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Emergency Physicians Integrated Care, LLC

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**EPIC EMPLOYEE HANDBOOK**

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# EPIC EMPLOYEE HANDBOOK

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# **WELCOME TO EMERGENCY PHYSICIANS' INTEGRATED CARE**

## **Effective February 10, 2012**

Welcome to Emergency Physicians' Integrated Care (EPIC). We believe that it is important for every employee to understand our policies and procedures to ensure continued quality of service delivery and company growth. This employee handbook will familiarize you with our policies and procedures as a means of supporting your success. We encourage you to use it as a valuable tool for understanding our company. If you have any questions, please do not hesitate to ask your supervisor or any member of the management team. Best wishes to you, and thank you for choosing EPIC as your employer.

### **OUR MISSION**

EPIC is a group of emergency care providers dedicated to providing quality emergency medical care in an efficient, cost effective, compassionate and ethical manner, and in a way that promotes the interest of our patients and members.

### **OUR HISTORY**

Emergency medicine in the state of Utah, and particularly along the Wasatch Front (Provo to Logan), had traditionally been provided by independent groups of emergency physicians covering one or two hospitals. During the 1990's, the practice of emergency medicine began to change, and increasing pressure was brought to bear by hospital ownership organizations, insurance carriers, multi-state contracting groups and others.

It became apparent that emergency physician groups would need to increase their size in order to remain strong and retain their autonomy. Discussions began in the mid-1990's, and in the fall of 1999 EPIC was formed. The guiding principles used to create EPIC were to build an entity that would make it easier to improve patient care, allow the best integration of business and administrative functions, and still retain maximum independence at each hospital site. The goal of those who set out to form EPIC was to create a business and professional structure that would continue far into the future, based on the concepts of excellent clinical medicine and fair, democratic dealings among equal partners.

EPIC is a work in progress. Many obstacles have been overcome, and many more are yet to be addressed. Working together as equal partners in an atmosphere of mutual respect and trust, we will achieve our goal of a medically excellent, financially stable and thoroughly integrated group of independent emergency physicians.

## **GENERAL INFORMATION**

### **EXPECTATIONS**

Every organization has certain guidelines, which were developed to reflect good business practice. In establishing rules of conduct, the company has no intention of restricting the rights of any individual. Rather, we wish to define guidelines that protect the rights of all employees and to ensure maximum understanding and cooperation. Therefore, employees are expected to be:

- On time and mentally prepared when scheduled to work.
- Careful and conscientious in performance of duties.
- Thoughtful and considerate of other people.
- Courteous and helpful, both when dealing with customers and with other employees.

### **ETHICAL STANDARDS**

EPIC has an excellent reputation for conducting its business activities with integrity, fairness and in accordance with the highest ethical standards. As an employee, you enjoy the benefits of that reputation and are obligated to uphold it in every business activity. Business ethics should not be different from personal ethics; the same high standards apply to both. Our principles of business ethics rest on honesty and fair dealing. Employees of EPIC should guide themselves accordingly in fulfilling responsibilities to be honest and fair in dealings with customers, vendors and other employees. If you are ever in doubt whether an activity meets our ethical standards or compromises the company's reputation, please discuss this with your supervisor.

### **OPEN COMMUNICATION**

Employees are encouraged to share their concerns, seek information, provide input and resolve problems/issues with their immediate supervisor, and as appropriate, consult with any member of management, or member of the Compliance Committee. If you have any suggestions or ideas that you feel would benefit EPIC, we encourage you to tell us about them. We are always looking for ways to improve methods, procedures and working conditions, reduce costs or errors and benefit the company and its clients.

EPIC does not believe that our working environment is benefited by communication through third parties, and will strive to maintain a direct line of communication with our associates. Employees who have a problem or issue should bring the issue to the attention of their immediate supervisor, who will attempt to work with the employee to resolve the issue. If that is not possible, the issues should be referred to progressively higher levels of management until the issue is resolved. The final step in the

issue/dispute resolution process is the CEO, who may choose to consult with the Compliance Committee in seeking resolution.

Please be aware that EPIC uses e-mail and the company Website to communicate important company information, such as compliance messages and management memos. Each employee has the responsibility to read information that is posted or e-mailed.

