

EMPLOYEE HANDBOOK

for the Employees of



Established: September 2004
Revised: February 2009

provided by **Administaff** 

TABLE OF CONTENTS

WELCOME!	4
INTRODUCTION	5
DEFINITIONS	5
NOTICE TO EMPLOYEES	6
CHANGE IN POLICY.....	6
EMPLOYMENT POLICIES	7
EQUAL EMPLOYMENT OPPORTUNITY POLICY	7
AMERICANS WITH DISABILITIES ACT (ADA)	7
CLASSIFICATIONS OF EMPLOYMENT.....	7
PERSONNEL FILES.....	8
EMPLOYMENT REFERENCES	8
EMPLOYMENT OF RELATIVES	8
OUTSIDE EMPLOYMENT	8
ORIENTATION PERIOD.....	9
JOB DESCRIPTIONS	9
JOB PERFORMANCE EVALUATIONS.....	9
BACKGROUND SCREENING.....	9
ADVANCEMENT AND PROMOTION	10
SEPARATION FROM EMPLOYMENT.....	10
EMPLOYEE CONDUCT	12
ANTI-HARASSMENT POLICY	12
GUIDELINES FOR APPROPRIATE CONDUCT.....	14
EMPLOYEE SAFETY AND HEALTH	15
WORKPLACE ACCIDENTS	16
WORKERS' COMPENSATION INSURANCE	16
DRUG FREE WORKPLACE POLICY	16
ROMANTIC RELATIONSHIPS	17
COMPLAINT RESOLUTION PROCEDURE	17
HOURS AND COMPENSATION POLICIES	19
HOURS OF OPERATION.....	19
PAYDAY.....	19
ABSENTEEISM AND TARDINESS	19
EMERGENCY OFFICE CLOSING	20
TIME SHEETS.....	20
OVERTIME FOR NON-EXEMPT EMPLOYEES	20
EXEMPT EMPLOYEE REDUCTION OF SALARY.....	20
WAGE AND SALARY	21

OPERATIONS POLICIES	22
APPEARANCE	22
PERSONAL PHONE CALLS AND PERSONAL BUSINESS	22
USE OF COMMUNICATION SYSTEMS	22
INTERNET CODE OF CONDUCT.....	23
CLIENT RELATIONS.....	24
GIFTS AND FAVORS.....	25
SOLICITATIONS AND DISTRIBUTION OF LITERATURE	25
COMPANY PROPERTY	25
WEAPONS.....	25
SMOKING	26
TRAVEL	26
COMPANY VEHICLES.....	27
PERSONAL VEHICLES.....	27
LEAVE OF ABSENCE POLICIES	28
FAMILY AND MEDICAL LEAVE.....	28
FAMILY AND MEDICAL LEAVE - Effective April 1, 2009	31
CONTINUATION OF BENEFITS	36
MILITARY LEAVE OF ABSENCE.....	37
FLORIDA DOMESTIC/SEXUAL VIOLENCE VICTIM LEAVE.....	37
PERSONAL NON-FMLA LEAVE OF ABSENCE.....	37
EDUCATIONAL LEAVE OF ABSENCE	38
PUBLIC SERVICE LEAVE OF ABSENCE	38
BEREAVEMENT LEAVE	39
JURY DUTY AND WITNESS LEAVE	39
EMPLOYEE BENEFITS AND SERVICES	40
HOLIDAYS	40
PAID TIME OFF (PTO).....	40
EXTENDED SICK BANK	41
DONATED ILLNESS BANK.....	42
VOTING	42
ACKNOWLEDGMENTS	<i>Last 2 Pages</i>

WELCOME!

Thank you for joining Community Based Care of Brevard, Inc., ("Community Based Care of Brevard"). We hope you agree that you have a great contribution to make to Community Based Care of Brevard, and that you will find your employment at Community Based Care of Brevard a rewarding experience. We look forward to the opportunity of working together to create a more successful company. We also want you to feel that your employment with Community Based Care of Brevard will be one which is mutually beneficial and gratifying.

History

Community Based Care of Brevard was formed by the Brevard County Board of County Commissioners, Children's Home Society of Florida and the Devereux Foundation specifically for the purpose of developing community-based services and supports for children and families served by the Brevard County child protection and foster care system.

Mission

Community Based Care of Brevard's mission is to protect children, strengthen families and change lives through the prevention of child abuse and the operation and management of a comprehensive, integrated, community-based system of care for abused, abandoned and neglected children and their families.

Vision

Community Based Care Of Brevard and all the stakeholders in Brevard County share a vision of how the child welfare system should provide services for children and families. Community Based Care Of Brevard is committed to the following vision:

- The safety of children at all times will be the foremost concern;
- Permanency issues will be resolved in accordance with a child's sense of time;
- Services will be provided by comprehensive, community-based networks of providers who are equipped to manage and deliver all needed services and supports to meet the needs of child abuse and neglect victims and at-risk children and their families;
- Resources will be efficiently and effectively managed to achieve better outcomes for children with the ultimate goal being child safety and permanency within a twelve-month timeframe;
- Financial support will be available from diverse federal, state and local sources and flexibly managed at the local level to meet child and family needs in a timely and appropriate manner; and
- The system will be able to collect and use data to accurately forecast what services and supports are needed, at what level of intensity and duration, and at what cost to achieve desired outcomes for each child and family in need.

We believe that the mission and vision of Community Based Care of Brevard and its network of providers will improve the lives of the children and families we serve and we hope you will find satisfaction in your job and take pride in your work.

Community Based Care of Brevard is governed by a Board of Directors which is comprised of appointees from the Brevard County Board of County Commissioners and members from the local community and stakeholders.

INTRODUCTION

An interesting and challenging experience awaits you as an employee of Community Based Care of Brevard and Administaff (collectively "the Company"). We have written this handbook in order to answer some of the questions you may have concerning the policies of the Company. Please read it thoroughly and retain it for future reference. Should you have any questions regarding any policies, please ask your supervisor, the Chief Personnel & Administrative Officer or a member of Administaff's Human Resource Department for assistance.

Administaff ("Administaff") is a Professional Employer Organization with clients and worksite employees in 50 states. You are an employee of both companies, Administaff and Community Based Care of Brevard. Administaff handles the administrative responsibilities for employment-related issues such as payroll, benefits and handles many personnel issues, while Community Based Care Of Brevard handles the day-to-day activities related to its core business. Questions relating to payroll, benefits or other human resource issues should be directed to the Chief Personnel & Administrative Officer or Administaff's Payroll or Human Resource Specialists through the Administaff Contact Center at 877-804-8978.

DEFINITIONS

- The term "employee" as used throughout this handbook means those employees both of Community Based Care Of Brevard and Administaff.
- The term "employment" as used throughout this handbook means your employment with Community Based Care of Brevard and Administaff.
- The term "Company" as used throughout this handbook means both Community Based Care Of Brevard and Administaff.
- The term "client company" or "Agency" or Community Based Care Of Brevard as used throughout this handbook means the separate business entity that enters into a contractual relationship with Administaff.
- The Chief Personnel & Administrative Officer position as used throughout this handbook is Administaff's designated contact at Community Based Care of Brevard. The Chief Personnel & Administrative Officer may, at his/her discretion, delegate responsibilities contained in these policies to other supervisory personnel.

This handbook is not a contract guaranteeing employment for any specific duration. Both you and the Company have the right to terminate your employment at any time. No supervisor, manager or representative of the Company, other than the Chief Executive Officer, has the authority to enter into any agreement for employment for any specified period or to make any promises or commitments contrary to the foregoing. Any employment agreement entered into by the Chief Executive Officer shall not be enforceable unless it is in writing and signed by both parties. Notwithstanding the above, an agreement made by the Chief Executive Officer of Community Based Care Of Brevard is not binding on Administaff unless it is agreed to in writing by the President or Vice President of Administaff.

NOTICE TO EMPLOYEES

In drafting this Employee Handbook, we have avoided the use of specific gender pronouns wherever possible. However, where such avoidance would have led to very awkward sentences, we have used the masculine pronoun. This use should be considered to refer to both genders.

This Employee Handbook supersedes all previous Company handbooks and policies. In addition, this handbook supersedes all prior management memos to the extent that such memo contradicts a subject or policy covered herein.

Employees should note that Community Based Care of Brevard has additional policies and procedures, as dictated by applicable regulatory guidelines, which further outline the application of many of the policies contained in this Employee Handbook. Please refer to and follow these Community Based Care of Brevard policies and procedures in tandem with the Employee Handbook. Employees must also sign an acknowledgement of receipt of all above-referenced policies and procedures.

CHANGE IN POLICY

The policies in this handbook are subject to change at the sole discretion of the Company. We will notify you of these changes by appropriate means. Changes will be effective on dates determined by the Company, and you may not rely on policies that have been superseded. No supervisor or manager has any authority to alter the foregoing.

If you are uncertain about any policy or procedure, please check with your immediate supervisor or the Chief Personnel & Administrative Officer.

EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Company provides equal employment opportunities to all employees and applicants without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information or sexual orientation in accordance with applicable federal, state and local laws. In addition, the Company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (ADA) requires an employer to provide reasonable accommodations for individuals with disabilities, unless it would cause undue hardship. A reasonable accommodation is any change in the work environment or in the way a job is performed that enables a person with a disability to enjoy equal employment opportunities.

If you require an accommodation you must inform your supervisor that there is a need for an adjustment or change at work for a reason related to a medical condition. We will respond promptly and to the best of our ability to accommodate the needs of all employees.

CLASSIFICATIONS OF EMPLOYMENT

For purposes of salary administration and eligibility for overtime payments and employment benefits, the Company classifies its employees as follows:

- **Full-time Regular Employees** -- Employees hired to work the Company's normal, full time, 30 hour or more workweek on a regular basis. Such employees may be "exempt" or "non-exempt" as defined below.
- **Part-time Regular Employees** -- Employees hired to work fewer than 30 hours per week on a regular basis. Such employees may be "exempt" or "non-exempt" as defined below.
- **Temporary Employees** -- Employees engaged to work full time or part time on the Company's payroll with the understanding that their employment will be terminated no later than upon completion of a specific assignment. (Note that a temporary employee may be offered, and may accept, a new temporary assignment with the Company and thus still retain temporary status.) Such employees may be "exempt" or "non-exempt" as defined below. (Note that employees hired from temporary employment agencies for specific assignments are employees of the respective agency and not of the Company.)
- **Non-exempt Employees** -- Employees who are required to be paid minimum wage and overtime at the federal or state prescribed wage rate, whichever is higher.
- **Exempt Employees** -- Employees who are not required to be paid minimum wage and overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a workweek. Executives, professional employees, outside sales representatives, certain computer programmers and employees in some administrative positions are typically exempt.

PERSONNEL FILES

Both Administaff and Community Based Care Of Brevard maintain personnel files on each employee. You may review either or both personnel files upon request and in the presence of authorized personnel. If you are interested in reviewing your file(s), contact the Chief Personnel & Administrative Officer or your Administaff Payroll Specialist to make arrangements.

To ensure that your personnel file is up-to-date at all times, notify the Chief Personnel & Administrative Officer and your Payroll Specialist of any changes in your name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, the individuals to notify in case of an emergency, and so forth. An Employee Change in Status Notice will need to be filled out and sent to Administaff; a new emergency contact form for Community Based Care of Brevard will also need to be submitted. You must also inform your supervisor of changes to your contact information so you can be contacted in the event of an emergency.

EMPLOYMENT REFERENCES

All employment verification or reference requests on current or former employees are to be referred to Administaff. Administaff will normally only release last title and dates of employment. All other requests for information on current or former employees also are to be referred to Administaff, who will consider and respond to the request.

Requests for employment verification for credit or mortgage purposes should also be referred to Administaff. Certain information will be provided only if the employee has executed a release.

