



Photo by John Zubrovich

Employee Handbook

University Physicians of Brooklyn, Inc.
SUNY Downstate Medical Center



UNIVERSITY PHYSICIANS OF BROOKLYN, INC.



University Physicians of Brooklyn, Inc.
Employee Handbook



CONTENTS

Welcome	1
Our History	2
Our Mission	2
Our Values	2
Purpose of this Handbook	3
Section One:	
THE WAY WE WORK	4
Equal Employment Opportunity	4
Americans with Disabilities Act	4
Non-harassment.	4
Sexual Harassment	4
Legal Eligibility for Employment	4
Code of Ethics and Business Conduct	5
Section Two:	
EMPLOYMENT, COMPENSATION AND CAREER DEVELOPMENT	6
Employment.	6
<i>Employment Categories</i>	6
<i>Certification, Licensing and Other Requirements</i>	7
<i>New Employee Orientation</i>	7
<i>Work Week</i>	7
<i>Attendance and Punctuality</i>	7
<i>Changes in Personal Data</i>	7
Compensation	7
<i>Recording Your Time</i>	7
<i>Overtime</i>	8
<i>On-Call Requirements</i>	8
<i>Payroll Process</i>	8
Career Development	9
<i>Job Descriptions</i>	9
<i>Performance Reviews</i>	9
<i>Promotions and Transfers</i>	9
Section Three:	
UPB BENEFITS	10
Employee Benefits	10
<i>Medical, Dental and Vision Insurance</i>	10
<i>401(K) Qualified Retirement and Incentive Savings Trust Plan</i>	10
<i>Short-Term Disability Benefits</i>	10
<i>Supplemental Short-Term Disability</i>	11
<i>Long-Term Disability Insurance</i>	11
<i>Accidental Death & Dismemberment Insurance</i>	11
<i>Basic Life Insurance</i>	11
<i>Optional Supplemental Life Insurance</i>	11
<i>Optional Dependent Life Insurance</i>	11

Flexible Spending Account	11
Workers Compensation	12
Time-Off	12
Holidays	12
Paid Time-Off	13
Leaves of Absence	13
Federal Family and Medical Leave Act	13
Bereavement Leave	15
Jury Duty	16
Military Leave	16
Witness Leave	16
Voting Leave	16
Bone Marrow Leave	17
Victims of Crime Leave	17
Absences	17
Section Four:	
ON THE JOB	18
Identification Badges	18
Standards of Conduct	18
Maintenance of a Drug and Alcohol-Free Workplace	18
Appearance Standards	19
Personal Hygiene	19
Conflicts of Interest	19
Financial Integrity	20
Use of Organization's Property and Equipment	20
Acceptance of Gifts and Gratuities	20
Giving Entertainment, Gifts, Favors and Gratuities	20
Employment or Contracting of Relatives	21
Workplace Violence	21
Concealed Weapons	21
Smoking in the Workplace	21
Recycling and Waste Prevention	21
Parking	22
Section Five:	
HOW WE COMMUNICATE	23
Health Insurance Portability and Accountability Act (HIPAA)	23
Electronic and Telephone Communications	23
Confidentiality of Patient Information	24
Care of Patient Records	24
Publicity and Statements to the Media	24
Solicitations and Distribution	24
Section Six:	
SAFETY IN THE WORKPLACE	25
In an Emergency	25
Bloodborne Pathogens Exposure Control	25

Hepatitis B Vaccine	25
Hazard Communication	26
Fire Drills	26
Care of Equipment	26
Good Housekeeping	26
Personal Property	26
Workplace Searches	26
Visitors	26
Section Seven:	
IF YOU MUST LEAVE US	27
Notice	27
Exit Interviews	27
COBRA	27
Reference Checks	28
Rehire	28
Talk To Us	28
Section Eight:	
ACKNOWLEDGEMENT	29

WELCOME FROM THE PRESIDENT



*Douglas Lazzaro, MD, FACS, FAAO
President, University Physicians of Brooklyn, Inc.*

University Physicians of Brooklyn, Inc. (UPB) represents the faculty of SUNY Downstate Medical Center, Brooklyn's only academic medical center. UPB is comprised of eighteen clinical departments, encompassing numerous specialties and subspecialties.

Many of our physicians have been nationally recognized by Castle Connolly, Consumers' Research Council of America, and Best Doctors in America®. In addition to providing world-class medical care, our physicians actively participate in the latest research efforts and contribute to the development of cutting-edge technology and techniques in medicine. Our goal is to provide services of the highest quality, with care and compassion, to members of the Brooklyn community.

At UPB, our employees are our most valuable asset. The policies, benefits and services described in this Handbook are intended to serve as a guide throughout your employment and support your professional development within the organization.

Please accept my warmest welcome as you begin your employment at University Physicians of Brooklyn.

Sincerely,

A handwritten signature in blue ink that reads "Douglas Lazzaro". The signature is written in a cursive, professional style.

Douglas Lazzaro, MD, FACS, FAAO
President, University Physicians of Brooklyn, Inc.
Chairman, Department of Ophthalmology
SUNY Downstate Medical Center

OUR HISTORY

The history of SUNY Downstate Medical Center traces back to 1860, when a school of medicine was founded at the Long Island College Hospital. The model of extending teaching from the lecture hall to the patient's bedside revolutionized medical education in the United States. Downstate remains the only academic medical center in Brooklyn. As a major provider of care to the borough's nearly three million residents, SUNY Downstate has evolved into one of the nation's leading urban medical centers.

In accordance with Article XVI of the SUNY Board of Trustees policies, the Clinical Practice Management Plan (CPMP) was formed to support the mission of the school and oversee the management of clinical practice income. A governing board, consisting of a representative from each clinical department and Basic Science discipline, oversees the activities of the plan. In 1993, University Physicians of Brooklyn, Inc., a 501(c)(3) corporation, was formed to assist the CPMP Governing Board in carrying out its management responsibilities.

OUR MISSION

Our mission is to:

- Provide high quality, accessible, comprehensive, compassionate healthcare regardless of ability to pay.
- Respect the dignity and rights of our students and patients.
- Respond to the healthcare needs of our community.
- Practice continuous quality improvement.
- Encourage employees' continuous learning and professional development.

OUR VALUES

Our values include:

- Leadership and innovation—our tradition.
- Diversity—holistic and compassionate respect for all individual differences, perspectives and contributions.
- Partnership—collaborative efforts to meet organizational goals.
- Stewardship—responsible, accountable management of all resources.

