



# Employee Handbook

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1400 W 122<sup>nd</sup> Ave, Suite 140  
Westminster, CO 80234  
[www.VitalCare.us](http://www.VitalCare.us)  
888-664-4222

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Revision History:

Date	Revision/Addition/Removal	Section	Topic
07/01/2020	Revision	5.9	Added EAP
8/1/2019	Revision	6.12	On-Call / After-Hours Sup
8/1/2019	Revision	5.2	Holidays
8/1/2019	Revision	3.1	The Company
8/1/2019	Revision	4.6	Flu Vaccinations
2/14/2019	Addition	5	Employee Massage
2/14/2019	Addition	5	Americans with Disability Act
2/14/2019	Revision	6	Attendance
12/26/2018	Revision	6	Travel Time and Mileage
01/01/2021	Revision	5.2	Updated Holiday Calendar
08/02/2021	Revision	5	Employee Massage
10/01/2021	Revision	4.6, 10	COVID Vaccination
01/01/2022	Revision & Addition	5.3	Vacation to Paid Time Off
01/01/2022	Removed	5.4	Sick Leave
01/01/2022	Revision	5.6	Bereavement Leave updated
01/01/2022	Revision	5.7.2	Pay While on Disability and Family Leave removed
01/01/2022	Revision	5.2	Corrected MLK date
12/12/2022	Revision	5.2	Holiday Pay
12/12/2022	Revision	5.1	Benefits
12/12/2022	Addition	5.1.1	Medical, Dental, Vision, Life



01/09/2023	Revision	5.4	Dr. note after 4 days
01/09/2023	Addition	4.5	Weapons Free Workplace



## 1.0 DISCLAIMER

### 1.1 EMPLOYMENT AT WILL

Your employment with VitalCare is at-will. Employment at-will means that VitalCare may alter the terms of your employment, and either you or VitalCare may terminate your employment at any time and for any reason or for no reason, with or without notice. No officer or other employee has authority to alter the employment-at-will relationship, orally or in writing. This guide does not create an employment contract, establish rights, privileges or benefits of employment or establish any job guarantee.

- All employees are hired on an at-will basis.
- Each person's employment is for no specific term.
- The employer reserves the right to terminate the relationship at any time.
- Nothing in the employee handbook should be construed as a contract or a guarantee of continued employment.



## 2.0 FEDERAL, STATE, AND LOCAL LAW COMPLIANCE

It is the policy of VitalCare to comply with all federal and state laws concerning the employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

VitalCare will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to VitalCare. Contact the Administrator with any questions or requests for accommodation.



## 3.0 OUR COMPANY, MISSION AND COMMITMENT

### 3.1 THE COMPANY

VitalCare is a licensed non-medical home care agency serving clients all across the Front Range. We provide services to Adult and Pediatric clients in their homes and at our office in Westminster. We serve clients with a wide variety of needs including;

- Personal Care
- Counseling
- Music Therapy
- Massage Therapy
- Respite
- Housekeeping

We accept a variety of payment methods including Private Pay, Medicaid, Private Insurance, Colorado Respite Coalition Vouchers, and grant funding.

We are a Medicaid approved service provider for the following waivers and programs;

- EBD – Elderly, Blind and Disabled
- SLS – Supported Living Services
- IHSS – In Home Support Services
- CES – Children’s Extensive Support
- CLLI – Children with Life Limiting Illness
- PPCB – Pediatric Personal Care Benefit

### 3.2 THE MISSION

Tag line:

Trustworthy and compassionate care.

Vision:

VitalCare embodies the ideals of equity, diversity, and inclusion, recognizing that mutual respect is critical to successfully providing trustworthy and compassionate care.



### Mission:

VitalCare maintains, and demonstrates equity, diversity, and inclusion are essential values and proactively implements policies that foster these values and reflects the communities we serve, which translates to a more positive employee and customer experience.

## 4.0 POLICIES

### 4.1 PERSONNEL POLICY

- VitalCare strives to employ the best-qualified person to perform employment duties as specified by the company.
- VitalCare strives to respect the individual rights of each employee and to treat all employees with courtesy, dignity, and consideration.
- VitalCare strives to assure each employee has the right to discuss freely with an officer of the Company any matter concerning either his/her, a consumer, or the company's welfare.
- VitalCare strives to develop competent employees who are committed to the company and understand their specific job functions.





## 4.2 HIRING PROCEDURES

### 4.2.1 EQUAL EMPLOYMENT OPPORTUNITY

It is VitalCare policy to provide equal employment opportunity without regard to race, color, religion, creed, national origin, ancestry, sex, pregnancy, age, sexual orientation (incl. transgender status), physical or mental disability, marriage to a co-worker and retaliation for engaging in protected activity (opposing a discriminatory practice or participating in an employment discrimination proceeding). It is VitalCare practice to further the principle of equal employment opportunity.

All recruiting, hiring, and employment decisions shall be made on the basis of individual merit and objective job qualifications. Job training determined by the management to be necessary shall be provided on a non-discriminatory basis.

### 4.2.2 EMPLOYMENT COMPLIANCE POLICY

- a. Application for employment: prior to making an offer of employment, VitalCare requires all candidates to provide to the company the following current information (some of this information will be provided to VitalCare after a conditional offer of employment has been made):
  - Copy of resume;
  - Completed application for employment;
  - W-4 & I-9 forms;
  - TB Screening and Influenza Vaccination;
  - Copy of all state nursing licenses and/or certifications;
  - Completed Competency Assessment;
  - Completed reference requests;
  - Criminal background check;
  - Drug test
- b. Personal Interview: Every qualified applicant for employment will receive a personal interview by a member of the company's professional recruitment team.
- c. Qualifying Offer of Employment: At this point of the interview process, if the company's recruiter reasonably believes that the applicant for registered employment could be good, VitalCare a conditional offer of employment may be extended to the applicant.
- d. Review of Completion of Employment File: The Company checks



three (3) references and two (2) mandatory reporting sites; licensure verification(s) through Colorado Department of Regulator Agencies (DORA) and The Office of Inspector General (OIG) exclusion database.