EMPLOYMENT OF RELATIVES

The Company permits the employment of qualified relatives of employees so long as such employment does not, in the opinion of the Company, create actual or perceived conflicts of interest and is approved by the Board of Directors. For purposes of this policy, "relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation. The Company will exercise sound business judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood or marriage are permitted to work in the same Company facility provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the "chain of command" of a relative such that one relative's work responsibilities, salary, or career progress could be influenced by the other relative.
- No relatives are permitted to work in the same department or in any other positions in which the Company believes an inherent conflict of interest may exist.

This policy applies to all categories of employment at the Company, including regular, temporary and part-time classifications.

OUTSIDE EMPLOYMENT

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

If it is determined that an employee's outside work conflicts or interferes with performance, safety or the ability to meet the requirements of the Company as they are modified from time to time, the employee may be asked to terminate the outside employment if he desires to remain with the Company.

Outside employment that constitutes a conflict of interest is prohibited. Employees also may not receive any income or material gain from individuals outside the Company for materials produced or services rendered while performing their jobs with the Company.

ORIENTATION PERIOD

The orientation 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. The company uses this period to evaluate employee capabilities, work habits, and overall performance. It is also a time to get to know your fellow employees, your supervisor, company culture and the tasks involved in your job position, as well as to become familiar with the company services. Your supervisor or another company employee will work with you to help you understand the needs and processes of your job.

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 the company must complete a secondary orientation period of the same length with each reassignment to a new position. Any significant absence will automatically extend an orientation period by the length of the absence. If the company determines that the designated orientation period does not allow sufficient time to thoroughly evaluate the employee's performance, the orientation period may be extended for a specified period.

This orientation period does not affect the employment status of an employee being "at-will", meaning that the employment relationship may be terminated at any time and for any non-discriminatory reason by either party.

During the orientation period employees are eligible for benefits required by law or as stipulated in specific plan documents.

JOB DESCRIPTIONS

Community Based Care of Brevard has developed a written job description for each position that clearly states the position's essential functions and minimum qualifications. It is the policy of Community Based Care of Brevard to recruit and select candidates for positions based on at least the minimum qualifications as indicated on the job description. Any deviation from this policy will be rare and will only be granted by the Chief Executive Officer.

The job description for each position will be reviewed annually by the Chief Personnel & Administrative Officer.

JOB PERFORMANCE EVALUATIONS

You will be evaluated with respect to the job that you are performing for the company. As you demonstrate the ability to take on additional responsibilities, your talents will be utilized in the manner deemed most suitable to your demonstrated ability and the needs of the company.

A written performance evaluation of each employee will be performed periodically. The evaluation will be conducted by your supervisor and will be reviewed with you. Any areas of specific achievement or need for improvement will be noted and discussed with you.

BACKGROUND SCREENING

All employees of Community Based Care of Brevard are required to complete criminal history background screenings as a condition of employment and continued employment. In addition, student intern/volunteers of Community Based Care of Brevard, when applicable, are required to complete criminal history background screenings as a condition of utilization within Community Based Care of Brevard. These will include, but not be limited to, statewide criminal checks through the Florida Department of Law Enforcement ("FDLE"), federal criminal records checks through the Federal Bureau of Investigation, local criminal records checks through local law

enforcement agencies, employment history checks and fingerprinting. Background checks examine whether or not employees and student intern/volunteers have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to any offense prohibited under any provisions of the Florida Statutes or under any similar statute of another jurisdiction. Criminal records, however, may not prevent an applicant from being employed and a volunteer or intern from being utilized with Community Based Care of Brevard. Each record is looked at on its own merit. All background screenings will be completed by the Chief Personnel & Administrative Officer or designee.

Community Based Care of Brevard subcontractors are required to conduct criminal history background screenings in accordance with F.S. Chapter 409 and their own established policy and procedure.

Five-Year Re-screens

Re-screens will be completed after an employee has been employed or a student intern/volunteer has been utilized by Community Based Care of Brevard for five years and every five years thereafter.

ADVANCEMENT AND PROMOTION

The company's goal is to promote employees from within the current workforce whenever possible. Once a vacancy is established, you may apply for the job provided you are qualified for such advancement.

In making advancement to a new position, the demonstrated ability and overall qualifications of the applicant will be considered. The final decision on applicants will be based upon the overall qualification of the applicant and the recommendation of the applicant's department manager.

It is possible that an opening will occur that requires specialized skills and/or talents that do not currently exist within the company. In such cases, the company will hire someone from outside the present work force.

SEPARATION FROM EMPLOYMENT

An employee may be separated from employment voluntarily or involuntarily by retirement, resignation, lack of work, or termination.

Resignation

Any employee who voluntarily resigns is expected to provide the company with advance written notice of 30 days. Failure to provide such notice may result in the employee not being eligible for rehire and not receiving earned, unused Paid Time Off (PTO) hours. If you have accrued, unused PTO hours upon the termination of your employment, you will be paid for that time at your regular base pay, provided you have given the required written notice.

PTO Pay Out Upon Resignation

If an employee resigns from Community Based Care of Brevard, he will be paid for earned and unused PTO hours computed at the rate of pay earned upon separation, provided the employee gives a 30-day calendar notice and remains in good standing.

If an employee resigns providing two weeks notice and remains in good standing, the PTO payout will be limited to actual PTO hours accrued or a maximum of 40 hours whichever is less.

If an employee provides less than two (2) weeks notice, the employee will not receive any PTO payout upon separation.

Hours accumulated in an Extended Sick Bank are not reimbursable upon leaving the company. PTO hours that were donated into the Donated Illness Bank are not reimbursed to the employee upon separation.

Layoff Due to Lack of Work

The Company attempts to maintain a stable work force, however, business conditions sometimes change to a point that there is not enough work to keep all employees on the payroll. Should such a situation occur, the work force may be reduced by laying off the number of employees over and above those needed to perform the work available or due to a restructuring where higher level skills are required based on business need and where the Agency can not reassign a current employee. Layoffs will be determined by the ability of the affected employees to adequately perform the available work with a minimum of retraining. Length of service and non-medically related absences or tardiness may also be considered where relative ability is equal. An employee who separates from the company due to a "lay off" or "position elimination" will be paid for all earned accrued PTO hours.

PTO Pay Out Upon Employment Termination

An employee who is terminated from the Agency for gross or willful misconduct, negligence, fraud, falsification of records or other similar grievous acts (determined in the sole judgment of the company) will not be paid for accrued PTO hours.

An employee who is terminated after progressive counseling sessions and who has made good faith efforts to rectify the performance to meet standards and performance requirements will receive a payout of actual PTO hours accrued or a maximum of 40 hours whichever is less.

An employee who separates from the company due to a "lay off" or "position elimination" will be paid for all earned accrued PTO hours.

Pay for PTO days will be paid on the regular pay cycle. PTO hours do not count as hours worked for purposes of calculating overtime hours.

Exit Interviews

Management may conduct an exit interview to discuss your reasons for leaving and any other impressions that you may have about the company. The purpose of the exit interview is to give the employee an opportunity to express feedback, either positive or negative, that they may have about the company and to offer their suggestions for how the job or the work environment might be improved. The information provided by the employee will remain confidential with the objective to learn how Community Based Care of Brevard can enhance working conditions and/or detect/correct problems.

Return of Company Property

Any company property issued to you, such as software, computer equipment, databases, files, pager, keys, parking passes or company credit card must be returned at the time of your termination. You will be responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from your final paycheck, and you may be required to sign a wage deduction authorization form for this purpose.

EMPLOYEE CONDUCT

ANTI-HARASSMENT POLICY

It is the policy of the Company to maintain a working environment that encourages mutual respect, promotes respectful and congenial relationships between employees and that is free from all forms of harassment by anyone, including supervisors, co-workers, vendors, contractors, or customers. Harassment, even when not unlawful or directed at a protected category, is expressly prohibited and will not be tolerated by the Company. Accordingly, Company management is committed to vigorously addressing complaints of harassment and sexual harassment at all levels within the Company.

Reported or suspected occurrences of harassment will be promptly and thoroughly investigated. Following an investigation, the Company will immediately take any necessary and appropriate disciplinary action.

The Company will not permit or condone any acts of retaliation against anyone who files harassment complaints or cooperates in the investigation of same.

1. The term "harassment" includes harassment based on any category protected by federal, state, or local law, which may include depending on the jurisdiction, but is not limited to, unwelcome slurs, jokes, or verbal, graphic or physical conduct relating to an individual's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information or sexual orientation.
2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
 - a. Submission to such conduct is an explicit or implicit term or condition of employment;
 - b. Employment decisions are based on an employee's submission to or rejection of such conduct; or,
 - c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Complaint Procedure

The Company provides its employees with a convenient and reliable method for reporting incidents of harassment, including sexual harassment. Any employee who feels harassed or discriminated against is encouraged to immediately inform the alleged harasser that the behavior is unwelcome. In many instances, the person is unaware that their conduct is offensive and when so advised can easily and willingly correct the conduct so that it does not reoccur. If the informal discussion with the alleged harasser is unsuccessful in remedying the problem or if you do not feel comfortable with such an approach, you should immediately report the conduct to your immediate supervisor, manager, Chief Personnel & Administrative Officer, owner of the Company or if necessary for resolution, the Administaff Anti-Harassment Hotline Number at 800-242-8893, ext. 3000 or 281-312-3000 in the Houston area. We cannot help resolve a harassment problem unless we know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so that we can take the necessary steps to correct the problem. The report should include all facts available to the employee regarding the harassment or sexual harassment.

Confidentiality

All reports of harassment or sexual harassment will be treated seriously. However, absolute confidentiality is not promised nor can it be assured. The Company will conduct an investigation of any complaint of harassment or sexual harassment, which may require limited disclosure of pertinent information to certain parties, including the alleged harasser.

Investigative Procedure

Once a complaint of harassment or sexual harassment is received, the Company will begin a prompt and thorough investigation. The investigation may include interviews with all involved employees, including the alleged harasser, and any employees who are aware of facts or incidents alleged to have occurred.

Following an investigation, the Company will immediately take any necessary and appropriate disciplinary action. Disciplinary action will be taken if the investigation reveals that an employee has acted in a manner that is not in alignment with the goal of this policy, even when the actions may be lawful. In fact, the Company may address any workplace issue discovered during an investigation. This may include some or all of the following steps:

1. Restore any lost terms, conditions or benefits of employment to the complaining employee.
2. Discipline the harasser. This discipline can include written disciplinary warnings, transfer, demotion, suspension, and termination.

If the harassment or sexual harassment is from a vendor, contractor, or customer, the Company will take appropriate action to stop the conduct.

If you have made a complaint but feel that the action taken in response has not remedied the situation, you should make a complaint following the complaint procedure outlined in this policy.

Duties of Employees and Supervisors

All employees of the Company, both management and non-management, are responsible for assuring that a workplace free of harassment or sexual harassment is maintained. Any employee may file a harassment complaint regarding incidents experienced personally or incidents observed in the workplace. The Company strives to maintain a lawful, pleasant work environment where all employees are able to effectively perform their work without interference of any type and requests the assistance of all employees in this effort.

All Company supervisors and managers are expected to adhere to the Company's anti-harassment policy. Supervisors' evaluations may include an assessment of the supervisor's efforts in following and enforcing this policy.

All managers and supervisors are responsible for doing all they can to prevent and discourage harassment or sexual harassment from occurring. If a complaint of harassment or sexual harassment is raised, supervisors and managers are to act promptly to notify the Administaff Anti-Harassment Hotline Number of the complaint so that Human Resources may proceed with an investigation. If a supervisor or manager fails to follow this policy, he or she will be disciplined. Such discipline may include termination.

GUIDELINES FOR APPROPRIATE CONDUCT

As a Company team member, employees are expected to accept certain responsibilities, follow acceptable business principles in matters of conduct, and exhibit a high degree of integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that employees refrain from any behavior that might be harmful to themselves, co-workers, the Company, or that might be viewed unfavorably by current or potential clients or by the public at large. Employee conduct reflects on the Company. Employees are, consequently, encouraged to observe the highest standards of professionalism at all times.