PURPOSE OF THIS HANDBOOK

The Employee Handbook serves as a resource guide and summary of the various policies, benefits and services available to UPB employees. It summarizes conditions of employment and employee rights and responsibilities.

The policies outlined in this Employee Handbook are management guidelines that may change from time to time. UPB makes employment decisions as needed to conduct work in a manner that is beneficial to patients, employees and the organization. This Employee Handbook supersedes all prior Employee Handbooks and policy statements. UPB reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without notice. All changes are signed by the Chairman of the Board of Governors.

The content of this Employee Handbook does not create a contractual obligation with respect to any matters it covers. Employment at UPB is a voluntary, employment-at-will relationship. Employees and UPB have the right to terminate the employment relationship at any time, with or without notice, for any reason. No representative of the organization may enter into an agreement with any non-physician employee for employment other than at-will. For physicians with employment agreements, the employment agreement governs in the event of a conflict between that agreement and the Employee Handbook.

THE WAY WE WORK



EQUAL EMPLOYMENT OPPORTUNITY

Our organization is committed to equal employment opportunity. We do not discriminate against employees or applicants for employment because of race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, veteran or military status, or any other classification protected by federal, state or local law. UPB's equal employment opportunity policy applies to all aspects of employment. It is each employee's duty to promote fairness.

AMERICANS WITH DISABILITIES ACT

Our organization provides equal employment opportunities to qualified individuals with disabilities and adheres to the Americans with Disabilities Act (ADA). The term disability means a physical or mental impairment that substantially limits one or more of the major life activities of any person, now or in his or her past.

NON-HARASSMENT

All employees are entitled to work in an environment free of intimidation or harassment. Harassment of one

employee by another employee, supervisor or third party for any reason is unlawful and will not be tolerated.

SEXUAL HARASSMENT

Sexual harassment of employees will not be tolerated. These situations must be brought immediately to the attention of management and the Human Resources Department. Appropriate corrective action will be taken promptly, maintaining confidentiality to the extent possible. Any retaliation against an employee for reporting sexual harassment or participating in an investigation is prohibited. Sexual harassment is recognized as a violation of the Civil Rights Act (Title VII). There are many types of conduct that may constitute sexual harassment. Some examples include, but are not limited to, demanding sexual favors in exchange for a promotion or raise, changing performance expectations after a subordinate refuses repeated requests for a date, comments about body parts or sex life, leering, off-color jokes, inappropriate touching or gestures, using sexually explicit or offensive media. Sexual harassment may involve the behavior of a person of the opposite sex or the same sex. Participation in any form of sexual harassment will result in appropriate disciplinary action, up to and including termination.

LEGAL ELIGIBILITY FOR EMPLOYMENT

UPB is committed to employing only those individuals legally authorized to work in the United States. As a condition of employment, each new employee must complete Employment

Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. If an employee is authorized to work in this country for a limited period of time, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that time period in order to continue being employed by UPB.

CODE OF ETHICS AND BUSINESS CONDUCT

UPB's reputation demands legal and ethical conduct of every employee. The UPB Compliance Program adheres to the same policies and procedures as SUNY Downstate Medical Center. The Compliance Program defines conduct expected of colleagues and employees, provides guidance on legal and ethical questions, and establishes a mechanism for reporting possible violations of law or ethical principles within SUNY Downstate Medical Center. Employees should report any potential violations of compliance standards to the Vice President, Office of Compliance and Audit Services, by calling 877-349-SUNY (7869), or by clicking on the "Compliance Line" link on the main SUNY DMC webpage (www.downstate.edu). Reports to the Compliance Line may be made anonymously and are confidential.

EMPLOYMENT, COMPENSATION AND CAREER DEVELOPMENT



EMPLOYMENT

Employment Categories

Employees are classified as non-exempt or exempt, in accordance with the Fair Labor Standards Act (FLSA). Non-exempt employees are paid by the hour and are entitled to overtime pay. Exempt employees earn a salary and are not eligible for overtime pay. Neither classification guarantees employment for any specific length of time. Either the employee or UPB can terminate the employment at-will relationship, at any time, with or without cause or advance notice.

Non-exempt Employees

Non-exempt employees are entitled to overtime pay in accordance with state and federal law and must record and report their time accurately. Non-exempt categories include:

- Regular full-time—regularly scheduled to work 30 or more hours per week
- Regular part-time—regularly scheduled to work 20 hours to 29 hours per week
- Part-time—regularly scheduled to work fewer than 20 hours each week

Regular part-time and part-time employees are ineligible to participate in UPB's benefits programs, with the exception of the 401(k) plan.

Exempt Employees

Exempt employees include all regular employees who are classified by UPB as exempt from overtime provisions of the FLSA and applicable state laws. Exempt employees are paid a salary for all hours worked each week. Deductions from an exempt employee's salary may occur only when they are expressly authorized under the FLSA or other applicable law. This may occur, for example, when an employee has absences in excess of the Paid Time Off (PTO) policy, is suspended for safety or workplace conduct rules, or when unpaid leave is taken under the Family and Medical Leave Act (FMLA). The process related to salary deductions should be discussed with the Human Resources Department.

Seasonal/Temporary/Per Diem

Seasonal, temporary or per diem employees are hired for particular projects, jobs of limited duration, special projects, or unanticipated workloads. Other than statutory

benefits, seasonal, temporary and per diem employees are ineligible to participate in UPB's benefits programs, despite tenure in the position.

CERTIFICATION, LICENSING AND OTHER REQUIREMENTS

Certification or license requirements as defined by UPB's position descriptions are conditions of employment. Clinical departments may require non-clinical staff to meet testing requirements as a condition of continued employment. The Downstate Medical Center Medical Staff Bylaws define standards for UPB physicians.

Pursuant to an offer of employment, all candidates must satisfactorily complete a medical evaluation, which may involve drug screening. UPB reserves the right to require such testing annually.

UPB reserves the right to conduct background checks, including criminal and credit checks, as a condition of employment.

NEW EMPLOYEE ORIENTATION

Orientation programs familiarize employees with UPB and their respective departments. Orientation sessions, which outline specific job duties, responsibilities, and departmental policies and procedures, are provided by employee supervisors.

WORK WEEK

To provide our patients with the best care and service, UPB must maintain flexible hours of operation. The standard work week is Monday to Sunday. Full-time employees are assigned to a thirty seven and a half (37.5) hour work week, with a half hour unpaid lunch. Hours of operation and employee schedules vary by clinical department and/or practice location.

