

Portland VA Research Foundation 2010 Employee Handbook



Table of Contents

- EMPLOYEE ACKNOWLEDGEMENT FORM 4
- INTRODUCTION..... 5
- MISSION STATEMENT 6
- EMPLOYMENT BASICS..... 7
 - AT WILL EMPLOYMENT..... 8
 - NEW EMPLOYEE ORIENTATION 8
 - EMPLOYMENT CLASSIFICATIONS 9
- EMPLOYEE RESPONSIBILITIES 10
 - RIGHTS & RESPONSIBILITIES 10
 - CONFLICTS OF INTEREST 10
 - DRUG FREE WORKPLACE..... 10
 - STANDARDS OF CONDUCT AND BEHAVIOR 11
 - PERSONNEL DATA CHANGES..... 12
 - TELECOMMUTING..... 12
 - CLINICAL WORK PERFORMED BY PVARF EMPLOYEES 13
- EMPLOYEE RELATIONS..... 13
 - EQUAL EMPLOYMENT OPPORTUNITY..... 13
 - DOMESTIC PARTNER STATEMENT AND POLICY 14
 - HARASSMENT & DISCRIMINATION 15
 - WHISTLEBLOWER PROTECTION POLICY..... 17
 - ACCESS TO PERSONNEL FILES 18
 - FEEDBACK ON PERFORMANCE..... 18
 - NEPOTISM 18
- SAFETY & SECURITY..... 19
 - SAFETY & SECURITY..... 19
 - SAFETY EQUIPMENT 19
 - SAFETY ISSUES 19
 - ORIENTATION VIDEOS AND ANNUAL TRAINING 20
 - LABORATORY SECURITY..... 20
 - IDENTIFICATION BADGES 20
 - INCLEMENT WEATHER POLICY/EMERGENCY CLOSINGS 20
 - VETERINARY MEDICAL UNIT (VMU) 21
- BENEFITS 21
 - ELIGIBILITY 21

MEDICAL AND DENTAL INSURANCE	22
VISION CARE.....	22
DISABILITY PROGRAMS	22
LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE	22
VOLUNTARY LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE	22
401(K) PLAN	23
BUS PASSES	24
CONTINUATION OF BENEFITS (COBRA)	24
LEGALLY MANDATED BENEFITS.....	24
COMPENSATION	25
PAYDAYS AND TIMESHEETS.....	25
ATTENDANCE & TARDINESS POLICY.....	26
REST AND MEAL PERIODS	27
SIMULTANEOUS EMPLOYMENT WITH PVARF & VAMC.....	27
TIME OFF	27
ANNUAL LEAVE	27
SICK LEAVE	28
BEREAVEMENT LEAVE	28
HOLIDAYS.....	28
JURY DUTY	29
FAMILY AND MEDICAL LEAVE OF ABSENCE.....	29
LEAVE WITHOUT PAY	36
WORKERS' COMPENSATION	36
MILITARY LEAVE.....	36
EMPLOYEE SEPARATION	37
RESIGNATION.....	37
TERMINATION	37
LAYOFFS	37
RETURN OF PROPERTY	37
FINAL PAY UPON TERMINATION.....	37
REFERENCES	38
COMMONLY USED ABBREVIATIONS	38
Appendix A.....	39

Portland VA Research Foundation, Inc.

EMPLOYEE ACKNOWLEDGEMENT FORM

The Employee Handbook describes important information about the Portland VA Research Foundation, and I understand that I should consult my supervisor or the PVARF administration office regarding any questions not answered in the handbook. I have entered into my employment relationship with the Portland VA Research Foundation voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the Portland VA Research Foundation or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the Portland VA Research Foundation's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Name (Printed): _____

Employee's Signature: _____

Date: _____

INTRODUCTION

TO ALL EMPLOYEES:

Welcome to the Portland VA Research Foundation. Whether you have joined us for a part-time job or a career, we want your experience at the Foundation to be a rewarding one. The Portland VA Research Foundation prides itself on its reputation as both a research and an employee-oriented organization.

As a Portland VA Research Foundation employee, you may be eligible to participate in several benefit options offered by the Foundation. This handbook is designed to be a resource for answering questions relating to employment at PVARF. For any issues not addressed in this handbook, please feel free to contact the HR office at the number listed below.

We are sure you will find our organization to be an open, supportive place to work with a challenging environment that provides opportunities for personal and professional growth. This employee handbook is effective on August 1, 2010. This handbook supersedes all previous statements, memos, policies and practices that are in conflict with its provisions.

We are glad to have you on the team!

David Hickam, MD – President

Email: David.Hickam@va.gov

Ext: 57288

Shelley Cobb – Executive Director

Email: Shelley.Cobb@va.gov

Ext: 54659

Mandy Dailey

Accounts Payable and Accounts Receivable Specialist

Email: Mandy.Dailey@va.gov

Ext: 55228

Marcia Hinsvark

Payroll and Human Resources Administrator

Email: Marcia.Hinsvark@va.gov

Ext: 54119

MISSION STATEMENT

The Portland VA Research Foundation's (PVARF) mission is to facilitate and enhance the research and education programs conducted at the Portland VA Medical Center.

PVARF strives to provide outstanding support to scientists and staff in their research, education and training endeavors fostering progress in biomedical, clinical, rehabilitative and health care services programs that benefit our nation's veterans.

EMPLOYMENT BASICS

The mission of the Portland Veterans Affairs Medical Center is to provide health care services to veterans, conduct research that enhances the quality of patient care, and offer education to health care providers. The medical center's Research and Development (R&D) Service consists of over 100 investigators who have active research projects in the areas of biomedical research, health services research, rehabilitation research, and other clinical areas.

The Portland VA Research Foundation, Inc. (PVARF) is a non-profit corporation formed to work in conjunction with R&D Service to support the activities of research. Foundations, private citizens, private industry, and other non-profit organizations contribute funds to support various research initiatives. The Research & Development Committee reviews all research conducted at the VAMC prior to administration of funds by the PVARF.

As a member of our research community, you will need some basic information to feel comfortable and confident about your employment in the PVARF. This handbook describes the medical center's organization, including the various areas of research, and how the PVARF staff can assist you with problems, information, and/or suggestions. This is a reference handbook that you should keep at work. It covers work safety, injury reporting, time and attendance, and benefits. The handbook also briefly describes the grant submission process, funding sources, and your salary source. You will receive separate documents describing your position and expected performance from your supervisor.

PVARF employees are not state or federal employees, but they often work side by side with employees of the Veteran's Administration Medical Center and Oregon Health & Science University. Work policies of these employers differ slightly from the PVARF. If questions arise in the course of your employment because of differences in treatment of employees, please refer these questions to the human resources department of your designated employer.

Most PVARF employees work on the premises of the Portland VA Medical Center, but the work site for some employees may be on the campus of the Oregon Health & Science University or in other locations. If a work site needs to be located outside of the state of Oregon, then prior arrangements and administrative approval need to be completed before the individual begins work at that site.

This information is not all-inclusive; you will receive additional training throughout your employment at PVARF. Your supervisor will provide training on the various procedures and safety issues that are specific to your assigned research project. The administrative staff of R&D Service also schedules various mandatory training seminars throughout the year.

