504 Use of Phone, Smart Watches, Fax and Mail Systems

Employees may be required to reimburse Eye Associates & SurgiCenter of Vineland for any charges resulting from their personal use of the business telephone.

Personal calls should be kept to a minimum if it is necessary for the call. Otherwise, personal calls can be made break time or lunch time using your own cell phone outside of the office.

Long-distance personal calls are not permitted, unless for emergency purposes, prior notice/approval has been granted by your supervisor/Administrator.

The use of Eye Associates & SurgiCenter of Vineland-paid postage for personal correspondence is not permitted.

The use of Fax machines for personal use is not permitted, unless prior notice/approval has been given by your supervisor/Administrator.

The use of Personal Devices (Cell Phones and Smart Watches) for calls and texting etc. is not allowed on company time or in the office. All personal devices must be turned off during work hours. Personal Devices are not to be carried on you. They are to be off and put away to avoid temptation to violate the Eye Associates & SurgiCenter of Vineland policy.

To ensure effective telephone communications, employees should always use an appropriate greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

505 Smoking

In keeping with Eye Associates & SurgiCenter of Vineland intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace.

This policy applies equally to all employees, doctors, patients, customers, and visitors.

Eye Associates & SurgiCenter of Vineland cares about the health of all employees and are happy to assist anyone who wishes to quit smoking. Anyone who would like assistance, please see the Administrator.

When smoking outside of the office, it is the employees responsibility to make sure that no butts or trash are left behind and that their butts are extinguished and disposed of properly.

506 Meal Periods

All personnel working five hours or more, but less than eight hours, must take at least a 30-minute meal break on their own time.

Lunch hours for regular employees shall be staggered intervals to maintain telephone/office coverage.

Employees are allowed two ten (10) minute rest breaks within each seven hours working period. The breaks are not to be taken in other than designated areas at the designated time and not without checking with the supervisor.

507 Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Overtime calculations are based on over 40 hours per week. Overtime is calculated at a 1.5 rate.

Employees, who work overtime without receiving prior authorization from the Administrator, may be subject to disciplinary action, up to and including termination of employment.

508 Use of Equipment

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using Eye Associates & SurgiCenter of Vineland property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

509 Lactation Break

The company will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child up to one year of age; unless additional time is required by state law. The break time should, if possible, be taken concurrently with other break periods already provided. Employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods (ie. lunch break), and such time generally will be unpaid in accordance with state law. The company also will make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area for privacy.

Employees should notify their supervisor to request time to express breast milk under this policy.

No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a state or local law, or regulation. Anyone with knowledge of such a conflict or potential conflict should contact their supervisor or Administrator.

510 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, etc., can disrupt company operations. In extreme cases, these circumstances may require the closing of an office.

When operations are officially closed by Management due to emergency conditions, the time off from scheduled work will be paid.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused vacation benefits.

**IT IS AT THE SOLE DISCRETION OF MANAGEMENT TO
DETERMINE THE NEED FOR EMERGENCY CLOSINGS.**

522 Workplace Violence Prevention

Eye Associates & SurgiCenter of Vineland is committed to preventing workplace violence and to maintaining a safe work environment; given the increasing violence in society in general, Eye Associates & SurgiCenter of Vineland have adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Eye Associates & SurgiCenter of Vineland without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

Eye Associates & SurgiCenter of Vineland will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Eye Associates & SurgiCenter of Vineland may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Eye Associates & SurgiCenter of Vineland encourages employees to bring their disputes or differences with other employees to the attention of their supervisors before the situation escalates into potential violence. Eye Associates & SurgiCenter of Vineland is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

601 Medical Leave

Eye Associates & SurgiCenter of Vineland provides medical leaves of absence to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees in the following employment classifications are eligible to request medical leave as described in this policy:

- * Full-time employees
- * Part-time employees (working 1250 hours prior to when leave begins).

Eligible employees may request medical leave only after having completed 90 calendar days of service. Exceptions to the service requirement will be considered to accommodate disabilities.

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to Eye Associates & SurgiCenter of Vineland. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12-month period. Any combination of medical leave and family leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by Eye Associates & SurgiCenter of Vineland however, employees will be responsible for their cost share as if they were still working if they wish coverage to continue. Payment of their portion is to be paid on time as required.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide Eye Associates & SurgiCenter of Vineland with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, Eye Associates & SurgiCenter of Vineland will assume that the employee has resigned.