Break time is determined and assigned by departmental management.

ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are key factors which support service excellence within the workplace. Employees must obtain prior approval for an absence. If an employee is unable to report for work or will be late for any reason, the respective supervisor must be called at least one hour before the beginning of the shift.

The UPB Payroll Department and department supervisor will maintain a record of all absences. Unapproved or excessive absences may result in disciplinary action, up to and including termination of employment. Absence for three or more consecutive workdays without proper notification will result in immediate termination. Absences that fall under FMLA or absences resulting from reasonable accommodation under the ADA will not be considered for discipline provided proper notice and certification are provided.

CHANGES IN PERSONAL INFORMATION

It is essential that accurate information is on file in order for UPB to communicate information to its employees and to administer benefits and payroll programs. Employees should inform the Human Resources Department of any change in name, address, telephone number, marital status, number of dependents or insurance policy beneficiaries.

COMPENSATION

RECORDING YOUR TIME

In compliance with applicable state and federal laws, UPB is committed to

providing accurate payment for time worked. Employees must ensure that time is reported via the electronic time and attendance system in a timely and accurate manner. It is the responsibility of the employee to notify the UPB Payroll Department of discrepancies in pay within a reasonable time frame.

Each employee must maintain a confidential User ID and password in order to utilize the time and attendance system. It is a violation of policy to disclose or share a User ID or password. Any employee who falsifies a timesheet, alters another employee's timesheet, or instructs another employee to incorrectly or falsely report hours worked will be subject to disciplinary action, up to and including termination.

Non-exempt Employees

Non-exempt employees must maintain an accurate daily record of the total hours worked. It is the responsibility of the employee to ensure that hours reported reflect regular and overtime hours, late arrivals or early departures, meal breaks or absences. Hours worked must be submitted to the immediate supervisor at the end of each week. Overtime may be performed and reported only when previously authorized by the supervisor.

Exempt Employees Who Complete Timesheets

Exempt employees who receive a compensatory salary must complete a timesheet which reflects regular and overtime hours, late arrivals or early departures, meal breaks or absences. Hours worked must be submitted to the immediate supervisor at the end of each week. Overtime may be performed and reported only when previously authorized by the supervisor. Time off

related to a leave of absence must be reflected on the respective timesheets.

OVERTIME

All overtime must be approved in advance by a supervisor. Non-exempt employees who perform approved overtime will receive time and one-half regular hourly rate for hours in excess of 40 hours per work week. Questions concerning overtime pay should be referred to the supervisor or Human Resources Department.

ON-CALL REQUIREMENTS

Scheduling and payment for on-call coverage is at the discretion of the respective clinical department.

PAYROLL PROCESS

Pay periods are seven-day blocks of time beginning on Monday and ending on Sunday. Employees who receive paychecks bi-weekly are paid every other Friday. Monthly paychecks are issued on the 15th of the month. When the usual payday is a holiday, paychecks are normally issued on the last working day before the holiday. Employees may elect to be paid by direct deposit by completing the requisite forms in the Payroll Department.

Federal tax withholding forms (W4) as well as applicable state and local tax withholding forms must be signed and on file for each employee. Other deductions administered through payroll include social security tax, Medicare, and employee authorized amounts for standard organization benefits. If an employee's wages are garnished by court order, the amount indicated in the garnishment order will be withheld. All deductions and their amounts are listed on the pay stub and totaled each

year on the W-2 Form, Wage and Tax Statement.

CAREER DEVELOPMENT

JOB DESCRIPTIONS

At the time of hire, each employee should receive a job description which outlines duties, responsibilities and competencies required for the position. As part of the performance evaluation process the job description will be used as a tool.

PERFORMANCE REVIEWS

Professional appraisals play an integral role in guiding and managing career development and allowing for a mutual understanding of an employee's performance in relation to organizational goals and objectives. Reviews should occur following the first 90 days of employment and annually thereafter based on hire date. Employees are encouraged to participate actively in the review process and identify areas for growth and development. In the event a review identifies areas of deficiency, an employee will be provided with a corrective action plan and time frame for improvement.

PROMOTIONS AND TRANSFERS

Career advancement is rewarding for both the employee and UPB. Opportunities for advancement will be made available to qualified employees whenever possible. Qualification for a new position requires good standing in the current position for one year. This period may be waived with the chairperson's approval.

UPB BENEFITS



EMPLOYMENT BENEFITS

UPB offers employees a comprehensive and competitive benefits program that supplements regular wages. The terms of these plans have been established in compliance with the Employee Retirement Income Security Act (ERISA). Each year employees receive a comprehensive review of benefits with annual open enrollment information. In addition, Summary Plan Descriptions are mailed to each employee annually.

The Employee Handbook provides an overview of current benefit plans. However, actual plan documents, summary plan descriptions and details related to coverage are available in the Human Resources Department.

MEDICAL, DENTAL AND VISION INSURANCE

Eligible full-time regular employees scheduled to work 30 or more hours per week may enroll in UPB's medical, dental and vision plans immediately upon hire. Enrollment becomes active within 31 days of eligibility. UPB pays a portion of insurance premium costs. The balance is paid through payroll deductions.

401(k) QUALIFIED RETIREMENT AND INCENTIVE SAVINGS TRUST PLAN

UPB provides eligible employees with a 401(k) Qualified Retirement Plan as a means of long-term savings for retirement. Immediate contribution to the 401(k) on a pre-tax basis may be made upon hiring, with money invested in one of several funds offered by our investment providers.

UPB maintains an Incentive Savings Trust Plan for eligible employees. The amount of the organization's contribution to the plan is determined annually at the discretion of each Department Chair. The contributions made, if any, are based on the fiscal performance of the organization and respective department.

SHORT-TERM DISABILITY BENEFITS

Short-term disability coverage provides important financial protection for employees and their families in the event of an extended absence due to accident or illness. This insurance is designed to provide income when absence beyond seven calendar days is due to non-occupational illness, injury or pregnancy-related disability. To apply for short-term disability benefits, employees are required to provide written notice, including a doctor's certificate, stating the nature of the disability and expected date of return to work. Short-term disability is a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence.

Employees are eligible for short-term disability insurance after four consecutive weeks of full-time employment or 25 days of regular part-time employment.