## **CONFIDENTIALITY**

EPIC provides quality emergency medical services to individual and corporate clients. Employees have access to highly confidential and proprietary information. Clients trust our company with highly sensitive information and the unauthorized disclosure of such information would have a material adverse impact on the integrity of EPIC and would adversely impact our relationships with our clients. All employees are asked to keep our technology, proprietary and client information confidential and are expected to sign an agreement under which you, as an EPIC employee, assume specific obligations relating to the treatment of confidential information. EPIC and all employees will comply with HIPAA, all other Federal and State laws concerning the release of confidential information. Breaches of these laws are to be reported to the EPIC Compliance Officer. Confidentiality violations may result in termination and/or legal action.

## **COMPLIANCE AND REPORTING LINE**

EPIC has an active compliance program consisting of a Chief Compliance Officer, compliance committee, policies & procedures, education & training, and communication & reporting guidelines. All employees will attend an initial training on compliance with continuing education on compliance issues. As an EPIC employee, you have an obligation to report any wrongdoing or suspicion of non-compliance activity. Call the EPIC hotline for questions or concerns about a compliance issue. You may contact the Chief Compliance Officer, the EPIC office, or call anonymously to the EPIC office voice mail.

## **CONFLICT OF INTEREST**

EPIC employees should avoid engaging in any activity, investment, interest or association that would interfere, appear to interfere, with the independent exercise of his or her judgment in situations where personal interest may arise. Following are areas of potential conflict of interest:

- Financial interest in vendors, clients or competitors
- Competing employment
- Acceptance of gifts and favors
- Business transactions involving relatives

Employees who become involved in situations of potential conflict must disclose these situations to their immediate supervisor. The supervisor, in conjunction with upper management will review the situation and determine whether a conflict does, in fact, exist. An appropriate resolution will then be identified, in conjunction with the employee.

## **SOLICITATION AND DISTRIBUTION**

Employees must not solicit other employees for any purpose during work time and in work areas. This does not include break or meal times in non-work areas. Employees are not permitted to distribute literature of any kind at any time in work areas.

People who do not work for the company or are not approved vendors are prohibited from distributing literature of any kind or soliciting employees for any purpose at any time on company property, or in facilities in which EPIC is operating under a consulting services agreement or management contract.

## **VOTING/POLITICAL CONTRIBUTIONS**

EPIC encourages employees to participate in the election of government leaders. Voting should generally be completed during non-work hours. If necessary, adequate time off will be allowed at the beginning or end of the workday to exercise this right. Employees must schedule this time off with their immediate supervisor to ensure adequate coverage of work duties. If the employee will be unable to vote for any reason, he/she may wish to inquire of their Registrar of Voters about the possibility of voting by absentee ballot.

We respect and encourage employee participation in political activities, but not on behalf of, or as a representative of the company, or on company time. Solicitation of employees for political contributions will not be allowed on company time or in employee work areas.

## **USE OF COMPANY EQUIPMENT**

Company equipment such as the telephone, computer, fax machine, copier, etc. is for business use. Personal use of the telephone should be limited, and personal calls should be kept brief. Personal long distance calls are not permitted. Personal computer use, including Internet access, is not allowed during work time. Personal use of company equipment during non-work time may be approved on an exceptional basis by the employee's immediate supervisor.

## **COMPANY AND PERSONAL PROPERTY**

EPIC maintains telephone, voice and electronic mail Internet and computer systems to conduct company business. These systems, including the equipment and the data stored on them are the property of EPIC. All messages created, sent received or stored in them, as well as all data downloaded or stored in computer owned by EPIC are property of the company. The company reserves the right to review all e-mail and other data maintained on these systems at any time without any prior notification to the employee. Employees must gain management approval prior to loading any software that is not the property of EPIC.

Protection of company and employee personal property is everyone's responsibilities. If you find property missing or damaged, report it to your supervisor immediately. EPIC will actively pursue the apprehension and conviction of individuals involved in theft or vandalism of company property. EPIC will not be responsible for property that employees choose to bring to work, but will assist employees in contacting authorities and reporting theft or vandalism. If you see individuals who appear suspicious and do not have apparent reason to be on the property, report the situation to your supervisor immediately.