THIS POLICY COINCIDES WITH THE FOLLOWING POLICY (602 FAMILY LEAVE)

602 Family Leave

Eye Associates & SurgiCenter of Vineland provides family leaves of absence to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition as per the FMLA (Family Medical Leave Act). A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request family leave as described in this policy:

- * Full-time employees
- * Part-time employees (working 1250 hours prior to when leave begins).

Eligible employees may request family leave only after having completed 90 calendar days of service. Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by Eye Associates & SurgiCenter of Vineland however, employees will be responsible for their cost share as if they were still working if they wish coverage to continue. Payment of their portion is to be paid on time as required.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide Eye Associates & SurgiCenter of Vineland with at least two weeks advance notice of the date the employee intends to return to work. When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. If an employee fails to return to work on the agreed upon return date, Eye Associates & SurgiCenter of Vineland will assume that the employee has resigned.

605 Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, employees may use any available paid time off for the absence.

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

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

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

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

Contact the Division Management for more information or questions about military leave.

607 Maternity Leave (Pregnancy Disability Leave)

Eye Associates & SurgiCenter of Vineland provides maternity leave of absence to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions.

Employees in the following employment classifications are eligible to request maternity disability leave as described in this policy:

* Full-time employees

Eligible employees may request pregnancy disability leave only after having completed 90 calendar days of service.

Employees should make requests for pregnancy disability leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for pregnancy disability leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to your supervisor. Employees returning from pregnancy disability leave must submit a health care provider's verification of their fitness to return to work.

Employees are normally granted leave for the period of the disability, up to a maximum of 6-8 weeks within any 12-month period for the purposes of short-term disability after the 30-day elimination period. Employees will be required to first use any accrued paid leave time before taking unpaid leave during the pregnancy disability leave period.

Should the employee not return to work after the 6-8 weeks, short-term disability payment will cease unless an extension is necessitated due to medical conditions (doctor's note required).

Should the extension be on the employee's behalf, family leave will apply and short-term disability will end.

The 6-8 week maternity leave is integrated as part of the 12 week FMLA (Family Medical Leave Act), and is not an addition to the 12-week time period.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by Eye Associates & SurgiCenter of Vineland however, employees will be responsible for their cost share as if they were still working if they wish coverage to continue. Payment of their portion is to be paid on time as required.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave is requested to provide Eye Associates & SurgiCenter of Vineland with at least two weeks advance notice of the date she intends to return to work.

When a pregnancy disability leave ends, the employee will be reinstated to the same position, unless either the job ceased to exist because of legitimate business reasons or each means of preserving the job would substantially undermine the ability to operate Eye Associates & SurgiCenter of Vineland safely and efficiently. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities. If an employee fails to report to work promptly at the end of the pregnancy disability leave, Eye Associates & SurgiCenter of Vineland will assume that the employee has resigned.

701 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, Eye Associates & SurgiCenter of Vineland expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- * Theft or inappropriate removal or possession of property
- * Falsification of timekeeping records
- * Working under the influence of alcohol or illegal drugs
- * Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace
- * Fighting or threatening violence in the workplace
- * Boisterous or disruptive activity in the workplace
- * Insubordination or other disrespectful conduct
- * Smoking in prohibited areas
- * Sexual or other unlawful or unwelcome harassment
- * Possession of dangerous/unauthorized materials, i.e. explosives or firearms, in workplace
- * Excessive absenteeism or any absence without notice
- * Personal Cell Phone usage during work hours in the office
- * Violation of personnel policies
- * Unsatisfactory performance or conduct

Employment with Eye Associates & SurgiCenter of Vineland is at the mutual consent of Eye Associates & SurgiCenter of Vineland and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

702 Drug and Alcohol Use

It is Eye Associates & SurgiCenter of Vineland desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Eye Associates & SurgiCenter of Vineland premises and while conducting business-related activities off Eye Associates & SurgiCenter of Vineland premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

It is also expected that in appropriate circumstances while on company business, i.e. Business Meals, Conventions, Receptions, the employee should be responsible as to the consumption of alcohol, in a manner, which will not discredit the company.

Eye Associates & SurgiCenter of Vineland has the right to search lockers, handbags, lunch boxes, other containers, or other personal effects of workers at any time. If deemed necessary by management, workers themselves may be asked to submit to a search. At no time will any employee be searched by or in the presence of a member of the opposite sex. An employee's refusal to cooperate with or submit to a search may be treated as serious insubordination that warrants immediate discipline.