AT WILL EMPLOYMENT

The Portland VA Research Foundation is an at-will employer. This means that both the employer and employee can terminate the employment relationship at any time for any reason, with or without notice. This policy is neither a contract nor a guarantee of continued employment but will be used by PVARF as a guideline only. PVARF reserves the right to deviate from the policies and use its discretion in making all employment decisions.

NEW EMPLOYEE ORIENTATION

As a new employee of PVARF, you will receive general information by reviewing this handbook and completing several short computer modules to learn laboratory safety requirements. Your supervisor, the Principal Investigator, provides specific training on issues and procedures that relate to your project. On or about your first day of work you will need to report to the PVARF administrative office, located in Building 104, Rooms G-217 & G-218. At this time you will be given an overview of benefits available and additional training requirements.

Your PI is responsible for covering the following items that are pertinent to your employment at PVARF:

- Lab clothing: Lab coats, lab shoes, aprons, masks, glasses or goggles, and respirators.
- Laboratory sanitation: Overall neatness, regular trash, red bag wastes, separation of glass, and sharps disposal.
- Regulatory organizations
- Location of safety, chemical hygiene, emergency preparedness, infection control manuals and Material Safety Data Sheets (MSDS).
- Lifting, handling of dangerous materials and disposal through the drain or special methods, and bottle protection and labeling.
- Safety in the proper use of hoods, and other laboratory equipment.
- Safety in chemical or acid disposal and storage.
- Chemical labeling, liquid transfer, and gas tank safety.
- Accidents: How to report medical emergencies through the use of employee health, emergency room, and first aid.
- Use of safety equipment such as showers, eye washes, and spill stations.
- How to complete an accident report and who needs to process it.
- Fire safety: Location of alarms, extinguishers, exits, fire bell codes, and fire drills.
- Security of doors to the laboratory through the key system, security of the laboratory areas through disk reader keys, and how to report a problem.

Your PI will provide detailed information on specific safety and lab procedures that apply to his/her scientific project. Additional information is available on computer modules, handouts and manuals.

EMPLOYMENT CLASSIFICATIONS

Each employee is classified into an employment category. Depending on the classification, employees are eligible for certain benefits. Current classifications are listed below. A chart outlining specific benefits eligibility is shown on Appendix A of this handbook.

Regular full-time employees are regularly scheduled to work between 30 and 40 hours a week and are eligible for participation in all of PVARF's benefits.

Regular part-time employees are regularly scheduled to work less than 30 hours each week and are eligible to participate in some of PVARF's benefits.

Intermittent employees do not work a set number of hours each week but will work as needed and are not eligible to participate in most of PVARF's benefit programs.

Temporary employees are hired for a set period of time not to exceed 90 days and are not eligible for most PVARF benefits. After hiring, a temporary employee can be converted to regular status by notification to the PVARF administrative office. At the time of such change, the employee will become eligible for various benefits. The employee will need to make an appointment to go over these benefits at the PVARF administrative office.

In addition, jobs are classified as exempt or non-exempt based on the Fair Labor Standards Act.

Exempt Employee

An employee who is paid on a salary basis and who regularly works in a position that meets federal and state classification requirements for executive, administrative and professional positions and other federal and state classification requirements is an exempt employee. Exempt employees are paid a salary for completion of their job, regardless of the number of hours worked. Exempt employees are expected to work the hours required to complete their job, which may be more than 40 hours per week.

Non-exempt Employee

An employee, whether paid on a salaried or hourly basis, whose position does not meet federal and state requirements for exemption from wage and hour overtime laws, is a non-exempt employee. A non-exempt employee is paid overtime at the rate of time and one half their regular rate of pay for all hours worked beyond 40 hours in a workweek, in accordance with applicable federal and state wage and hour laws.

The PVARF standard workweek is Sunday through Saturday. However, some PVARF employees are designated as being exempt from overtime payments. Your PI will be able to tell you which category you will fall into. If you have questions about this, please see the PVARF HR Administrator.

Employees who transfer from one classification to another may no longer be covered by some of PVARF's benefit plans.

EMPLOYEE RESPONSIBILITIES

RIGHTS & RESPONSIBILITIES

As Portland VA Research Foundation employees, it is our responsibility to protect the confidentiality of all patient information. This responsibility extends to all employees and not only to those who provide actual patient care or maintain medical records. Any patient information, whether overheard, noticed at a copy machine or desk, read during hand-carry, seen in correspondence, etc., must be kept confidential by all employees. Our patients have a legal right to privacy and we, as their caregivers, have a legal and moral responsibility to protect that right.

We may not discuss patient information with anyone when off-duty. When on-duty, we must refrain from discussing our patients with anyone, including other patients, visitors, and other employees who do not need to know the information in order to carry out their official duties. Increased diligence must be exercised in protecting patient information in cases where patients have sensitive medical conditions where the inappropriate disclosure of information could be medically, psychologically, socially or economically harmful.

The Privacy Act and other Federal statutes provide penalty and fine provisions for the knowing and willful misuse or disclosure of confidential information to any person or agency that is not entitled to receive it.

CONFLICTS OF INTEREST

Employees are expected to devote their best efforts, time and attention to the performance of their work duties and are also expected to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict of interest. A conflict of interest exists when:

1. Employees' loyalties or actions are divided between the interests of PVARF and employees' own personal interests or outside activities;
2. Employees' financial investments or activities adversely affect their ability to carry out their responsibilities to PVARF or its clients.

Employees who are unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with the Executive Director, who must approve in writing any exceptions to this policy. Once a potential conflict of interest situation is brought to the attention of the Executive Director, (s) he will consult with an ethics official, which may include VA counsel.

DRUG FREE WORKPLACE

All employees are hereby notified that it is unlawful to manufacture, distribute, dispense, possess or use any controlled substance in the workplace. Employees will be subject to the Drug Free workplace

policies in effect at the research sites in which they are found. A signed acknowledgment may be required. Portland VA Research Foundation employees are expected to comply with all federal, state and local drug laws regardless of location where duties are performed. An employee who violates any of these drug laws during the performance of his or her duties, during work hours, or as a representative of PVARF by or through the unlawful manufacture, distribution, dispensation, possession or use of alcohol or any non-physician prescribed controlled substance on company premises or while conducting Foundation business will be subject to disciplinary actions, which may include legal consequences and/or termination. Employees are also required to abide by all drug/alcohol policies in effect at the research sites in which PVARF employees perform duties

STANDARDS OF CONDUCT AND BEHAVIOR

At PVARF, standards of conduct and behavior have been established so that employees know what the organization expects of them. These standards outline both expected conduct and conduct which may result in disciplinary action. PVARF reserves the right to take action based on what it deems to be appropriate for any given situation. These standards are not all-inclusive and other conduct not listed may result in disciplinary action, up to and including termination. Action may be taken as a result of either improper conduct or a lack of performance. A lack of performance is the result of a failure to meet expected job performance.

These standards do not form a contract of employment, nor should employees have any expectations that such standards form a contract. Employment at PVARF is “at will” and can be terminated for any reason, with or without cause. The decision as to what action will be taken rests with PVARF managers and is made on a case-by-case basis. PVARF reserves the right to change, alter or eliminate these standards at any time without prior notice to its employees.