Benefits are calculated as a percentage of salary, up to a maximum each week as specified by law, for up to 26 weeks. Employees may be asked to pay all or a portion of the costs of this benefit.

SUPPLEMENTAL SHORT-TERM DISABILITY (SSTD)

Eligible full-time regular employees regularly scheduled to work 30 or more hours per week may enroll in the Supplemental Short Term Disability plan at any time at no cost. SSTD is calculated at 66 2/3% of the weekly UPB salary to a maximum of \$2,000 weekly, with a 26-week maximum period of payment. When 66 2/3% of the weekly base salary exceeds the supplemental STD \$2,000 benefit maximum, UPB may, upon coordination with disability carriers, supplement the difference. Benefits received under this plan are coordinated with NY State Statutory Disability benefits and reduced by any other income received from a state disability plan or Social Security.

LONG-TERM DISABILITY INSURANCE

Long-term disability coverage provides important financial protection for employees and their families in the event of an extended recovery from accident or illness. Eligible full-time regular employees may enroll in this plan immediately upon employment. The long-term disability benefit is calculated at 60% of monthly base salary to a maximum of \$10,000 monthly.

ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE (AD&D)

AD&D insurance coverage provides financial protection in the event of death or loss of hands, feet and/or vision when an employee experiences a loss within 365 days of a related

accident. The AD&D benefit is equal to two times basic annual earnings (annual base salary) up to a maximum of \$300,000.

BASIC LIFE INSURANCE

Eligible full-time regular employees regularly scheduled to work 30 or more hours per week may enroll in UPB's life insurance benefit plans immediately upon hire and are automatically enrolled in the Basic Life and AD&D Insurance.

Basic Life Insurance coverage provides important supplemental financial protection for employees and their families in the event of death. The life insurance benefit is equal to two times basic annual earnings (annual base salary) up to a maximum benefit of \$300,000.

OPTIONAL SUPPLEMENTAL LIFE INSURANCE

Supplemental life insurance between one and five times basic annual earnings, up to a maximum of \$500,000, is available at an additional cost to the employee. Evidence of insurability must be submitted and approved for amounts in excess of the lesser of three times annual compensation or \$300,000.

OPTIONAL DEPENDENT LIFE INSURANCE

Optional dependent life insurance (spouse and/or child) may be elected by employees enrolled in the Supplemental Life Insurance program at an additional cost. Evidence of insurability for dependent coverage must be submitted and approved for amounts in excess of \$20,000.

FLEXIBLE SPENDING ACCOUNT (FSA)

UPB offers regular full-time and regular part-time employees a pre-tax benefit

known as a Flexible Spending Account (FSA). Employees may open two separate accounts under the FSA program: an Unreimbursed Medical Account and a Dependent Care Account. The plan allows employees to set aside a specific pre-tax dollar amount for unreimbursed medical, dental, vision and over-the-counter items, and for dependent care expenses. A Flexible Spending Account offers an attractive option for employees with predictable out-of-pocket expenses. Changes to the designated dollar amount can be made during the benefits open enrollment period only, unless the family status changes or the employee becomes eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child, or termination of spousal employment. A change in election due to a change in family status is effective on the date the change occurs. Any money remaining in the FSA account at the end of the year is forfeited.

WORKERS' COMPENSATION

In the event of an injury incurred while at work, coverage is available via the UPB Workers' Compensation insurance policy. This insurance is provided to employees at no cost. Any on-the-job injury, no matter how slight, must be reported immediately to supervisory staff and to the Human Resources Department. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize an employee's claim. The organization will attempt to provide a reasonable accommodation, as long as it is medically necessary, feasible, and does not impose an undue hardship on the organization as prescribed by applicable federal, state or local law.

Worker's Compensation is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence.

TIME OFF

HOLIDAYS

Our organization normally observes the following holidays during the year:

New Year's Day
 Martin Luther King, Jr., Day
 Lincoln's Birthday
 Washington's Birthday
 Memorial Day
 Independence Day
 Labor Day
 Columbus Day
 Election Day
 Veterans' Day
 Thanksgiving Day
 Christmas Day

If one of the above holidays falls on a Saturday, it will normally be observed on the preceding Friday. If one falls on a Sunday, it will normally be observed on the following Monday.

Eligible employees receive a paid holiday only if the holiday falls on a day they are normally scheduled to work. Full-time and part-time regular employees are eligible for paid holidays immediately upon hire. Part-time regular employees are eligible for holiday pay in proportion to the number of hours they are routinely scheduled to work. Non-exempt employees must work their scheduled workday before and after the holiday in order to be paid for the holiday, unless they are absent with prior permission from their supervisor.

Election Day and Lincoln's Birthday have been designated as floating holidays. Employees must obtain prior

supervisory approval to observe these holidays or utilize the time on a different day.

PAID TIME OFF (PTO)

Full-time and part-time regular employees are eligible for paid time off (PTO). PTO accrues each pay period, effective with the date of hire, and may not be taken until it has accrued.

Part-time regular employees who work more than 20 hours per week or are 0.5 FTE receive paid time off in proportion to the number of hours they are routinely scheduled to work.

Non-exempt employees receive PTO as follows:

<u>Length of Service</u>	<u>PTO (Days)</u>
0 to 1 year	up to 20
Years 1 and 2	22
Years 3 and 4	24
Years 5 – 9	25
10 years +	30

Exempt employees receive PTO as follows:

<u>Length of Service</u>	<u>PTO (Days)</u>
0 to 1 year	up to 25
Years 1 and 2	27
Years 3 and 4	29
Years 5 – 9	30
10 years +	35

PTO requests must be submitted in writing to supervisors at least one month in advance. Taking into account the staffing requirements of the practice, PTO requests are granted whenever possible. Length of employment may be considered when determining priority in scheduling PTO times. PTO can be taken only in whole days or in 4 hour blocks of time.

Pay is not granted in lieu of taking the actual time off. However, PTO time can be carried over to the following year, up to a maximum of one-half of the annual accrued allotment. For example, if an exempt employee has accrued 27 PTO days for the year and has used 11 PTO days during the same year, the employee can carry over a maximum of 14 days.

Eligible non-exempt employees who provide at least two week's advance notice of their resignation will be paid for up to half of their accrued, but unused, PTO. Eligible exempt employees who provide at least one month's advance notice of resignation will be paid for accrued, unused PTO. All other employees will not be paid for unused accrued PTO upon termination unless terminated for cause..