Employees who appear to be in an impaired condition on the job may be asked by their supervisor to submit to a test to determine whether they are under the influence of alcohol or illegal drugs. The types of tests that may be used include breathalyzer tests, blood tests and urinalysis. Refusal to take any such test will result in immediate dismissal. Employees who show a positive test result shall be required to undergo counseling and/or attend a rehabilitation program.

Any sale of illegal drugs during the workday or on the Eye Associates & SurgiCenter of Vineland premises will be treated as gross misconduct punishable by immediate discharge for the first offense. Any employee who is arrested for selling drugs while off duty will be discharged if convicted of a criminal offense.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through Eye Associates & SurgiCenter of Vineland health insurance benefit coverage Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all Eye Associates & SurgiCenter of Vineland policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause Eye Associates & SurgiCenter of Vineland any undue hardship.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with the Administration without fear of reprisal.

703 Sexual and Other Unlawful Harassment

Eye Associates & SurgiCenter of Vineland is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor or Administrator. If the supervisor or Administrator is not available, report it to one of the physicians. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise management who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

704 Attendance and Punctuality

To maintain a safe and productive work environment, Eye Associates & SurgiCenter of Vineland expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Eye Associates & SurgiCenter of Vineland as well as it affects our patient care. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they must notify their supervisor or Administrator as soon as possible in advance of the anticipated tardiness or absence. Texting or leaving a message is not always dependable, therefore not allowed when contacting your supervisor.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

705 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Eye Associates & SurgiCenter of Vineland presents to the customers, patients, and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. If an employee is determined to be inappropriately attired, they may be required to go home to change without compensation for any time missed. Eye Associates & SurgiCenter of Vineland assists in the expenses of the uniforms. The amount and frequency is at the discretion of the practice.

Uniform tops are to be clean and wrinkle free. Shirts underneath are allowed if they do not go beyond the length of the uniform shirt. The shirts underneath must be what is allowed depending on the color of the uniforms at that time.

Scrub jackets must be only uniform cover-ups, no sweaters etc... again we want to have a uniform look. Underneath of scrub jackets, you must still maintain the uniform top rules listed above.

Shoes – The only shoes allowed are sneakers or nurses shoes color's will be designated depending on the color or the uniform. We do not allow any shoes that have any exposed fur linings, no 'croc's', no clogs or open backed or open toe shoe.

We ask that you use common sense in the use of makeup, hairstyles and jewelry. When dealing with patients we ask that your finger nails be at a short to medium length.

No facial or tongue piercing is allowed in the office (they must be removed during work hours). Tattoos must be covered and not visible at all times.

Consult your supervisor or Management if you have questions as to what constitutes appropriate attire.

Again, the policy is so we can maintain their business image and reputation.

706 Return of Property

Employees are responsible for items issued or exposed to them by Eye Associates & SurgiCenter of Vineland or in their possession or control, such as the following:

- * client/patient lists
- * client/patient data
- * credit cards
- * equipment
- * keys
- * manuals
- * tools
- * written materials

All Eye Associates & SurgiCenter of Vineland property must be returned by employees on or before their last day of work. Where permitted by applicable laws, Eye Associates & SurgiCenter of Vineland may withhold from the employee's final paycheck the cost of any items that are not returned when required. Eye Associates & SurgiCenter of Vineland may also take an action deemed appropriate to recover or protect its property.

707 Social Networking

The following is the social media and social networking policy of Eye Associates & SurgiCenter of Vineland. *The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy.* Where no policy or guidelines exist, employees should use their professional judgment and take the most prudent action possible. Consult with your manager or supervisor if you are uncertain.

1. Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of the practice. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of the practice.
2. Information published on your blog(s) should comply with the practice's confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums, and social networking sites.
3. Be respectful to the practice, other employees, and our patients. Do not write or post harassing or offensive material.
4. Do not defame the Practice or our personnel, activities or competitors.
5. Social media activities should not interfere with work commitments. Refer to policies 503 and 504.
6. Your online presence reflects the practice. Be aware that your actions captured via images, posts, or comments can reflect that of our practice.
7. Do not reference or site our practice or our employees without their express consent. In all cases, do not publish any information regarding a patient during the engagement.
8. Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.