Conduct that may require action ranging from a verbal warning up to and including termination:

- Excessive absenteeism or tardiness
- Leaving work area or job during working hours without permission
- Loitering or wasting time in or on VAMC and/or OHSU property during working hours
- Repeated or excessive violations of time-keeping procedures
- Possession, distribution or use of illegal drugs or any alcoholic beverages on VAMC and/or OHSU property at any time
- Possession of weapons on VAMC and/or OHSU premises at any time or while on organization business
- Harassment/Discrimination

- Unauthorized use of telephones or property
- Disregard of safety rules or common safety practices and security procedures and requirements
- Insubordination
- Threatening, intimidating, or coercing behavior with employees or supervisor
- Fraud or theft
- Willfully endangering employees or property of the organization
- Abuse, misuse, deliberate destruction or defacing of organization property, tools, equipment, or the property of employees in any manner
- Gross or willful negligence
- Falsification of personnel, time and attendance records, or other PVARF records
- Misuse or removal from the premises, without proper authorization, of employee lists, PVARF records, or confidential information of any nature
- Three consecutive days of absence from work without prior notice.

PERSONNEL DATA CHANGES

PVARF strives to maintain accurate personnel data and employee status information. As such, the PVARF administrative office is dependent upon employees for reporting changes such as: personal mailing addresses, telephone numbers, emergency contacts, educational accomplishments, and other important status changes.

TELECOMMUTING

Portland VA Research (PVARF) considers telecommuting to be a possible alternative work arrangement in cases where individual; job and managerial considerations are best suited to such an arrangement. Telecommuting allows an employee to work at home, on the road, or in a satellite location for all or part of their regular workweek. Working off-site is a voluntary work alternative that may be appropriate for some employees and some jobs as determined by the PVARF management. It is not an entitlement; it is not a PVARF-wide benefit; and it does not change the terms and conditions of “at-will” employment with PVARF. Please contact your

manager and the PVARF HR department to discuss the feasibility and telecommuting arrangement.

CLINICAL WORK PERFORMED BY PVARF EMPLOYEES

While PVARF administers clinical research projects, it does not serve as a provider of medical care. All clinical care administered by PVARF employees as part of their duties on clinical research projects must be through the auspices of the Portland VA Medical Center. This coordination is accomplished by:

- Approval of the clinical protocol by the medical center's institutional review board and research & development committee.
- Completion of all necessary credentialing and privileging requirements by the appropriate medical center offices.
- Coordination of the project's clinical activities with the clinical units at which the clinical care will be performed (such as outpatient clinic sites, the medical center's short-stay care unit, or inpatient bed services).

Malpractice coverage for clinical care delivered as part of a research project is provided by the federal tort claims system. If appropriate approval of clinical activities for research projects has not been obtained from the Portland VA Medical Center, then this coverage may not apply. Employees may purchase individual malpractice insurance, but PVARF will not reimburse them for the expense of such policies.

No clinical care of any kind may be provided by a PVARF employee if the recipient of the care is not an enrolled subject in a research project approved by all applicable committees/subcommittees of the Portland VA Medical Center. If clinical care related to an approved research project will be performed at a location other than the premises of the Portland VA Medical Center, prior approval and appropriate credentialing at the other site must be obtained prior to initiating the clinical care.

EMPLOYEE RELATIONS

EQUAL EMPLOYMENT OPPORTUNITY

PVARF is an equal opportunity employer. Every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. PVARF will not engage in nor tolerate unlawful discrimination on any basis prohibited by local, state or federal law. Specifically, PVARF does not discriminate against any person in any matter of employment on the basis of

race, color, creed, religion, national origin, gender, age, physical or mental disability, marital status, sexual orientation, military or veteran status or status as a disabled veteran or a veteran of the Vietnam era.

This policy applies to staff of all levels within the organization and includes (but is not limited to) the following: (1) recruiting and soliciting for employment; (2) hiring, placement, promotion, transfer, and demotion; (3) employment training or selection for training; (4) pay rates, compensation, and benefits; and (5) termination. All selection methods and criteria shall be based on job-related criteria and individual merit.

PVARF encourages men and women of minority status to apply for positions at all scientific and administrative levels.

Employees should speak to either the Executive Director or Human Resources if he or she has any related questions, complaints or comments on this policy.

PVARF recognizes that employees with physical or mental conditions which significantly limit their major life activities may need reasonable accommodations to enable them to perform their essential job functions. Any employee who believes he or she needs reasonable accommodation should notify Human Resources. Although the need for accommodations is determined on a case-by-case basis, generally PVARF and the employee engage in an interactive process with the employee's healthcare provider(s). The employee has an obligation to cooperate with PVARF in this process, which may include authorizing PVARF to communicate with the employee's healthcare providers concerning the employee's condition, its limitations, and possible reasonable accommodations.

DOMESTIC PARTNER STATEMENT AND POLICY

PVARF seeks to promote acceptance of diversity in all its dimensions. In light of this goal, the benefits provided to domestic partners, as much as possible, are the same benefits as provided to spouses of legally married employees.

Registration of a domestic partnership is not required in order for the employee to be able to take advantage of this policy's provisions, with the exception of insurance benefits, including medical, dental and vision.

Domestic partners are persons who:

- Are at least 18 years of age.
- Are competent to contract at the time the domestic partnership statement is completed.
- Are not legally married to or legally separated from any person.
- Are not related in any way that would prohibit marriage in Oregon State.
- Have been each other's sole domestic partner for the past six months and intend to remain so indefinitely.
- Are engaged in a committed relationship of mutual caring and support and are jointly responsible for their common welfare and living expenses.
- Share permanent residence.

Completion of an Affidavit of Domestic Partnership (ADP) will be required for coverage under the group medical, dental, and vision insurance benefits. Please see Human Resources for information and the ADP form.

Upon receipt of a properly completed ADP form, PVARF will consider the partnership registered as of the date on the signature on the form. Children of domestic partners are eligible for benefits under the same conditions as are the children of employees' legal spouses.

Enrollment of domestic partners and eligible dependent children is subject to the same rules as enrollment of other dependents.

Under the current medical, dental, and vision plans, domestic partners and their enrolled dependents receive the same or equivalent benefits as spouses and their enrolled dependents receive for group continuation health coverage through the Consolidated Omnibus Budget Reconciliation Act (COBRA) and/or individual conversion.

An employee may terminate a domestic partnership by notifying Human Resources in writing of the termination of the domestic partnership within 30 days of its termination. (The same guideline exists for married couples that divorce.) The employee must then wait six months from the date of the notice before registering another domestic partnership, except in either of the following cases:

- The employee is registering the same domestic partnership within 30 days of notification of the termination of that domestic partnership, or
- The employee's former domestic partnership was dissolved through the death of the employee's domestic partner.

The tax consequences of a domestic partnership are the responsibility of the employee, not the company. Under the Internal Revenue Code (IRC), an employee is not taxed on the value of benefits provided by an employer to an employee's spouse or dependent. However, the Internal Revenue Service (IRS) has ruled that a domestic partner does not qualify as a spouse. The value of benefits provided to an employee's domestic partner (and the domestic partner's eligible children, if any) is therefore considered part of the employee's taxable income, unless the employee's domestic partner qualifies as a dependent under Section 152 of the IRC.

HARASSMENT & DISCRIMINATION

Consistent with our belief that each employee should be treated with respect and dignity, PVARF is committed to providing a work environment free of discrimination and unlawful harassment. In keeping with the commitment, we maintain a strict policy prohibiting harassment and discrimination based on any protected category including, but not limited to: age, race, religion, national origin, physical or mental disability, marital status, gender, sexual orientation, veteran status. This policy applies to all PVARF agents and employees. Furthermore, it prohibits harassment or discrimination in any form, including verbal, physical, or visual harassment. A non-exhaustive list of what may, in some circumstances, be harassment or discrimination includes derogatory visual images, jokes of a sexual nature, name-

calling, derogatory comments, or anything that creates a hostile or offensive work environment.

