



— *Clark County* —
Rehabilitation & Living Center

CLARK COUNTY REHABILITATION AND LIVING CENTER
EMPLOYEE WORK RULES
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WELCOME

Welcome to Clark County Rehabilitation and Living Center!

We are excited to have you join our team. Here at Clark County, we believe that working in healthcare is more than just a job—it's a meaningful career. Many of our team members have dedicated years to our mission, and we're proud to see so many long-term employees who view this as their career home. Their commitment and passion for the work they do are a testament to the fulfilling, purposeful nature of the roles here.

As an employee, you have the opportunity not only to grow professionally, but also to make a real difference in the lives of our residents. Providing exceptional care requires a positive, compassionate attitude, and we encourage you to bring your best self to work each day. Your attitude—and your contributions—play a vital role in creating a supportive, team-oriented environment. Together, we can build a workplace culture where everyone feels valued and motivated, which ultimately leads to better care for those we serve.

These work rules are designed to provide you with the guidelines, policies, and information you'll need to succeed in your role. Please take the time to read through it carefully, and don't hesitate to reach out to your supervisor if you have any questions.

We're thrilled to have you as part of our team and look forward to the positive impact you'll make at Clark County Rehabilitation and Living Center. We hope you find your work here both rewarding and fulfilling!

Jane M. Schmitz, Administrator

HISTORY

The Clark County Rehabilitation and Living Center is owned and operated by Clark County. Originally built in 1922, CCRLC has continuously operated as a health care facility. The Clark County Rehabilitation and Living Center was the last of the original county mental hospitals built in Wisconsin. It was built in its present location to take advantage of railroad access and to serve counties to the north and northwest, which were without county mental hospitals. A number of extensive remodeling projects have been undertaken since the facility was originally built.

The Clark County Rehabilitation and Living Center, along with Clark County Community Services in Neillsville, WIC, and the Adult Development Service in Greenwood, make up the Clark County Community Department. The Community Department is managed by a nine-member Community board. Five members of the Community Board are appointed to a Subcommittee to oversee the operations of the Health Care Center. The Administrator, appointed by the Community Board, is responsible for the day-to-day operations of the facility.

The Clark County Rehabilitation and Living Center consists of a skilled nursing home, rehab, adult day care center, outreach program, CBRF and a facility for the developmentally disabled. The treatment philosophy of the Clark County Rehabilitation and Living Center has changed over the years as society's views of the mentally and physically handicapped and the elderly have changed. The facility was originally established under a protective and custodial concept of providing humane care and kind treatment to mentally handicapped and chronically mentally ill patients. The county mental hospital was regarded as a home for individuals with little hope of returning to society and did a good job in caring for custodial patients on a long-term basis. Today, the emphasis is on active treatment, which means an ongoing, organized effort to help each resident attain his or her highest level of independence. Many residents are now admitted for rehabilitation purposes and return to independent living within a short time.

MISSION AND VISION

Vision:

Our organization's vision is to create an environment where people feel loved, valued, comfortable, and at peace. Residents will receive the highest quality of care at the highest industry standard.

Mission:

Dedicated to the Cause of Humanity and commitment to meeting the evolving health care needs of the residents of Clark County.

C.C.R.L.C CORE VALUES

These Core Values emphasize teamwork, respect, and a commitment to growth and high standards, reflecting the supportive environment for both staff and residents.

Collaboration

-We foster open communication and teamwork, recognizing that we are stronger together.

Compassion

-We approach each day with empathy, ensuring residents and colleagues feel valued and cared for.

Respect

-We build a culture of respect, where everyone feels safe, valued, treated with dignity, and encouraged to be themselves.

Leadership

-We lead by example, demonstrating integrity, reliability, and dedication in all our actions. We support professional growth, encouraging each team member to develop their skills and become leaders in their own roles.

Commitment to Excellence

-We are dedicated to continuous improvement, always seeking ways to enhance the care and services we provide. We set high standards, knowing that excellence in our work directly impacts the lives of our residents.

DISCLAIMER

These work rules, and its appendix and addendums, have been prepared by Human Resources and the Administrator of Clark County Rehabilitation and Living Center to provide employees with general information about the various policies and programs that affect their employment. These work rules are not intended to be a legal statement of benefits nor a comprehensive explanation of our personnel policies and practices. Its sole function is to give employees a general understanding of how the facility views the employment relationship and approaches employee issues. The policies, programs, and employment-related benefits outlined in these work rules are those presently in effect, but may change from time-to-time. Although we will periodically update these work rules to keep employees informed of changes, we may implement changes immediately, without advance notice. The Administrator and Human Resources Manager are authorized to revise, delete, or otherwise change policies and to make the final determination in interpreting or applying policies.

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

Nothing in these work rules, nor any other written or verbal communication, should be construed as creating a contract for employment or a warranty of benefits for any particular period for any particular period of time, nor does these work rules change the "at will" employment relationship between Clark County Rehabilitation and Living Center and any of its employees. Employees have the right to terminate the employment relationship with Clark County Rehabilitation and Living Center at any time, with or without notice, for any reason. The facility has the same right to terminate the employment relationship at any time, with or without notice, for any reason not prohibited by law.

These Employee Work Rules supersedes and replaces any and all policies and related materials in direct conflict with these work rules and made available to employees. Clark County Rehabilitation and Living Center retains the sole discretion to add, delete, or change anything contained in these work rules, with or without notice, to the extent allowed by law.

PREREQUISITES TO EMPLOYMENT

Prior to your first day of employment, you will be required to complete a pre-placement physical questionnaire with a possibility of a pre-placement examination, a screening for tuberculosis infection, and a pre-placement drug screening. Employment at Clark County Rehabilitation and Living Center is contingent upon acceptable background and drug tests as well as the pre-placement examination results indicating “no restrictions”.

State and Federal regulations require that all new employees with direct access to residents have a Caregiver Background Check obtained. This must be completed prior to your first day of employment.

On your first day, please bring the following with you:

1. Current address and telephone number
2. Information regarding number of withholding allowances you wish to claim
3. Your Social Security card
4. A second form of identification with picture ID (driver’s license, state issued ID)
5. Last page of these Employee Work Rules

The Personnel Committee of the County has a policy requiring all County employees, including management, who operate County owned vehicles to have a driving record check obtained from the state. This will be done periodically throughout your employment with the County.

All County personnel who use personal vehicles while carrying out County duties are required to have and provide proof of current auto liability insurance. Copies of your “Certificate of Insurance” and/or the “Declarations” page of the policy, which shows the period coverage and coverage amounts, can be obtained through your insurance agent. Documentation will be kept on file in the HR office and copies must be updated with each change and renewal of the policy.

LICENSES

Any required licenses or certifications must be presented prior to employment and must be renewed at your expense.

HEPATITIS B VACCINATION:

The Hepatitis B vaccine is provided within 10 days of employment to all employees who have occupational exposure. The vaccine is given free of charge.

If the vaccine is initially declined, the employee must sign a declination form. The employee may decide later to accept the vaccination and it will be made available at that time.

Employees should contact the DON (Director of Nursing) or the Infection Control Specialist for more information or to receive the vaccine.