- DORA: <https://apps.colorado.gov/dora/licensing/Lookup/LicenseLookup.aspx>
  - OIG: <https://exclusions.oig.hhs.gov/>
- e. Background Checks: Agency requires background screening to be completed on all final candidates for employment. Unwillingness to consent to the background study will result in withdrawal of the offer of employment. Results of the background studies are confidential and are retained in confidential employee files. Employees will not be able to start working with clients until the background check clearance has been received by the agency.
- f. Drug Testing: The Company will ask all candidates for employment to submit to a drug screening test after the offer of employment and prior to orientation. The employee will be provided a letter of explanation and an opportunity to divulge all prescription and over the counter medications the candidate is currently taking. The urine testing will either be completed at a testing center contracted by the Company or at the Companies office. Any positive results for federally illegal drugs will result in the candidate forfeiting his/her employment. Any other positive results will require the candidate to present the same day, at the testing center contracted with by the Company, for blood testing for qualitative drug screening and Medical review. The results of the blood testing will be provided to the Administrator who has the final decision in the continued employment of the candidate.
- g. Employee Information: After an applicant has been conditionally hired for employment, he/she must provide necessary information required for personnel and official uses. This information will be part of the employee's personnel file and will be regarded and kept confidential.
- h. Offer of Assignment(s): Once all hiring condition precedents have been met, the employee MAY BE offered assignments to serve VitalCare in consumer residences. The company retains complete discretion over all assignment decisions. If an assignment is accepted, the employee is obligated to arrive on time and fully complete their assigned shift. VitalCare expects all assignments to be professionally completed.



- i. Employment Records: VitalCare strives to meet and/or exceed the same compliance standards required by CDPHE and HCPF. Therefore, the company has incorporated quality assurance policies and procedures that conform with or exceed those standards. These policies require all employees to provide any and all information to VitalCare management that the company may deem necessary to enforce this policy.



### 4.3 ORIENTATION

**Orientation:** Every employee receives a full orientation to VitalCare. Orientation shall include a discussion of this orientation guide and any questions that the employee may desire to ask. VitalCare works with consumers to have its staff properly prepared to deliver services in accordance with its consumers' preferences and expectations. This may be accomplished in a number of ways:

- VitalCare maintains the agency's policies and procedures that are read by all employees prior to commencing an assignment;
- Any staff assigned to a consumer's home for the first time may be accompanied by the administrator or previous provider to be oriented to the consumer's needs and preferences;



#### 4.4 DRUG-FREE WORKPLACE POLICY

VitalCare intends to help provide a safe and drug-free work environment for our clients and our employees.

The Company explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication, without a prescription, on Company or client premises or while performing an assignment, including travel to or from any assigned work location. Possession or sale of legal or illegal drugs or alcohol is reason for discipline up to and including termination from employment.
- Being impaired or under the influence of legal or illegal drugs or alcohol on Company or client premises, including travel to or from any assigned work location, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation. Working impaired or under the influence of legal or illegal drugs or alcohol is reason for discipline up to and including termination from employment.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from Company or client premises, including travel to or from any assigned work location, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the Company or its customers, including travel to or from any assigned work location, or while on Company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

The Company will conduct drug testing during the pre-employment process. A negative drug screen is a requirement of employment:

- **PRE-EMPLOYMENT TESTING:** The Company will ask all candidates for employment to submit to a drug screening test after the offer of employment and prior to orientation. The employee will be provided a letter of explanation and an opportunity to divulge all prescription and over the counter medications the candidate is currently taking. The urine testing will either be completed at a testing center contracted by the Company or at the Company



office. Any positive results for federally illegal drugs will result in the candidate forfeiting his/her employment. Any other positive results will require the candidate to present the same day, at the testing center contracted with by the Company, for blood testing for qualitative drug screening and Medical review. The results of the blood testing will be provided to the Administrator who has the final decision in the continued employment of the candidate.

The Company may conduct drug and/or alcohol testing under any of the following circumstances:

- **FOR-CAUSE TESTING:** The Company may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to provide proof of physician orders for any substance found during testing prior to any final employment action becoming effective.

Employees must notify the Company immediately, and in no event more than five days, after their conviction or plea of guilty or no contest on a charge under any criminal statute involving the manufacture, distribution, dispensation, use, or possession of any controlled substance.



## 4.5 FIREARMS AND WEAPONS FREE WORKPLACE

To ensure a safe environment for employees and customers, VitalCare prohibits the wearing, transporting, storage, or presence of firearms or other dangerous weapons on our property (leased and/or owned) including anywhere that company business is conducted, such as client's homes, public locations, trade shows, restaurants, company events, and so forth.

Any employee in possession of a firearm or other weapon while on our property or while otherwise fulfilling job responsibilities may face disciplinary action up to and including termination.

A client or visitor who violates this policy on Company property will be asked to leave the property and reported to the local police department.

A client, in their own home has the right to own and possess weapons and is not subject to this policy. If weapons are visible in the space used during the visit, the PCW can ask the client to secure the weapon(s) in a safe place. If the PCW is uncomfortable in the home for any reason, including the presence of weapons, the PCW should notify their supervisor immediately and request to be reassigned.

If the client handles the weapon in a threatening manner, the PCW should exit the residence immediately and call your supervisor and the police.

Possession of a valid concealed weapons permit authorized by the of Colorado is not an exemption under this policy.

### **Definition**

Firearms or other dangerous weapons mean:

- Any firearms, including handguns
- any simulated firearm operated by gas or compressed air
- Hunting knife, or any knife with a blade greater than 3 inches
- any instrument that can be used as a weapon and poses a reasonable risk of injury

### **Exemptions**

This policy does not apply to:



- any client in their own home
- any law enforcement personnel engaged in official duties
- any person engaged in military activities sponsored by the federal or state government, while engaged in official duties to

## 4.6 CODE OF CONDUCT

- *4.6.1 GENERAL POLICY*

VitalCare is committed to achieving high standards of business and personnel ethics for the company, employees and consumers. Through performance in accordance with these standards, the company and all its employees will merit and enjoy the respect of its consumers, the public, the business community, and regulatory authorities.

It is the personal responsibility of all employees to acquaint themselves with the legal and policy standards and restrictions applicable to their assigned duties and responsibilities, and to conduct themselves accordingly. Over and above the strictly legal aspects involved, all personnel are expected to observe high standards of business and personal ethics in the discharge of their assigned responsibilities. All home care professionals working for VitalCare are expected to adhere to the Code of Conduct.

- *4.6.2 EMPLOYEE AND STAFF CONDUCT*

Each employee and staff member must avoid any action, relationship or situation, which could jeopardize or impair the confidence or respect in which VitalCare is held by its consumers and the public.

Employees shall comply fully with all applicable statutes and regulations. Willful and knowing disregard of the law may result in severe penalties. In its many business activities, VitalCare engages in vigorous, fair and ethical competition. Discussions and agreements with competitors concerning pricing or other competitive policies and practices are strictly prohibited.