Administration

Each of us is responsible for professional conduct and for helping to create a positive work environment. A positive work environment is free from harassment, discrimination or intimidation. Harassment or discrimination in the work place, whether committed by employees, supervisors, or any third party is not sanctioned or tolerated.

If you have a complaint of unlawful harassment or discrimination that cannot be immediately resolved by confronting the harasser, you should immediately contact your direct supervisor or, if you prefer, contact the PVARF HR Administrator or Executive Director. All incidents will be investigated promptly and corrective action recommended based on the results of the investigation. Such action could include disciplinary action up to and including termination. To the extent possible, every effort will be made to keep the situation confidential and the investigation will be limited to relevant individuals.

Retaliation towards employees who bring a complaint of harassment or discrimination is strictly prohibited, unlawful and may result in corrective action, up to and including termination of employment. It may also result in potential personal, legal and/or financial liability.

Complaints of acts of harassment, discrimination or retaliation in violation of this policy will be accepted in writing or orally, and anonymous complaints will be taken seriously and investigated. We urge anyone who is a victim or who observes such harassment or discrimination to report it immediately to those individuals identified in this policy.

What is Sexual Harassment?

Government regulations define sexual harassment as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of employment;

Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual;

Such conduct has the purpose or effect of unreasonable interference with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.”

Sexual harassment is unlawful and the prohibited conduct exposes not only the organization but also the individuals involved in that conduct to significant liability under the law.

Accordingly, PVARF is committed to vigorously enforcing its sexual harassment policy at all levels within the organization.

Supervisor Responsibilities

The supervisor must ensure that the work environment is free of harassment, discrimination and intimidation of any nature as noted above.

The supervisor must let employees know that harassment, discrimination; intimidation and retaliation are prohibited and will not be tolerated.

If a supervisor is aware of or suspects harassment, discrimination, intimidation, or retaliation, he or she should contact the PVARF President or Executive Director immediately for assistance.

If evidence of harassment, discrimination or intimidation is found, the supervisor, working with the PVARF President or Executive Director will assist with the initiation of a prompt and thorough investigation and effective corrective action.

Employee Responsibilities

If appropriate, tell the person the conduct is unwelcome and must stop. Immediately report any actual or potential harassment, discrimination or intimidation directed toward you or other employee, to your supervisor, the PVARF HR Administrator or Executive Director.

It is PVARF policy that employees cooperate fully and honestly with any investigation upon request.

WHISTLEBLOWER PROTECTION POLICY

The Portland VA Research Foundation (PVARF) requires directors, officers, investigators and employees to observe high standards of business and personal ethics in the conduct of their duties. As employees and representatives of the PVARF, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. PVARF will not condone any activity that is illegal or improper, whether by an employee, investigator, board member, or administrative staff.

These guidelines are intended to encourage and enable employees and others to raise serious concerns within the PVARF prior to seeking resolution outside the PVARF. Conduct that may fall into the category of improper activity includes fraud, theft, safety violations, misuse of funds intended for research or education, harassment, or retaliation.

Anyone filing a complaint concerning an improper activity must be acting in good faith and have reasonable grounds for believing the information disclosed indicates improper activity. No director, officer or employee who in good faith reports improper activity shall suffer harassment, retaliation or adverse employment consequences. An employee who retaliates against someone who has reported improper activity is subject to discipline up to and including termination of employment.

The procedures for reporting suspected improper activity and for investigation of such reports are included in the PVARF Policies and Procedures Manual, which is available on the PVARF Web site.

ACCESS TO PERSONNEL FILES

PVARF maintains a personnel file for each employee, which is on file at the PVARF administrative office in Building 104 Room G-217. The personnel file includes such information as the employee's Personnel Request form, resume, salary increases, and other employment records.

Employees who wish to review their files should contact the PVARF Executive Director. With advance notice, the employees may review their own personnel files in the PVARF administrative office. All personnel files are the property of the Portland VA Research Foundation.

Verification of employment requests with PVARF may only be provided by the PVARF administrative office. Whenever possible, employment information requests should be made in writing with a written authorization and release signed by the individual who is the subject of the request. Responses to such requests will confirm only the dates of employment, wage rates and position(s) held.

FEEDBACK ON PERFORMANCE

You are encouraged to ask you PI for feedback at any time, especially if you have questions about how you are doing. If you PI has concerns about your performance, he or she will talk to you about them.

What You are Encouraged to Do at Any Time:

- Inquire about your performance. Ask questions. Raise concerns.
- Accept additional responsibilities and show initiative
- Ask for assistance in setting goals
- Learn about additional training opportunities that might be available
- Let your manager know if something isn't working from your perspective.

NEPOTISM

Employment of relatives is permitted, except in circumstance where an appointment places related people in supervisory or subordinate roles, or in a situation where influence could be exerted, directly or indirectly, on future decisions concerning the status of the employee's employment, promotion, or compensation. For this policy, "Relative" is defined to include an

employee's spouse, parents, children, step-children, aunts, uncles, nephews, nieces, cousins, grandchildren, grandparents, and any person with whom the employee lives in a relationship substantially equivalent to marriage (domestic partner).

If two employees become related or begin dating or become involved in an intimate relationship, and their continued employment might or does create a conflict of interest or the appearance of favoritism, one of the employees may be transferred to another open position. If such a position is not available, one of the two may be asked to resign or may be required to seek employment outside the PVARF.

SAFETY & SECURITY

SAFETY & SECURITY

Maintaining a safe work environment is important to you, your co-workers and to the PVARF. Each employee is expected to work safely and to immediately report any unsafe condition to a supervisor.

SAFETY EQUIPMENT

In order to assist in providing a safe and healthy work environment, we provide safety equipment and training programs necessary to perform your job effectively. It is your responsibility to ensure you are using all equipment properly and to notify your supervisor if you need additional training or replacement of equipment. Your PI will provide detailed information on specific safety procedures that apply to his/her scientific project. Additional information is available on videotapes, handouts and manuals.

SAFETY ISSUES

Research Service has many unique safety issues that include chemical safety, air quality, radiation safety, infection control, and hazardous materials use and disposal. The safety staffs in Engineering Service work very closely with Research Service to monitor, educate, and correct safety violations.

Engineering Service has a safety staff that deals with the many issues facing a large medical center in creating a safe work environment. They also provide protective devices and training to teach employees safe practices.

Employees who will handle radioactive materials will receive additional training on these substances. The training is mandatory, and the Radiation Safety Officer in Engineering Service issues radiation badges.

ORIENTATION VIDEOS AND ANNUAL TRAINING

The PI is responsible for ensuring that the employee receives orientation to the assigned research area and that the employee completes the safety computer modules available at <http://www.visn20.med.va.gov/portland/research> prior to beginning work. The safety training consists of a series of annual training on *General Safety* (for all Research Service personnel), *Chemical and Laboratory Safety* (for those who work in a wet laboratory) and *Radiation Safety* (for any employee who uses radioactive substances). Appropriate annual safety training is mandatory for all research personnel.

The R&D administrative office maintains records of training, through email verification of completion of training.