Types of behavior and conduct that the Company considers inappropriate include, but are not limited to, the following:

- Falsifying employment or other Company records;
- Violating the Company's anti-harassment policy;
- Soliciting or accepting gratuities from customers or clients;
- Excessive absenteeism or tardiness;
- Excessive, unnecessary, or unauthorized use of Company property and supplies, particularly for personal purposes;
- Reporting to work under the influence of drugs or alcohol, and the illegal manufacture, possession, use, sale, distribution or transportation of drugs;
- Bringing or using alcoholic beverages on the Company property or using alcoholic beverages while engaged in Company business off the Company's premises, except where authorized;
- Fighting or using obscene, abusive, or threatening language or gestures;
- Theft of property from co-workers, customers, clients or the Company;
- Unauthorized possession of firearms on the Company premises or while on Company business;
- Disregarding safety or security regulations;
- Insubordination; and
- Failing to maintain the confidentiality of Company, customer, or client information.

Should an employee's performance, work habits, overall attitude, conduct or demeanor become unsatisfactory based on violations either of the above or of any other Company policies, rules, or regulations, the employee will be subject to disciplinary action, up to and including termination.

Before or during imposition of any discipline, employees may be given an opportunity to relate their version of the incident or problem at issue and provide any explanation or justification they consider relevant.

Where appropriate, supervisors will follow a process of progressive employee discipline. Examples of employee discipline include:

VERBAL COUNSELING. A "verbal counseling" is a verbal communication to an employee that his/her conduct is unacceptable, and that repeated or continued failure to conform his conduct or performance to the Company standards will result in more severe disciplinary action. A record of the notice of the verbal counseling may be made and retained in the employee's personnel file.

WRITTEN COUNSELING. A "written counseling" describes the unacceptable conduct or performance of the employee and specifies needed changes or improvements. A copy of the written counseling generally will be retained in the employee's personnel file.

SUSPENSION. Suspension of the employee's employment may, at the sole discretion of the Company, be used prior to termination. The length of the suspension will vary based upon such factors as the severity of the offense, the employee's performance, and the employee's disciplinary record. An employee may be suspended for repeated instances of minor misconduct, failure to conform his/her conduct or performance to the standards of his/her position, or for a single serious offense. A record of the suspension generally will be retained in the employee's personnel file.

TERMINATION. If an employee fails to conform his/her conduct or performance to the standards required by the Company, the Company may, in its sole discretion, terminate the employee's employment.

Notwithstanding the potential for less severe discipline before termination, the Company reserves the right to administer discipline in such a manner as it deems appropriate to the circumstances, and may, in its sole discretion, terminate an employee without prior discipline or without following a particular order of discipline.

VIOLENCE IN THE WORKPLACE POLICY

It is the intent of the Company to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for clients and others with whom we do business. The Company has zero tolerance for violent acts or threats of violence.

The Company expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional or veiled threat of harm to any employee or company property will be considered acceptable behavior. Acts of violence or intimidation of others will not be tolerated. Any employee who commits or threatens to commit a violent act against any person while on Company premises will be subject to immediate discharge. If an employee, while engaged in Company business off the premises, commits or threatens to commit a violent act, that employee will be subject to immediate discharge if the threat or violent act could adversely affect the Company or its reputation in the community.

Employees within the company share the responsibility in identification and alleviation of threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to their supervisor or a member of management. Employees must assume that any threat is serious. If you as an individual feel threatened and need protection, do not hesitate to report the situation to a supervisor or any member of the management or executive team. Any threat reported to a supervisor should be brought to the attention of management, the Chief Personnel & Administrative Officer and/or the Administaff Human Resource Department. Human Resources will carefully investigate all reports, and employee confidentiality will be maintained to the fullest extent possible.

EMPLOYEE SAFETY AND HEALTH

It is the policy of the Company to provide its employees a safe and healthy work place and to follow procedures aimed at safeguarding all employees. Accident prevention and efficiency in production go together; neither should be given priority over the other.

Safety is everyone's responsibility. Every supervisor is expected to devote the time and effort necessary to ensure the safety of employees at all times.

Responsibilities of the employee include:

- Obeying the safety rules.
- Following safe job procedures. Not taking short cuts.
- Keeping work areas clean and free from slipping or tripping hazards.
- Using prescribed personal protective equipment, if applicable.

- Immediately reporting all malfunctions to a supervisor.
- Using care when lifting and carrying objects.
- Observing restricted areas and all warning signs.
- Knowing emergency procedures and the Disaster Plan procedures.
- Reporting unsafe conditions to supervisors.
- Promptly reporting every accident and injury to his supervisor.
- Following the care prescribed by the attending physician when treated for an injury or illness.
- Attending all employee safety meetings, if applicable.
- Participating in accident investigations, serving on safety committee or other loss control activities as needed.

Failure to observe these guidelines may result in disciplinary action, up to and including termination of your employment.

WORKPLACE ACCIDENTS

No matter how insignificant an injury may seem at the time of occurrence, you should notify your supervisor and the Chief Personnel & Administrative Officer supervisor immediately of any workplace accident or injury.

WORKERS' COMPENSATION INSURANCE

To provide for payment of employee medical expenses and for partial salary continuation in the event of work-related accident or illness, employees are covered by workers' compensation insurance provided by Administaff or based on state regulations.

The amount of benefits payable and the duration of payment depend upon the nature of the employee's injury or illness. All medical expenses incurred in connection with an on-the-job injury or illness and partial salary payments are paid in accordance with applicable state law.

If an employee is injured or becomes ill on the job, the employee must immediately report such injury or illness to their supervisor and the Chief Personnel & Administrative Officer. This ensures that the Company can help obtain appropriate medical treatment. An employee's failure to follow this procedure may result in the appropriate workers' compensation report not being filed timely in accordance with the law, which may delay benefits in connection with the injury or illness. Questions regarding workers' compensation insurance should be directed to the Chief Personnel & Administrative Officer or the Administaff Workers' Compensation Department at 800-242-8893, ext. 3244.

DRUG FREE WORKPLACE POLICY

The policy of the Company is to maintain a drug free workplace. As a condition of continued employment, all Company employees must comply with this policy. The term "workplace" is defined as Company property, any Company sponsored activity, or any other site where the employee is performing work for the Company or representing the Company. The term "drug" as used in this policy includes alcoholic beverages and prescription drugs, as well as illegal inhalants and illegal drugs and/or controlled substances as defined in schedules I through V of the Controlled Substances Act, 21 U.S.C. Sec. 812, 21 C.F.R. Sec 1308, and the state and local law of the jurisdiction where the workplace is located, including, but not limited to, marijuana, opiates (e.g., heroin, morphine), cocaine, phencyclidine (PCP), and amphetamines. An employee who engages in an activity prohibited by this policy shall be subject to disciplinary action, up to and including immediate termination of employment. However, the use and/or possession of prescription drugs under federal law, when taken as directed and obtained with a valid prescription, shall not be a violation of this policy.

Prohibited activities under this policy include the possession, use, sale, attempted sale, distribution, manufacture, purchase, attempted purchase, transfer, or cultivation of drugs, as defined above, in the workplace, as defined above. Employees are also prohibited from being at the workplace with a detectable amount of drugs in their system. However, the use and/or possession of prescription drugs under federal law, when taken as directed and obtained with a valid prescription, shall not be a violation of this policy.

Information regarding the availability of treatment programs, if any, such as assistance provided by Administaff's health care plan coverage or drug and alcohol abuse rehabilitation programs and the requirements for participation in drug and alcohol abuse education and training programs, may be requested by contacting the Chief Personnel & Administrative Officer or your Administaff Human Resource Specialist through the Administaff Contact Center at 877-804-8978.

This policy is not intended to replace or otherwise alter the obligation of an Administaff client company to comply with requirements of the U.S. Department of Transportation or any other federal, state or local agency that regulates drug testing administration or a particular industry.

ROMANTIC RELATIONSHIPS

The Company desires to avoid misunderstandings, actual or potential conflicts of interest, complaints of favoritism, possible claims of sexual harassment, and the employee morale and dissension problems that can potentially result from romantic relationships involving managerial and supervisory employees in the Company or certain other employees in the Company.

Accordingly, managers and supervisors are discouraged from becoming romantically involved with one another or with any other employee of the Company. Additionally, all employees, both managerial and non-managerial, are discouraged from becoming romantically involved with other employees, when, in the opinion of the Company, their personal relationships may create a conflict of interest, cause disruption, create a negative or unprofessional work environment, or present concerns regarding supervision, safety, security, or morale.

An employee who is romantically involved with a supervisor or fellow employee should immediately and fully disclose the relevant circumstances to their supervisor so that a determination can be made as to whether the relationship presents an actual or potential conflict of interest. If an actual or potential conflict exists, the Company may take whatever action appears appropriate according to the circumstances, up to and including transfer or discharge. Failure to disclose facts may lead to disciplinary action, up to and including termination.

Employees are expected to behave in a professional manner in the workplace and keep their personal relationships out of the work environment. Employees should also remember that the Company maintains a strict policy against unlawful harassment of any kind, including sexual harassment. The Company will vigorously enforce this policy consistent with all applicable federal, state, and local laws.

COMPLAINT RESOLUTION PROCEDURE

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, should a situation persist that you believe is detrimental to your employment with the Company, you should follow the procedure described here for bringing your complaint to management's attention.

Step One. Discussion of the problem with your immediate supervisor is encouraged as a first step. If, however, you do not believe a discussion with your supervisor is appropriate, you may proceed directly to Step Two.

Step Two. If your problem is not resolved after discussion with your supervisor or if you feel discussion with your supervisor is inappropriate, you are encouraged to request a meeting

with the Chief Personnel and Administrative Officer and/or with a representative of the Administaff Human Resource Department. In an effort to resolve the problem, the representative will consider the facts and may conduct an investigation.

The Company does not tolerate any form of retaliation against employees availing themselves of this procedure. The procedure should not be construed, however, as preventing, limiting, or delaying the Company from taking disciplinary action against any individual, up to and including termination, in circumstances (such as those involving problems of overall performance, conduct, attitude, or demeanor) where the Company deems disciplinary action appropriate.

HOURS AND COMPENSATION POLICIES

HOURS OF OPERATION

In order to effectively and efficiently serve our clients and to ensure adequate staff, employees are expected to adhere to their work schedules. Hours for office employees are from 8:00 a.m. to 5:00 p.m., Monday through Friday. A one hour lunch period will be arranged by your supervisor. Lunch breaks for all office employees will be assigned or approved by the department manager. In order to facilitate the smooth flow of business and to adequately cover the phones, lunch breaks will usually be staggered and may change to meet the needs of the company. No formal rest breaks for office personnel are scheduled. However, employees are permitted to take reasonable breaks which do not negatively impact the work flow or cause deliverables to be late.

PAYDAY

All employees will be paid bi-weekly on Friday. For paydays falling on a holiday, you will be paid on the prior business day. If you are absent on payday and someone else is to pick up your check, it will not be released without a signed, handwritten note from you authorizing the named person to pick it up. The person designated to pick up your check will be asked to produce identification satisfactory to management; otherwise, your check will not be released. Any deviations from this procedure must have prior approval from an officer of the company.

Paid Time Off (PTO) pay will be paid on the regular pay cycle. If you resign, final settlement of services or wages will be made no earlier than the next regular pay cycle, or in accordance with state law, whichever is sooner.

If you are terminated, you will be issued a check on the next regular payday, or in accordance with applicable state law, whichever is earlier.

ABSENTEEISM AND TARDINESS

The Agency operates on a fixed budget to serve those who need our assistance. Therefore, the Company expects all employees to assume diligent responsibility for their attendance and promptness. Continued dependability, quality and pride of service are factors over which each individual employee has a great deal of influence. If you are absent and cannot perform your duties on time, or if you produce substandard work, then we all pay the price by having other employees cover for you or we fail to provide timely services to our clients.

The work schedule is constructed around the maximum working hours and capabilities of the staff. It is extremely important that you be punctual in your arrival for work at the beginning of the workday or shift to which you are assigned. If you know that you will be absent or late arriving for work, notify your supervisor personally no later than one hour before your scheduled start time. In the event of a disabling sickness or accident while performing your duties, notify your supervisor immediately.