LEAVES OF ABSENCE

FEDERAL FAMILY AND MEDICAL LEAVE ACT (FLMA)

Eligible employees may take up to 12 weeks of unpaid family/medical leave within a 12-month period and be restored to the same or an equivalent position upon return to work.

To be eligible for family/medical leave, an employee must have worked for UPB for at least 12 months, and for at least 1,250 hours in the past 12 months. Medical leave forms, available from the Human Resources Department, must be completed and filed in the Human Resources Department. If the need for family/medical leave is foreseeable, 30 days written notice must be given to the Human Resources Department. If this is not possible, Human Resources must be notified as soon as possible. Failure to provide such notice may be grounds for delay of the leave. If need is for planned

medical treatment, the treatment should be scheduled to minimize disruption to UPB's operations.

Eligible employees may take family/medical leave for any of the following reasons:

- The birth of the employee's child and to care for the child
- The placement of a child with the employee for adoption or foster care and to care for the newly placed child
- To care for a spouse, child or parent ("covered relations") with a serious health condition
- An employee's serious health condition rendering him or her unable to perform an essential function of his or her position

Any leave due to the birth or the placement of a child for adoption or foster care, and care of the child, must be completed within one (1) year of the date of birth or the child's placement.

Any accrued vacation, sick days or family leave must be used first as part of family/medical leave.

If an employee requests a leave due to his or her own serious health condition, or to care for a covered relation with a serious health condition, any accrued paid vacation must be used first as part of the employee's family/medical leave.

Substitution of paid leave time for unpaid time does not extend the 12-week leave period. Family/medical leave may run concurrently with other types of leave.

During an approved family/medical leave, the organization will maintain employee health benefits under the same terms and conditions applicable to employees not on leave.

- 1) If paid leave is substituted for unpaid family/medical leave, the organization

will deduct the employee portion of the health plan premium as a regular payroll deduction. If leave is unpaid, the employee must pay his or her portion of the premium based on discussion with the Human Resources Department.

- 2) Health coverage may cease if a premium payment is more than 30 days late. If a payment is more than 30 days late, UPB will notify the employee. If the co-payment is not received within 15 days of this notification, coverage will cease.

If the employee does not return to work for at least 30 calendar days at the end of the leave, the organization must be reimbursed for maintaining coverage during the unpaid leave, unless the employee cannot return to work because of a serious health condition or other circumstances beyond his or her control.

When spouses are employed by this organization, they are entitled to a combined total of 12 weeks leave: (1) for birth, adoption or foster care and in order to care for the child; or (2) to care for a parent with a serious health condition. Each individual is entitled to 12 weeks leave because of his/her own serious health condition or to care for the serious health condition of his/her child or spouse without counting leave time taken by the other spouse.

Leave due to a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours worked per work week or workday). If the leave is unpaid, the organization will adjust salary based on the amount of time actually worked. While an employee is on an intermittent or reduced-schedule leave, the organization may

Reporting While on Leave

If leave is due to the employee's own serious health condition or to care for a covered relation with a serious health condition, Human Resources must be contacted on a prescheduled basis regarding the status of the medical condition and the employee's plan to return to work. The employee must give notice as soon as practicable (preferably within two business days) if the dates of leave change, are extended, or if the date is initially unknown.

Returning to Work

If leave is due to the employee's own serious health condition (except for intermittent leave), medical certification of the employee's status as medically able to return to work is required prior to the return. Return-to-work medical certification forms are available from the Human Resources Department.

No Work While On Leave

Taking another job while on family or medical leave or any other authorized leave may lead to disciplinary action, up to and including discharge.

BEREAVEMENT LEAVE

Full-time and part-time regular employees are eligible for three paid days for the death of an immediate family member. Members of the immediate family include spouses, parents, brothers, sisters, children, grandchildren, grandparents, parents-in-law, and domestic partners and the partner's parents.

Full-time and part-time regular employees are eligible for one paid day to attend the funeral of aunts, uncles, nieces and nephews.

temporarily transfer him or her to an available alternate position that better accommodates recurring leave and that has equivalent pay and benefits.

For all granted leaves, a rolling 12-month period method is used to calculate time. Each time an employee takes FMLA leave, the remaining leave entitlement is any balance of the 12 weeks not used during the immediately preceding 12 months.

Medical Certification for a Serious Health Condition

If leave is requested due to the employee's own or a covered relation's serious health condition, the appropriate health care provider must supply medical certification, using UPB's medical certification form from the Human Resources Department. Medical certification should be provided within 15 days of the leave request. If 30 days' notice of need for medical leave is given, the completed medical certification should be returned to the Human Resources Department before leave begins. If the required medical certification is not submitted in a timely manner, leave may be delayed.

UPB may, at its expense, require an examination by a second health care provider designated by the organization. If the second health care provider's opinion conflicts with the original medical certification, the organization may, at its expense, require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. UPB may require subsequent medical recertification. Failure to provide requested certification within 15 days, if such is practicable, may result in delay of further leave.

Part-time regular employees are eligible for bereavement pay in proportion to the number of hours they are routinely scheduled to work.

Requests for bereavement leave must be made to the immediate supervisor as soon as possible. UPB reserves the right to request written verification of an employee's familial relationship to the deceased and his or her attendance at the funeral service as a condition of bereavement pay.

JURY DUTY

UPB supports the obligation of all U.S. citizens to serve on a jury when summoned. All employees will be allowed time off to perform such civic service as required by law. The summoned employee must provide UPB with immediate notice and with verification of service. Management must be informed of the expected length of jury duty service, and the employee must report to work if excused by the court for the major portion of the day. If the required absence presents a serious conflict for management, the summoned employee may be asked to try to postpone jury duty. Employees on jury duty leave are paid for jury duty service in accordance with state law; however, exempt employees will be paid their full salary for any week in which they perform any work for UPB. Non-exempt (hourly) employees must submit the court-issued document confirming jury duty to their immediate manager and the Human Resources Department to receive regular pay for the time spent on jury duty.

If an employee receives salary from UPB while on jury duty, any payment received by the employee for the jury duty must be remitted to UPB.

MILITARY LEAVE

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law. Time off will be unpaid, except where otherwise required by law. Exempt employees may be provided time off with pay when necessary to comply with state and federal law. Accrued vacation may be used for this leave if the employee chooses.