- *4.6.3 CONFLICT OF INTEREST*

In order to perform their duties with honesty and fairness and in the best interest of the agency, employees must avoid conflicts of interest in their employment. Conflicts of interest may arise from having a position or interest in or furnishing managerial or consultative services to any concern or business from which the agency obtains goods or services or with which it competes or does business, from soliciting or accepting gifts, excessive entertainment or gratuities from any person or entity that does or is seeking to do business with the agency and from using agency property for personal or private purposes. Conflicts also may arise in other





ways. If an employee has any doubt or any question about any of his or her proposed activities, complete the Conflict of Interest Statement below.

- *4.6.4 CONFIDENTIAL INFORMATION*

Employees frequently have access to confidential information concerning VitalCare and other employees and consumers. Safeguarding confidential information is essential to the conduct of our business. Caution and discretion must be exercised in the use of such information, which should be shared only with those who have a clear and legitimate need and right to know.

No employee shall disclose confidential information of any type to anyone except persons who need to know in the performance of their job as is required by a government agency or third party. Information regarding a member of VitalCare staff may not be released to third parties, government, or other organizations, without the consent of the person involved.

- *4.6.5 SERVICE AND PATIENT CONCERNS*

The mission of VitalCare is to provide high quality services to all our existing and prospective consumers. We strive to change the culture of home care through intentional relationships with staff and consumers. Equally important, we seek to continuously improve policies, procedures, services and products that contribute to consumer satisfaction.

VitalCare is committed to promoting consideration of all values and preferences and protecting the rights of all.

- *4.6.6 INTEGRITY OF RECORDS AND COMPLIANCE WITH ACCOUNTING PROCEDURES*

Accuracy and reliability in the preparation of all records is mandated by law. It is of critical importance to the corporate decision-making process and to the proper discharge of VitalCare's financial, legal and reporting obligations. All bills rendered must accurately reflect the services provided, and shall properly and accurately record those services. All business records, expense accounts, vouchers, payroll and service records and other reports are to be prepared with care and honesty. False or misleading entries are not permitted. All corporate funds or assets are to be recorded in accordance with applicable corporate procedures. Compliance with accounting procedures and internal control procedures is required at all times. It is the responsibility of all employees to ensure that both the letter and spirit of corporate accounting and internal control procedures are strictly adhered to at all times.

- *4.6.7 ADMINISTRATION OF THE CODE OF CONDUCT*

The statements set forth in this Code of Conduct are intended as guidelines for the employees. Employees are encouraged to seek guidance regarding the application or interpretation of this Code of Conduct and are expected to cooperate fully in any



investigation of a potential violation. Routine questions of interpretation regarding the Code shall be directed to the Administrator. If any employee believes the Code, or particularly the Compliance Plan may have been violated, the employee promptly shall report the potential violation to the Administrator. Violation of the Code of Conduct and the Compliance Plan may be disciplined by VitalCare up to and including dismissal. However, the Code of Conduct and the Compliance Plan do not set forth all the reasons or situations in which employees may be disciplined.

- *4.6.8 REPORTING MECHANISMS*

One of the key ingredients of an effective compliance program is the development of a system, which employees can use to report questionable behavior without fear of retaliation. Some examples of behavior that should be reported include the following:

- A serious breach of employee confidentiality by a co-worker. Accepting bribes or kickback from another agency.
- Unethical or illegal activities by any co-worker.

Employees are expected to bring these types of issues or concerns to their immediate Supervisor. If an employee feels that their concerns are not properly resolved or if the problem involves their supervisor, employees must contact the Administrator immediately. VitalCare's Administrator is Matthew Dolph, and he can be reach at [matt@VitalCare.us](mailto:matt@VitalCare.us) or 720-273-7331.



## 4.7 VACCINATIONS

Vaccine programs are an essential part of infection prevention and control. In accordance with State and Local laws, all healthcare workers are required to receive annual influenza vaccination and COVID-19 vaccination, unless the individual has a valid exemption. (Note: Refer to Colorado Department of Public Health and Environment regulations (6 C.C.R. 1011-1, Ch.02, Part 10 (the “Rules”)).

- All employees must receive the season influenza vaccine or submit proof of an approved exemption by December 31 of each year.
- All employees must receive the COVID-19 vaccine or submit proof of an approved exemption by October 31, 2021, and/or on-hire.
- VITALCARE will offer annual influenza vaccination clinic(s) at no cost to employees.
- All employees must submit written proof of vaccination including the name of the person receiving the vaccine, the date it was received, and the name of the provider where the vaccine was administered. All proof should be submitted to VitalCare’s administrative team.
- Employees whose date of hire is during influenza season will be required to present proof of immunization if the hire date is between October 1 (or earlier if influenza season begins earlier as determined by CDPHE) and March 31.
- By December 31 of each year, for any healthcare worker who has not received the influenza vaccine and does not have an approved exemption, one of the following will occur, as appropriate.
  - The healthcare worker who is an employee of the Agency will be subject to disciplinary action, up to and including termination.
  - The employee will be suspended without pay, until they have met the requirement.
- Submitting an Exemption Form does not equal approval. VitalCare’s management team will review each request and will notify an employee in writing if their Exemption request was approved or denied.
- Employees granted a medical or religious exemption to either the influenza or COVID-19 vaccination requirement must wear a mask at all times, when working with a client, or in VitalCare’s office and must practice social distancing when practical. Failure to wear mask at all times when working with clients or in VitalCare’s office will result in disciplinary action up to and including termination.
- Employees granted a medical or religious exemption to the COVID-19 vaccination requirement agree to follow the State or Local testing requirement to remain eligible to work. Failure to test and submit written proof of the test results will make an employee ineligible to work and may result in disciplinary action up to and including termination. VitalCare accepts viral tests, which include nucleic



acid amplification tests (NAATs, including polymerase chain reaction [PCR]) and antigen tests, for screening.

- Employees granted an exemption will follow the testing frequency based on the level of community transmission in Adams County:
  - If the community transmission rate in Adams County is HIGH, the employee granted an exemption will test twice a week.
  - If the community transmission rate in Adams County is MEDIUM, the employee granted an exemption will test once a week.
  - If the community transmission rate in Adams County is LOW, the employee granted an exemption will not be required to test.

#### *4.7.1 MEDICAL EXEMPTION*

A medical exemption is allowed if the influenza and/or COVID-19 vaccination is medically contraindicated for the Employee.