## **SAFETY**

It is EPIC's goal to maintain a safe and productive work environment. Employees are expected to conduct themselves in a safe manner. Please use good judgment and common sense in matters of safety. Observe any rules posted in work areas and client facilities and follow OSHA, state and other safety regulations as applicable.

## **EMPLOYMENT**

### **EQUAL EMPLOYMENT OPPORTUNITY**

It is EPIC's policy to provide equal employment opportunity to all applicants, and to provide equal employment opportunity and individual growth opportunities to all employees in accordance with all applicable federal and state laws and Executive Orders.

EPIC hires, transfers, promotes, compensates, terminates, and makes all other employment decisions without regard to race, color, creed, religion, national origin, age, sex, marital status, lawful alien status, disability, veteran status, sexual orientation or any other basis prohibited by law. Employment actions and decisions are based upon operating needs and individual applicant or employee merit, including, but not limited to, qualifications, experience, ability, availability, cooperation and job performance.

### **CONDITIONS OF EMPLOYMENT**

All newly hired employees must produce original documentation of identity and employment eligibility before employment begins, to comply with Immigration and Naturalization Service regulations (I-9 requirements). The company may verify social security information with Social Security Administration.

### **INTRODUCTORY PERIOD**

Newly hired employees are subject to a 90-day evaluation or introductory period to verify skills, capabilities and suitability for our company. Likewise, this gives new employees the opportunity to evaluate EPIC as a place to work.

The designation of this time frame does not constitute an obligation on the part of the company to retain the employee until the end of the period specified. During this time, or at anytime during employment, either the company or the employee may terminate the working relationship without cause and without advance notice. At the end of 90 days, the supervisor may extend the period for additional time at his or her discretion.

### **WORK SCHEDULES**

Work schedules have been developed to maximize our ability to provide quality emergency care to the clients we serve. Occasionally situations may arise that necessitate flexibility in an individual's work schedule. Requests for changes in work schedule must be reviewed and approved by your immediate supervisor.

Employees are asked to self-manage their breaks and lunch periods so that customer service isn't compromised. If employees are unable to work out department coverage, the department manager will make a fair and equitable decision on scheduled breaks and lunch periods.

## **JOB PERFORMANCE**

EPIC wants every employee to be successful in the performance of his or her job responsibilities. Newly hired employees will receive performance appraisals after 90 days. Thereafter, performance feedback, both positive and negative, should be provided on an ongoing basis.

When job performance issues exist, the immediate supervisor will provide feedback, and the employee will acknowledge the need for improvement and the action plan to achieve this objective. Any corrective action will take into consideration the nature of the job performance issue. Corrective actions may include verbal discussion, discussion with written documentation for employee review and signature, and termination of employment.

It is our philosophy that employees should be given the opportunity to correct job performance issues whenever possible. However, we will not compromise the delivery of quality service to our clients in the process, and reserve the right to immediate termination when deemed necessary.

## **ABSENTEEISM AND TARDINESS**

EPIC expects employees to be at work on time and to work a full shift as applicable. An employee who will be absent from work for any reason must call his/her supervisor within one hour of the start time of the shift. Repeated absenteeism and/or tardiness may lead to corrective action up to and including termination.

## **SEXUAL HARASSMENT**

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964. EPIC will not tolerate any person (including managers, supervisors, employees, customers or vendors) sexually harassing an employee. Sexual harassment includes, but is not limited to, sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment;
2. Reaction to such conduct by an individual is used as the basis for employment decisions affecting such individual; or

3. Such conduct has the purpose or effect of interfering with an individual's work performance or creating and intimidating, hostile, or offensive working environment.

All employees must comply with this policy and take appropriate measures to ensure that such conduct does not occur. Violations of this policy may result in corrective action up to and including termination. Persons who believe they or any other person(s) have been the subject of sexual harassment must report the matter to their supervisor, who must take immediate action to address the issue. In the case of supervisory harassment employees must report the situation to their supervisor's manager, who must take immediate action to address the issue.

There will be no action taken against anyone who complains of sexual harassment unless such accusation is shown to be intentionally false. Retaliation for complaints of harassment is strictly forbidden.