CONFIDENTIAL INFORMATION:

All personnel must treat all information regarding residents and staff as confidential. All employees must sign a confidentiality agreement prior to employment. Information concerning our resident's medical and financial records, such as charts, medication, financial folders, doctor's orders, nursing care received, resident's condition, etc. must be kept strictly confidential. You may not discuss the information contained in these records with anyone who does not have authorization to know; this includes other employees, resident's relatives, resident's themselves, visitors or anyone else. Inquiries regarding a resident's financial status should be directed to the Business Office personnel in charge of resident's funds. Questions or concerns regarding resident's physical condition should be directed to the nurse in charge of the resident's unit. All other inquiries on residents, as well as inquiries on former residents should be referred to the Medical Records Department. Only designated personnel may release official information.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of Clark County Rehabilitation and Living Center to provide equal employment opportunities to all qualified employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, marital status, military service, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

Clark County Rehabilitation and Living Center is committed to ensuring an inclusive, diverse, and respectful work environment for all employees. Positive action is required from all employees to promote this goal and to ensure the County complies with its obligations under federal, state, and local laws, including but not limited to the Civil Rights Act of 1964, the Americans with Disabilities Act, the Wisconsin Fair Employment Act, and other relevant legislation.

Clark County Rehabilitation and Living Center expects all personnel to contribute to maintaining a work environment free from discrimination and harassment, where equal opportunity is a guiding principle. This commitment extends to recruitment, hiring, training, promotion, compensation, benefits, and all other terms and conditions of employment.

HARASSMENT AND ACTS OF DISCRIMINATION

Follow Clark County Handbook policy numbers (4.7- 4.8.4).

https://www.clarkcountywi.gov/files/ugd/90b2e6_f8197aacb3b44ee8887c76964ff39a9.pdf

DRESS CODE POLICY

Clark County Rehabilitation and Living Center (CCRLC) is committed to maintaining a professional, safe and respectful environment for residents, staff, and visitors, This Dress Code Policy outlines expectations for employee appearance and hygiene during hours and while conducting business on behalf of CCRLC, whether in-person or off site. Your appearance reflects the professionalism of CCRLC and directly influences the impression we make on residents, families and the broader community. Employees are expected to maintain a clean, neat, and appropriately professional appearance that promotes a positive facility image.

GENERAL POLICY – ALL EMPLOYEES:

1. Purchase and maintenance of work attire is the responsibility of the employee. Employees will not be reimbursed for articles of clothing that are torn, stained or otherwise damaged during the normal course of work. (Reimbursement will be provided on a case-by-case basis because of responding to an emergency such as a code blue where an employee's clothing or uniform is damaged.)
2. Employees should use moderation in selection of clothing, use of perfume, jewelry and general appearance. Personal hygiene and grooming must reflect cleanliness and professionalism.
3. Employees are required to wear a name badge supplied by Human Resources. There will be a fee to replace lost name badges.
4. The following articles may not be worn:
 - a. bib overalls, tank tops, spaghetti straps, clothes made of see-through material
 - b. Baseball caps and stocking hats
 - c. low-cut necklines, bare midriff tops
 - d. shirts with inappropriate slogans:
 - i. Contain profane, obscene, or vulgar language or imagery
 - ii. Promote or depict violence
 - iii. Include sexually suggestive or explicit content
 - iv. Advertise or promote alcohol, drugs, or tobacco products
 - v. Are disrespectful or degrading to coworkers, residents, families, or the organization.

- vi. Violate Clark County Harassment or Workplace Conduct policies.
- e. short shorts or torn/frayed jeans
- f. Flip flop sandals and crocs
- g. Tight fitting leggings unless worn under a longer top, skirt or dress to provide full coverage.

Note: Jeans are only permitted on “Casual Friday” or when necessary for certain job tasks such as fishing, gardening, softball and other outdoor activities. Personnel working in the F.D.D. facility, CBRF and activity therapy staff are exempt from this requirement.

- 5. Tiny piercing may be allowed at the discretion of your supervisor.
- 6. Friday is “casual dress” day and staff may elect to wear jeans or shorts of reasonable length. Tank tops, spaghetti straps or low cut tops are not permitted. Staff should be mindful that their appearance reflects on the perception by families and visitors of the type of care that is given at this facility. Supervisors will discuss appropriateness of dress with individuals if there is a concern.
- 7. Religious and Cultural Accommodations
 - a. CCRLC respects employees’ rights under the Title VII of the Civil Rights Act and the National Labor Relations Act (NLRA), including the right to wear religious or cultural attire and union- related insignia. Such attire may only be restricted where a legitimate and documented safety or infection control concern exists.

Requests for religious accommodations should be directed to Human Resources.

- 8. CCRLC logo wear is allowed for all departments.

ADMINISTRATION AND TREATMENT SERVICES DEPARTMENTS:

Male: Dress type slacks and corduroy trousers. Dress shirts, polo shirts with collars and sweaters.

Female: Appropriate dresses, skirts, cropped slacks or capris. Dress type slacks and corduroys. Polo shirts with collars, blouses, sleeveless blouses, casual shirts, or sweaters; Shorts are not acceptable.

Shoes: High Heels, dress sandals or casual footwear.

DIETARY DEPARTMENT:

Medical Scrubs (any color/design) or colored khaki pants, capris, knee-length non athletic shorts

Skirts may be worn if paired with full-length leggings underneath

Shoes any rubber soled work shoe or tennis shoe

Hair/beard nets (provided by facility)

Minimal jewelry for safety and hygiene

HOUSEKEEPING DEPARTMENT:

Navy blue medical scrub

Closed toe tennis shoes

LAUNDRY:

Medical Scrubs (any color/design) or colored khaki pants, capris, knee-length non athletic shorts knee-length non athletic shorts

Skirts may be worn if paired with full-length leggings underneath

Shoes any rubber soled work shoe or tennis shoe

DAYCARE/OUTREACH/CBRF:

Casual tops: blouses or polo shirts with collars, t-shirts, sweaters, sweatshirts, flannel shirts and casual knit tops.

Bottoms: washable dress slacks, corduroys, shorts, or jeans

Skirts may be worn if paired with full-length leggings underneath

Shoes: Any casual type shoe including tennis shoes that are clean and in good repair.

Sandals and clogs are not acceptable.

MAINTENANCE/SECURITY DEPARTMENT:

Appropriate button up or polo top

Gray or brown colored work pants.

Closed toe shoes or boots are also required.

DRESS CODE POLICY FOR NURSING SERVICE IN THE NURSING HOME:

Medical Scrubs in any color/pattern

Closed-toe nurse style shoes or tennis shoes required

Additional Notes for Nursing Staff

Jewelry should be kept to a minimum due to infection control and safety issues.

(Tiny piercing may be allowed at the discretion of your supervisor.)

Fingernails should be kept clean, well-trimmed, and a reasonable length to avoid skin tears or resident injury during cares.

Supervisors are responsible for ensuring adherence to this policy and addressing concerns as they arise. If an employee's attire is deemed inappropriate, the employee may be asked to change or leave work to correct the issue. Repeated violations may result in disciplinary action.