The Employee must complete a medical exemption form, see Section 10.0 for more information. The medical exemption must be signed by a physician, physician assistant, advanced practice nurse, or certified nurse midwife licensed in the State of Colorado and must certify that the vaccine is medically contraindicated for the Employee as described in the product labeling approved by the United States Food and Drug Administration.

The Employee must submit the Medical Exemption Form along with all required Physician statements to VitalCare's administrative team prior to starting employment and/or before December 31 each year an exemption is requested.

#### *4.7.2 RELIGIOUS EXEMPTION*

A religious exemption is allowed if the influenza and/or COVID-19 vaccination is against a sincerely held religious belief, for which there is documented evidence of opposition to vaccinations.

The Employee must complete a religious exemption Form, see Section 10.1 for more information.

The Employee must submit the Form requesting a religious exemption to VitalCare's administrative team prior to starting employment and/or before December 31 each year an exemption is requested.

#### *4.7.3 WORK FROM HOME EXEMPTION*

A WORK FROM HOME Exemption is available to a limited number of employees who meet specific criteria. The employee must work 100% from home and have no contact with clients, employees, vendors, and/or other industries staff including PASA and CCB's. The



individual must also have the written approval of their direct supervisor.

Eligible Work from Home Positions:

- Counseling
- IT/COO

The Employee must complete a Work from Home Exemption Form, see Section 10.2 for more information.

The Employee must submit the Work from Home Exemption Form to VitalCare's administrative team prior to starting employment and/or before December 31 each year an exemption is requested.



## 5.0 BENEFITS

### 5.1 WORKERS COMPENSATION & PROFESSIONAL LIABILITY INSURANCE

Each and every VitalCare employee is automatically and immediately covered by the agency's corporate insurance policies.

### 5.2 MEDICAL, DENTAL, VISION, & LIFE INSURANCE

Employees who work at least 30 hours per week will be eligible to enroll in VitalCare's benefit package. Our Benefit package includes Medical, Dental, Vision and Life Insurance.

**New Employees:** After the initial 30-day orientation period, and the 60-day probation period, employees who have worked and average of 30 hours or more per week in the previous 60 days, will be eligible to enroll in benefits, effective the 91<sup>st</sup> day of employment.

**Existing Employees:** The first day of each month VitalCare will perform a 60 look back to capture newly eligible employees. If you need additional hours to become eligible for benefits, please contact your supervisor and request additional hours.

**Benefit Termination:** Should an employee's hours drop below the 30 hours per week requirement for 2 consecutive months, their benefits will be terminated.

If you have any questions, please feel free to email [info@vitalcare.us](mailto:info@vitalcare.us) and a supervisor.

### 5.3 HOLIDAYS

VitalCare observes the following 11 holidays: New Year's Day, MLK JR, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, the after Thanksgiving, Christmas eve and Christmas Day.

Full-time / Salaried employees who work on holidays will be compensated at time and half.

Part-time / hourly / PRN (pro re nata) employees are not eligible for paid holidays. Unpaid holiday time must be requested and approved in advance by your supervisor. Part-time / hourly / PRN employees may request up to 10 days of un-paid holiday time



per year.

Holiday	2023	2024	2025
New Year's Day	1/2/2023	1/1/2024	1/1/2025
Martin Luther King JR	01/16/2023	1/15/2024	1/16/2025
Presidents Day	2/20/2023	2/19/2024	2/17/2025
Memorial Day	5/29/2023	5/27/2024	5/26/2025
Juneteenth	6/19/2023	6/19/2024	6/19/2025
Independence Day	7/4/2023	7/4/2024	7/4/2025
Labor Day	9/4/2023	9/2/2024	9/1/2025
Thanksgiving	11/23 & 24/2023	11/28 & 29/2024	11/27 & 28/2025
Christmas	12/24 & 12/25/2023	12/24 & 12/25/2024	12/24 & 12/25/2025

## 5.4 PAID TIME OFF

### 5.4.1 Vacation

VitalCare provides paid vacation leave for full-time / salaried employees at the rate of 10 days per year. Vacation time must be requested and approved in advance by your supervisor. In the case of a conflict of vacation time; seniority will prevail.

Vacation time cannot be rolled over to the next year. Unused vacation will be forfeited upon termination and may not be used as part of the resignation notice period.

Part-time / hourly / PRN employees are not eligible for paid vacation. Un-paid Vacation time must be requested and approved in advance by your supervisor. In the case of a conflict of vacation time; seniority will prevail.

### 5.4.2 Paid Sick Leave

VitalCare Corporation provides Paid Sick Leave to all employees at one hour of paid leave per 30 hours worked, up to 48 hours per year. (0.033 hours of Paid Sick Leave for every hour worked). Part-time / hourly / PRN employees are compensated at the lower of their base rate or administrative rate.

Paid Sick Leave is usable for a wide range of health and safety needs including:

- Any mental or physical illness, injury, or health condition that prevents work;
- Diagnosis, care, or treatment of such conditions;
- Preventive care (including vaccination);
- Needs due to suffering domestic violence, sexual abuse, or criminal harassment; or caring for family with such conditions or needs.



- Generally, family will include legal spouse or domestic partner, fiancé/fiancée, children (biological, adopted, foster, or a child in the care of the employee's household) and parents. Requests to use this time for care of individuals outside the stated relationships will be evaluated on a case-by-case basis.

Utilization of 4 or more continuous days of accrued Paid Sick Leave will require documentation from a medical or mental health professional, whether the time is taken for the employee's own need or for a family member's need.

When possible, Paid Sick Leave requests should be approved in advance by your supervisor.

If an employee does not have sufficient hours accrued for a Paid Sick Leave request, the employees' direct supervisor can approve the request and the time can be taken without pay.

### *5.4.3 PUBLIC HEALTH EMERGENCY (PHE) LEAVE*

VitalCare per State and Federal regulation provides employees with up to two weeks of paid leave (80 hours if full-time, or the average of your last 8 weeks of employment) for COVID-related needs. The current 80-hour requirement took effect on January 1, 2021 and remains in effect as January 01, 2022. The allotment of hours is for the entire Public Health Emergency time frame, versus an annual allotment.

Employees may still have PHE hours available to use if they didn't use them in 2021. To date, employees only receive a single allotment of hours, and are not entitled to additional hours for additional episodes of COVID related illness. Employees may use PHE leave until four weeks after a PHE ends.