LABORATORY SECURITY

The laboratory contains many hazardous materials including chemicals and radioisotopes that must be secured from the patients and the public. Laboratory security is also critical since PIs store confidential information in laboratories and offices. You will be issued keys to the laboratory after your PI or designee has signed for acceptance of these keys. There is also an external security system in the corridors of Buildings 101, 103, 104 and Building 6 that requires a proxy card, to monitor whom is entering or leaving the laboratory, the point of entry or exit, and the time of day. You will receive a proxy card after you and your PI or designee has signed for acceptance of this card. A staff member in the R&D administrative office will issue keys and the proxy card to you. If you lose your keys or card, let the R&D administrative office know so that they can disable it. This will help keep secured areas secure. If you lose your keys you will be charged \$155 for each key or card lost.

IDENTIFICATION BADGES

All PVARF employees are required to wear identification badges. This badge is particularly important to employees who work non-traditional hours, as the need may arise to request assistance from Medical Center Security to access certain areas. They will always request to see identification.

INCLEMENT WEATHER POLICY/EMERGENCY CLOSINGS

At times, emergencies such as severe weather or power failures can disrupt operations. In extreme cases, these circumstances may require the closing of facilities. If operations are officially closed due to emergency conditions, employees may be allowed to use "sick hours" for the time lost.

Employees generally are expected to report to work during inclement weather conditions if PVARF does not declare an emergency closing. Employees should check with their supervisor or call PVARF Human Resources for guidance. Non-exempt employees who are unable to report because of weather conditions will be granted an authorized unpaid absence. However, a non-exempt employee may request annual leave, if available, for the period of the closing. Non-exempt employees who are late because of weather conditions will be given a chance to make up their missed time if work schedules and conditions permit.

VETERINARY MEDICAL UNIT (VMU)

The Veterinary Medical Unit is an important part of conducting research. Use of animals to test theories and behavior has important applications for subsequent trials in humans. A full time veterinarian supervises the activities in the VMU. There is a staff of employees who care for the animals to ensure proper and humane treatment.

If you are assigned to work in a laboratory that uses animal models, the veterinarian will provide special training for you and allow access to the VMU through the proxy card system. The security in this area must be very tightly controlled.

There are many special procedures that must be adhered to when using animals. These procedures must be followed to protect you and the animal. The VMU staff is available for consultation and the veterinarian can be paged at any time.

BENEFITS

ELIGIBILITY

Eligible employees are provided with a wide range of benefit programs to provide protection and security for you and your family. Benefit eligibility varies depending on a number of factors, including employee classification, number of hours worked and length of employment. The PVARF continuously reviews our benefit programs. In recent years, benefit programs have been offered and/or enhanced based on employee feedback.

Eligibility begins on the first day of the month following thirty days of employment.

The various benefits may be 100% employer paid, voluntary (100% employee paid), or require some combination of employer and employee participation. The subsections below describe each benefit in greater detail. Employee participation costs are available as an insert located in the Employee New Hire Packet. Refer to Appendix A for a chart outlining the different employee classifications, and their benefit eligibility.

MEDICAL AND DENTAL INSURANCE

PVARF currently offers medical and dental insurance to eligible employees. Coverage is available for eligible family members by electing employee plus children, spouse/domestic partner*, or family coverage. Paycheck deductions for health insurance are made on a “pre-tax” basis, meaning the portion of wages used for the health premium is not reported to the government as taxable income.

*Qualified domestic partners may be provided health and dental insurance coverage through the PVARF insurance plans provided they meet certain criteria. Please contact the PVARF HR Administrator for full details.

VISION CARE

PVARF’s vision program includes discounts on exams, prescription glasses and contact lenses. If you choose to participate in the medical insurance program, you will receive vision care as part of the coverage.

DISABILITY PROGRAMS

PVARF wants to ensure that in the event you are disabled due to a non-work related injury and unable to work, you will still receive an income. Our disability programs do just that.

Short Term

PVARF has a short term disability which provides participants an income equal to 50% of their salary for up to 90 days. This coverage is provided free of charge to eligible employees.

Long Term

PVARF’s long term disability policy provides participants an income equal to 60% of their salary, up to \$4,000, upon the 91st day of a qualifying disability. This coverage is provided free of charge to eligible employees.

Enrollment in the long-term disability plan automatically enrolls participants in an Employee Assistance Plan (EAP) provided through the current carrier. Information on this program may be obtained in the administrative office.

LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE

PVARF also offers Life and AD&D insurance. The first \$50,000 of coverage is provided to employees working at least 20 hours per week, free of charge.

VOLUNTARY LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE

Employees may purchase additional coverage for themselves, their spouse, or their children. Premiums vary depending on each employee's age and salary level. Therefore, specific premium dollar amounts cannot be listed in this handbook. However, calculation worksheets are available at the PVARF administrative office upon request. This additional coverage is provided at the employee's expense only.

401(K) PLAN

PVARF offers a 401(k) Retirement Savings Plan as a means to save for the future while deferring tax liability. All employees (except temporary employees) who have reached 21 years of age are eligible to participate in this plan. Employees are eligible to enroll in this program on the first day of any quarter following their date of hire.

The 401(k) Plan offers the following:

- Employee may defer up to 100 percent of compensation but not to exceed the IRS determined amount.
- No vesting schedule contributions are immediately 100% vested.
- Generous matching schedule (see table below).
- An additional 2% contribution for each enrolled employee at year-end.
- Loans or hardship withdrawals.
- Plan administration costs are 100% paid by PVARF, and are not passed on to participants.

Employee Deferral (gross wages)	Employer Contribution	Total
0%	0%	0%
1.0%	1.0%	2.0%
2.0%	2.0%	4.0%
3.0%	3.0%	6.0%
4.0%	3.5%	7.5%
5.0%	4.0%	9.0%

For all employee deferrals above 5%, PVARF will contribute 4%.

BUS PASSES

PVARF endorses public transportation as a means of commuting to work. Employees who do not have parking privileges at the VAMC may request reimbursement for the cost of Tri-Met bus passes. Employees who work more than 3 days and desire such reimbursement should purchase monthly bus passes from Tri-Met or C-Tran and submit the original receipt with a check request form to the administrative office. Reimbursement will be made on a monthly basis for a pass covering the number of zones between the employee's home and the Portland VA Medical Center.

Employees who work less than 3 days per week should purchase daily bus passes and submit the receipts with a check request form to the administrative office.

Verification that the employee has neither a VA parking card or participation in a car pool will be performed prior to the reimbursement.

CONTINUATION OF BENEFITS (COBRA)

In compliance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), PVARF offers its employees and their qualified beneficiaries the opportunity to continue health insurance coverage under PVARF's health and/or dental plan when a "qualifying event" would normally result in loss of eligibility. Some common qualifying events are: resignation, termination of employment (other than gross misconduct); death of the employee, spouse or child; reduction in employee's hours; leave of absence; employee's divorce or legal separation; or dependent child no longer meeting eligibility requirements. The maximum required COBRA continuation periods vary depending on the nature of the qualifying event.

Under COBRA, the employee or beneficiary pays the full cost of coverage at PVARF's group rates plus a 2% administrative fee. PVARF provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under PVARF's health and/or dental insurance plan. The notice contains important information about the employee's rights and obligations. Contact the PVARF administrative office for additional information and cost.