## **DRUG-FREE WORKPLACE**

EPIC is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any employee uses illegal drugs or alcohol on the job, comes to work with these substances present in his/her body, or possesses, distributes or sells drugs in the workplace. Following are critical elements of our commitment to a drug-free workplace:

1. It is a violation of our policy for any employee to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the use of illegal drugs or alcohol on the job.
2. It is a violation of our policy for anyone to report to work under the influence of illegal drugs or alcohol – that is, with illegal drugs or alcohol in his/her body.
3. It is a violation of our policy for anyone to use prescription drugs illegally. (It is not a violation of our policy for an employee to use legally prescribed medications, but the employee should notify his/her supervisor if the prescribed medication will affect the employee's ability to perform his/her job).

Violations of this policy are subject to corrective action, up to and including termination.

Any employee who is suspected of reporting to work under the influence of alcohol or drugs, other than those legally prescribed by a personal physician which do not inhibit job performance, will be confronted by their immediate supervisor. The employee may be asked to submit to a test to confirm or rule out drug or alcohol use. Any employee who reports to work under the influence of alcohol or drugs, who refuses to submit to testing as requested by his or her supervisor, or who has been tested positive, in a random test or a test for cause may be terminated. Under no circumstances will an impaired individual be allowed to continue working. Assistance may be provided to ensure that the employee arrives home safely.

## **AMERICANS WITH DISABILITIES ACT**

EPIC will comply with Title I of the Americans with Disabilities Act of 1990 in all matters of employment. An individual with a disability is a person who:

1. Has physical or mental impairment that substantially limits one or more major life activities;
2. Has a record of such an impairment; or
3. 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:

1. Making existing facilities used by employees readily accessible to and usable by persons with disabilities.
2. Job restructuring, modifying work schedules, reassignment to a vacant position.
3. 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 an 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 items such as glasses or hearing aids.

## **SMOKING**

EPIC maintains a non-smoking work environment. Employees who smoke must limit their smoking to outside areas as designated by the facility/location where they are working. Under no circumstances should smoking increase the frequency or duration of standard breaks and lunch periods.

## **DRESS/APPEARANCE**

In order to favorably impress our clients, member of the public and industry representatives, it is important for all employees to present a business-like appearance. Specific guidelines may apply at each location, and based on dress standards of the client. Following are general guidelines:

1. Clothing must not constitute a safety hazard.

2. All employees should practice commonsense rules of neatness, good taste and comfort. Provocative clothing is prohibited
3. Tank tops, tee shirts, thong sandals and similar apparel are not permitted.
4. Jewelry associated with body piercing should be modest and not create a distraction.

If you are not certain of a specific issue of appearance not specifically addressed in this policy, please consult your supervisor. The specific nature of an individual's position and degree of public interface will be taken into consideration in determining appropriate guidelines for dress/appearance.

## **PERSONNEL FILES/RELEASE OF INFORMATION**

EPIC maintains accurate employment information, and treats employee information as confidential. It is important that information be kept up-to-date for legal and practical reasons. Employees are expected to notify their immediate supervisor of changes in:

- Home address
- Telephone number
- Electronic mail address (if used for business purposes)
- Emergency contact
- Marital status
- Number of dependents
- Military status

You may review your employee information by contacting your supervisor and arranging to do so. Employees will not be given access to pre-employment reference information, as that information is confidential. Except for records and information that we are legally required to provide to government agencies, no employee information will be released without a signed authorization from the employee. Requests for employee information must be in writing.

## **TERMINATION OF EMPLOYMENT**

Regular employees who resign their positions are asked to give a minimum of two weeks notice to minimize disruption of service to our clients. Individuals holding managerial positions, i.e., directors and above, are expected to give one month's notice. Physicians and physician extenders will be required to give notice according to the terms of their employment agreements. Employees will be asked to return all company property at the time of termination.

Employment is for no specific time, regardless of length of service. Just as you are free to leave for any reason, we reserve the right to end our working relationship with you at any time, with or without notice, for any reason not prohibited by law.



## COMPENSATION

### EXEMPT CLASSIFICATION

Based on the nature of the work performed, a position is exempt or non-exempt, consistent with the fair Labor Standards Act and applicable state laws.