Military orders should be presented to the supervisor and arrangements for leave made as early as possible before a departure. Employees are required to give advance notice of service obligations to the organization, unless military necessity makes this impossible. The supervisor must be notified of intent to return to employment based on requirements of the law. Benefits may continue to accrue during the period of leave. Additional information regarding military leave may be obtained from the Human Resources Department.

WITNESS LEAVE

Employees are given necessary time off without pay to attend or participate in a court proceeding in accordance with state law. The supervisor must be notified of the need for witness leave as far in advance as is possible. Exempt employees may be provided time off with pay when necessary to comply with state and federal laws.

VOTING LEAVE

Our organization believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Any

employee whose work schedule does not provide him/her four consecutive hours to vote while polls are open will be granted up to two paid hours off to vote. Any additional time off will be without pay. Employees must notify the immediate supervisor of the need for voting leave at least two weeks prior to the election. On return from voting leave, a voter's receipt must be presented to the supervisor.

BONE MARROW LEAVE

Employees who work an average of 20 hours or more each week are eligible to receive up to 24 hours of unpaid leave to donate bone marrow. The supervisor must be provided with written physician verification of the purpose and length of each leave. Additional information regarding this leave is available from the Human Resources Department.

VICTIMS OF CRIME LEAVE

The organization will grant reasonable and necessary leave from work, without pay, to employees who are victims of a crime to attend legal proceedings pertaining to the crime. Affected employees must give the organization reasonable notice that this leave is required. Exempt employees may be provided time off with pay when necessary to comply with state and federal law.

ABSENCES

A note from the employee's physician is required for absence from work due to illness for three or more consecutive days. The note must document the employee's illness during this period, as well as medical ability to return to work. UPB reserves the right to require notes from employees' physicians for illness-related absences of fewer than three days' duration.

ON THE JOB



IDENTIFICATION BADGES

An identification badge is issued upon hire and must be worn where it can be seen at all times while on duty.

STANDARDS OF CONDUCT

Every employee must continually observe and follow UPB's policies and maintain proper standards of conduct. Any behavior interfering with orderly and efficient operation of a department will result in corrective disciplinary action.

Progressive disciplinary action may include a verbal warning, written warning, suspension and/or termination. The appropriate disciplinary action imposed will be determined by the organization. UPB does not guarantee that one form of action will necessarily precede another.

In addition to the aforementioned guidelines, the following conduct may result in disciplinary action, up to and including termination: conviction of a crime related to violence, theft or drugs; insubordination; assault; theft; forgery; misuse of UPB funds; performance of non-UPB work during assigned work hours or use of UPB's property, equipment or facilities in connection with non-UPB work; engaging in dis-

crimination; engaging in sabotage; falsification of records or documents; misuse of UPB funds; gambling or betting on the organization's premises or time; sleeping on the organization's premises or time; or leaving the department without management-approved coverage.

If an employee has been arrested for a crime related to violence, theft, or drugs (within or outside of the workplace), an employment suspension will take effect pending a court action. The Human Resources Department will determine whether pay will be continued during the suspension. The employee may apply for unemployment benefits if suspended without pay.

MAINTENANCE OF A DRUG AND ALCOHOL-FREE WORKPLACE

UPB has vital interests in ensuring a safe, healthy and efficient working environment for our employees and patients and maintains a zero-tolerance policy related to use of illegal or unauthorized substances or alcohol in the workplace. Employees are prohibited from reporting to work or working when the employee uses alcohol or any controlled substance, except when the controlled substance is pursuant to a doctor's order and the doctor has advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties. In addition, employees are prohibited from engaging in unlawful or unauthorized manufacture, distribution, sale, or possession of illegal substances and alcohol in the workplace. UPB reserves

the right to take any and all appropriate and lawful actions necessary to enforce its substance abuse policy including, but not limited to, the inspection of organization issued lockers, desks, files, or other suspected areas of concealment.

UPB recognizes the importance of assisting employees in dealing with illegal substance or alcohol problems and to that end offers educational and benefit programs dealing with such matters. Employees who voluntarily seek assistance for illegal substance or alcohol abuse before problems associated with such abuse come to the attention of UPB shall generally be permitted to continue to work provided that (1) a recognized treatment or rehabilitation program is followed; and (2) all standards of job performance and conduct are met. Employees who require time away from work to participate in a recognized treatment or rehabilitation program shall be accommodated in accordance with the UPB's leave of absence policy.

Consistent with fair employment policy, UPB maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics and those having a medical history reflecting treatment for substance abuse disorders. UPB will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence, and other measures consistent with UPB's policies and applicable laws. Information concerning UPB's Employee Assistance Program can be obtained from the Human Resources Department.

APPEARANCE STANDARDS

UPB's success depends upon its ability to maintain a service-oriented, professional practice environment that meets

patient and community expectations. Whether or not job responsibilities place an employee in direct patient contact, employees' actions and appearance represent UPB. The properly attired individual creates a favorable image for the organization to the public and fellow employees.

All employees should appear professionally appropriate for their workplace and patient interactions. Employees are required to comply with the specific policy guidelines UPB adopts regarding professional attire.

PERSONAL HYGIENE

Proper hygiene promotes professionalism within our organization and a favorable image to our patients. Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times. To maximize patients' well-being, fingernails must be clipped short. Chin-length or longer hair must be secured away from the face.

CONFLICTS OF INTEREST

Employees should avoid any activity that may create an actual or apparent conflict of interest with the organization. Conflict of interest occurs when personal interests interfere with an employee's ability to exercise judgment objectively in the best interests of the organization. Employees are expected to conduct business in the best interest of the organization, regardless of personal preference. Employees may not have a financial interest in any business that does business with UPB. Employees who freelance or consult for another party may not perform work during UPB employment hours or use UPB facilities, resources or supplies for such work.

FINANCIAL INTEGRITY

The integrity of information is essential for business operations. All records, information and accounts must be maintained accurately. Employees with responsibility for performing, updating or maintaining financial data must adhere to institutional policies, industry accepted standards and applicable state and federal law. Employees may not make any false statements, misleading or artificial entries, or material omissions or misrepresentations in any of the organization's financial records, documents or communications. Any employee who wishes to report concerns related to the organizations' accounting practices, financial reporting or internal controls should contact the UPB Chief Financial Officer, Executive Director, or the SUNY Compliance Line at (877) 349-7869. All reports will be treated confidentially to the extent reasonable and possible.