LEGALLY MANDATED BENEFITS

Social Security and Medicare

Each year you pay a percentage of your earnings into your Social Security/Medicare account. PVARF matches your contribution. Contributions are paid directly to the Social Security Administration. The purpose of both contributions is to provide you with a minimal level of income upon retirement, survivor income for your family in the event of your death or disability, and/or health insurance for you and your spouse starting at age 65 (or earlier if you

qualify for Social Security disability). In addition, these funds provide other benefits that are available to you and your family.

Unemployment Insurance

PVARF pays into state and federal unemployment programs which provide compensation for you if you lose your job for reasons beyond your control. The amount of benefits is determined by past earnings subject to guidelines and limitations set by the state.

Workers' Compensation'

If you are injured on the job or develop a job-related illness, PVARF provides coverage through an insurance carrier that will give you compensation for your disability, or will give your survivors compensation for your death. Disability benefits are a percentage of your wages plus all reasonable medical expenses.

COMPENSATION

PAYDAYS AND TIMESHEETS

PVARF employees are paid on a biweekly basis. Paydays are every other Friday, with timesheets due by noon the Tuesday preceding payday. Timesheets **must** be submitted on time to be processed on time. Timesheets, must be signed by the employee and their supervisor (no one else may sign your timesheet other than your actual supervisor or prior approved designatee), and must be turned in to the PVARF administrative office in Building 104, Room G-217. The Timesheet form is available on the PVARF website at <http://www.visn20.med.va.gov/portland/Research/pvarf/index.htm> and from the administrative office.

All employees are encouraged to sign up for direct deposit. It is the most efficient and reliable means of wage distribution. If you choose to be paid through direct deposit your pay stub will be sent to you through the VA mail system or you may have it mailed to your home. If you choose not to be paid by direct deposit, you will need to make arrangements to pick up your check at the PVARF administrative office otherwise it will be mailed to your home. If you have questions and/or problems with your paycheck, contact the PVARF administrative office at extension 55228 or 54119.

Timesheets serve a dual purpose, in that they track time worked for payroll purposes and also track actual time on the premises for workers' compensation purposes. Overtime pay is paid to all non-exempt employees in accordance with federal and state wage and hour laws. Overtime pay is based on actual hours worked. Time off for annual leave, holidays, sick, personal time,

jury duty and other leaves of absence are **not** considered hours worked for the purpose of calculating overtime.

The following essential information must be included on all timesheets:

- Your full name – printed legibly
- The pay period worked
- Actual hours worked
- Time rounded to the nearest ¼ hour and totaled
- Your signature
- Your supervisor's signature

ATTENDANCE & TARDINESS POLICY

Regular attendance is essential to job performance. Employees are required to report to work punctually and to work all scheduled hours and any required overtime (with appropriate compensation for non-exempt employees). Excessive tardiness and poor attendance disrupts workflow and customer service and will not be tolerated. Abuse of this policy may result in disciplinary action, including termination.

If an employee is unable to report to work or will be late, s/he must contact the immediate supervisor. If the supervisor is unavailable, the employee should leave a voicemail, stating the reason for being late or absent and a telephone number where s/he may be reached.

If the employee's absence or tardiness is due to an emergency, s/he must contact the immediate supervisor within two (2) hours of the employee's starting time. Any unapproved leave may result in leave without pay, suspension, or if chronic, termination.

If an employee fails to report to work for three (3) consecutive workdays without notification to the supervisor, s/he will be deemed to have voluntarily resigned his or her position.

Attendance or tardiness problems, including failure to call in, may result in discipline up to and including termination. Employees should ask their supervisor for guidelines and call-in instructions when absent or tardy.

REST AND MEAL PERIODS

You deserve a break! We provide paid rest periods and non-paid meal periods for all eligible employees. Under Oregon law, adult employees must receive a paid rest period of at least 10 minutes (15 minutes for a minor) for every four hours or major part thereof worked. The rest period should be taken in the middle of each four-hour segment worked, unless the nature or circumstances of the work require that the break be taken at a different time.

An unpaid meal period of at least 30 minutes is required when an employee works a shift of six hours or more. During that time the employee must be relieved of all duty. If the nature or circumstances of the work require the non-exempt employee to be on duty or perform any tasks during the meal period, the time is treated as "hours worked" and the employee is paid for that time.

SIMULTANEOUS EMPLOYMENT WITH PVARF & VAMC

Part-time or full-time VA employees may be hired as part-time non-exempt employees of the PVARF. No VA employee may work for the PVARF on government time. Any salary or wages earned as a PVARF employee must be for hours worked outside of the VA tour of duty and for duty different from the individual's VA work. A VA employee may not receive pay from the PVARF at the direction of the employee's federal supervisor for services performed off-duty, which are part of that person's official duties. For all VA employees, a specific plan for weekly schedules of work will be required.

TIME OFF

ANNUAL LEAVE

Regular employees who work 15 hours per week or more will accrue annual leave. Temporary employees will not accrue annual leave. Employees accrue annual leave at a rate that is determined by their length of employment and the number of hours worked per pay period. During the first three (3) years of PVARF employment, employees earn annual leave at a rate of 5% for each hour worked. During the fourth through fourteenth years of employment, employees earn annual leave at a rate of 7.5% for each hour worked. Employees who have been employed by PVARF for fifteen years or more earn annual leave at a rate of 10% for each hour worked.

An employee may roll over **no more** than 100 hours of unused annual leave from one calendar year to the next. At the employee's termination any unused annual leave will be paid on the employee's final check. The employee **may not** use the annual leave or sick leave in the same pay period in which it is accrued.

SICK LEAVE

Full or part-time regular or temporary employees working 15 hours or more each week, earn sick leave at the rate of 5% for each hour worked (approximately 2 hours of sick leave for 40 hours worked). Sick leave is charged in quarter hour increments.

Sick leave may be used for medical examinations and treatment, or when a member of the immediate family has a contagious disease and requires care. Any absence of 3 or more days requires a doctor's note. Sick leave can be considered as insurance against lost income during periods of extended illness and its responsible use is encouraged. Unused sick leave may be carried over indefinitely, however upon termination unused sick leave will not be paid.

Acceptable uses of sick leave are:

- Personal illness.
- Illness of an immediate family member*.
- Personal medical appointment.
- Medical appointment for an immediate family member*.
- Bereavement leave for the death of an immediate family member*.

BEREAVEMENT LEAVE

Upon the death of an immediate family member* an employee may take up to three days off using Sick or Annual Leave or without pay. An employee who needs more time to deal with the problems a death can cause should contact the HR Administrator to request a leave of absence if eligible.

*Immediate family is defined as the spouse, grandparents, parents, siblings, children, grandchildren and great-grandchildren of the employee.

HOLIDAYS

The following are paid holidays for PVARF:

- New Year's Day
- Martin Luther King Day

- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving
- Christmas

Employees will receive paid leave for each of these holidays based on 20% of their usual weekly hours. For example, an employee who works 40 hours per week would receive 8 hours of paid leave for a holiday, while an employee who works 15 hours per week would receive 3 hours of paid leave for a holiday. Intermittent employees will not receive any paid leave for holidays. In the event that the holiday falls on a Saturday, the holiday will be observed on Friday and if the holiday falls on a Sunday, the holiday will be observed on Monday.