If you are absent for three or more consecutive workdays, a statement from a physician may be required before you will be permitted to return to work. In such instances, the Company also reserves the right to require you to submit to an examination by a physician designated by the Company at its discretion.

Unexcused or excessive absenteeism or tardiness may be grounds for disciplinary action, up to and including termination. If you are absent for three or more consecutive business days and fail to properly report your absences, this will be considered a resignation of your position and you will be terminated for abandonment of your job.

EMERGENCY OFFICE CLOSING

It is the policy of the Company that offices be open during normal working hours in order to provide the service our clients require and expect from us. The Company has the sole discretion in determining if the office is to be closed in the event of inclement weather, power or other utility failure, fire, flood, hurricane, earthquake, or some other emergency.

The Agency realizes its obligation to employee's physical well-being and strives to maintain a safe place for employees to work. The occasional emergency situation that may arise needs to be handled efficiently and calmly. Your supervisor will advise of procedures to be followed when offices are closed because of inclement weather or when emergencies arise during the day; in these circumstances, if the office is closed, the employees will be paid as originally scheduled.

TIME SHEETS

The time sheet is used for payroll records that must be maintained accurately at all times. Each employee will be expected to keep a time sheet. Each time sheet must be signed by the employee and their supervisor/manager, for approval, prior to submitting it to payroll for processing.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending of any split shift or departure from work for personal reasons.

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.

Any discrepancies should be resolved by the supervisor/manager before transmittal to the payroll contact for processing

OVERTIME FOR NON-EXEMPT EMPLOYEES

It should be recognized that overtime and additional work other than that which is regularly scheduled might be required.

Overtime will be paid to eligible, non-exempt employees in accordance with applicable state law. The pay for regular overtime will be at the federal or state prescribed wage rate, whichever is higher.

All overtime must be authorized prior to its occurrence by your immediate supervisor. All overtime will be clearly noted on your time sheet and should be initialed by your immediate supervisor.

Prohibited "Off the Clock" Work

At no time should employees perform work while "off the clock." All time spent working should be properly recorded. If given a directive to perform work "off the clock," please promptly notify the Chief Personnel & Administrative Officer, or, if you have been given a directive to work "off the clock" and/or have been told not to properly record all hours worked, notify your Administaff Human Resource Specialist. No employee will be penalized in any way for making such a complaint.

EXEMPT EMPLOYEE REDUCTION OF SALARY

Exempt employees are paid on a salary basis and, in general, must be paid their full salary for any week in which they perform work. Their salary may be reduced only in the following circumstances:

1. Employees who are absent from work for at least a full day for personal reasons other than sickness or disability will not be paid for that day unless they have accrued paid time off under the client company's paid time off, vacation or sick policy, if any.

2. Exempt employees who are absent for at least a full day because of sickness or disability will not be paid for that day unless they have accrued paid time off under the client company's paid time off, vacation, sickness, or disability policy and the absence qualifies for pay under such policy. Their salary will not be reduced for less than a full day because of sickness or disability.
3. Employees who are absent from work for jury duty, attendance as a witness, or military leave may have their salary reduced by the amount of payment they receive in the form of jury fees, witness fees, or military pay. Their salary will not be reduced by the number of hours or days they are absent unless they perform no work during a given week.
4. If an employee violates a safety rule of major significance, his or her salary may be reduced in an amount to be determined by the company as a penalty for that violation.
5. Employees may be suspended without pay for other types of workplace misconduct, but only in full day increments. This refers to suspensions imposed pursuant to a written policy applicable to all employees regarding serious misconduct including but not limited to workplace harassment, violence, drug and alcohol violations, legal violations, etc. The possibility of such unpaid suspensions is hereby incorporated into all such policies.
6. Employees who work less than forty hours during their first and/or last week of employment will be paid a proportionate part of their full salary for the time actually worked.
7. Employees who take leave under the Family and Medical Leave Act will not be paid for that time unless they have accrued paid time off under the client company's paid time off, vacation, sickness, or disability policy, if any. Their salary will be reduced by the hours missed, even if it is for less than a full day.

This policy is subject to applicable law. The Company will follow the state law regarding reduction of exempt employees' salaries if the state law is more favorable to employees.

Prohibited Reductions / Complaint Procedure

Any salaried exempt employee whose salary is reduced in violation of this policy will be reimbursed. If you feel your salary has been improperly reduced, please notify your Administaff Human Resource Specialist. The employee will not be penalized in any way for making such a complaint.

This policy is intended solely to implement FLSA regulatory requirements, will be applied and modified as necessary in accordance with such requirements, and is not to be considered any type of contract.

WAGE AND SALARY

Wage rates and salaries vary according to your qualifications and previous work experiences, and a successful, stable work record. Rates for one particular job or classification cannot be compared as being relative to any other.

Any wage increase or adjustment in pay will be awarded on an individual basis dependent upon your performance, overall contribution to the Company and availability of funding.

OPERATIONS POLICIES

APPEARANCE

All employees are required to report for work in clean clothing and footwear. All personnel should maintain good grooming and personal hygiene. Clothing which is not acceptable are items that are sloppy or unkempt, halter-tops, shorts, bathing suits, tank tops or T-shirts.

PERSONAL PHONE CALLS AND PERSONAL BUSINESS

During business hours, you are requested to keep personal calls to an absolute minimum. No long distance or toll calls such as directory assistance, other than Company business calls, are to be made from company telephones. Telephone records are subject to periodic review by management.

If you need to leave the worksite to conduct personal business, you must first obtain permission from your immediate supervisor. This will allow him to make modifications to the work schedule if necessary and will keep him aware of your activities during the day. Personal visits of friends and family members to the worksite are discouraged.

USE OF COMMUNICATION SYSTEMS

It is the intent of the Company to provide the communication systems necessary for the conduct of its business. Employees are expected to adhere to proper use of all communication systems. These include but are not limited to the Telephone, Electronic Mail (E-Mail), Facsimile, Internet, Corporate Intranet, Voice Mail, Computer Terminals, Modems and Systems Software. Employees are permitted use of Company property and must comply with Company policies and procedures regarding its use.

The communication systems are owned and operated by the Company and are to be used for the business of the Company. Employees should have no expectation of privacy of any correspondence, messages or information in the systems. All e-mail communication and other documents are subject to the Public Records Request at any time.

The Company reserves the right to access and disclose all such messages sent for any purpose. All such messages, regardless of content or the intent of the sender, are a form of corporate correspondence, and are subject to the same internal and external regulation, security and scrutiny as any other corporate correspondence. E-mail communications must be written following customary business communications practices as is used in Company correspondence. E-mail communications are official internal Company communications, which may be subject to summons in legal proceedings. Work-related messages should be directed to the affected employee(s) rather than sending a global message to all employees.

The Company's communication systems shall not be used as a forum to promote religious or political causes, or an illegal activity. Offensive or improper messages or opinions, transmission of sexually explicit images, messages, cartoons, or other such items, or messages that may be construed as harassment or disparagement of others based on race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information or sexual orientation are also prohibited on the Company's communication systems.

Employees shall not attempt to gain access to another employee's personal communications system and messages. Employees are prohibited from sharing their network access with other employees. The Company, however, reserves the right to access an employee's messages at any time, without notice to the employee.

Any violation of these guidelines may result in disciplinary action, up to and including termination.

INTERNET CODE OF CONDUCT

Definitions

Internet Access is defined as access to the World Wide Web through the Community Based Care Of Brevard network. Network User is defined as any individual who accesses the Community Based Care Of Brevard network.

Internet Access Protocol

Access to the Internet has been provided to Community Based Care Of Brevard network users for the benefit of the organization and its clients. It allows network users to connect to information resources around the world. Every Community Based Care Of Brevard network user has the responsibility to maintain and enhance the Community Based Care Of Brevard's public image, and to use Internet Access in a productive manner. To ensure that all network users are responsible, productive, and are protecting Community Based Care Of Brevard's public image, the following guidelines have been established for using Internet Access as referenced in policy GOV-203, Risk Management.

Acceptable Use of the Internet

Network Users accessing the Internet are representing Community Based Care Of Brevard. All communications should be for professional reasons. Users of the Community Based Care Of Brevard network are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Internet Relay Chat channels may be used to conduct official Community Based Care Of Brevard business, or to gain technical or analytical advice. Databases may be accessed for information as needed. E-mail may be used for business contacts.

Unacceptable Use of the Internet

The Internet should not be used for personal gain, for the advancement of individual views, or for solicitation of non-Community Based Care Of Brevard business. Use of the Internet must not disrupt the operation of the Community Based Care Of Brevard network or other networks. Internet Access use must not interfere with productivity. Communications

Each network user is responsible for the content of all text, audio or images that they transmit or receive via Internet Access. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the Internet should have the network user's name attached if possible. No messages will be transmitted under an assumed name. Internet Access users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language may be transmitted through the Community Based Care Of Brevard network. Network Users who wish to express personal opinions on the Internet are to use non-Community Based Care Of Brevard Internet systems.

Software

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software. All software downloads require prior management approval and/or IT supervision.

Copyright Issues

Copyrighted materials belonging to entities other than Community Based Care Of Brevard may not be transmitted on the Internet. Copyrighted material may be downloaded for use in research or documentation, but may not be copied or distributed. Failure to observe copyright or license agreements may be reported as outlined in Community Based Care Of Brevard procedure OP-1050.19 and/or may result in legal action by the copyright owner.

Security

All messages created, sent or retrieved through Community Based Care Of Brevard Internet Access are the property of Community Based Care Of Brevard and should be considered public information. Community Based Care of Brevard and Administaff reserves the right to access and monitor all messages and files on the Community Based Care Of Brevard network as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images may be recorded and or disclosed to law enforcement or other third-parties without prior consent of the sender or the receiver.

Harassment

Harassment of any kind is prohibited. Messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will not be permitted.

Confidential Information

Each Community Based Care Of Brevard network user has the responsibility to preserve and protect all confidential and company information. Network users should not transmit such information to sources which are not known and verified by the network user. Confidential information is subject to Community Based Care Of Brevard security policies and procedures as well as to HIPAA requirements.

Procedure Noncompliance

Violations of any guidelines listed herein should be reported as outlined in Community Based Care Of Brevard procedure OP-1050-19. If necessary, Community Based Care Of Brevard will advise appropriate legal officials of any violations of law.

CLIENT RELATIONS

The Company strives to consistently provide clients with appropriate services and referrals.

In order to realize our commitment to excellent customer/client service, we expect the following from each of our employees:

- Provide courteous service in a prompt and efficient manner.
- Adhere to the values and principles of our System of Care.
- Establish and maintain positive relationships with clients by gaining their trust and respect through professional, honest interaction.
- Handle complaints responsibly and professionally. Do not allow a conversation to escalate. If you are unable to resolve the complaint to the client's satisfaction, review the situation with your supervisor.
- Communicate with clients in a professional manner whether in person, over the phone, or via e-mail.

Always remember that you are the Company to our clients and our reputation and the client's perception of the company is attributed to each employee.

GIFTS AND FAVORS

No employee shall solicit or accept for personal use, or for the use of others, any gift, favor, loan, gratuity, reward, promise of future employment, or any other thing of monetary value that might influence, or appear to influence, the judgment or conduct of the employee in the performance of their job.

Employees can accept occasional unsolicited courtesy gifts or favors (such as business lunches, tickets to sporting events or cultural events, holiday baskets, flowers, etc.) so long as the gifts or favors have a market value under \$25.00, are customary in the industry, and do not influence or appear to influence the judgment or conduct of the employee. Please discuss any exceptions to this amount with your supervisor.

Employees are not to give, offer, or promise directly or indirectly anything of value to any representative of a customer or client, a potential customer or client, a vendor or potential vendor, financial institution or potential financial institution with whom the Company has or may have a business relationship.

SOLICITATIONS AND DISTRIBUTION OF LITERATURE

It is the intent of the Company to maintain a proper business environment and prevent interference with work and inconvenience to others from solicitations and/or distribution of literature.