**Exempt** employees hold executive, administrative or professional positions, as defined by the Fair Labor Standards Act. Exempt employees are paid a salary, and are not eligible for overtime pay.

**Non-exempt** employees are paid on an hourly basis, and are eligible for overtime pay.

Please see your supervisor if you have questions about the classification for your position.

### OVERTIME

Non-exempt employees will be paid overtime at the rate of one-and-one-half time their hourly rate for hours worked in excess of forty (40) in one week. For the purpose of overtime calculation, the workweek begins each Sunday at 12:00 a.m. and ends each Saturday at 11:59 p.m. The workweek will not be changed to avoid overtime payment. Time actually worked will count toward overtime. Paid leave time, such as vacation will not be counted toward overtime.

If you are a non-exempt employee, your immediate supervisor must determine when overtime is necessary. Whenever, possible, overtime will be planned in advance in consideration of employees and our clients. Non-exempt employees must receive authorization from their immediate supervisor **prior** to working any overtime hours. To ignore this requirement may be cause for corrective action.

### PAYMENT OF WAGES

EPIC employees will be paid on the fifth of the month for hours worked the previous month. Employees are required to sign-up for direct deposit if possible. It is the employee's responsibility to fax, or turn in hours worked to the EPIC Administrative Office by the appointed date for payroll to be dispersed. Time sheets are available through the EPIC Administrative Office.

### PAYROLL DEDUCTIONS

Your earnings and payroll deductions are shown on a voucher with your paycheck. Deductions required or requested are as follow:

**Required Deductions**

Federal Income Tax  
State Income Tax  
Social Security Tax  
Medicare Tax  
Garnishments/Wage Adjustments

**Optional Deductions**

Medical Insurance  
401K Savings Plan  
Charitable Contributions  
Other Approved Deductions

Please direct questions about your paycheck to your immediate supervisor.

**WAGE GARNISHMENTS**

Garnishment of wages results when an unpaid creditor has taken the matter to court. A garnishment is legal permission for creditors to collect part of an employee's pay directly from their employer. Although the company does not want to become involved in an employee's private matters, we are compelled by law to administer court orders.

When a garnishment is received, a supervisor will contact the employee to explain the details of garnishment and how it affects wages. The possibility of resolving the situation may be discussed. However, the company is legally required to implement the garnishment upon receipt. Employees are encouraged to resolve their personal financial matters privately to avoid the company's involvement in a mutually unpleasant situation.

**PAY INCREASES**

An increase in pay may be warranted based on individual performance (merit increase), or a change in job classification to a higher pay range (promotional increase). Merit increases will be based on a favorable performance appraisal conducted at periodic intervals. Promotional increases are effective when a change in job classification associated with a higher pay range takes place.

**FINAL PAYCHECKS**

**Voluntary Termination** – Employees who terminate their employment voluntarily will be paid their final paychecks on their normal payroll date. If an employee has been with the company six months at the time of termination, any accrued but unused vacation will be included in the final paycheck.

**Involuntary Termination** – Employees terminated involuntarily by EPIC will be paid in accordance with all applicable laws, generally within one normal business day. If the employee has been employed with EPIC for at least six months, all remaining accrued and unused vacation hours will be paid in the final paycheck.

## **BENEFITS**

### **GUIDELINES FOR BENEFITS ELIGIBILITY**

**Full time administrative employees** – Employees who are regularly scheduled to work 30 or more hours per week are considered full time for the purpose of benefits eligibility.

**Part time administrative employees** – Employees who are regularly scheduled to work less than 30 hours per week are considered part time for the purpose of benefits eligibility. Part time employees are eligible for some benefits, as outlined in this section.

**Temporary employees** – Temporary employees are hired to work for a fixed duration of time, usually less than six months. Temporary employees are not eligible for benefits.

**Medical professional employees** – Medical professional employees (physicians and physician extenders) are eligible for some benefits as outlined in their individual employment agreement.

This section of the employee handbook is intended to provide a broad overview of employee benefits. Detailed information on benefits can be obtained through EPIC's Administrative Office.