WEAPONS IN THE WORKPLACE

Employees are prohibited from bringing weapons into the Clark County Rehabilitation and Living Center facility or carry it around while working, even if an employee has a legal concealed carry license.

Weapons include:

- Guns
- Bullets
- Knives
- Tasers or stun guns
- Explosives
- Anything else that can hurt someone and is not part of your job

Exception:

Box cutters or similar tools may be permitted if they are specifically required for an employee's job duties and distributed by the supervisor. These items must be used responsibly and stored securely when not in use.

Employees who violate this policy will face disciplinary action, up to and including termination and may be subject to criminal prosecution if applicable. CCRLC reserves the right to contact law enforcement when necessary.

TRAINING & JOB INFORMATION

Human Resources will coordinate your training and orientation. You and your supervisor are jointly responsible for your successful orientation and training.

YOUR SUPERVISOR:

You and your supervisor are a valuable part of the facility team. Supervisors have direct responsibility to see that the facility goals of quality resident care and positive employee relations are met in their areas of responsibility. They are interested in seeing that you are satisfied, enjoy your job and are successful. It is your responsibility to make sure you understand and help your supervisor by following his or her directions. Your supervisor is here to help you do well on your job, so the closer you work with your supervisor, the better you should do on your job. Your supervisor can answer questions that may arise. You are expected to attend in-service training sessions and follow instructions and procedures.

JOB DESCRIPTIONS:

A job description is provided to every employee of CCRLC. The job description provides information regarding the position, qualifications, specific duties, and general responsibilities for each position at the facility. It is the responsibility of each employee

to be informed of the contents of his/her job description. You will be provided with a copy of your job description for your personal use and a signed copy will be kept in your personnel file in the HR office.

CCRLC Administration reserves the right to revise or change your job duties if need arises. Your job description does not constitute a written or implied contract of employment.

ATTENDANCE POLICY AND PROCEDURE

Clark County Rehabilitation and Living Center (CCRLC) is committed to maintaining a safe, professional, and productive work environment. To support this mission, employees are expected to be punctual and reliable in reporting for scheduled work.

1. Definition of Absence

An **absence** is defined as failure to work one or more consecutive scheduled shifts, regardless of the reason (e.g., illness, personal issues, transportation, etc.).

An employee will also be considered absent if they fail to work **more than one-half of a scheduled shift** due to late arrival or early departure, unless otherwise noted.

Not Considered Absences:

The following are **not classified as absences** under this policy:

- Bereavement leave (for immediate family as defined in Section 6.12).
- Approved Leaves of Absence (FMLA, military, professional) per Policy 400.405.
- Workers' Compensation leave.
- Jury duty (advance notice with summons required).
- Vacation or other **pre-approved** time off.

2. Definition of Tardy

The definition of tardy is any employee who clocks in past their scheduled start time without prior supervisory approval.

Absence Reporting Requirements

Employees must:

- *Nursing*: **Notify the staffing office or supervisory nurse at least 90 minutes prior** to the start of their shift.
- *All Departments*: **Speak to a live person such as your supervisor**—messages or voicemails are not acceptable. (Unless otherwise specified by your supervisor)
- **Report the absence personally** unless a medical emergency prevents this.
- **Provide a specific reason** for the absence.

Note: A doctor's note is required for illnesses/injuries resulting in absences exceeding **three consecutive days**. If an employee is aware that they may have an absence, which involves illness or injury, which will extend beyond three (3) days, the employee should contact the Human Resources Office to discuss applicability of Family and Medical Leave time.

Additional Conditions:

- Failure to report absences for **more than three consecutive working days** may result in termination.
- Employees who call in on **weekends or holidays** may be required to work an alternative weekend as determined by management (see Section 6.10.1).
- Calling in after being **denied vacation or personal days** may be treated as a **refusal to work** and may result in termination.
- In the event of an identified outbreak on a facility unit, attendance occurrences related to the outbreak will be reviewed on a case-by-case basis. At the discretion of the Department Head and the Human Resources Manager, such absences may be exempted from the employee's attendance point total and will not automatically result in disciplinary action.

Attendance history will be factored into **annual performance evaluations** (in the Nursing Department) and eligibility for **internal job postings**.

ATTENDANCE POINT DISCIPLINE SYSTEM

To promote fairness and consistency, Clark County Rehabilitation and Living Center utilizes a **10-Point Attendance Discipline System** to track and manage **unexcused absences** and **tardiness**.

Point Assignments

Unexcused Absences:

- **1 Point** per unexcused **weekday** occurrence
- **1.5 Points** per unexcused **weekday 12 hour shift occurrence**
- **2 Points** per unexcused **weekend** or **holiday** occurrence
(Weekend = Friday–Sunday; Holiday = Day before, of, or after any recognized holiday)

Tardiness:

- **1 Point** per **month** for **5 or more** tardy occurrences

Excused absences, as defined in the Attendance Policy, do not result in point accumulation.

Absence Review Period

- **Point Removal**
 - After 1 year from the last occurrence, 1 point will be reduced

Disciplinary Action Levels

- **0-3 Points: No disciplinary action**
- **4-5 Points: Verbal warning issued**
- **6-7 Points: Written warning**
- **8-9 Points: Final written warning**
- **10+ Points: Termination**

Appeals Process

- Employees may submit an appeal if they feel points were unfairly applied or if there are extenuating circumstances not initially considered.

- Appeals are reviewed by HR and a decision will be made within 5 business days.

LEAVE FROM WORK

Follow Clark County Handbook policies 400.404 and 400.405

https://www.clarkcountywi.gov/files/ugd/cc0ce5_3908c0e28ae243588abc9f4aa71f1edf.pdf

https://www.clarkcountywi.gov/files/ugd/cc0ce5_a0dbb5865f37487f98835b5934b973c9.pdf

SEPARATION FROM EMPLOYMENT

Clark County Rehabilitation and Living Center follows the Clark County Separation from Employment policy when addressing an employee's separation from employment.

Notice:

- An employee who decides to voluntarily terminate their employment with the Clark County Rehabilitation and Living Center is expected to provide written notice at least **two (2) weeks** in advance.
 - **Written resignation** notices shall contain: employee's full name, mailing address, employee's position, date of notice, and anticipated last day of employment.
- An employee transferring to other departments are also required to give a two (2) week written notice to their current supervisor and HR department.
- An employee's failure to report to work as scheduled and/or failure to contact the employee's supervisor or HR department on three **(3) or more working days** may result in **the determination that the employee abandoned the position** resulting in disciplinary action or voluntary resignation of employment.

Separation:

- Upon separation from employment, compensation and benefits which have been earned and accrued will be credited for employees that have worked more than **one (1) year** with Clark County. This includes Comp time and PTO.
- Unless retiring and eligible through the Wisconsin Retirement System, no separating employee may extend their last day of employment by using benefit time.
- Separating employees may provide post-employment feedback via an exit interview by completing and submitting an exit interview with the HR department.

CCRLC EMPLOYEE RECRUITMENT AND RETENTION BONUS

Employees are offered a recruitment and retention bonus for any Full-Time and/or Part-Time (casual and LTE employees are not included) individual they recruit to the facility to work in any department.