USE OF ORGANIZATION'S PROPERTY AND EQUIPMENT

Generally, UPB supplies, equipment, computers, personnel and other resources may not be used for non-UPB purposes. Official stationary may not be used for non-UPB purposes and UPB resources may not be used to mail personal correspondence. UPB mail, postage, internal office mail and inter-city couriers may not be used for personal purposes. UPB telephones may not be used for non-UPB long-distance calls, other than toll-free calls, collect calls and calls billed to a personal account. UPB telephones may be used for incidental and necessary personal calls, limited in number and duration, which do not interfere with an employee's duties. UPB computers may be used for incidental and necessary

personal purposes, in limited amount and duration, which do not interfere with an employee's duties.

ACCEPTANCE OF GIFTS AND GRATUITIES

No employee may directly or indirectly (e.g., through a family member) solicit or accept any gift, gratuity, favor, entertainment, reward, or any other item of monetary value that might influence or appear to influence the judgment or conduct of the employee in the performance of his or her job. Employees can accept gifts only in cases where the gifts are of nominal value, \$100 or less, and are normal business courtesies, will not violate any laws, and will not influence or appear to influence the employee's judgment or conduct at his or her employer's business.

GIVING ENTERTAINMENT, GIFTS, FAVORS AND GRATUITIES

No employee shall give any gift, gratuity, favor, entertainment, reward or any other item of monetary value that might influence or appear to influence the judgment or conduct of the recipient in the performance of his or her job, or will violate any laws, and will not influence or appear to influence the employee's judgment or conduct at his or her employer's business. In no event may a gift exceeding \$100 be given without specific authorization from the Chief Financial Officer, Executive Director, or Human Resources. All gifts must be properly documented on an expense report in accordance with UPB policy.

EMPLOYMENT OR CONTRACTING OF RELATIVES

An individual shall not take part in hiring or employment decisions relating to a family member, nor take part in contracting decisions relating to a family member or entity in which a family member serves as officer, director or partner, or entity in which a family member owns or controls 10% or more of the stock of such entity. A supervisor may not hire an individual to work under his/her supervision if that individual is a member of the supervisor's immediate family or his/her spouse or domestic partner. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage (a domestic partner or any one of the following related by blood, marriage, or adoption: spouse, parent, in-law, child, brother, sister, aunt, uncle, nephew, niece or cousin).

If two employees marry, become related, or enter into a close personal relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. UPB generally will attempt to identify other available positions, but if no alternate position is available, UPB management retains the right to decide which employee will remain with the organization.

WORKPLACE VIOLENCE

Violence by an employee against a fellow employee, patient, customer or vendor will not be tolerated. Any incidents of violence, including threatening communications, from an employee or

outside third party, must be reported to the supervisor or Human Resources immediately. In the event of an immediate threat of harm, employees should contact the security desk and call 911 immediately.

Employees are expected to report and participate in investigation of any suspected or actual cases of workplace violence. All reports of work-related threats will be fully investigated, documented and, to the extent possible, kept confidential.

CONCEALED WEAPONS

Unauthorized possession, use or sale of weapons, firearms or explosives on work premises, while operating organization machinery, equipment or vehicles, or while engaged in organization business off-premises, is forbidden. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.

Employees who are aware of violations or threats of violations of this policy are required to immediately report such violations or threats to their supervisor. Violations of this policy will result in disciplinary action, up to and including termination.

SMOKING IN THE WORKPLACE

Our organization is committed to providing a safe and healthy environment for employees and visitors. Smoking is not permitted in any work facility.

RECYCLING AND WASTE PREVENTION

The organization is committed to the environment and its future. Employees are encouraged to utilize recycling containers located throughout the building.

PARKING

All employee parking must be in accordance with UPB and/or the affiliated organization's policies and procedures. Parking facilities are limited. Parking is within designated areas only. The organization is not responsible for loss, damage, or theft of vehicles.

HOW WE COMMUNICATE



HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The purpose of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) is to improve the efficiency and effectiveness of the health-care system by standardizing the electronic exchange of administrative and financial data and to protect the security and privacy of protected health information (PHI). As a health-care provider who conducts transactions electronically, UPB is considered a covered entity under the rule and required by federal law to implement these standards and regulations.

The regulations are comprised of three essential areas:

- **Privacy**—Provides new rules in regard to how an individual's health information may be used and disclosed.
- **Transaction and Code Sets**—requires the use of standard transaction formats and code sets when an individual's financial health information is transmitted electronically.

- **Security**—requires specific security measures to be in place to protect an individual's health information that is sent or stored electronically.

UPB adopts and utilizes the policies of SUNY Downstate Medical Center Office of Compliance and Audit Services related to adherence to HIPAA standards. Violations of HIPAA are extremely serious and may result in disciplinary action up to and including termination.

ELECTRONIC AND TELEPHONE COMMUNICATIONS

All computer equipment must be installed, physically secured and inventoried by appropriate internal IT staff. Staff must not share IDs, passwords or access cards. Employees must log off the network or activate a password-protected screensaver whenever the computer terminal or data device is unattended or unsecured. Use of non-company sponsored or personal communication systems, including use of personal email addresses, to conduct company business is strictly prohibited. Email messages, computer information, fax communications and voicemail are considered UPB property. UPB reserves the right to monitor email communication as necessary for business purposes.

Although the occasional use of the organization's telephones for a personal emergency may be necessary, routine personal calls during work hours are not permitted. Personal cellular telephones must be turned off or set to a silent alert on UPB premises during working hours.

CONFIDENTIALITY OF PATIENT INFORMATION

UPB employees shall maintain the confidentiality of patient and other confidential information in accordance with applicable legal and ethical standards.

CARE OF PATIENT RECORDS

Medical records must reflect the scope of clinical services provided and be maintained in compliance with SUNY Downstate Medical Center standards, accrediting body guidelines and federal/state law. UPB maintains ownership of all patient records and retains them in accordance with state and federal requirements. Requests for information will adhere to HIPAA guidelines.

PUBLICITY AND STATEMENTS TO THE MEDIA

All media inquiries regarding UPB should be referred to the Executive Director or President of UPB. Only the Executive Director or President is authorized to make or approve public statements pertaining to the organization or its operations.

SOLICITATION AND DISTRIBUTION

Solicitation by any employee of another employee is prohibited while either person is on working time, including, but not limited to, the following activities:

- The distribution of literature, including handbills, in work areas
- Trespassing, soliciting or distributing literature by non-employees within UPB offices
- Use of the organization's Internet access for non-job-related solicitations including, but not limited to,

religious or political causes

- Use of corporate email, fax and voice mail systems to solicit fellow employees or distribute non-job-related information to fellow employees

SAFETY IN THE WORKPLACE



Safety is the responsibility of every employee and is best achieved through a continued focus on training and review of safety guidelines within each department. In the performance of our work, each employee must demonstrate an understanding of and adherence to safety and quality measures.