JURY DUTY

PVARF pays for time spent on jury duty. Employees are not required to use annual leave. The employee should submit the jury summons to the PVARF administrative office at least one week prior to the commencement of the period of jury service. The administrative staff will then notify the principal investigator of the required absence. The PVARF administrative office will prepare the timesheet for the period of jury duty. The employee is required to submit their jury stipend to the PVARF administrative office.

FAMILY AND MEDICAL LEAVE OF ABSENCE

Company will act in accordance with the Oregon Family Leave Act ("OFLA") and federal Family and Medical Leave Act ("FMLA") regarding time off for family and medical leave of absence ("Family Leave").

Please note that an employee may be entitled to more than one type of Family Leave for the same absence and that leave under OFLA and FMLA may run concurrently at times. For information on these leave of absence policies, please contact Human Resources.

Eligibility

- A. OFLA: You must have been employed by Company at least one hundred eighty (180) calendar days immediately preceding the date your Family Leave would begin. For all OFLA leave except Parental Leave, you must have worked an average of twenty-five (25) hours per week during that time period.

- B. FMLA: You must have been employed by Company for at least twelve (12) months, and for at least 1250 hours during the twelve-month period immediately preceding the date the leave begins, and work at a worksite with at least fifty (50) employees within a seventy-five mile radius. The 12 months of employment are not required to be consecutive in order for an employee to qualify for FMLA leave. However, employment prior to a continuous break in service of seven years or more need not be counted toward the 12 month requirement unless the break in service was (1) due to an employee's fulfillment of military obligations, or (2) governed by a collective bargaining agreement or other written agreement.

Leave Year Designation

Company uses a backward rolling year in accordance with applicable law in determining leave availability.

Type and Length of Family Leave

OFLA:

A total of twelve (12) workweeks of leave under OFLA may be taken for one or more of the following purposes:

- "Parental Leave": To care for a newborn child or a newly adopted or newly placed foster child under age eighteen (18), or adult "child" who is incapable of self care because of a disability. This leave applies to each parent of the child. Parental Leave must be completed within twelve (12) months after birth or placement.

- "Family Member's Leave": To care for a family member with a serious health condition. For the purpose of this leave, "family member" includes an employee's spouse; same-sex domestic partner; biological, adoptive, stepchild, foster child (and any person with whom the employee has a loco parentis, i.e., in place of parents, relationship); parent (biological parent or an individual who stands or stood in loco parentis); parent-in-law; grandparent, and grandchild.

- “Employee’s Serious Health Condition Leave”: To recover from or seek treatment for a serious health condition that renders you unable to perform one or more of the essential functions of your regular position.
- “Sick Child Leave”: To care for your child if that child is suffering from an illness, injury, or condition that requires home care but is not a serious health condition. The availability of another family member to provide home care for the child will be considered by Company in determining whether you are eligible for this leave.

An eligible female employee may take an additional twelve (12) workweeks off within any leave year for any other OFLA leave if she took Employee’s Serious Health Condition Leave because pregnancy or childbirth disabled her from performing any available job offered to her by Company. Also, any eligible employee, male or female, who takes a full twelve (12) weeks of Parental Leave may take up to an additional twelve (12) weeks of Sick Child Leave within the one year period to provide home care to ill or injured children.

FMLA:

Under FMLA, a total of twelve (12) workweeks of leave may be taken for one or more of the following purposes:

- “Parental Leave”: To care for a newborn child or a newly adopted or newly placed foster child under age eighteen (18), or adult "child" who is incapable of self care because of a disability. Spouses who are both employed by Company are limited to a combined total of twelve workweeks of Parental Leave. Parental Leave must be completed within twelve (12) months after birth or placement.
- “Family Member’s Leave”: To care for a family member with a serious health condition. For the purpose of this leave, "family member" includes an employee's spouse; biological, adoptive, stepchild, foster child (and any person with whom the employee has a loco parentis, i.e., in place of parents, relationship); or parent (biological parent or an individual who stands or stood in loco parentis).
- “Employee’s Serious Health Condition Leave”: To recover from or seek treatment for a serious health condition that renders you unable to perform one or more of the essential functions of your regular position.
- “Active Duty of Family Member Leave”: Because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active

duty) in the Armed Forces in support of a contingency operation. .A qualifying exigency includes short notice deployment; military events and related activities; childcare and school activities; financial or legal arrangements; counseling; rest and recuperation; and post-deployment activities. Employee may be required to provide Company with the active duty orders of the employee, or other appropriate documentation that supports the exigent circumstances that are being claimed upon request.

- “Service Member Family Leave”: To care for service member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty, and you are the service member’s spouse, son, daughter, parent, or next of kin.

An eligible employee may take up to a total of twenty six (26) workweeks for Service Member Family Leave during the leave year. During a single twelve-month period, an eligible employee shall be entitled to a combined total of twenty six (26) workweeks for Service Member Family Leave and other leave available under the FMLA. In the event that both a husband and wife are employees of Company, the aggregate number of workweeks of Service Member Family Leave available to them is limited to twenty six (26) weeks during a single 12-month period. Family member includes grandparents, aunts, uncles, and first cousins in addition to immediate family.

Intermittent Leave and Concurrent Application

In most circumstances under OFLA and FMLA, employees may take leave intermittently, which means taking leave in blocks of time or by reducing their normal weekly or daily work schedule. However, Parental Leave must be taken in one uninterrupted period, unless otherwise approved by Company. An exception is that Parental Leave needed to effectuate adoption or foster placement of the child need not be taken in one, uninterrupted period.

Leave taken under FMLA will count as OFLA leave provided the employee is also eligible for OFLA leave.

When two family members work for Company, the employees may not take concurrent Family Leave unless: (a) one employee needs to care for the other employee who is suffering from a serious health condition; or (b) one employee needs to care for a child who has a serious health condition while the other employee is also suffering a serious health condition.

Benefits

Family Leave is without payment of wages. However, you are required to utilize all accrued paid leave first, unless you are receiving disability pay.

Employees who are absent due to a serious on-the-job injury or health condition are eligible for workers' compensation benefits. Family Leave required by FMLA, but not OFLA, will run concurrently with a workers' compensation absence. OFLA will run concurrently if you refuse an offer of light duty or modified employment.

Definition of Serious Health Condition

"**Serious health condition**" has specific meanings under these laws. It means an illness, injury, impairment, or physical or mental condition that involves:

a. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of **incapacity** or subsequent treatment in connection with or consequent to such inpatient care.

b. Absence Plus Treatment

A period of incapacity of **more than three consecutive calendar days** (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider within 7 days of the initial event and within 30 days total; or

- Treatment by a health care provider on **at least two occasions** per year for periodic treatment which results in a **regimen of continuing treatment** under the supervision of the health care provider.

c. Pregnancy

Any period of incapacity due to **pregnancy**, or for **prenatal care**.

d. Chronic Conditions Requiring Treatments

A chronic condition which:

- Requires **periodic visits** for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
- Continues over an **extended period of time** (including recurring episodes of a single underlying condition); and
- May cause **episodic** rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

e. Permanent/Long-term Conditions Requiring Supervision

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be **under the continuing supervision of, but need not be receiving active treatment by, a health care provider**. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

f. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive **multiple treatments** (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for **restorative surgery** after an accident or other injury, **or** for a condition that would likely result in a period **of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment**, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

"Incapacity" means the inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefrom, or recovery therefrom.

"Treatment" includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.