The purpose of this process is to recruit individuals to the CCRLC team and once they are here, we would like everyone to help mentor and make them feel welcome to the facility.

- The individual will need to complete an application and indicate on the application the recruiting employee's name.
- If the individual accepts a position in the facility, the recruiting employee will receive \$150.00 after the new hire completes one (1) month of employment.
- If the new hire remains in good standing for one (1) year from their date of hire, the recruiting employee will receive an additional \$400.00.
- If the new hire remains in good standing for two (2) years from their date of hire, the recruiting employee will receive another \$450.00

This recruitment and retention bonus will be invalid if the new hire vacates their employment before the anniversary date OR if the recruiting employee is no longer employed at CCRLC.

Supervisors, Managers, and Department Heads are excluded from this Bonus.

NURSING EDUCATION REIMBURSEMENT PROGRAM

All Full-time and Part-time new RN graduates are eligible to participate in the CCRLC Retention Reimbursement Program.

Employees should contact Human Resources for more information on these programs.

CELL PHONES AND OTHER ELECTRONIC DEVICES

It is the policy of the Clark County Rehabilitation and Living Center to eliminate the use of personal cell phones and other personal electronic devices during work time. This policy is meant to ensure that the use of these devices will not disrupt facility operations and supports patient/employee safety.

Cell phones and other personal electronic devices should never be used in any way that would distract from patient care or customer service. This policy applies to any personal electronic device that makes or receives phone calls, leaves messages, texts messages, accesses the Internet or allows for the reading of and responding to email.

Cell phone/cellular phone or personal electronic device- includes mobile phones, iPhones, iPads, Smartphones, head phones or ear buds, or similar multi-application communication devices (with and without photography capability) that allows for telecommunication or any manner of electronic communication and image or audio recording.

Any employee who is found in violation of this policy will result in progressive disciplinary action found in: Clark County Policy 200.202- Corrective and Disciplinary Action.

CONCERNS AND COMPLAINTS

CCLRC is committed to fostering a workplace environment where all employees feel respected, supported, and heard. As part of this commitment, (CCRLC) understands there will be instances that employees have concerns or complaints outside the realm of the grievance procedure. It is the desire of the (CCRLC), when practicable, to address concerns informally. Supervisors and employees are expected to make every effort to resolve problems as they arise.

The filing of a complaint or concern does not substantiate allegations. Employees identified in a complaint are presumed innocent unless the allegations are substantiated as a result of the complaint process. No adverse, corrective, or disciplinary action will be taken when the conduct was justified or if the allegations are unsubstantiated.

Employees are encouraged to share complaints and concerns. **Best practice is to bring your concern through your chain of command**; however, in some instances, this may not be the most appropriate approach. In those instances, employees may also file a complaint or share their concerns by contacting the Human Resources Manager or the Administrator. In rare instances when neither of these two individuals is available, employees may reach out to the designee of the Executive Director.

CCRLC will review each complaint or concern received promptly and take appropriate remedial action. Retaliation or harassment of an employee who shares a concern or complaint will not be tolerated if the complaint is truthful and is made in good faith. Information concerning a complaint will be shared on a “need to know” basis. While efforts will be made to maintain the confidentiality of each complaint, no guarantee of confidentiality can be assured.

TIMEKEEPING

Clark County Rehabilitation and Living Center utilizes designated timekeeping systems, including the Munis program, to accurately record employee work hours. Each employee is assigned a payroll number on their first day of employment, which is used for timekeeping purposes and access to designated areas within the facility.

All employees are responsible for ensuring the accuracy and integrity of their time records. Falsification of timekeeping data, including recording time for another employee, is strictly prohibited and may result in disciplinary action, up to and including termination.

Employees are expected to observe established guidelines regarding their scheduled work hours, including appropriate clock-in and clock-out times. Any work performed outside of scheduled hours must be approved in advance by a supervisor. Tardiness and unauthorized work beyond scheduled hours may impact time records and be subject to review.

Compensation for time worked is based solely on actual time spent performing job-related duties. Time spent on activities such as traveling to a department, changing clothes, or washing up before or after a shift is not considered compensable work time.

Employees who are eligible for holiday or overtime compensation must notify the Payroll Specialist of their preference for compensatory time or pay. Preferences must be updated using the appropriate form each time a change is made.

HOURS OF WORK

OVERTIME/COMP TIME:

Clark County Rehabilitation and Living Center (CCRLC) compensates eligible employees for overtime in accordance with applicable laws and organizational guidelines. Overtime is defined as authorized work that exceeds the standard work period limitations, typically an 8-hour workday or an 80-hour biweekly pay period.

Employees signing an **offer letter to 12-hour shifts** or designated as **seasonal status** are subject to a **40-hour weekly threshold before qualifying for overtime compensation**.

Overtime is compensated at a rate of one and one-half times the employee's regular hourly rate. This applies to actual hours worked beyond the standard limits, and to qualifying combinations of hours worked and paid leave that exceed those thresholds. Compensation is not provided for time that does not result in actual overtime.

Clark County Rehabilitation and Living Center may require employees to work overtime based on operational needs. All overtime must be authorized by a supervisor. Unauthorized overtime or failure to comply with overtime requirements may result in disciplinary action, up to and including termination.

Compensatory time off may be granted in lieu of monetary overtime compensation, at the rate of one and one-half hours for each qualifying hour of overtime.

- Full-time employees may elect to receive compensatory time instead of pay.
- Part-time employees are not eligible for compensatory time.

Employees must make a clear election between compensatory time and overtime pay; a combination of both for the same overtime period is not permitted.

It is the responsibility of the employee to indicate their choice between compensatory time and pay. In the absence of an election, payment will be issued by default. CCRLC retains the discretion to manage and monitor the use of compensatory time in alignment with operational needs.

DAYLIGHT SAVINGS TIME:

During the transition between Daylight Savings Time and Standard Time, employees working overnight shifts will be compensated according to the hours worked in real time. Employees who work a shift that includes only seven (7) hours due to the time change will be paid for eight (8) hours. Those who work nine (9) hours due to the time shift will receive eight (8) hours of regular pay plus one (1) hour of overtime pay.

HOLIDAYS:

As a 24/7 facility, CCRLC recognizes that not all departments observe holidays in the same way. For departments operating on a seven-day rotation, including weekends, holidays are observed on the actual calendar day. For departments following a five-day rotation that excludes weekends, holidays are observed as follows: if a holiday falls on a Saturday, it will be observed on the preceding Friday; if a holiday falls on a Sunday, it will be observed on the following Monday.

HOLIDAY COMPENSATION

Clark County Rehabilitation and Living Center (CCRLC) provides holiday compensation in recognition of observed holidays and in accordance with employee status and work schedules. This policy outlines eligibility and compensation rules for full-time, part-time, seasonal, and casual employees.

For the purpose of holiday compensation a 12:00a.m. - 11:59p.m. rule applies of the holiday worked. This means that any qualifying hours worked between those hours will be considered for holiday compensation, regardless of the employee's scheduled shift. Compensation will be applied in accordance with the employee's status and relevant labor regulations.