Group meetings for solicitation purposes, distributing literature, circulating petitions in work or sales areas is prohibited unless it is approved in advance by a member of the Strategy Team as a Company-sponsored event. The following guidelines will apply throughout the Company:

- Employees will not engage in any solicitation of other employees for any purpose whatsoever during working hours or in work areas.
- The Company's facilities may not be used as a meeting place that involves solicitation and/or distribution of literature.
- In order to maintain good client relations and preserve the professional work environment, employees may not wear any insignia, badge, or button on their person, nor display any insignia, badge, or button on their desk or in their work area, excluding professional designation awards.
- Human Resources will approve and post all information that is displayed on the Company's bulletin board or make available for review or distribution to employees.
- Trespassing, soliciting or distributing literature by non-employees is prohibited on Company premises.

COMPANY PROPERTY

In an effort to ensure the safety and welfare of employees and invitees, the Company reserves the right, on reasonable suspicion that Company policy is being violated, to conduct searches or inspections which includes, but is not limited to, employee's work area, desks, and any other property located on Company premises or work sites. Entry on Company premises or work sites constitutes consent to searches or inspections.

WEAPONS

It is the intent of the Company to provide a safe and secure workplace for employees, clients, customers of clients, visitors and others with whom we do business. The Company has "zero tolerance" for, and expressly forbids the possession of, while on Company property, any type of weapon, firearm, explosive, and/or ammunition. For purposes of this policy, Company property includes, but is not limited to, all Company facilities, Company-provided parking areas and vehicles and equipment that are either leased or owned by the Company or a Company client. In

addition, the Company strictly prohibits the *unlawful* carrying or possession of any weapon in a parking facility or parking area, including in employee-owned vehicles parked on Company property; provided, however, employees and other third-party invitees are permitted to possess legally-owned firearms that are either locked inside or locked to a personal vehicle when the employee or invitee is lawfully on Company property.

With the limited exception for legally-owned firearms set out above, the possession of firearms or other weapons on Company property may be cause for discipline including, but not limited to, immediate termination of employment. In enforcing this policy, the Company reserves the right to request inspections of any employee and their personal effects (excepting personal vehicles), while on Company property. Any employee who refuses to allow such an inspection will be subject to the same disciplinary action as having been found in possession of firearms or other weapons.

Employees within the Company share the responsibility of identifying violators of this policy. An employee who either witnesses or suspects another individual of violating this policy should immediately report this information to their supervisor.

SMOKING

In order to maintain a safe and comfortable working environment and to ensure compliance with applicable laws, smoking in company offices and facilities is strictly regulated. You should familiarize yourself with those areas throughout the premises where smoking is either permitted or prohibited. For your convenience, these areas have been marked clearly. Because the company may be subject to criminal and civil penalties for violations of applicable smoking laws, we must insist on strict adherence to this policy. Employees smoking in any non-smoking area may be subject to disciplinary action, up to and including termination. Please contact your supervisor, the Chief Personnel & Administrative Officer or Administaff's Human Resource Specialist if you have any questions regarding the smoking policy. Complaints regarding violations of this policy may be filed under the Company's complaint resolution procedure, which is described elsewhere in this section of the handbook.

TRAVEL

The Company reimburses employees per written guidelines and policy for the expenses of travel, including the cost of transportation, meals, lodging, and compensation when appropriate, provided such travel is approved and performed in the course of conducting Company business.

Activities that normally justify the reimbursement of travel expenses include travel for meetings or visits with clients and families and the attendance at business meetings, conventions, and seminars or other selected educational functions related to the employee's job.

Common carrier transportation will be utilized for trips, provided suitable scheduling is available. Employees are expected to exercise prudence in their selection of local transportation to their destination. When practical, employees are expected to use a Company car or personal car for short distance travel.

All employees normally are expected to travel coach or economy class and to stay and eat in moderately priced establishments while traveling on Company business.

Non-exempt employees will be compensated for time spent traveling if that travel is part of the employee's daily work activity, including travel from one job site to another or travel from a designated meeting place to a job site. Travel by a non-exempt employee who will be away from home overnight is work time only during those periods the employee is engaged in Company business, which typically will coincide with the employee's regular working hours. Such time counts as hours worked even if it occurs on a non-working day. If an employee uses his or her own car rather than available public transportation for travel away from home, the employee can count as hours worked either the time spent driving or the time that would have been spent on public transportation during regular working hours.

COMPANY VEHICLES

The following are specific policies related to vehicles leased or owned by the company:

- Employees must have a valid driver's license and be insurable by the company's automobile insurance carrier. Any changes in the status of your driver's license (revocation, suspension, DUI, etc.) must be reported immediately to your supervisor and the Chief Personnel & Administrative Officer.
- Obey all traffic laws and speed limits; wear seat belts at all times, maintain a safe speed for road, traffic, and weather conditions; practice defensive driving techniques.
- Daily records must be kept for all mileage driven.
- Company vehicles will be driven only for transportation to approved destinations and will not be driven for private use unless arrangements have been made in advance.
- Only authorized employees are permitted to drive or ride in a company vehicle.
- Only the driver assigned to the vehicle is authorized to sign for gasoline, oil, etc. All charge receipts must include: Name and Address of the Vendor, Date of Purchase, Number of Gallons Purchased, Amount Paid, License Plate Number.
- Alcohol or illegal drugs will **not** be allowed in a company vehicle at any time.
- No driver who has been drinking alcoholic beverages or is under the influence of drugs will be allowed to drive a company vehicle.
- Vehicles must be properly maintained and kept clean at all times.
- Report accidents to management immediately, regardless of perceived damage.
- Any damage to a company vehicle caused by employee carelessness or neglect is the responsibility of the employee. In the event of damage, the employee assigned to the vehicle will be responsible for expenses up to the current insurance deductible. Any employee who misuses a company vehicle or is no longer insurable by the company's insurance carrier may be subject to dismissal.

PERSONAL VEHICLES

Employees may use their personal vehicles on official company business. A mileage rate based on acceptable and current company guidelines will be paid to an employee who uses his personal vehicle on official company business. Minimum insurance requirements as specified by the company's insurance carrier must be in effect at the time the employee's personal vehicle is used and the employee may be required to provide proof of insurance.

LEAVE OF ABSENCE POLICIES

FAMILY AND MEDICAL LEAVE

Under the Family and Medical Leave Act of 1993, as amended (“the Act”), Administaff grants family and medical leaves of absence to “eligible employees” for the following:

1. the birth of an employee’s child or to care for the newborn child;
2. the placement of a child with the employee for adoption or state-approved foster care;
3. the care of an employee’s spouse, child, or parent (“family member”) who has a serious health condition;
4. the employee’s serious health condition which prevents the employee from performing any one essential function of the employee’s position;
5. “active duty leave”: the employee’s responding or attending to a “qualifying exigency” arising out of a covered family member’s active duty or notification of an impending call or order to active duty in the Armed Forces in support of a contingency operation. A “covered family member” for purposes of this leave includes a spouse, son, daughter or parent of the employee; or
6. “servicemember family leave”: the employee’s care of a spouse, son, daughter, parent, or next of kin (nearest blood relative) who has incurred a serious illness or injury in the line of duty while on active duty in the Armed Forces, and that illness or injury has rendered the servicemember medically unfit to perform the duties of the member’s office, grade, rank or rating.

For purposes of family and medical leave, a “serious health condition” as set out in (3) and (4) above is defined as an illness, injury, impairment or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. Pursuant to express provisions in the National Defense Authorization Act, “active duty leave” as set out in (5) above will not become effective until the Secretary of Labor issues final regulations defining “any qualifying exigency.”

Eligible Employee

An active full-time or part-time employee is eligible for FMLA leave under any of the above leave categories provided that on the date the employee requests leave:

1. He has been employed by Administaff or the client company for at least 12 months; and
2. He has worked 1,250 hours during the 12-month period immediately preceding the commencement of leave.

In determining FMLA eligibility, an employee re-employed following military service will be given credit for (i) the period of uniformed service towards the months-of-employment eligibility requirement, and (ii) the hours of service that would have been performed but for the period of uniformed service.

Length of Family and Medical Leave and Active Duty Leave

An eligible employee is entitled to a combined total of 12 workweeks of unpaid leave within a 12-month period. The amount of leave available to an employee will be calculated by looking backward at the amount of leave taken within the 12-month period immediately preceding the first date of leave. Leave taken for the care of a newborn child or placement for adoption or foster care must be taken within 12 months of the birth or placement of the child, and it must also be taken as an uninterrupted, continuous leave of absence unless the client company allows intermittent leave or a reduced schedule for these reasons.

If both a husband and wife are employed by Administaff, and are eligible for leave, except for leave due to the employee’s serious health condition, the two may take a combined total of 12-

weeks. Intermittent leave or a reduced schedule may be approved for the employee's serious health condition or a family member's serious health condition where medically necessary and where the need for such leave is best accommodated through such scheduling. An employee requesting intermittent leave/reduced schedule may be transferred temporarily to an available alternative position with equivalent pay and benefits, or to a part-time position if such a position better accommodates the need for intermittent leave/reduced schedule.

Length of Servicemember Family Leave

An eligible employee is entitled to a combined total of 26 workweeks of unpaid leave within a single 12-month period for servicemember family leave. Leave to care for an injured or ill servicemember, whether or not combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period. The amount of leave available to an employee will be calculated by looking backward at the amount of leave taken within the 12-month period immediately preceding the first date of leave. If both a husband and wife are employed by Administaff, and are eligible for servicemember leave, the two may take a combined total of 26-weeks. Intermittent leave or a reduced schedule may be approved for servicemember family leave where medically necessary and where the need for such leave is best accommodated through such scheduling. An employee requesting intermittent leave/reduced schedule may be transferred temporarily to an available alternative position with equivalent pay and benefits, or to a part-time position if such a position better accommodates the need for intermittent leave/reduced schedule.

Servicemember family leave runs concurrent with other leave entitlements provided under federal, state, and local law.

Substitution of Paid Leave

An employee taking family and medical leave due to the employee's serious health condition must substitute all accrued sick leave, unused paid vacation, personal leave, paid time off and short-term salary continuation, if applicable, before continuing leave on an unpaid basis. An employee taking leave for reasons other than an employee's own serious health condition must exhaust all accrued unused paid vacation, personal leave and paid time off before continuing leave on an unpaid basis. Any family and medical leave, active duty leave, whether paid, unpaid, or a combination thereof, will be counted toward the 12-week leave entitlement. Any servicemember family leave, whether paid, unpaid, or a combination thereof, either taken by itself or together with any other family and medical leave and/or active duty leave, whether paid, unpaid or a combination thereof, will be counted toward the 26-week leave entitlement.

Employee Notification Requirements

If an employee expects to take family and medical leave, active duty leave or servicemember family leave, the employee must notify the Administaff Leave and Disability Group of the intention to take leave at least 30 days in advance of the expected leave. Following proper notification, the employee must complete a Leave of Absence Request form and provide any required medical certification.

If the need for leave is not foreseeable, the employee must provide notification of leave to the Administaff Leave and Disability Group as soon as is practicable under the circumstances. An employee's failure to provide 30 days advance notification for foreseeable leave may result in a delay of leave.

Medical Certification

An employee who takes leave for the employee's serious health condition or to care for a family member with a serious health condition must submit to the Administaff Leave and Disability Group written medical certification of the need for such leave from the applicable health care provider. Failure to provide the certification in a timely manner may result in a delay of leave. Administaff may request a second or third medical opinion at Administaff's expense for verification of an employee's serious health condition. The opinion of the third health care provider, who is approved jointly by Administaff and the employee, shall be final and binding on Administaff and the employee. In addition, while the employee is on leave, Administaff may require the employee to provide periodic recertification of the employee's medical condition (not

to exceed once every 30 days) and Administaff may inquire as to the employee's intentions to return to work.

An employee on uninterrupted, continuous leave due to the employee's own serious health condition will be required to provide a job-related medical certification of fitness before the employee is allowed to return to work. Where an employee is on servicemember family leave and is unable to return to work because of the continuation, recurrence or onset of the serious illness or injury suffered by the covered servicemember, the employee will be required to provide a certification issued by the health care provider of the servicemember being cared for by the employee. Failure to provide any such applicable certification may result in the delay or denial of job restoration.