PHE leave is usable for a range of COVID-related needs, not just for confirmed cases. COVID-related needs include:

- Illness with COVID symptoms
- Quarantining or isolating due to COVID exposure
- COVID testing
- Vaccination and side effects
- Inability to work due to health conditions that may increase susceptibility or risk of COVID
- COVID-related needs of family (illness, school closure, etc.).

## 5.5 SICK LEAVE

See 5.4.2 Paid Sick Leave





## 5.6 EMPLOYEE INFECTIONS

If an employee contracts an infectious disease considered to be serious in nature and/or is transmittable to others, they will be re-assigned from direct customer contact and staff contact for as long as they remain infectious or instructed to stay to home.

## 5.7 BEREAVEMENT LEAVE

VitalCare provides Bereavement Leave for full time / salaried employees. Part time / hourly employees are not eligible for paid Bereavement Leave; however, they may request un-paid time off.

In the event of a death in an employee's immediate family, a full time / salaried employee may be granted up to 3 days of paid bereavement leave to handle matters related to death and grieving. Part time / hourly employees may request the same amount of un-paid time off.

"Immediate family" includes the employee's spouse, domestic partner, parents (including stepparents, foster parents, parents-in-law and domestic partner's parents), grandparents, siblings, children, children of a domestic partner, step-children, adopted children, children for whom the employee has parenting responsibilities, and a relative or friend who resides with the employee.

All request for bereavement leave should be submitted to the employee's supervisor.

## 5.8 DISABILITY AND FAMILY LEAVE POLICY

If an employee experiences a non-work-related injury, illness or other health condition, the company is committed to working with the employee to provide reasonable leave to allow the employee to address his/her health needs with the goal of returning to work.

### *5.8.1 FAMILY MEDICAL LEAVE ACT (FMLA)*

The Family and Medical Leave Act entitles eligible employees who work for covered employers to take unpaid, job-protected leave in a defined 12-month period for specified family and medical reasons. The State of Colorado's policy on FMLA leave grants employees 13 weeks (520 hours) of leave.

Family/Medical Leave (FML) is unpaid leave used to provide a guaranteed amount of time, job protection, and continued benefits to eligible employees for reasons defined by the FMLA, and include:

- Addition of a child, including placement of a foster child and placement for adoption.



- Serious health condition of a parent, child, spouse, or self. Child for health-related FMLA is defined the same as under sick leave (under 18 or over 18 if incapable of self-care due to a physical or mental disability at the time leave is to commence).
- Active duty (military) family leave for a member of the Armed Forces (including the National Guard or Reserves) deployed to a foreign country.
- Military caregiver leave for a member of the Armed Forces (including the National Guard or Reserves). In this case, next of kin is also eligible. Next of kin means nearest blood relative other than the covered service member's spouse, parent, or child in the following priority order: relatives granted legal ward or custody through court order, siblings, grandparents, aunts and uncles, and first cousins. If the service member has declared a next of kin, only that individual is considered next of kin. If the service member has not declared a next of kin, all those in a category mentioned above are considered next of kin and eligible for the leave, e.g., all siblings, all grandparents if no siblings, and so on. Departments may ask for supporting documentation of the relationship (e.g., the declaration of next of kin).
- Military caregiver leave also covers employees whose parent, child, spouse, or next of kin is a veteran undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including the National Guard or Reserves) at any time during the 5-year period preceding the date on which the veteran underwent service-related medical treatment, recuperation, or therapy.
- FCA entitles the employee to leave to care for the serious health condition, as defined by the FMLA, of their partner in a civil union or registered domestic partnership.

### *5.8.2 PAY WHILE ON DISABILITY AND FAMILY LEAVE*

See 5.4 PAID TIME OFF

### *5.8.3 AMERICANS WITH DISABILITIES ACT*

Title I of the Americans with Disabilities Act of 1990 prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. The ADA covers employers with 15 or more employees, including state and local governments. It also applies to employment agencies and to labor organizations. The ADA's nondiscrimination standards also apply to federal sector employees under section 501 of the Rehabilitation Act, as amended, and its implementing rules.



An individual with a disability is a person who:

- Has a physical or mental impairment that substantially limits one or more major life activities;
- Has a record of such an impairment; or
- Is regarded as having such an impairment.

A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question. Reasonable accommodation may include, but is not limited to:

- Making existing facilities used by employees readily accessible to and usable by persons with disabilities.
- Job restructuring, modifying work schedules, reassignment to a vacant position;
- Acquiring or modifying equipment or devices, adjusting or modifying examinations, training materials, or policies, and providing qualified readers or interpreters.

An employer is required to make a reasonable accommodation to the known disability of a qualified applicant or employee if it would not impose an "undue hardship" on the operation of the employer's business. Undue hardship is defined as an action requiring significant difficulty or expense when considered in light of factors such as an employer's size, financial resources, and the nature and structure of its operation.

An employer is not required to lower quality or production standards to make an accommodation; nor is an employer obligated to provide personal use items such as glasses or hearing aids.

### **Medical Examinations and Inquiries**

Employers may not ask job applicants about the existence, nature, or severity of a disability. Applicants may be asked about their ability to perform specific job functions. A job offer may be conditioned on the results of a medical examination, but only if the examination is required for all entering employees in similar jobs. Medical examinations of employees must be job related and consistent with the employer's business needs.

### **Drug and Alcohol Abuse**

Employees and applicants currently engaging in the illegal use of drugs are not covered by the ADA when an employer acts on the basis of such use. Tests for illegal drugs are not subject to the ADA's restrictions on medical examinations. Employers may hold illegal drug users and alcoholics to the same performance standards as other employees.

It is also unlawful to retaliate against an individual for opposing employment practices that discriminate based on disability or for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or litigation under the ADA.

### **The ADA Amendments Act (ADAAA) of 2008**



The following information is from the US Access Board web site: Amendments to the Americans with Disabilities Act (ADA) signed into law on September 25, 2008, clarify and reiterate who is covered by the law's civil rights protections. The "ADA Amendments Act of 2008" revises the definition of "disability" to more broadly encompass impairments that substantially limit a major life activity. The amended language also states that mitigating measures, including assistive devices, auxiliary aids, accommodations, medical therapies and supplies (other than eyeglasses and contact lenses) have no bearing in determining whether a disability qualifies under the law. Changes also clarify coverage of impairments that are episodic or in remission that substantially limit a major life activity when active, such as epilepsy or post-traumatic stress disorder. The amendments took effect January 1, 2009.

For more information, please visit: <http://www.access-board.gov/about/laws/ada-amendments.htm>

For additional information, please contact your local Division of Vocational Rehabilitation office.