Remember that you are responsible for your comments or posts on social media sites. You can be sued by the Practice, its personnel or by any third party if you post defamatory, proprietary, harassing, libelous, or pornographic comments.

This policy is not intended to interfere with any employee's free speech rights, or to prohibit any employee's protected concerted activity. We will enforce this policy only to the extent necessary to protect our trade secrets, enforce our policies and protect the Practice and Practice personnel and patients.

708 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with Eye Associates & SurgiCenter of Vineland. Although advance notice is not required, Eye Associates & SurgiCenter of Vineland requests at least 2 weeks' written resignation notice from all employees.

During the notice period, the employee may not request any leave time for time off. In the event leave is used, employee will forfeit compensation for unused accrued vacation upon termination.

Prior to an employee's departure, the employee has the option to request an EXIT INTERVIEW to discuss the reasons for resignation and the effect of the resignation on benefits. Management will be the ones perform exit interviews.

If an employee does not provide advance notice as requested, the employee will not receive any compensation for unused accrued vacation, and the employee will be considered ineligible for rehire.

710 Security Inspections

Eye Associates & SurgiCenter of Vineland wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Eye Associates & SurgiCenter of Vineland prohibits the possession, transfer, sale, or use of such materials on its premises. Eye Associates & SurgiCenter of Vineland requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of Eye Associates & SurgiCenter of Vineland. Accordingly, any agent or representative of Eye Associates & SurgiCenter of Vineland can inspect them, as well as any articles found within them, at any time, either with or without prior notice.

712 Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by Eye Associates & SurgiCenter of Vineland may not solicit or distribute literature in the workplace at any time for any purpose.

Eye Associates & SurgiCenter of Vineland recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time.

If employees have a message of interest to the workplace, they may submit it to the Administrator for approval. All approved messages will be posted upon approval.

713 Interpersonal Relations

Employees should be kind, cooperative and understanding to all patients, their families, and their co-workers, no matter how adverse the circumstances may be. Politeness and firmness should be used in dealing with difficult people. Conflicts with patients, supervisors or co-workers are to be handled outside the present of patients or the general public in a professional and courteous manner. Dating or other personal relationships among Practice employees is at all times strongly discouraged.

Principles of Conduct for all Employees

- All employees are responsible for the efficient performance of their duties, in conformity with the established policies and procedures of the practice. Employees may not conduct any personal business during working hours.
- All employees should endeavor to maintain good relationships with their fellow workers by courteous and considerate conduct at all times. Gossip hurts someone and helps no one.
- All employees should coordinate their efforts with other employees throughout the practice to ensure continuity of purpose and maximum achievement of the practice objectives.
- See Social Networking Policy #707.

716 Disciplinary Actions

The purpose of this policy is to state Eye Associates & SurgiCenter of Vineland position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Eye Associates & SurgiCenter of Vineland own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with Eye Associates & SurgiCenter of Vineland is based on mutual consent and both the employee and Eye Associates & SurgiCenter of Vineland have the right to terminate employment at will, with or without cause or advance notice. Eye Associates & SurgiCenter of Vineland may also use progressive discipline or discipline action at its discretion.

Disciplinary action may call for any of four steps --verbal warning, written warning, suspension with or without pay, or termination of employment --depending on the severity of the problem and the number of occurrences. This action will be at the discretion of the Administrator or owner of the practice.

Eye Associates & SurgiCenter of Vineland recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger some type of disciplinary action.

If a discipline action is used, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Eye Associates & SurgiCenter of Vineland.

718 Problem Resolution

Eye Associates & SurgiCenter of Vineland is committed to providing the best possible working conditions for its employees.

Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Eye Associates & SurgiCenter of Vineland supervisors and management.

Eye Associates & SurgiCenter of Vineland strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, for voicing a complaint with Eye Associates & SurgiCenter of Vineland in a reasonable, business-like manner, or for using this procedure. The employee may discontinue procedure at any step.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps.

1. Employee presents problem to immediate supervisor within 5 calendar days, after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, the employee may present problem to the Administrator.
2. Supervisor responds to problem during discussion or within 5 calendar days, after consulting with the Administrator, when necessary. Supervisor documents discussion.
3. Employee presents problem to Administrator within 5 calendar days, if problem is unresolved.
4. Administrator reviews and considers problem. Administrator informs employee of decision within 5 calendar days, and forwards copy of written response to employee's file. The Administrator has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.