Active Duty Leave Certification

An employee who takes active duty leave must submit to the Administaff Leave and Disability Group written notice of an impending call or order to active duty in support of a contingency operation as soon as is reasonable and practicable under the circumstances.

Benefits Continuation

The same health care benefits coverage provided to an employee on the day prior to taking family and medical leave will be maintained for up to the 12 weeks required for family and medical leave and active duty leave, or up to the 26 weeks required for servicemember family leave, or as required by law, provided the employee continues to pay any required contribution for benefits. Employees who are on leave are responsible for making their periodic payment of the required contribution to Administaff at the following address.

Administaff
Attn: Premium Funding Group MC 3-2700
19001 Crescent Springs Drive
Kingwood, Texas 77339-3802

Upon completion of the leave granted under this policy, or if an employee fails to return to work at the end of the leave, a loss of coverage will occur, and continuation of health care coverage would be offered through COBRA. An employee who does not return from leave may be required, under certain circumstances provided by the Act, to reimburse Administaff for any employee contributions paid by Administaff or the client company while the employee was on unpaid leave.

While on leave, an employee must continue to pay the employee's contributions or loan payments for any applicable benefits which would otherwise be automatically deducted from the employee's wages (e.g., supplemental life insurance, credit union loans, 401(k) loans). Contact your Administaff Payroll Specialist for details regarding employee contributions and/or loan payments.

The period of time an employee is on family and medical leave will be treated as continued service for purposes of vesting and eligibility to participate under any available pension or retirement plan. Absences due to leave will not be counted as time worked for the purpose of seniority or computing vacation, sick leave or personal days.

Job Restoration

An employee will be returned to the same or an equivalent position when the employee returns from family and medical leave, active duty leave or servicemember family leave, with no loss of benefits accrued prior to leave. An employee who does not return to work at the end of an authorized leave is subject to termination of employment. In the event an employee's position with Administaff and Community Based Care of Brevard is affected by a decision or event not related to the employee's leave of absence, e.g., job elimination due to a reduction in force, the employee will be affected to the same extent as if he was not on leave.

Certain "key employees" as defined under the FMLA may not be eligible to be restored to the same or an equivalent position after leave if doing so would cause substantial and grievous

economic injury to the operations of the assigned company. Administristaff will notify such employees of their "key employee" status and the conditions under which job restoration will be denied, if applicable.

Workers' Compensation and Family and Medical Leave

With some exceptions, an absence related to a workers' compensation injury is not counted against an employee's family and medical leave entitlement. If an employee who was injured on the job and as a result who suffered a "serious health condition" declines the offer of a medically-approved "light duty" position, the employee should notify Administristaff's Human Resource Department that he chooses to exercise his family and medical leave rights, if he is so eligible. If the employee accepts the "light duty" position in lieu of any family and medical leave or returns to work within 12 weeks after the date of the injury, the employee will retain his right to be restored to the same or an equivalent position until 12 weeks have passed unless a decision or event not related to the employee's leave of absence occurs which results in the termination of the employee or the elimination of the job position.

Questions About Family and Medical Leave

If you have any questions about your rights or responsibilities under this policy, contact the Administristaff Leave and Disability Group.

Administristaff and Community Based Care of Brevard will comply with all applicable federal, state and local laws in administering this policy.

FAMILY AND MEDICAL LEAVE

Effective April 1, 2009

NOTE: This Policy supersedes and replaces all prior federal and/or state family and medical leave related policies, to the extent such policies exist, and is in effect only where the Community Based Care of Brevard for which an employee works is a covered employer under applicable federal law. Additionally, application of this Policy is contingent upon the employee seeking leave benefits working for the Community Based Care of Brevard at a worksite where fifty (50) or more employees are employed by Community Based Care of Brevard within a 75-mile radius of that worksite.

Notwithstanding the above, an employee seeking leave benefits under this Policy must also satisfy all eligibility requirements as set forth below and required by applicable federal law. This Policy does not create any rights (contractual or otherwise) not already provided under federal, state, or local law. Employees should, to the extent they wish to request and apply for family and medical related leave under any applicable federal or state law submit a leave of absence request form to Administristaff's Leave and Disability Group via fax at 1-800-233-1469.

Under the Family and Medical Leave Act of 1993, as amended ("FMLA" or "the Act"), Community Based Care of Brevard provides, as set forth below, unpaid family and medical leaves of absence to "eligible employees."

Approved Reasons for Leave

FMLA leave may be taken for the following purposes:

1. the birth of an employee's child or to care for the newborn child;
2. the placement of a child with the employee for adoption or state-approved foster care;
3. the care of an employee's spouse, child, or parent ("family member") who has a serious health condition;
4. the employee's serious health condition which prevents the employee from performing any one essential function of the employee's position;
5. "qualifying exigency leave": the employee's responding or attending to a "qualifying exigency," as defined below per applicable law, arising out of a covered military member's active duty or notification of an impending call or order to active duty in the Armed Forces

(e.g., National Guard or Reserves) in support of a contingency operation. A “covered military member” for purposes of this leave includes a spouse, son, daughter or parent of the employee; and

6. “covered servicemember leave”: the employee’s care of a “covered servicemember” who has incurred a serious illness or injury in the line of duty while on active duty in the Armed Forces, and that illness or injury has rendered the servicemember medically unfit to perform the duties of the member’s office, grade, rank or rating; the employee seeking leave must be related to the covered servicemember as his/her spouse, son, daughter, parent, or next of kin. “Next of kin,” for purposes of this policy, is defined as the nearest blood relative of a covered servicemember, other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives with legal custody, siblings, grandparents, aunts and uncles, and first cousins, and that person is needed to care for the covered servicemember.

For purposes of family and medical leave, a “serious health condition” as set out in (3) and (4) above is defined as an illness, injury, impairment or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. Subject to certain conditions and applicable law, the continuing treatment requirement is met where an employee suffers an incapacity of more than three (3) consecutive, full calendar days and two (2) or more visits to a health care provider, or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal care; a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment. For purposes of this policy, “incapacity” means the inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom.

For purposes of qualifying exigency leave, a “qualifying exigency” includes the following, provided the need for such leave arises out of the active duty or call to active duty status of a covered military member:

(1) *short-notice deployment* where, if a covered military member is notified of an impending call or order to active duty in support of a contingency operation seven (7) or less calendar days prior to the date of deployment; leave based on this exigency is restricted to a total of seven (7) calendar days beginning on the applicable notification date; (2) *military events and related activities* sponsored by the military, including family support or assistance programs sponsored by the military, military service organizations, or the American Red Cross; (3) *childcare and school activities*, where it is necessary to arrange for alternative childcare, provide childcare on an urgent or immediate need basis and not a routine or regular basis, enroll in or transfer to a new school or day care facility or attend meetings with school officials; (4) *financial and legal arrangements* to address the covered military member’s absence; (5) *counseling* of eligible individuals by someone other than a health care provider, where the need for counseling is directly related to the active duty or call to active duty status of a covered military member; (6) *rest and recuperation*, for purposes of spending time with a covered military member where that individual is on short-term, temporary, rest and recuperation leave during the period of deployment; up to five (5) days of such leave may be taken for each instance of rest and recuperation; (7) *post-deployment activities*, including attendance at arrival ceremonies, reintegration briefings and events, and other programs sponsored by the military for a period of ninety (90) days following the termination of the covered military member’s active duty and attending to issues that arise from the death of a covered military member; and (8) *additional activities*, provided that both the employee and Community Based Care of Brevard agree that such activities constitutes a qualifying exigency and both agree to the timing and duration of the leave.

Eligible Employee

An active full-time or part-time employee is eligible for FMLA leave under any of the above leave categories provided that on the date the employee's leave is to commence:

1. The employee works at a Community Based Care of Brevard worksite where 50 or more employees are employed by Community Based Care of Brevard within a 75-mile radius of that worksite;
2. The employee has been employed by Community Based Care of Brevard for at least twelve (12) months in the preceding seven (7) years (limited exceptions apply to the seven-year requirement); and
3. The employee has worked 1,250 hours during the 12-month period immediately preceding the commencement of leave.

In determining FMLA eligibility, an employee re-employed following military service will be given credit for (i) the period of uniformed service towards the months-of-employment eligibility requirement, and (ii) the hours of service that would have been performed but for the period of uniformed service.

Length of Family and Medical Leave and Qualifying Exigency Leave

An eligible employee is entitled to a combined total of twelve (12) workweeks of unpaid leave within a 12-month period. The amount of leave available to an employee will be calculated by looking backward at the amount of leave taken within the 12-month period immediately preceding the first date of leave. Leave taken for the care of a newborn child or placement for adoption or foster care must be taken within twelve (12) months of the birth or placement of the child, and it must also be taken as an uninterrupted, continuous leave of absence unless the Community Based Care of Brevard allows intermittent leave or a reduced schedule for these reasons.

If both a husband and wife are employed by Community Based Care of Brevard, and are eligible for leave, except for leave due to the serious health condition of the employee or employee's child, the two may take a combined total of twelve (12) weeks.

Intermittent leave or a reduced schedule may be approved for the employee's serious health condition or a family member's serious health condition where medically necessary and where the need for such leave is best accommodated through such scheduling. Intermittent leave or a reduced scheduled leave is also available for qualifying exigency leave. An employee requesting intermittent leave/reduced schedule may be transferred temporarily to an available alternative position with equivalent pay and benefits, or to a part-time position with an equivalent hourly rate and benefits, if such a position better accommodates the need for intermittent leave/reduced schedule.

These types of leave run concurrent with other leave entitlements provided under federal, state, and local law to the extent covered and permitted by those laws.

Length of Covered Servicemember Leave

An eligible employee is entitled to a combined total of twenty-six (26) workweeks of unpaid leave within a single 12-month period for covered servicemember leave. Leave to care for an injured or ill servicemember, whether or not combined with other FMLA-qualifying leave, may not exceed twenty-six (26) weeks in a single 12-month period. In that single 12-month period, the employee is entitled to no more than twelve (12) weeks of leave for any of the other types of FMLA leaves. If both a husband and wife are employed by Community Based Care of Brevard, and are eligible for covered servicemember leave, the two may take a combined total of twenty-six (26) weeks. Intermittent leave or a reduced schedule may be approved for covered servicemember leave where medically necessary and where the need for such leave is best accommodated through such scheduling. An employee requesting intermittent leave/reduced schedule leave may be transferred temporarily to an available alternative position with equivalent pay and benefits, or to a part-time position with an equivalent hourly rate and benefits, if such a position better accommodates the need for intermittent leave/reduced schedule leave.

Covered servicemember leave runs concurrent with other leave entitlements provided under federal, state, and local law to the extent covered and permitted by those laws.

Substitution of Paid Leave

An employee taking family and medical leave due to the employee's own serious health condition must substitute all accrued and unused sick leave, paid vacation, personal leave, paid time off and, if applicable, short-term salary continuation (the preceding collectively referred to hereafter as "accrued paid leave") before continuing leave on an unpaid basis. Where an employee receives disability benefits pursuant to a disability benefit plan, however, the substitution of the employee's accrued paid leave is not required and does not apply because the employee is getting paid. Where permissible under state law and as permitted by applicable disability plan rules, an employee may, with the approval of Community Based Care of Brevard, choose to supplement disability plan benefits with accrued paid leave. Where permissible under state workers' compensation laws, an employee may, with the approval of Community Based Care of Brevard, choose to supplement workers' compensation benefits with accrued paid leave.

An employee taking leave for reasons other than an employee's own serious health condition must exhaust all accrued unused paid vacation, personal leave and paid time off before continuing leave on an unpaid basis. Any family and medical leave, qualifying exigency leave, whether paid, unpaid, or a combination thereof, will be counted toward the 12-week leave entitlement. Any covered servicemember leave, whether paid, unpaid, or a combination thereof, either taken by itself or together with any other family and medical leave and/or qualifying exigency leave, whether paid, unpaid or a combination thereof, will be counted toward the 26-week leave entitlement.