## 5.9 EMPLOYEE MASSAGE

VitalCare recognizes the benefit of massage, and desires to make this therapy available to employees at a discounted rate. Employees can schedule a 60-minute massage at the rate of \$50 or a 90-minute massage at the rate of \$75 by contacting their assigned office coordinator. Employees must schedule this therapy during their personal time and will not be allowed to be "on the clock" for this service. This discounted rate is available to the employee in an unlimited quantity.

VitalCare is committed to providing a workplace free of discrimination and harassment. Please see VitalCare's Grievance Procedure in section 6.12 for more information on reporting concerns.

## 5.10 EMPLOYEE ASSISTANCE PROGRAM

An Employee Assistance Program (EAP) is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems.

VitalCare's EAP is provided at no cost to the employee. Up to three sessions are offered through VitalCare's Counseling Department. Therapy may be delivered in person, by phone, or virtually through a secure Teletherapy platform.

Employees may request a referral to VitalCare's EAP program from their supervisor. In some cases, a supervisor may approach an employee to suggest consideration for an EAP referral. Please note that while therapy sessions are confidential, VitalCare



administration and supervisors will know that an employee is accessing/has accessed EAP.

Once VitalCare Counseling receives an EAP referral, they will contact the employee via email or phone within 3 business days to schedule the initial session.



## 6.0 EMPLOYEE INFORMATION

### 6.1 DEFINITION OF EMPLOYMENT STATUS:

**Nature of Employment:** All employment with VitalCare is at will. Employment with VitalCare is voluntary entered into, and the employee is free to terminate the employment relationship (resign) at will at any time, with or without cause. Similarly, VitalCare is free to terminate the employment relationship at will at any time, with or without cause.

### 6.2 HOURS OF WORK

**Work Week:** All employees are paid every other Friday. Hourly employees pay periods are one week in the rear. All paychecks are Direct deposited to employee's bank accounts. If an employee requires a physical Check, an exception can be made but physical checks on a regular basis are not supported. The workweek begins on Sunday and ends on Saturday. Some consumers may operate under a different workweek schedule. Your supervisor will advise you when such an exception exists.

**Work Day:** Hours are determined by the consumer to whom the employee is assigned in consideration with the preferences of VitalCare employees. Each employee is paid only for the hours that the employee works.

Some consumers may also have additional scheduling variations. These variations are often requested for specialty areas of care.

**Note:** VitalCare gives a 10-minute paid break for every consecutive 4-hour shift. If a 5-hour consecutive shift is worked then the employee is permitted a 30-minute unpaid break. Please do keep VitalCare apprised of any scheduling requests by the consumer.

**Overtime:** Employees who work over forty (40) hours per week, or twelve (12) hours in a day will be paid at time and a half their normal rate.

**Timesheets and How to Get Paid:** VitalCare utilizes the employee timesheets within AxisCare. AxisCare is the mechanism used by the Company to determine the pay that an employee will receive. Employees are scheduled to be paid bi-weekly, one week in the rear. Employees will complete their timesheet within TSheets daily.



## 6.3 ATTENDANCE

Punctual and regular attendance is an essential responsibility of each employee at VitalCare. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA). These exceptions are described in separate policies.

### Absence

"Absence" is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:

- Excused absence occurs when all the following conditions are met:
  - The employee provides to his or her supervisor sufficient notice at least 48 hours in advance of the absence.
  - The absence request is approved in advance by the employee's supervisor.
  - The employee has sufficient accrued paid vacation time to cover the absence. (For full-time employees who accrue paid vacation time)
- Unexcused absence occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor no later than the employee's scheduled starting time on that same day. If the employee is unable to call, he or she must have someone make the call.

An unexcused absence counts as one occurrence for the purposes of discipline under this policy.

Employees with three or more consecutive days of excused absences because of illness or injury must give VitalCare proof of physician's care and a fitness for duty release prior to returning to work.

Employees must take earned PTO for every absence unless otherwise allowed by company policy (e.g., leave of absence, bereavement, jury duty).

### **Tardiness and Early Departures**

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than three hours prior to their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.



Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.

Tardiness and early departures are each one-half an occurrence for the purpose of discipline under this policy.

### **Disciplinary Action**

Excessive absenteeism is defined as two or more occurrences of unexcused absence in a 30-day period and will result in disciplinary action. Eight occurrences of unexcused absence in a rolling 12-month period are considered grounds for termination.

### **Job Abandonment**

Any employee who fails to report to work for a scheduled visit without notifying his or her supervisor, aka “No Call No Show” will be considered to have abandoned the job and voluntarily terminated the employment relationship. If appropriate, VitalCare will contact necessary state authorities to report the neglect.

## **6.4 DRESS CODE**

All employees are expected to present themselves as home care professionals. Employees will maintain standards of personal appearance that presents a professional appearance to our visitors, co-workers and others who may enter the agency.

- All field staff will wear appropriate street clothing and/or scrubs, with functional, closed toe shoes. Clothing will be clean and neat.
- Fingernails will be clean and kept short. Artificial nails are not to be worn and nail polish must not be chipped or cracked.
- Hair will be neatly trimmed or styled so as not to interfere with job performance or safety.
- All field staff will wear an identification badge that is clearly visible. The agency will provide a name tag for each staff member upon employment. When received, the name tag is considered a part of the uniform and is to be worn at all times by the staff member when on duty. The name tag is to be worn on the outside of the clothing and in plain and obvious view.
- Office staff/other personnel will wear clothing appropriate to a business setting. Employees are expected to maintain a clean and neat appearance with regard to clothing, shoes, hair and nails.
- Due to the agency’s contact with consumers and the public, it is imperative that the work attire of all staff be appropriate and identify them as agency staff. Staff may be sent home by their supervisor for reporting to duty in a substandard uniform, or otherwise subject to disciplinary action.





## 6.6 PROFESSIONAL BEHAVIOR

In addition to the Statutory Rules and Regulations, Practices Acts and various Best Practices for those in-home care, there are defined standards of Profession, which must be followed as a VitalCare employee:

- VitalCare employees must treat people with compassion and kindness.
- VitalCare employees must treat people courteously and respectfully.
- VitalCare must never use foul language, raise their voices in anger or exhibit aggressive behavior toward others.
- VitalCare employees must respect the beliefs and opinions of others.
- VitalCare employees must keep appropriate boundaries with consumers.
- VitalCare employees must report all concerns to the supervisor or administrator.
- VitalCare employees must strive to be non-judgmental of others.