Full-Time Employees

Full-time employees are eligible to receive eight (8) hours of holiday compensation for each observed holiday. This compensation is added to the employee's earnings unless the employee has elected to receive compensatory time in lieu of pay. Any hours worked on an observed holiday in excess of eight (8) will be compensated at one and one-half times the regular hourly rate.

Part-Time, Seasonal and Casual Employees

Part-time and casual employees who work on an observed holiday will receive holiday compensation equal to the number of hours worked, up to a maximum of eight (8) hours. Hours worked beyond eight (8) on a holiday will be paid at one and one-half times the regular hourly rate.

Holiday Compensation Preferences

Employees must inform the payroll specialist of their choice to receive either compensatory time or monetary pay for holiday or overtime credit. The method of compensation will remain in effect until changed by the employee. Changes to this preference require submission of the appropriate documentation.

Pre-Planned Paid Time Off (PTO)

If an employee is scheduled to be on pre-approved paid time off during an observed holiday, the holiday benefit will be applied, and no additional PTO compensation will be granted for the holiday.

Unpaid Leave

Employees who are on unpaid leave during an observed holiday are not eligible to receive holiday compensation with the exception of injured employees receiving workman's compensation insurance for injuries or disease directly incurred while serving Clark County.

Attendance Requirements for Holiday Pay Eligibility

Employees who are absent due to illness or take unscheduled leave on any of the following days will forfeit holiday compensation for the observed holiday, and must use other paid leave, provided they were scheduled to work:

- The scheduled workday before the observed holiday
- The observed holiday itself
- The scheduled workday following the observed holiday

This policy supports CCRLC's commitment to equitable and consistent compensation practices while ensuring operational integrity during holiday periods.

TIME OFF

Clark County Rehabilitation and Living Center (CCRLC) supports the use of earned time off to promote employee well-being and work-life balance. All regular full-time, part-time employees working more 24 or more hours per week, are eligible to accrue and utilize paid time off (PTO in accordance with the CCRLC policies.

- Employees are expected to use available accrued benefits for any absences. Failure to apply available benefits to an absence is considered unexcused and may result in disciplinary action. Absences without prior authorization or notification are subject to immediate disciplinary action.
- Time-off requests must be approved in advance of the leave period, except in cases of illness or emergency. Approval of time off is based on staffing needs and the order in which requests are received. In situations where multiple requests are made for the same date, priority will be given on a first-come, first-served basis. Once a work schedule has been finalized and posted, any additional time-off needs are the responsibility of the employee to manage, including securing appropriate shift coverage, if required.
- Time off will only be granted if the employee has sufficient accrued benefits (such as PTO or compensatory time) to cover the absence. Employees are

responsible for monitoring their available time-off balances, which can be accessed through the Munis system.

ADVANCED VACATION:

Advanced vacation can be submitted up to 1 year in advance. Requests will again be granted on a first come first serve basis.

Per 6.11.1 *Clark County Employee Handbook and Administrative Manual*

<i>Years of continued benefit eligible service</i>	<i>Hours per Year</i>	<i>Accrue Per Hr (up to 80 per PP or 2080 per yr)</i>	<i>Hours per PP</i>	<i>Days per Year</i>
<i>0-6</i>	<i>145.6</i>	<i>0.07</i>	<i>5.6</i>	<i>18.2</i>
<i>7-12</i>	<i>187.2</i>	<i>0.09</i>	<i>7.2</i>	<i>23.4</i>
<i>13-19</i>	<i>228.8</i>	<i>0.11</i>	<i>8.8</i>	<i>28.6</i>
<i>20+</i>	<i>270.4</i>	<i>0.13</i>	<i>10.4</i>	<i>33.8</i>

LEAVING WORK EARLY:

Employees who need to leave work early must have been in communication and obtain approval from their supervisor prior to leaving. Employees will be required to use benefits (PTO, CT) to offset their scheduled shifts.

TIME OFF WITHOUT PAY:

If an employee is not in attendance at work and does not have benefit time to offset his/her time-off, the employee will be subject to the disciplinary process. Unless otherwise approved by the Administrator, time-off without pay is not acceptable.

However, time off without pay taken in accordance with the Family Medical Leave Act (FMLA), Workers Compensation or Short-Term Disability is permitted and will not be subject to disciplinary action.

Note: Requests for time off without pay must be submitted to the Administrator at least **two (2) weeks** in advance for approval, unless the absence is due to an emergency or qualifies under FMLA.

Requests for time off of 2 or more weeks off consecutively must be submitted to the Administrator at least 1 month in advance for approval.

TRADING OF SHIFTS:

Employees within the same work area and job classification may mutually agree to trade full shifts, provided the trade occurs within the same pay period, maintains appropriate staffing levels, and does not result in overtime.

- *Nursing:* All shift trades must be submitted in writing and approved by the Staffing Office or Department Head **at least three (3) days prior** to the

effective date of the trade. Once approved, each employee is responsible for fulfilling the traded shift as if originally scheduled.

- Shift trades must not compromise department operations, staffing ratios, or compliance with organizational policies. Management reserves the right to deny any trade that does not meet operational or scheduling requirements.
- If a shift change is initiated by Clark County Rehabilitation and Living Center, overtime may be incurred as necessary and approved by management.

WEEKEND SHIFT

All employees that are required to work weekends (Friday, Saturday, Sunday) can request up to, but no more than (6) six weekend shifts off per calendar year.

- Does not include trades
- Does include sick calls

This policy will be strictly enforced through the attendance policy and procedure, and disciplinary process.

WEEKEND SHIFT MAKE UP HOURS:

Make up days are not in lieu of using benefit time for calling in on a weekend. Employees need to use benefit time for any full/partial day absences. Employees are required to make up those days.

FLEX TIME:

Flex time for exempt employees may/may not be approved in advance of the flex schedule usage by the supervisor/administrator.

SHIFT DIFFERENTIAL POLICY

For all FULL shifts worked (must be worked, not benefit time) between the hours of 2PM and 7AM, employees will receive an additional \$4.00 per hour for Shift Differential. This includes the following shifts:

2:00 PM – 10:00 PM	All Nursing = 8 Hours @ \$4.00 = \$32.00
10:00 PM – 6:00 AM	All Nursing = 8 Hours @ \$4.00 = \$32.00
3:00 PM – 11:00 PM	Maintenance = 8 Hours @ \$4.00 = \$32.00
11:00 PM – 7:00 AM	Maintenance/Housekeeping = 8 Hours @ \$4.00 = \$32.00
2:00 PM – 10:00 PM	CBRF = 8 Hours @ \$4.00 = \$32.00
10:00 PM – 6:00 AM	CBRF = 8 Hours @ \$4.00 = \$32.00
5:30 AM – 7:00 AM	Dietary = 1.5 Hours @ \$4.00 = \$6.00

5:00 AM – 7:00 AM Dietary = 2 Hours @ \$4.00 = \$8.00
2:00 PM – 7:30 PM Dietary = 5.5 Hours @ \$4.00 = \$22.00

RN SUPERVISORY PAY:

Nurses working in a Supervisory role on AM's, PM's, and Nights will receive a differential of \$1.00 per Hour when assigned the role of Supervisory Nurse. Only one nurse per shift is assigned the role of Supervisory Nurse. If it is an overtime shift, the differential will be at time and one-half or \$1.50 per Hour.