Employee Notification Requirements

If an employee expects to take family and medical leave, qualifying exigency leave or covered servicemember leave, the employee must notify the Administaff Leave and Disability Group of the intention to take leave at least thirty (30) days in advance of the expected leave by completing a Leave of Absence Request form. If the need for leave is not foreseeable, the employee must provide notification of leave to the Administaff Leave and Disability Group as soon as is practicable under the circumstances and in compliance with Community Based Care of Brevard's established absenteeism and tardiness policies, or other like policies, with violation of the same resulting in possible disciplinary action up to and including termination.

Medical Certification

An employee who takes leave for the employee's serious health condition, to care for a family member with a serious health condition, or to care for a covered servicemember, must submit to the Administaff Leave and Disability Group written medical certification of the need for such leave from the applicable health care provider within fifteen (15) calendar days of the request to provide the certification. An employee seeking such leave will be asked to submit a certification form detailing the reason(s) for the leave. If the employee fails to do so, the Community Based Care of Brevard may delay the commencement of the requested leave, withdraw any designation of the requested leave as FMLA leave, or deny the requested leave, and time taken off by the employee would be subject to Community Based Care of Brevard's established absenteeism and tardiness policies, or other like policies, with violation of the same resulting in possible disciplinary action up to and including termination.

If an employee's medical certification is incomplete and/or insufficient, Administaff may notify an employee in writing as to what is incomplete and/or insufficient and what is necessary to make the certification complete. The employee will then have seven (7) calendar days to cure any noted deficiencies by resubmitting the medical certification. Failure to ultimately provide a complete and sufficient certification may result in the denial of the requested FMLA leave. Where an employee has first been given the opportunity to cure a medical certification deficiency or deficiencies, Administaff may subsequently, through either a human resources professional or leave administrator, contact the employee's health care provider directly to clarify and authenticate the certification.

The Community Based Care of Brevard, where it has reason to doubt the validity of a medical certification, may request a second or third medical opinion at its expense for verification of an employee's serious health condition. The opinion of the third health care provider, who is approved jointly by Community Based Care of Brevard and the employee, shall be final and binding on Community Based Care of Brevard and the employee; provided, however, pending receipt of the second (or third) medical opinion, the employee is provisionally entitled to leave sought under this Policy. If the certifications do not ultimately establish the employee's entitlement to FMLA leave, the leave shall not be designated as FMLA leave and the time off taken by the employee will be subject to the Community Based Care of Brevard's absenteeism and tardiness policies or other like policies, with violation of the same resulting in possible disciplinary action up to and including termination. In addition, while the employee is on leave, the Community Based Care of Brevard may require the employee to provide recertification/s of the employee's medical condition and may inquire as to the employee's intentions to return to work.

An employee on uninterrupted, continuous leave due to the employee's own serious health condition will be required to provide a job-related medical certification of fitness before the employee is allowed to return to work. Likewise, for intermittent leave situations where reasonable job safety concerns exist, a fitness-for-duty certification may be requested before an employee may return to work. Failure to provide any such applicable certification may result in the delay or denial of job restoration.

Where an employee is on FMLA leave and is unable to return to work because of the continuation, recurrence or onset of the serious health condition of either the employee or the employee's family member, including a serious illness or injury suffered by a covered servicemember, the employee will be required to provide a certification issued by the applicable health care provider.

"Qualifying Exigency" Leave Certification

An employee who takes a qualifying exigency leave must submit to the Administaff Leave and Disability Group written certification of an impending call or order to active duty in support of a contingency operation within fifteen (15) calendar days of the request to provide the certification. An employee seeking such leave will be asked to submit a certification form detailing the reason(s) for the leave. An employee may also be required to submit appropriate supporting documentation in the form of a copy of the covered military member's active duty orders or other military documentation indicating the appropriate military status and the dates of active duty status. Failure to supply the requested certification or other papers may result in a delay or denial of the requested leave, and time off taken by the employee will be subject to the Community Based Care of Brevard's absenteeism and tardiness policies or other like policies, with violation of the same resulting in possible disciplinary action up to and including termination.

Benefits Continuation

The same health care benefits coverage provided to an employee on the day prior to taking family and medical leave will be maintained for up to the twelve (12) weeks required for family and medical leave and qualifying exigency leave, or up to the twenty-six (26) weeks required for covered servicemember leave, or as required by law, provided the employee continues to pay any required contribution for benefits. Employees who are on leave are responsible for making their periodic payment of the required contribution to Administaff at the following address.

Administaff
Attn: Premium Funding Group MC 3-2700
19001 Crescent Springs Drive
Kingwood, Texas 77339-3802

Upon exhaustion of the applicable twelve (12) or twenty-six (26) workweeks of leave granted under this policy or if an employee fails to return to work at the end of the leave, a loss of coverage will occur, and continuation of health care coverage would be offered through COBRA. An employee who does not return from leave may be required, under certain circumstances

provided by the Act, to reimburse Administaff for any employee contributions paid by Administaff or the Community Based Care of Brevard while the employee was on unpaid leave.

While on leave, an employee must continue to pay the employee's contributions or loan payments for any applicable benefits which would otherwise be automatically deducted from the employee's wages (e.g., supplemental life insurance, credit union loans, 401(k) loans). Contact the Administaff Contact Center at 866-715-3552 for details regarding employee contributions. For questions regarding 401(k) loan payments, please contact Administaff Retirement Services at 888-401-5273.

The period of time an employee is on family and medical leave will be treated as continued service for purposes of vesting and eligibility to participate under any available pension or retirement plan. Absences due to leave will not be counted as time worked for the purpose of seniority or computing vacation, sick leave or personal days.

Job Restoration

An employee will normally be returned to the same or an equivalent position when the employee returns from family and medical leave, qualifying exigency duty leave or covered servicemember leave, with no loss of benefits accrued prior to leave. An employee who does not return to work at the end of an authorized leave is subject to termination of employment. In the event an employee's position with Community Based Care of Brevard is affected by a decision or event not related to the employee's leave of absence, e.g., job elimination due to a reduction in force, the employee will be affected to the same extent as if he was not on leave.

Certain "key employees" as defined under the FMLA may not be eligible to be restored to the same or an equivalent position after leave if doing so would cause substantial and grievous economic injury to the operations of the assigned company. Administaff will notify such employees of their "key employee" status and the conditions under which job restoration will be denied, if applicable.

Workers' Compensation and Family and Medical Leave

If an employee is eligible for FMLA, an absence related to a workers' compensation injury is counted against an employee's family and medical leave entitlement where the workers' compensation injury meets the definition herein of a "serious health condition." An employee who has provided a workers' compensation form from the employee's treating physician may be asked to also provide a medical certification form to determine whether the employee's workers' compensation injury also meets the definition of a "serious health condition."

Questions About Family and Medical Leave

If you have any questions about your rights or responsibilities under this policy, contact the Administaff Contact Center at 866-715-3552 (select "Benefits") (accessible weekdays between 7 a.m. and 7 p.m. Central Standard Time).

Community Based Care of Brevard and Administaff will, as such respective related duties and responsibilities are set forth under the Act, comply with all applicable federal, state and local laws in administering this Policy.

CONTINUATION OF BENEFITS

It is the policy of Administaff to provide the following health care benefits to employees who are away from work.

All active full-time employees covered by the Administaff Benefit Plan will be eligible to continue medical coverage for up to 12 weeks, or up to 26 weeks for servicemember family leave (or a combination of servicemember family leave and up to 12 weeks of other family and medical or active duty leave), following the beginning of a leave for:

- an authorized, paid or unpaid leave of absence; or
- a temporary lay-off due to lack of work.

An employee who is away from work for one of the above stated reasons must pay his share of employee coverage, including dependent coverage, if any, to maintain health care coverage during the time away from work. Upon the expiration of 12 weeks, or 26 weeks, if applicable, or if an employee fails to pay his employee contribution for benefits within 30 days from the established due date communicated to the employee and no applicable state or federal law provides otherwise, the employee's health care coverage, including dependent coverage, will be terminated. An employee will be offered coverage through COBRA upon the expiration of either the 12 weeks or 26 weeks, if applicable, in accordance with applicable law.

MILITARY LEAVE OF ABSENCE

A leave of absence without pay for military or reserve duty is granted to full-time regular and part-time regular employees. If an employee is called to active military duty or the reserve or National Guard training, or if an employee volunteers for the same, the employee should submit copies of military orders to the Chief Personnel & Administrative Officer as soon as possible. The employee will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws. If the employee is a reservist or a member of the National Guard, the employee is granted time off without pay for required military training. The employee may, however, use any accrued but unused vacation time or PTO. Eligibility for reinstatement after military duty or training is completed is determined in accordance with applicable federal and state laws.

FLORIDA DOMESTIC/SEXUAL VIOLENCE VICTIM LEAVE

An employee is considered eligible after three (3) months of employment, to take up to three (3) work days of paid crime victim leave in any twelve-month period. In accordance with state law, such leave may be taken if the employee or family or household member of the employee is a victim of domestic violence or sexual violence as defined by applicable statute. Eligible employees can use the crime victim leave for themselves, or qualifying family or household members, who are victims of domestic or sexual violence, in order to seek related civil protection orders, obtain medical or mental health services, seek legal assistance, attend court-related proceedings and/or make their homes more secure or seek new housing.

For purposes of this policy, "family or household member" means spouse, former spouse, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married.

An employee seeking to take crime victim leave under this policy may take more than the three (3) days of paid leave allotted above, but such leave will be unpaid and the employee must first exhaust all unused paid vacation leave, personal/paid time off and/or sick leave, where applicable. Prior to taking crime victim leave, employees must also give as much advance notice as is feasibly practicable under the circumstances and provide documentation to support the leave request. Per applicable law, the Company shall maintain the confidentiality of any employee requesting crime victim leave, as well as all information relating to such leave.

PERSONAL NON-FMLA LEAVE OF ABSENCE

Employees may be granted a leave of absence to attend to personal matters in situations in which the Company determines that an extended period of time away from the job will be in the best interest of the employee and the Company.

Requests for a leave of absence or any extension of a leave should be submitted in writing to the employee's supervisor 30 days prior to commencement of the leave period, or as soon as is practicable. The supervisor will forward the request to the Chief Personnel & Administrative Officer who will consult with the Strategy Team members, as applicable, and the Chief Executive Officer. Management will make the final decision concerning the request. All employees on

approved leave are expected to report any change of status in their need for leave or their intention to return to work to their supervisor.

Employees on personal leave will be required to use all accrued personal and vacation days or paid time off hours while on leave before going unpaid. The Company will continue health insurance and other benefits to employees on leave for no longer than 12 weeks from the beginning date of leave so long as the employee continues to pay any employee portion of the contribution. Benefits that accrue according to length of service, such as paid vacation, holiday, personal and sick days, do not accrue during periods of leave.

Employees returning from a personal leave due to an illness or injury must provide a job-related release indicating their ability to perform the functions of their job. Any restrictions must be noted on the release.

Employees on an authorized personal leave of absence may not perform work for any other employer that is considered by the Company to be an actual or potential conflict of interest.

A personal leave does not guarantee reinstatement to the same or similar position. If an employee fails to return to work at the conclusion of an approved leave of absence, including any extension of the leave time, the employee will be considered to have voluntarily terminated employment with the Company.

EDUCATIONAL LEAVE OF ABSENCE

Employees who want to continue their education in preparation for added responsibilities with the Company may be granted an educational leave of absence.

Requests for a leave of absence or any extension of a leave should be submitted in writing to the employee's supervisor 30 days prior to commencement of the leave period, or as soon as is practicable. The supervisor will forward the request with their recommendation to the Chief Personnel & Administrative Officer who will consult with the Strategy Team members, as applicable, and the Chief Executive Officer. Management will make the final decision concerning the request. All employees on approved leave are expected to report any change of status in their need for leave or their intention to return to work to their supervisor.