### **VACATION**

Regular full time administrative employees are eligible for paid vacation following 90 days of employment with EPIC. Vacation is accrued according to the following schedule:

- One (1) to four (4) years of employment – 80 hours per year (6.67 hours accrued per month)
- Five (5) or more years of employment – 120 hours per year (10 hours accrued per month beginning the first month of the fifth year of employment)
- Ten to fourteen years of employment – 160 hours per year (13.33 hours accrued per month beginning the first month of the 10<sup>th</sup> year of employment)
- Fifteen or more years of employment – 200 hours per year (16.66 hours accrued per month beginning the first month of the 15<sup>th</sup> year of employment)

Administrative employees working 30 or more hours per week will receive prorated vacation time based on hours paid each month.

Vacation time accrues per calendar year and must be earned before it is used. 40 hours may be carried over to the following year. Vacation time must be scheduled in advance with the employee's immediate supervisor. Every effort will be made to accommodate requests for vacation time. However, requests may be denied if dates conflict with others' scheduled vacations and the needs of the company.

## **PAID HOLIDAYS**

Regular full time administrative employees are eligible for the following paid holidays:

- New Year's Eve ½ Day
- New Year's Day
- Presidents Day
- Memorial Day
- Independence Day
- Pioneer Day
- Labor Day
- Thanksgiving
- Christmas Eve ½ Day
- Christmas Day
- Two Floating Holidays to be used at the employee's discretion

If a holiday falls on a Saturday, it will be observed the preceding Friday. If the holiday occurs on a Sunday, the following Monday will be observed as the holiday.

Non-exempt employees who are required to work on one of the above holidays will receive time and one-half for the hours worked. Employees who are on unpaid leave when a holiday occurs are not eligible for holiday pay.

Physician extenders will receive time and one-half for hours worked on a holiday, with the exception of Christmas Eve and New Year's Eve. On those days physician extenders will receive time and one-half for hours worked after 5 p.m. Physician extenders are not eligible for Floating Holidays.

Medical professional employees are not eligible for paid holidays.

## **SICK LEAVE**

Five days of paid sick leave is provided for regular full time administrative employees each calendar year. This benefit is designed to provide income protection if an employee is unable to attend work due to an illness, or for the care of an employee's spouse or child, who lives in the employee's residence. Employee is eligible for paid sick leave following 90 days of employment. Sick leave does not carry over from year to year.

Medical professional employees are not eligible for paid sick leave.

## **MEDICAL AND DENTAL INSURANCE**

Regular full-time administrative and physician extender employees working 30 or more hours per week are eligible for medical and dental insurance coverage. Coverage for medical and dental insurance is effective on the first day of the month following date of hire. Employees' single health insurance premium is paid for by EPIC. Those employees who require two-party or family coverage are responsible for dependent premiums.

Full-time physician employees are eligible for family health insurance as well as family dental insurance. Once a full time physician employee becomes eligible for partnership;

\* They may apply for Altius High Deductible plan along with the (HSA) health savings account. They will no longer be eligible for the staff plan. Health insurance premiums and HSA contributions as well as dental premiums are the personal responsibility of the insured.

*\*(A full time emergency physician becomes eligible for partnership after working a minimum of 2 years and a minimum of 3,264 hours and being voted in by his/her group or as otherwise approved by a majority vote of the EPIC Board).*

The company reserves the right to change plan types and carriers at any time, and will make every effort to inform employees of coverage changes as they occur. Employees can receive current detailed health and dental plan information by contacting the EPIC Administrative Office.

## **401(K) PLAN**

EPIC sponsors a 401(K) pension plan through MedAmerica, designed to assist employees in developing a retirement strategy. EPIC employees who work more than 750 hours per year may defer up to 20% of their gross income into the EPIC Profit Sharing 401(k) Retirement Plan. *For non-physician employees who work 1,000 hours and are still employed by EPIC on December 31<sup>st</sup>, EPIC will match \$1.97 per \$1.00 (up to 6% of contributions) on their contribution.*

Detailed information is contained within the summary plan document, which can be obtained through the EPIC Administrative Office. Physicians may also participate in the Defined Benefit Plan, which is also sponsored by EPIC through MedAmerica. Again, detailed information can be obtained through the EPIC Administrative Office.