A regimen of **"continuing treatment"** includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

Requirements

Request for Family Leave must be made in writing. If the need for the leave is known to you in advance, you must give thirty (30) days advance notice. In addition our usual reporting and call-in requirements must be met, absent unusual circumstances, during the leave. In the case of foreseeable Active Duty of Family Member Leave, you must provide reasonable notice.

Medical certification supporting the need for leave due to the serious health condition of an employee or immediate family member, or the need to provide home care to a child, may be required. However, medical verification will not be required to substantiate your need to be absent to provide "home care" for a child unless you are absent for this purpose more than three (3) workdays in a one-year period. Contact between Company and your health care provider will comply with the Health Insurance Portability and Accountability Act privacy regulations. Company may contact your health care provider for authentication or clarification of the medical certification by using a health care provider, a human resource professional, a leave administrator, or a management official. In no case will your direct supervisor contact your health care provider.

You also may be required to provide second or third medical opinions (at our expense), periodic recertification and fitness for duty reports, and weekly reports during leave regarding your status and intent to return to work.

When leave is needed to care for an immediate family member or the employee's own illness and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the Company's operations.

When an employee gives notice of Family Leave, Company shall give the employee specific information on what is required of the employee and what might occur in certain circumstances, such as if the employee fails to return to work after Family Leave.

Employees on leave must keep Company apprised of their anticipated date of return to work, changes in medical status, address or telephone number, and any other reporting obligations directed by Company. All employees who are either fully or partially released to return to work must report to Company upon receipt of the release. Company will generally require a release to return to work from an employee's treating physician before an employee will be allowed to return to work.

Health Insurance

Company will maintain group health insurance coverage for an employee on FMLA for a maximum of 12 weeks whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. In some instances, Company may recover premiums they paid to maintain health

coverage for an employee who fails to return to work from FMLA. If you qualify only for OFLA, the Company is not required to maintain your group health insurance coverage, but you may be eligible to maintain the insurance by self-pay.

Reinstatement

In order to have reinstatement rights when you are returning from Family Leave, you must request reinstatement promptly upon the expiration of leave. If you make a timely request for reinstatement and comply with other requirements under state and federal regulations, you shall be reinstated to your former position in accordance with applicable law. If you cannot be reinstated to your former position because that position no longer exists, you will be reinstated to an available equivalent position in accordance with applicable law. If there is not an available equivalent position, you must continue to submit written requests for extensions of your leave until a suitable job becomes available. Otherwise, Company will assume that you are no longer interested in employment and your employment will be terminated.

LEAVE WITHOUT PAY

Except for family leave (see above), employees may not undertake leave beyond the annual leave and sick leave to which they are entitled. However, in certain circumstances they will be allowed to take leave without pay. In no case will leave without pay continue for greater than 24 weeks. No benefits, such as annual or sick leave are earned while the employee is on unpaid leave. During an unpaid leave of absence, the employee may be required to pay his or her full group health premiums.

WORKERS' COMPENSATION

Work-related injuries and/or illnesses are covered under PVARF's workers' compensation insurance policy. Any on-the-job injury involving an employee must be reported immediately to the PVARF administrative office, regardless of severity. Serious injuries will be referred immediately to the Employee Health Office or Emergency Care Unit at the Portland VAMC. An employee returning from an absence due to a work-related injury and/or illness must present a doctor's certificate showing clearance to return to work.

MILITARY LEAVE

Employees who wish to serve in the military and take military leave are required to notify their manager in advance of military service required, unless military necessity prevents such notice or it is otherwise unreasonable to do so. Leaves will be granted in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

EMPLOYEE SEPARATION

RESIGNATION

Resignation is a voluntary act initiated by an employee to terminate employment with PVARF.

If you decide to leave PVARF there are certain procedures to follow to make this transition smooth and provide you with your final paycheck in a timely manner.

First, you should notify your supervisor of your intentions. Although advance notice is not required, PVARF requests at least 2 weeks written notice of resignation. You should also notify the PVARF administrative office and let them know what your last day of employment will be. The PVARF administrative office will in turn notify you when you will need to submit your final timesheet. You will also need to obtain an "Employee Clearance Form" from the PVARF administrative office listing the various medical center departments to visit and "clear" from indebtedness. These signatures are a necessary part of the termination process. When they have been obtained, you will be able to pick up your final paycheck from the PVARF administrative office on your last day of work. At that time you will also be given information on the status of your employee benefits.

TERMINATION

Termination is an involuntary or mutually agreed upon act initiated by PVARF to terminate employment with the organization. The employee may or may not have advance notice of the termination. Prior to an employee's departure, a meeting between the employee and his/her supervisor will be scheduled to discuss the reasons for termination. The PVARF administrative office also will review with the employee the effect of the termination on the employee's benefits.

LAYOFFS

Layoffs are terminations resulting from reorganization, a reduction in supporting funds, or the deletion of work functions. The PVARF administrative office will review with the employee the effect of the layoff on the employee's benefits.

RETURN OF PROPERTY

Employees are responsible for all PVARF and/or VAMC property, materials, or written information issued to them or in their possession or control. On or before their last day of work employees must return all PVARF and/or VAMC property. PVARF and/or VAMC may take all action deemed appropriate to recover or protect its property.

FINAL PAY UPON TERMINATION

If an employee quits with less than 48 hours notice, excluding weekends and holidays, the paycheck is due within five days, excluding weekends and holidays, or on the next regular payday, whichever comes first. If an employee quits with notice of at least 48 hours, the final check is due on the final day worked, unless the last day falls on a weekend or holiday. In that case, the check is due on the next business day. If an employee is discharged, the final paycheck is due not later than the end of the next business day. If an employee would like their final check to be direct deposited they may request in writing that the PVARF do this on the next scheduled payroll.

REFERENCES

Human Resources will confirm dates of employment, positions held, and final rate of pay. Additional information may be shared with prospective employers on a case-by-case basis. Former employees can facilitate the sharing of additional information by signing authorizations to release information to their prospective employers. PVARF reserves the right to share information concerning former employees whenever it determines the requestor has a legitimate need to know information about a former employee.

COMMONLY USED ABBREVIATIONS

AO	Administrative Officer
ACOS	Associate Chief of Staff
A&MM	Acquisition & Material Management
EEO	Equal Employment Opportunity
ECU	Emergency Care Unit
HRMS	Human Resources Management Service
HSR&D	Health Services Research & Development Service
IMP	Injury Management Program
JCAHO	Joint Commission Accreditation of Healthcare Organizations
OPC	Outpatient Clinic
OHSU	Oregon Health & Science University
OSHA	Occupational Safety & Health Administration

PI Principal Investigator

PVARF Portland VA Research Foundation,

RR&D Rehabilitation Research & Development Service

R&D Research & Development

VACO Veterans Administration Central Office

VAMC Veterans Administration Medical Center

VMU Veterinary Medical Unit

Appendix A

Benefits	Perm., Weekly Hrs			
	30 - 40	20-29	15-19	< 15
Annual Leave	Yes	Yes	Yes	No
Sick Leave	Yes	Yes	Yes	No
Holiday Leave	Yes	Yes	Yes	No
Health Insurance	Yes	No	No	No
Dental Insurance	Yes	No	No	No
Retirement Benefits	Yes	Yes	Yes	Yes
ER-paid Life Insurance	Yes	Yes	No	No
ER-paid Long Term Disability	Yes	Yes	No	No
Voluntary Insurances	Yes	Yes	Yes	No