## 6.7 WORKERS' COMPENSATION

The procedure of a work-related injury is as follows:

- The employee shall seek immediate medical attention;
- The employee shall report the incident to VitalCare administrator within 24 hours of seeking medical attention;
- The employee shall be required to complete an incident report;
- All bills for medical care must be sent to VitalCare when received by the employee;
- The employee should not pay the physician directly.

## 6.8 WAGES AND SALARY

It is the company's policy to pay the wages that are highly competitive. VitalCare and the employee will keep all salary and performance evaluation information strictly confidential.

## 6.9 TRAVEL TIME AND MILEAGE

### *6.9.1 TRAVEL TO AND FROM HOME*

As a general rule, commuting from home to your place of work (first visit) and commuting home after work (last visit) is not considered for reimbursement or deduction by the IRS, and not eligible for mileage or time by VitalCare. There are, however, exceptions please speak with your supervisor or Administrator for approval on client by client basis due to excessive travel.



**6.9.2 TRAVEL WITHIN YOUR WORKDAY**

Travel within your workday is part of your day's work and you will be paid your normal hourly rate plus mileage reimbursement. If the gap between visits is greater than two hours, you will not be paid your normal hourly rate, but you will be eligible for mileage. VitalCare views a gap greater than two hours to be personal time for the employee.

**EXAMPLES**

Employee: John			Employee: Jane		
Visit A	8:00AM	Noon	Visit C	10:00AM	Noon
Visit B	3:00PM	5:00PM	Visit D	2:00PM	5:00PM
Mileage	12 Miles between A & B		Mileage	10 Miles between A & B	

Employee John would not be eligible for his time between visits because the gap between the visits is greater than 2 hours. John would be eligible for reimbursement for 12 miles, and the actual hours worked of 6.

Employee Jane would be eligible for time between the visits because the gap is two hours or less. Jane would also be eligible for reimbursement of 10 miles. Ashley total hours for the day would be 7 hours.

If you are driving as part of your clients care plan you will be eligible for mileage reimbursement as well as your normal hourly rate.

For example, if you drive your client to a doctor's appointment during your work hours, this is considered part of your duties and you will be paid for your time in the car plus mileage reimbursement.

**6.9.3 MILEAGE**

Complete tracking of mileage in TSheets. Mileage reimbursement will be paid through the normal payroll cycle. VitalCare follows the IRS mileage reimbursement rate. The current rate information may be viewed at the IRS site;

<https://www.irs.gov/tax-professionals/standard-mileage-rates>

Please note, this feature is not currently available in the TSheets app and requires users access the TSheets website to add mileage.

Falsifying the mileage will be considered "Theft or Dishonesty" and is may result in termination of employment at the sole discretion of VitalCare.



## 6.10 NON-DISCLOSURE OF INFORMATION

The protection of confidential business information, trade secrets and patient information is vital to the interests and success of VitalCare such confidential information includes but is not limited to the following examples.

- Compensation/ salary information
- Consumer lists
- Performance appraisal information:
- Consumer Information
- Forms
- Policies and procedures

## 6.11 DISCIPLINE, COMPANY RULES AND TERMINATION

Consistent with the Standards of Conduct that each employee agrees, in writing to observe. Below is a list of rules that should help to guide your conduct. Violation of the following rules may result in termination of employment at the sole discretion of VitalCare.

- Unacceptable job performance, which may be identified through Q&A reporting.
- Insubordination; or immoral conduct of any kind.
- Theft or dishonesty.
- Bringing your child(ren) to a consumers' residence;
- Asking consumers for money or items;
- Completing anything that is considered skilled care;
- Falsifying application for employment; or falsifying time records.
- Behavior inconsistent with company policy;
- Intimidation or coercion of the other employees.
- Revealing or discussing confidential information with non-employees.
- Revealing or discussing confidential consumer information of any kind unless required by law.
- Illegal possession of controlled substances.
- Using company time for personal use.

Reminder: VitalCare has the right to discipline or terminate an employee at-will, with or without cause. This list is not all encompassing, not all inclusive and other behaviors or actions may result in company action.



## 6.12 GENERAL INFORMATION

- **Office Hours:** VitalCare offices are open Monday through Friday from 9:00am to 5:00pm.
- **On-Call Service:** VitalCare has a phone-service available to receive calls twenty –four (24) hours per day. After regular business hours, you can leave a message for the on-call supervisor by calling the office number and following the telephone prompts. 720-458-0642.
- **Telephone Usage:** Consumers telephone lines are not for personal except for urgent and important reasons. Your family and friends can call VitalCare at any time, and VitalCare will get a message to you.
- **Solicitation:** There will be no solicitation of consumers tolerated.
- **Grievance Procedure:** Any employee who feels that he/she has been the victim of discrimination because of race, color, religion, national origin, sex, age, handicap, or a victim of sexual harassment by office staff or in the consumers' home should contact one of VitalCare's Counselors or Matthew Dolph, Administrator @ 720-273-7331.
- **Revisions:** This Employee Orientation Guide may be revised from time to time as VitalCare deems necessary and appropriate. Any revised editions of this Orientation Guide will be delivered to all employees.
- **Termination:** If you as an employee wishes to terminate your employment with VitalCare then please submit it in writing. It is preferred that a 2-week notice is given. VitalCare cannot issue a final pay check if timesheets are not turned in, completed or signed by the consumer or employee.



## 7.0 CONFLICT OF INTEREST STATEMENT

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Check reason that applies:      Initial COI Statement      Change of COI Statement

Complete the following:

A) Other employment:

Company 1: \_\_\_\_\_ effective date \_\_\_\_\_

Position \_\_\_\_\_ Hours worked \_\_\_\_\_ per \_\_\_\_\_

If yes, explain: \_\_\_\_\_

Company 2: \_\_\_\_\_ effective date \_\_\_\_\_

Position \_\_\_\_\_ Hours worked \_\_\_\_\_ per \_\_\_\_\_

If yes, explain: \_\_\_\_\_

B) Other:

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Statements represent a full disclosure of my employment/professional activities

Employee or Board Member Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use

Determination of any potential or real conflict:     Yes     NO

If yes, explain: \_\_\_\_\_

Recommendation of any further action: \_\_\_\_\_

Signature of President/CEO \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_



## 8.0 ACKNOWLEDGE OF RECEIPT AND REVIEW OF EMPLOYEE MANUAL

I acknowledge that I have read and received a copy of the Employee Manual. I understand that this manual provides an overview of VitalCare human resources and policies and does not necessarily include all procedures and policies in force. I agree to abide by the Employee Manual, and I understand that employment at VitalCare is at-will and that VitalCare can terminate my employment at any time, for any or no reason, with or without notice. I also understand that as an at-will employee, I have the same right to end my employment at any time, for any or no reason, with or without notice (2-week notice is preferred). I understand that this manual is an informational guide and not an employment contract. I acknowledge that no one at VitalCare has made any promises to me concerning my employment and that I have not relied on any oral or written statements by anyone at the company when I accepted employment with VitalCare.