## **WORKERS' COMPENSATION**

Workers' Compensation insurance is a program designed to protect the financial stability of employees who are injured while working. The costs of this benefit are paid by EPIC.

All injuries that occur on the job must be reported to your supervisor immediately. The supervisor will ensure that all legally required paperwork will be completed in a timely fashion. Employees who are absent more than five days will be required to provide documentation from their physician that they are physically able to return to work.

An employee injured on the job will be paid through the end of the workday in which the injury took place. An injured employee who is hospitalized on the day of injury receives no further wages, but may receive benefits through Workers' Compensation.

EPIC and its insurance carrier will not be responsible for the payment of Workers' Compensation benefits for any injury which arises out of an employee's voluntary participation in any off-duty recreational, social or athletic activity which is not part of the employee's work-related duties.

## **UNEMPLOYMENT INSURANCE**

Employees may be covered under state unemployment insurance laws. The company pays the costs of these benefits. Unemployment insurance provides financial protection for employees who are out of work through no fault or their own. Claims for unemployment should be filed as soon as possible after the last workday with the Utah State Department of Workforce Services, or applicable office in the state where the employee lives and works.

## **LEAVES OF ABSENCE**

A leave of absence is an extended period of time absent from work without loss of employment. Leaves of absence may be paid or unpaid, depending on the type of leave. If the leave of absence is unpaid and the employee desires to receive the benefits package, they employee must pay the premiums (employee and employer's share) during the leave of absence.

The supervisor and the CEO must approve personal leaves of absence in advance. Requests for leaves of absence must be made in writing and contain documentation as to the reason for the leave request. Leaves of absence may be granted for up to ninety days, at the discretion of the supervisor and the CEO.

Upon return from a leave of absence, EPIC will attempt to place the employee in the same or comparable position in the company. The company, reserves the right, however, to place the returning employee in a position it deems appropriate due to fluctuating business needs.

## **MEDICAL LEAVE OF ABSENCE--FAMILY AND MEDICAL LEAVE ACT**

All full-time employees, after one year of employment and part-time employees who have worked at least 1250 hours over the past 12 months are eligible to receive 12 weeks of unpaid leave for the following reasons:

- ◆ For the birth and care of the newborn child of the employee
- ◆ For placement with the employee of a son or daughter for adoption or foster care;
- ◆ To care or an immediate family member (spouse, child, or parent) with a serious health condition: or
- ◆ To take medical leave when the employee is unable to work because of a serious health condition.

EPIC will maintain group health insurance for an employee while on FMLA leave. The employee will be responsible for paying the health insurance premium while on leave.

Upon returning to work, the employee will be reinstated to the same or comparable position. A physician's written recommendation for a medical leave of absence is required for leave approval, and a physician's release to return to work is also required. Employees may use accrued vacation and sick leave during a medical leave of absence.

## **MILITARY LEAVE OF ABSENCE**

Employees who require time off to fulfill military duties are required to notify their supervisor or the CEO and provide a copy of their orders as soon as possible. An eligible employee who provides advance written notice or oral notice of reserve training or military service will be granted an unpaid military leave of absence.

During military leave, insurance benefit coverage will be the same as for any other employee on an unpaid leave of absence. Medical coverage may be continued based on the provisions of the Uniformed Service Employment Rights Act of 1994 (USERA). Employees may opt to use vacation time during military leave.

Employees returning from military leave will be entitled to the same or a comparable position within the company.

## **JURY DUTY**

Employees who are required to serve jury duty should notify their supervisors or the CEO immediately. During the period of service on the jury, the employee will receive only the stipend paid by the court for the service on the jury. After serving on a jury for five days,

an employee may use vacation or be granted time off without pay (the employee would still be receiving the daily stipend from the government).

## **BEREAVEMENT LEAVE**

Regular full time employees are eligible to take up to three days of leave with pay in the event of a death in their immediate family. Additional time may be taken for bereavement, and may be charged against their sick leave balance. Any additional time for bereavement must be requested in writing and approved by the CEO or Board of Directors. Medical professional employees are not eligible for paid bereavement leave. Immediate family is defined as spouse, child, mother, father, sister, brother, grandparent, or mother/father in law. In the event of the death of an aunt/uncle, sister/brother-in-law, one day of bereavement leave may be granted.