Employees on educational leave will be required to use all accrued personal and vacation days or paid time off hours while on leave before going unpaid. The Company will continue health insurance and other benefits to employees on leave for no longer than 12 weeks from the beginning date of leave so long as the employee continues to pay any employee portion of the contribution. Benefits that accrue according to length of service, such as paid vacation, holiday, personal and sick days, do not accrue during periods of leave.

Employees on an authorized educational leave of absence may not perform work for any other employer that is considered by the Company to be an actual or potential conflict of interest.

It is possible that an employee returning from an educational leave of absence may not be returned to the same job position that they held before taking leave. If an employee fails to return to work at the conclusion of an approved leave of absence, including any extension of the leave time, the employee will be considered to have voluntarily terminated employment with the Company.

PUBLIC SERVICE LEAVE OF ABSENCE

Employees who want to accept temporary employment in federal, state, or local government or with an organization devoted to community service may be granted a leave of absence.

Requests for a leave of absence or any extension of a leave should be submitted in writing to the employee's supervisor 30 days prior to commencement of the leave period, or as soon as is practicable. The supervisor will forward the request to the appropriate manager recommending

approval or denial. Management will make the final decision concerning the request. All employees on approved leave are expected to report any change of status in their need for leave or their intention to return to work to their supervisor.

Employees on public service leave will be required to use all accrued personal and vacation days while on leave before going unpaid. The Company will continue health insurance and other benefits to employees on leave for no longer than 12 weeks from the beginning date of leave so long as the employee continues to pay any employee portion of the contribution. Benefits that accrue according to length of service, such as paid vacation, holiday, personal and sick days, do not accrue during periods of leave.

Employees on an authorized public service leave of absence may not perform work for any other employer that is considered by the Company to be an actual or potential conflict of interest.

It is possible that an employee returning from a public service leave of absence may not be returned to the same job position that they held before taking leave or that a position will be available when the employee returns. If an employee fails to return to work at the conclusion of an approved leave of absence, including any extension of the leave time, the employee will be considered to have voluntarily terminated employment with the Company.

BEREAVEMENT LEAVE

If a death occurs in the family of a full-time regular or part-time regular employee, the employee will be compensated for time lost from his regular work schedule in accordance with the following guidelines. The employee will be granted up to five days off from work with pay in the event of the death of a spouse, child, parent, sibling or comparable step relation; up to three days in the event of the death of a grandparent, father-in-law, mother-in-law, son-in-law, or daughter-in-law; and one day in the event of the death of a relative not a member of your immediate family as defined herein. Request for bereavement leave should be made to your immediate supervisor.

JURY DUTY AND WITNESS LEAVE

If an employee is summoned to jury duty, Community Based Care of Brevard will continue his or her pay for five (5) working days of jury service per calendar year. If a full-time regular employee is required to serve more than five working days of jury service in a calendar year, he will be allowed additional time off without pay or may use paid time off hours to complete the jury service. Community Based Care of Brevard will continue to pay an employee for this extended period of service only if and to the extent provided for under applicable law. Employees must notify their supervisor as soon as it is known jury duty will be extended. An employee is also permitted to retain the allowance he receives from the court for such service.

All employees are allowed unpaid time off if summoned to appear in court as a witness. To qualify for either jury or witness duty leave, an employee must submit to his supervisor a copy of the summons as soon as it is received. In addition, the employee must also submit to the employee's supervisor a related proof of service when the period of jury or witness duty is completed. No adverse employment action will be taken against employees due to their service as either a juror or witness in state or federal courts.

EMPLOYEE BENEFITS AND SERVICES

HOLIDAYS

Regular full-time employees are eligible for company paid holidays during each calendar year. A paid holiday does not count as a day worked in calculating overtime for the week. If an employee is required to work a paid holiday, they may complete the request form to take the paid holiday within 30 days.

Eleven holidays are observed by the company each year:

- New Year's Day plus one - January 1st, the second day to be determined by the company
- Martin Luther King
- Memorial Day - Last Monday in May
- Independence Day - July 4th
- Labor Day - First Monday in September
- Thanksgiving Day - Fourth Thursday in November
- Friday after Thanksgiving
- Christmas Day plus one - December 25th, the second day to be determined by the company
- Cultural Holiday – one day designated and requested in advance by each eligible employee

PAID TIME OFF (PTO)

Paid Time Off (PTO) is provided by Community Based Care of Brevard for employees to take time away from work for vacation, injury, illness, or other personal requirements. All full-time regular employees begin to accrue PTO from date of hire on a pro-rated calendar year basis. During the first 90 days of employment two (2) days (16 hours) of PTO are available. The established PTO period is from January 1 through December 31 of the same year.

Employees will not earn PTO while on any type of leave of absence. PTO is accrued based on the following schedule. Upon the completion of three (3) years of employment, the new accrual rate will begin on the next full pay period.

All employees are strongly encouraged to make plans to take time away from work. This is important for rest, relaxation and recharging from the challenges of our work. In other cases it is also important for company internal controls. Supervisors will receive quarterly reports indicating their staff members and their PTO hour balances. It is incumbent upon the supervisor to ensure that their staff members plan to schedule time off as appropriate.

	Full Months of Service	
	1-36	37+
Hours of PTO accrued for each bi-weekly pay period.	7.00	9.23
Maximum annual accrual.	182	240
Unused PTO which can be carried over to PTO Bank	80	120
Any remaining PTO hours may be rolled over to an Extended Sick Bank and/or a Donated Illness Bank for use by Agency employees.		
Carry Over Date	12/31	12/31

The maximum number of PTO hours that may be carried over from the previous year is 80 for the first three (3) years of employment. Upon reaching the higher accrual rate, the rollover maximum increases to 120 hours. Any balance in excess of 80 (or 120) hours of PTO and the end of each calendar year is forfeited but can be applied to an Extended Sick Bank and/or to a Donated Illness Bank.

So that Community Based Care of Brevard may schedule work and plan for business requirements, employees should give as much notice as possible in scheduling PTO time. Employees requesting PTO shall complete a request for time off form and submit it to the supervisor at least ten days prior to the request unless the need is for an unexpected illness. If there are conflicting dates, preference will be given to the employee who has the most seniority. A more junior employee who already has an approved PTO date will not, however, be bumped by a more senior employee.

PTO hours can be used in the following increments:

- Non-exempt employees can use this time in 15 minute increments
- Exempt employees may use this time in increments of four (4) or eight (8).

PTO Pay Out Upon Resignation

If an employee resigns from Community Based Care of Brevard, he will be paid for earned and unused PTO hours computed at the rate of pay earned upon separation, provided the employee gives a 30-day calendar notice and remains in good standing.

If an employee resigns providing two weeks notice and remains in good standing, the PTO payout will be limited to actual PTO hours accrued or a maximum of 40 hours whichever is less.

If an employee provides less than two (2) weeks notice, the employee will not receive any PTO payout upon separation.

Hours accumulated in an Extended Sick Bank are not reimbursable upon leaving the company. PTO hours that were donated into the Donated Illness Bank are not reimbursed to the employee upon separation.

PTO Pay Out Upon Employment Termination

An employee who is terminated from the Agency for gross or willful misconduct, negligence, fraud, falsification of records or other similar grievous acts (determined in the sole judgment of the company) will not be paid for accrued PTO hours.

An employee who is terminated after progressive counseling sessions and who has made good faith efforts to rectify the performance to meet standards and performance requirements will receive a payout of actual PTO hours accrued or a maximum of 40 hours whichever is less.

An employee who separates from the company due to a "lay off" or "position elimination" will be paid for all earned accrued PTO hours.

Pay for PTO days will be paid on the regular pay cycle. PTO hours do not count as hours worked for purposes of calculating overtime hours.

EXTENDED SICK BANK

An employee who is absent for work due to an illness, injury or disability will be required to use the available hours in their Extended Sick Bank before the Short Term Disability benefit becomes available. If an employee is not covered by the Short Term Disability Program, and is absent due to an extended illness, injury or disability, he or she will exhaust any hours in the Extended Sick Bank and all available PTO hours before the employee will be considered to take leave without pay.

Hours in the Extended Sick Bank are available for the employee's use in the event of an illness, injury or disability. A short term disability is defined as a medical absence extending beyond 14 calendar days accompanied by medical documentation. A long term disability is effective after six (6) months of continuous absence due to a medical illness or injury covered under the Short Term Disability program. Where applicable an employee will begin receiving Short Term Disability payments beginning on day 15 of a disability.

DONATED ILLNESS BANK

Community Based Care of Brevard employees may “donate” earned unused PTO hours to a Donated Illness Bank. This bank of hours may be available to Community Based Care of Brevard employees who have a legitimate reason to be away from work and who do not have sufficient PTO hours or hours in an Extended Sick Bank to draw upon to be paid for this time.

A Request For Donated Hours Form is required to be completed and submitted to the immediate supervisor for approval. This approved request will then be submitted to the Chief Personnel & Administrative Officer who will present at the next regularly scheduled Strategy Team meeting for a decision. An employee requesting the use of hours in this Bank will be required to use any PTO hours and hours in his or her Extended Sick Bank (if applicable) that are earned and accrued before having access to these hours. This bank of hours will be administered in the sole judgment of Community Based Care of Brevard management and will be based on the Donated Illness Bank Policy and Procedure. There is no guarantee that this bank will be funded or that there will be hours available to an employee in this situation.

VOTING

It is the policy of the Company to permit employees to be absent from work to vote in local, state or national elections. Employees who cannot reach their polling place outside of work hours will be permitted paid time off to vote. The time off to vote may not exceed two hours. Evidence of voter registration and voting may be required.

HANDBOOK ACKNOWLEDGMENT

I acknowledge that I have received the Company's Employee Handbook ("the Handbook"), dated **February 2009**, which replaces and supersedes any prior Employee Handbook, and understand that violations of the policies contained in the Handbook, including the anti-harassment policy, could result in disciplinary action, up to and including termination.

I further understand that the information contained in the Handbook represents guidelines for the Company and that the Company reserves the right to modify the Handbook or amend or terminate any policy, procedure, or employee benefit program at any time.

I further understand that the contents of the Handbook do not form a written employment contract. Either the Company or I have the right to terminate my employment at any time.

I further understand that no manager, supervisor or representative of the Company, other than the Chief Executive Officer, has any authority to enter into any agreement guaranteeing employment for any specific period of time. I also understand that any such agreement, if made, will not be enforceable unless it is in writing and signed by both parties. I also understand that an agreement made by the Chief Executive Officer of Community Based Care of Brevard is not binding on Administaff unless it is agreed to in writing by the President or Vice President of Administaff.

I further understand that if I have any questions about the interpretation or application of any policies contained in the Handbook, I should direct these questions to my supervisor.

Employee Signature

Date

Name Printed

Social Security Number
(Last Four Digits Only)
or Employee ID Number

Please sign and keep this acknowledgment for your records.

HANDBOOK ACKNOWLEDGMENT

I acknowledge that I have received the Company's Employee Handbook ("the Handbook"), dated **February 2009**, which replaces and supersedes any prior Employee Handbook, and understand that violations of the policies contained in the Handbook, including the anti-harassment policy, could result in disciplinary action, up to and including termination.

I further understand that the information contained in the Handbook represents guidelines for the Company and that the Company reserves the right to modify the Handbook or amend or terminate any policy, procedure, or employee benefit program at any time.

I further understand that the contents of the Handbook do not form a written employment contract. Either the Company or I have the right to terminate my employment at any time.

I further understand that no manager, supervisor or representative of the Company, other than the Chief Executive Officer, has any authority to enter into any agreement guaranteeing employment for any specific period of time. I also understand that any such agreement, if made, will not be enforceable unless it is in writing and signed by both parties. I also understand that an agreement made by the Chief Executive Officer of Community Based Care of Brevard is not binding on Administaff unless it is agreed to in writing by the President or Vice President of Administaff.

I further understand that if I have any questions about the interpretation or application of any policies contained in the Handbook, I should direct these questions to my supervisor.

Employee Signature

Date

Name Printed

Social Security Number
(Last Four Digits Only)
or Employee ID Number

Please sign and return this copy of the acknowledgment to the Chief Personnel & Administrative Officer or designee.