Print name: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## 9.0 ACKNOWLEDGE REVIEW OF POLICIES AND PROCEDURES (LICENSURE & HCBS)

I acknowledge that I have read, understand and have access too at all times copies of the Policies and Procedures (Licensure & HCBS). I understand that these policies provide an overview of VitalCare practices and does not necessarily include all procedures and policies in force. I agree to abide by the Agency Policies and Procedures of VitalCare.

Print name: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## 10.0 COVID VACCINATION DECLINATION: MEDICAL EXEMPTION

*By completing this Section 1, I am declaring that I am unable to be vaccinated for COVID-19 based upon this medical exemption:*

### Vaccine Declination

- Medical/Disability Accommodation:** I have a medical condition or disability that prevents me from being able to take any COVID-19 vaccine.

***NOTE: To be eligible for this exemption, I understand that I must also provide a written medical exemption signed by a physician, physician assistant, advanced practice nurse, or certified nurse midwife licensed in the State of Colorado stating that the COVID-19 vaccination for the employee, direct contractor, or support staff is medically contraindicated as described in the product labeling approved or authorized by the Food and Drug administration (FDA).***

### Signature and Attestation

I verify that the information I am submitting in support of my request for an accommodation is complete and accurate to the best of my knowledge, and I understand that any intentional misrepresentation contained in this request may result in disciplinary action, up to and including termination of employment. I also understand that my request for an accommodation may not be granted if it is not reasonable, or if it creates an undue hardship on the Company.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_  Physician Statement Attached





## 10.1 COVID VACCINATION DECLINATION: RELIGIOUS EXEMPTION

To request an Exemption/Accommodation from the Colorado Board of Health emergency COVID vaccine mandate, please complete this form and return it to your VitalCare coordinator/supervisor. This information will be used by VitalCare to engage in an interactive process to determine eligibility for such exemption/accommodation and, if applicable, to identify possible accommodations. If an individual refuses to provide such information, such refusal may impact VitalCare’s ability to adequately understand the covered individual’s request or effectively engage in the interactive process to identify possible accommodations.

Please explain below why you are requesting a Religious Exemption/Accommodation:

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Your request must be accompanied by the provided “Attestation of Religious Objection to COVID-19 Vaccination”. The Company may require updated information and/or documentation in the future to address any additional requirements as defined by the state of Colorado.

### Verification and Accuracy

I verify that the information I am submitting in support of my request for an accommodation is complete and accurate to the best of my knowledge, and I understand that any intentional misrepresentation contained in this request may result in disciplinary action, up to and including termination of employment. I also understand that my request for an accommodation may not be granted if it is not determined to be reasonable, or if it creates an undue hardship on the Company.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_  Attestation Attached



## 10.1.1 ATTESTATION OF RELIGIOUS OBJECTION TO COVID-19 VACCINATION

I attest as follows:

1. I, the undersigned, attest that I am over eighteen (18) years of age and competent to make this attestation.
2. I understand that VitalCare requires all individuals to be vaccinated and to provide documented proof of completed COVID-19 vaccine for VitalCare to comply with the Colorado Board of Health emergency mandate.
3. I understand that VitalCare has acknowledged:
  - a. That the required vaccination is necessary to prevent the spread of COVID-19 among residents, guests, clients, employees, family members and the community;
  - b. That data evaluated by the U.S. Food and Drug Administration (FDA) as of the date of this affidavit has shown that the required vaccinations are at least 85% effective in preventing the spread of COVID-19 and have therefore been given full authorization (Pfizer-BioNTech) or emergency use authorization (Moderna and Johnson & Johnson) by the FDA;
  - c. That a covered individual who does not receive the required vaccination is at increased risk of contracting COVID-19; and
  - d. That a covered individual who does not receive the required vaccination is at risk of spreading COVID-19 to me and to other persons.
4. I sincerely attest that vaccination is contrary to my religious beliefs, and that my objections to this vaccination are not based solely on grounds of social, political, or economic preferences, personal philosophy, or inconvenience.
5. I understand and accept that, notwithstanding my religious objections, I may be excluded from certain assignments and activities as part of a reasonable accommodation to VitalCare COVID-19 vaccination requirement, if granted, and that I may still be required to later receive the vaccination if required by federal, state, or local governing authorities or regulatory bodies.

I certify that the foregoing is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_



## 10.2 COVID VACCINATION DECLINATION: WORK FROM HOME EXEMPTION

*A WORK FROM HOME Exemption is available to a limited number of employees who meet specific criteria. The employee must work 100% from home and have no contact with clients, employees, vendors, and/or other industries staff including PASA and CCBs. The individual must also have the written approval of their direct supervisor.*

To request an Exemption/Accommodation from the Colorado Board of Health emergency COVID vaccine mandate, please complete this form and return it to your VitalCare coordinator/supervisor. This information will be used by VitalCare to engage in an interactive process to determine eligibility for such exemption/accommodation and, if applicable, to identify possible accommodations. If an individual refuses to provide such information, such refusal may impact VitalCare's ability to adequately understand the covered individual's request or effectively engage in the interactive process to identify possible accommodations.

### **Vaccine Declination and Attestation**

\_\_\_\_\_ I am a remote employee of VitalCare Corporation and 100% of my work is completed in my home. I do not have contact with clients, employees, vendors, and/or other industries' staff including PASAs and CCBs. For this reason, I request to be exempt from receiving the COVID-19 vaccine.

\_\_\_\_\_ I understand that I am required to submit evidence of negative PCR test for COVID-19 prior to any contact with clients, employees, vendors, and/or other industries' staff including PASAs and CCBs.

\_\_\_\_\_ I understand that I am required to wear a new medical-grade mask during any planned/approved contact with clients, employees, vendors, and/or other industries' staff including PASAs and CCBs.

I verify that the information I am submitting in support of my request for an accommodation is complete and accurate to the best of my knowledge, and I understand that any intentional misrepresentation contained in this request may result in disciplinary action, up to and including termination of employment. I also understand that my request for an accommodation may not be granted if it is not reasonable, or if it creates an undue hardship on the Company.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