EXTRA WEEKEND BONUS SHIFTS:

AVAILABLE FRIDAY 2:00 PM TO SUNDAY 10:00 PM

Employees will earn an extra:

\$4.00 Per Hour for working a full 8 Hour PM or Night Shift

\$4.00 Per Hour for working a full 8 Hour AM shift

\$4.00 Per Hour for working a 4 Hour shift

- **To qualify for the Extra Weekend Bonus Shift:** Employees must work a weekend shift in which the employee is not normally scheduled for or additional weekend shift beyond their normal every other weekend. Must work a minimum of 4 Hours to qualify for the Extra Weekend Bonus Shift.

CORRECTIVE AND DISCIPLINARY ACTION

Disciplinary action will be used to address situations where an employee has failed to address concerns outlined in earlier corrective actions, there has been a violation of a policy, law or a performance issue.

Before corrective action or disciplinary action is imposed on an employee, the employee's supervisor shall complete an investigation. The HR department and Administrator will be consulted with as part of an employment investigation. Based on the investigation the determination will be made as to what corrective action and or disciplinary action is appropriate. The employee may be placed on administrative leave pending the completion of an investigation. Administrative leave shall be reviewed and approved by the HR department and Administrator before being imposed.

DISCIPLINARY ACTION:

Disciplinary actions, based on just cause, shall be applied. The following listing shows the typical disciplinary procedure.

1. Oral Warning
2. Written Warning
3. Suspension (with or without pay or without removal from duty)
4. Discharge

Disciplinary actions must be documented, signed and dated by the department head or supervisor and the HR Manager. All documentation will be filed in the individual's personnel file in the HR office.

The Administrator and/or designee is responsible for discharge of employees. The Administrator reserves the right to discharge or suspend any employee for unsatisfactory service or misconduct and may supersede the discipline progression outlined in this policy. Longevity or period of employment is not guaranteed and may be terminated if conditions warrant.

EMPLOYEE CONDUCT AND PERFORMANCE

Clark County Rehabilitation and Living Center expects employees to maintain a working environment that encourages mutual respect, promotes civil relationship and engagement, and is free from all forms of harassment and violence. Employees are expected to conduct themselves in an appropriate manner as judged by a reasonable person. All employees shall comply with the Clark County Code of Ethics.

Unsatisfactory service or misconduct may include, but is not limited to the following:

- Failure to maintain acceptable standards of respect for residents, visitors, co-workers, and supervisors.
- Failure to cooperate with fellow employees and supervisors.
- Failure to carry out general and/or specific instructions.
- Failure to accept and/or perform job responsibilities.
- Habitual leaving early or returning late from meal periods and breaks.
- Failure to obtain permission from your supervisor before leaving your department or assigned work area.
- Starting work before or continuing to work after specified hours.
- Failure to attend scheduled mandatory in-service training sessions.
- Making false or malicious statements about a resident, employee, supervisor, or the Clark County Rehabilitation and Living Center.
- Use of abusive language to a resident, employee, supervisor, or visitor.
- Sexual harassment of an employee.
- Threatening, coercing, intimidating, or interfering with employees or residents.
- Conversion of facility or resident's property to one's own use, as opposed to theft.

- Negligence or carelessness resulting in danger, damage, or loss to company property, fellow employees, residents or visitors.
- Violation of any nursing home or resident care standard.
- Entering the facility at unauthorized times without proper permission.
- Unauthorized or improper use of facility equipment or supplies.
- Misuse of solicitation regulations.
- Horseplay, unsafe conduct or unsafe acts.
- Making or receiving personal telephone calls during work time, other than in emergencies.
- Smoking in unauthorized areas and/or at inappropriate areas.
- Failure to follow Dress Code.
- Posting, removal, or altering notices, signs or writing in any form on any bulletin board or other posting area without permission of the Administrator.
- Failure to observe Safety Rules.
- Speeding, reckless driving, or improper parking in facility parking lots or elsewhere on facility property.
- Littering or failure to deposit rubbish in proper receptacles, contributing to disorderly or unsanitary conditions.
- Failure to maintain acceptable standards of attendance.
- Patient neglect or abuse.
- Theft or attempted theft of facility property, a resident's property, another employee's property, or a visitor's property.
- Defacement or damage to facility property, a resident's property, another employee's property, or a visitor's property.
- Falsification of facility records, reports, or other documents. (Includes falsifying your time record, and punching in/out for another employee.)
- Introduction, possession, or consumption of intoxicating beverages or controlled substances on facility property or reporting to work under the influence.
- Abandoning your job by walking off the shift without permission of your supervisor or Administrator.
- Cheating, fraud, or dishonesty, including accepting gratuity from any resident or family, etc.
- Soliciting and/or accepting a loan of money from a resident or family member.
- Provoking or participating in a physical altercation or the assault of another person on facility property.
- Misrepresentation of a material fact in an attempt to obtain a benefit or advantage.
- Misuse, disclosure or removal of originals or copies of confidential facility, state, employee or patient information, or other such confidential information.
- Insubordination, including but not limited to, refusal by words or actions to carry out the order of a supervisor or to perform a job.
- Engaging in any immoral, indecent or illegal act on the facility property.
- Conviction of a felony as it relates to resident abuse.

- Sabotage, abuse or destruction of property belonging to the facility, an employee, a resident, a visitor, or the person doing business with the facility.
- Unsatisfactory work performance.
- Physical or mental inability to perform your duties.
- Sleeping during work hours.
- Any other instance of improper conduct not specifically listed.

SAFETY RULES

Our policy is to provide you with a safe working environment. If you are injured, we want you to receive proper care and treatment so that you can return to work as soon as possible. The following are the Safety Rules:

1. CCRLC has a minimal lift policy. In the Nursing Home, all lifting and transfers involving residents will be done as specified in the resident plan of care by employees who have demonstrated knowledge and ability of transfer techniques.
2. The employee who first sees the hazard must clean up all spillage immediately.
3. Push, do not pull, all rolling items. Avoid having your hands where they can strike doorframes or other objects.
4. Lounge and hallway floors must be mopped on only one-half at a time. Wet floor signs must be posted when floors are being cleaned.
5. No employee is to stand on any object other than the step stool or ladder or other equipment designed for that purpose.
6. Guards on power equipment must be kept in place at all times.
7. Bed cranks, bed sensor cords, cabinet drawers and doors, etc., must be left in a position where they will not cause a hazard.
8. Electrical cords must not be left across hallways, stairs, or open doorways, etc.
9. All electrical cords must be maintained in good condition. If a cord is frayed, a plug loose, or grounding pin on the plug is broken, the cord must not be used. Report it immediately to your supervisor. The use of extension cords is not permitted in resident rooms.
10. Due to Infection Control, fans are not allowed.
11. All needles/sharps are to be disposed of in proper containers, not in the regular trash.
12. Report immediately to your supervisor any unsafe conditions or practice that might cause injury or damage equipment. This also includes any snow or ice buildup on facility grounds.
13. Horseplay, unsafe conduct or unsafe acts are prohibited at all times.
14. Other unsafe acts or creation of unsafe conditions may be considered a safety infraction.