IN AN EMERGENCY

Emergencies include, but are not limited to, life threatening medical situations, bomb threats, threats of violence or the smell of smoke. An employee who witnesses an emergency situation should contact 911 immediately. Management must be notified immediately thereafter.

When events warrant evacuation of the building, follow instructions of the supervisor or other management or building official. Leave the building in a quick and orderly manner as directed. Assemble at the predetermined location communicated by the management person to await further instructions or information.

Employees must keep their personal emergency contact information up to date to ensure they can be contacted during off-work hours. The Human Re-

sources Department should be contacted with changes of information.

BLOODBORNE PATHOGENS EXPOSURE CONTROL

To protect employees who may reasonably anticipate being occupationally exposed to blood and other potentially infectious materials during work tasks, UPB has instituted a bloodborne pathogens exposure control program.

The program includes an employee exposure determination, information and training about bloodborne pathogens, the availability of hepatitis B vaccinations, engineering controls, universal precautions, safe work practices, personal protective equipment, and house-keeping measures to help reduce the risks of occupational exposure. Procedures to be used following an exposure incident and necessary record keeping are included in the program. Specific information is contained in UPB's written infection control plan, available to employees as required.

HEPATITIS B VACCINE

In accordance with OSHA regulations, UPB offers the hepatitis B vaccine at no cost to any employee reasonably anticipated to have exposure to blood or other potentially infectious materials. Information concerning the vaccine's effects, safety considerations, method of administration, risks and benefits is available to employees upon request.

Employees will be eligible for the vaccine within ten working days of their first day of work, according to OSHA standards.

HAZARD COMMUNICATION

UPB may use some chemicals (e.g., cleaning compounds, inks, etc.) in its operations. Through departmental training, employees must be familiar with the handling, use, storage and control measures related to these substances they may encounter in the work place. Material Safety Data Sheets (MSDS) are available for inspections in work areas. All labeling requirements must be followed.

Employees must consult the designated safety coordinator prior to purchasing and/or using chemicals within the organization. For additional information, refer to UPB's written Hazard Communication Program. Questions should be referred to the respective department supervisor.

FIRE DRILLS

Fire drills and evacuation procedures are scheduled periodically. Employees are required to understand the appropriate procedures for evacuation.

CARE OF EQUIPMENT

The organization's property and equipment must be used properly. No property may be removed from the premises without the approval of management. Maintenance and repair of equipment is to be performed in accordance with UPB policy or the respective leasing agreements by approved vendors. Loss, breakage or damage of any UPB property must be reported to management immediately.

Only software and applications purchased through UPB and/or IT services purchased from SUNY Downstate may be utilized on UPB computers.

GOOD HOUSEKEEPING

Good work habits and a neat place to work are essential for job safety and efficiency. All employees must keep their work space organized and clean.

PERSONAL PROPERTY

The organization is not responsible for loss or damage to personal property. Securing valuable personal items, such as purses and jewelry, is the responsibility of the employee.

WORKPLACE SEARCHES

To protect the property and ensure the safety of all employees and patients, UPB reserves the right to conduct personal searches consistent with state and federal law. UPB management, at its discretion, may inspect any workplace area (including offices, desks, computers, files, lockers or equipment), or any packages, parcels, purses, handbags, briefcases or possessions on UPB premises.

VISITORS

The receptionist or security officer must be notified of all expected visitors to UPB offices located on SUNY Downstate premises. Individuals visiting UPB offices must check in, obtain a Visitor Pass and abide by medical center procedures. Under no circumstances will visitors be allowed in confidential, unauthorized or potentially hazardous areas.

IF YOU MUST LEAVE US



NOTICE

In the event that you plan to leave the organization, we ask that you provide your supervisor with advance notice. Typical notice time for non-physician employees is equal to vacation balance or two weeks, whichever is greater. To minimize disruption in the care of our patients, physicians are asked to provide a minimum of 90 days' notice unless a contractual arrangement dictates otherwise.

Once notice is given, paid time off cannot be utilized unless it was approved in the time period prior to the receipt of notice.

All property of the organization, including identification badge, access card and keys must be returned upon the last day of employment.

Employees should notify the Human Resources Department with a change of address during the calendar year in which termination occurs to ensure

their annual tax information can be properly delivered.

EXIT INTERVIEWS

It is strongly encouraged that each employee participate in an exit interview prior to the last day of employment. During the interview, post-employment information about benefits will be made available. Feedback will enable us to continually improve the working environment and professional experience for our employees.

COBRA

Employees and covered dependents have the opportunity to continue medical benefits post-termination for up to 36 months under provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA), when group medical coverage would otherwise end due to death or because:

- 1) Employment terminates for a reason other than gross misconduct;
- 2) Employment status changes due to a reduction in hours;
- 3) A child ceases to be a "dependent child" under the terms of the medical plan;
- 4) An employee become divorced or legally separated; or
- 5) An employee becomes entitled to Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, an employee or a family member must notify the plan administrator within 60 days of the occurrence of the event.

The plan administrator will notify indi-

viduals eligible for continuation coverage of their right to elect COBRA continuation coverage.

REFERENCE CHECKS

The Human Resources Department is solely responsible for confirming an employee's dates of employment, salary history and job title on receipt of a written request. No employee, under any circumstances, should provide another individual or external entity any information regarding employment status within our organization.

REHIRE

Employees who are rehired following a break in service, other than an approved leave of absence, must serve a new initial probation period whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their reemployment for all purposes, including for purposes of determining benefits.

TALK TO US

Should you have any questions or comments, you may contact the Director of Human Resource, confidentially, via phone at (718) 804-7808, or by email at: upbhumanresources@downstate.edu.

ACKNOWLEDGEMENT

This Employee Handbook is the combined effort and compilation of information from a variety of sources. Many thanks to Ploumi Stroumbakis, former Director of Human Resources at University Physicians of Brooklyn, for her commitment to the development and publication of this handbook. A special appreciation is also extended to members of the UPB Human Resources Committee, especially Chair Joan Howantiz, MD, for their time, candor and thoughtful review which shaped many of the policies contained herein.