15. Failure to perform your job in a safe and efficient manner may cause severe injury to yourself, your fellow employees, and residents of the facility.

Violation of safety regulations may result in disciplinary action up to and including discharge.

FIRE PREVENTION AND DISASTER PLAN

A complete disaster plan has been prepared and is available in each department. You are required to read and be familiar with the plan.

Annual in-service training on fire safety and disaster plans will be provided for all employees.

FIRST REPORT OF INJURY

Clark County Rehabilitation and Living Center is currently with County Mutual as our work comp carrier.

Supervisors complete First Report of Injury, submit to HR, and advise employees to call the County Mutual Care Line. Business cards with the County Mutual Care Line phone number are given out during orientation and also available in the HR Manager office.

The County Mutual Care Line is mandatory to be utilized for all work related injuries.

When an employee is injured on the job they will need to follow the steps listed:

- Injured employee will notify the supervisor of the injury immediately
- If the injury is emergent go to the nearest ER or dial 911
- If the injury is not emergent, the injured employee will call the County Mutual Care Line at **1-833-564-0894** where a nurse will triage the employee. The County Mutual Care Line nurse will indicate if the employee will need to seek medical treatment.

The County Mutual Care Line Nurse will generate a First Report of Injury report and distribute the reporting to the HR Manager for review/attention.

Questions: Please contact the HR Manager

RETURN TO WORK:

REGULAR DUTY:

The employee must obtain a physician's statement for the Human Resources Department to verify that he/she is able to return to work and resume regular duties prior to returning to work. The employee must contact the Human Resources Department with this information as soon as possible after obtaining the statement to facilitate scheduling.

MODIFIED DUTY:

When a modified job description is developed, the HR Manager will communicate the date of the employee's return to work and forward the original substantiating physician's statement to the Department Supervisor.

If necessary, a representative of Clark County Rehabilitation and Living Center may contact the treating physician to determine appropriate modified duty.

MODIFIED DUTY

Employee must provide a physician's statement that **clearly** defines the extent and expected duration of their physical limitations or expected duration of limitations including completion of Physical Capacities Form to the Human Resources Department. Clark County Rehabilitation and Living Center follows the Clark County Early Return to Work program. This program allows employees to return to work with temporary restrictions during the healing process for work related injuries or illnesses.

- Employees may be utilized in other departments and may complete work outside of their normal duties while involved on the Early Return to Work program.
- Decisions regarding the ability of the employer to meet an employee's restriction will be made by the Human Resources Department in conjunction with the Administrator and applicable Department Supervisor.

REST AND MEAL BREAKS

Clark County Rehabilitation and Living Center strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding rest and meal breaks. Employees should check with their manager regarding procedures and schedules for rest and meal breaks.

Breaks will normally be taken at times designated by the supervisor to ensure minimal disruption to facility operations and staffing requirements.

1. Paid Rest Breaks:

- Age 18 and over: Employees working a continuous 8-hour shift will normally be provided with two (2) paid 15 minute rest breaks. For each additional continuous 4-hours worked, for a total of 12 hours, employees will normally be provided with one additional 15-minute rest break.
 - **First Break:** Normally scheduled approximately halfway through the first half of the shift.
 - **Second Break:** Normally scheduled approximately halfway through the second half of the shift.
 - **Additional Breaks:** Normally scheduled at a time determined by the on shift supervisor.
 - Under the age of 18: Employees working 6 or more hours will be provided one 15-minute paid rest break in addition to their 30-minute unpaid meal break.

2. Unpaid Meal Breaks:

- Age 18 and over: Employees are not eligible for unpaid meal breaks unless prior approval is granted by a supervisor before the shift begins.
- Under age 18: Employees working 6 or more-hour shifts will be provided with one (1) 30 consecutive minute unpaid break.
 - Employees will punch out and in using the designated time clock for their 30-minute meal break.
 - Employees must not return to work prior to the end of their 30-minute meal break.
 - Meal breaks must be taken and cannot be waived under any circumstances.

3. Rest Break Usage:

- **Location:** Employees must remain on facility premises and available for call back to assist with resident care needs, unless otherwise required by operational needs or supervisory approval.
- **Timeliness:** Employees are expected to take their breaks promptly at the designated times to ensure smooth workflow and adequate coverage of facility operations.
 - Break times will not be accumulated or taken consecutively.
 - Employees will not receive additional compensation for missed breaks.
 - Employees are required to return to work promptly after their rest break.

4. Unpaid Meal Break Usage:

- Employees may leave the facility premises when taking an unpaid meal break.
- Employees must promptly return to work following their meal break.

Day Services will continue current practices when operating off-site.

SMOKING POLICY

On July 5, 2010, the Clark County Rehabilitation and Living Center became a Smoke Free Campus. Clark County Rehabilitation and Living Center prohibits smoking, including use of electronic or battery operated smoking devices on all real property of Clark County Rehabilitation and Living Center; except for the designated smoking shelter near the Multi-Purpose Room entrance.

Prohibited electronic smoking devices are as follows:

- Electronic or battery-operated device that delivers aerosol or vapors for inhalation
- Electronic cigarette
- Electronic cigar
- Electronic pipe and all similarly used devices

As a health care facility, we are concerned about the physical well-being of residents, visitors and staff. We are also aware of the potential fire hazard to human life, the buildings, furnishings and equipment. Smoking affects the health, comfort and safety of smokers and non-smokers alike. For these reasons, the following guidelines and Smoke Shelter rules must be used when smoking at CCRLC.

1. There will be no smoking on the patios, in the building, including hallways and stairwells, on or near picnic tables or benches throughout the grounds, or in cars in the Employee Parking lot.
2. A smoking shelter on the west side of the building is available for staff/resident/visitor use and is the only area that smoking is allowed on the grounds.
3. The smoking shelter is not a dining area.
4. Staff utilizing this area between the hours of 7:45AM and 7:30PM will exit through the Multi-purpose room (MPR) doors and enter through the front doors. Staff utilizing the Smoking Shelter between 7:30PM and 7:45AM are required to use the Employee Entrance to exit and enter.
5. Employees are prohibited from smoking while on duty.
6. Employees are prohibited from smoking in personal vehicles on facility grounds.
7. It is expected that staff will communicate appropriately and respectfully while utilizing this area. Use of vulgar language is prohibited. As always, residents' confidentiality is a must.

SMOKING SHELTER RULES:

STAFF/ NON-RESIDENT SMOKE BREAK SCHEDULE: The smoke shelter is not a break area. Once you are finished smoking you should finish your break in the designated employee break room to allow space for others to smoke. Please remember that smoking is a privilege. Violators will be subject to the progressive disciplinary process and per County ordinance fines up to \$250.00.

A schedule with specific smoking times for Residents and Staff is located by the Multi-Purpose room and is subject to change.

GRATUITIES/ CONFLICT OF INTEREST/NEPOTISM

Please follow attachment “Creating Code of Ethics Ordinance” Ordinance #201-8-11 as authorized under Chapter 19 Wis. Stats.

NO SOLICITATION: Solicitation by an employee of other employees is prohibited while either person is on working time. Working time does not include meal periods and scheduled breaks. In addition, solicitation is prohibited at all times in immediate resident care areas along with solicitation of residents. This includes:

- Buying and selling items
- Receiving or accepting gifts, money or donations

NO DISTRIBUTION:

No person, employee or otherwise, is permitted to, for any purpose, distribute written or other material during work time, to working employees in any work area or immediate resident care areas.

NO ACCESS RULE:

Employees are not permitted access to the interior of the facility or outside work areas during their off duty hours, unless they are in the building to visit a resident. Such visits must be confined to the resident's room, or such area designated for resident visitors.

NON-EMPLOYEE NO SOLICITATION, NO DISTRIBUTION, AND NO TRESPASSING RULE:

Solicitation, distribution of literature or trespassing by non-employees is prohibited on facility premises. Please immediately report any violations to your supervisor.

EMPLOYEE PARKING AND ENTRANCE

All employees are required to enter through the employee entrance located near the employee parking lot on the north side of the building.

The employee parking lot is on a first-come, first served basis. Vehicles must be parked facing the stall-dividers, except in the case of rear-engine vehicles, for plugging in an engine heater Staff will be asked to move their vehicles if not parked properly.

During the winter months, a thermostatically controlled plug-in for engine heaters is available on the light poles located north of the building. A heavy-duty rubber-covered extension cord of not less than #16 wire and not more than 8 feet in length is required by each employee using this service. An extension cord not in compliance will be removed and may be recovered by making inquiry in the Maintenance Department.

Employees are responsible for keeping their automobile in running order. CCRLC Personnel and/or equipment will not be available for starting or pulling any vehicle except under unusual circumstances.

Employees shall observe RESERVED signs in the lot nearest the building and NO PARKING signs which are periodically placed within the lot for purposes of snow removal.

Parking in the front of the building is designated for the Administrator and visitors. The parking lot west of the building is for visitors.

For the safety of both the employees and residents, personnel should not leave their keys in their vehicles. Employees are encouraged to lock their vehicles while on duty.

Violations of this policy will result in being asked to move the vehicle.

DAMAGE TO PERSONAL PROPERTY OR VEHICLE:

Clark County Rehab & Living Center is not responsible for money or personal items that may be lost, stolen, or otherwise damaged at work. The only exception to this policy is for damage to personal property, such as clothing, in response to documented assaultive or abusive behavior of a resident. To qualify under this provision there must be documentation by an employee safety report or on the resident's medical record. Reimbursement will be made on a case-by-case basis and will not exceed the reasonable replacement cost of the article.

Except for the above, damage to your uniform, clothing, or other personal property in the course of your employment will not be reimbursed. In addition, CCRLC is not responsible for damages to your personal vehicle while parked in the parking lot or at any other location on the grounds. CCRLC is also not responsible for damage to your personal vehicle, or potential liability, if you should be involved in an accident while conducting Health Care Facility business.

USE OF COUNTY OWNED VEHICLES:

Vehicles owned by Clark County Rehabilitation and Living Center are available for the transportation of residents and for use by employees conducting business (other than in-service) outside the facility. The Activities Department is responsible for scheduling the use of the automobiles.

County owned vehicles are normally used for resident activities and resident shopping. County vehicles can also be used by employees for business related meetings. However, resident transportation will take precedence over employee business transportation.

Employees are expected to use their own vehicle for in-services and seminars except for unusual circumstances. Mileage reimbursement will be in accordance with the County Policy. CCRLC is not responsible for damage to an employee's own vehicle, or potential liability, if an accident should occur while an employee is using his or her own vehicle for conducting Health Care Facility business.

The County reserves the right to deny the use of a County owned vehicle when deemed to be in the best interest of the County.

Citations received from traffic/parking violations by an employee operating any vehicle while on County business is the responsibility of the employee.

Smoking and/or consumption of food and beverages is prohibited in County owned vehicles.

Maintenance Department staff are expected to use County-owned vehicles to conduct business, such as hauling items, checking ponds, and running errands for the Clark County Rehabilitation and Living Center. Use of personal vehicles is permitted only with prior approval from the Administrator.

MISCELLANEOUS

TELEPHONES:

Telephones within the facility are for business purposes only. Personal, non-emergency type calls are not permitted.

LOCKERS:

Lockers are property of the Clark County Rehabilitation and Living Center and as such, may be subject to search for reasonable cause at the direction of the Administrator of the facility.

KEYS:

Keys and badges necessary to perform your duties are issued to each individual employee. Each key or badge will have a number, which will access a specific room or area. If you misplace your key or badge, you should report it to the Maintenance Department or Human Resources Department. You will be required to pay a fee for replacement keys or badges. Keys or badges that are found by an employee should be turned in to the Human Resources Department for identification. Upon termination of employment, keys and/or badges MUST be turned in to the Business Office.

BULLETIN BOARDS:

The facility operates 24 hours a day, 365 days a year. It is generally impossible to always hold meetings in order to communicate with employees; important notices to employees will frequently be posted on the bulletin boards near the employee time clock area. It is YOUR RESPONSIBILITY to review all postings and remain aware of their content.

For the convenience of the employee, four bulletin boards are available near the time clock area. The first board is available for Administration. This board includes job postings and changes to policies. The second board is for the Nursing Department. This board includes in-service and nursing schedules. The third bulletin board is sectioned into Community Events and Advertising for selling of personal items and advertising for wanted items. The fourth bulletin board is provided for Union notices.

GENERAL INFORMATION

Human Resources Department will notify you of any such changes to the work rules and a post will be on the bulletin board by the time clock.

Any damaged equipment needs to be reported to your supervisor immediately so that it can be repaired

ACKNOWLEDGEMENT

I acknowledge that I have received the *Clark County Employee Handbook and Administrative Manual*, along with the *Clark County Rehabilitation and Living Center (CCRLC) Work Rules*. I understand these documents are intended to provide general information and guidance and do not constitute a contract of employment.

I recognize that this handbook and the work rules replace and supersede any previous policies, manuals, or communications—whether written or verbal. I further understand that all contents are subject to change in accordance with applicable laws, and that employees will be notified of any such changes.

I acknowledge that my employment with the Clark County Rehabilitation and Living Center is voluntary and not for a specified duration. I may terminate my employment at any time, and CCRLC retains the same right, with or without notice, and for any reason not prohibited by law. Clark County reserves the right to modify, add, or delete any provisions in these documents at its sole discretion, except for the at-will employment policy, which remains unchanged.

I understand that it is my responsibility to read and understand the *Clark County Employee Handbook and Administrative Manual*, and *CCRLC Work Rules*, including policies on harassment, attendance, substance use, and workplace safety. If I have any questions or need clarification, I will contact my supervisor or Human Resources.

These documents supplement, and do not replace, the broader *County Services Delivery and Personnel Policies* as approved by the County Board.

Employee Signature _____

Print Name _____ Date _____

Note: All employees are required to sign this form to acknowledge receipt of the Clark County Employee Handbook and Clark County Rehabilitation and Living Center Work Rules. A copy will be placed in the employee's personnel file.