

**PERSONNEL POLICY  
AND EMPLOYEE HANDBOOK**

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**PERSONNEL POLICY  
AND EMPLOYEE HANDBOOK**

**SAMPLE FILES  
EXAMPLE OF POLICY STATEMENTS**

## INITIAL DAYS OF EMPLOYMENT & PROBATIONARY PERIOD

The practice recognizes two separate conditions:

**1.** The **first 90 days of employment** will be considered an introductory time. This is an opportunity for both employee and employer to determine suitability and to provide a chance for adjustment.

During the first 90 days of employment, management will evaluate your conduct, ability, and performance to determine whether or not your continued employment is going to benefit both you and CFP. Not every individual fits easily into this type of work setting, and yet might work perfectly well in some other type of job. An employee having difficulty in any aspect of his/her work is expected to ask for help.

**EXCEPT AS PROVIDED FOR IN A SEPARATE CONTRACTUAL AGREEMENT, BOTH [PRACTICE NAME] AND EMPLOYEES MAINTAIN AN EMPLOYMENT AT WILL ARRANGEMENT DURING THE ENTIRE PERIOD OF EMPLOYMENT, INCLUDING THE FIRST 90 DAYS. EITHER PARTY MAY TERMINATE EMPLOYMENT AT ANY TIME WITH OR WITHOUT CAUSE. THE COMPLETION OF THE FIRST 90 DAYS OF EMPLOYMENT IN NO MANNER ALTERS THE EMPLOYMENT AT WILL ARRANGEMENT.**

**To avoid any misunderstanding, new hires need to keep in mind that they unlikely have any history with the practice. Accordingly, new hires must be cognizant about attendance practices. We expect good attendance from all of our employees. Employees unable or unwilling to demonstrate the level of commitment required invite prompt disciplinary action up to and including termination.**

New employees in his/her first 90 days of employment are not immediately eligible for all benefits (See Benefits Schedule).

**2.** The second type of condition is **probation** for inadequate performance or improper behavior at any time after the initial days of employment. Employees may be placed on probation for a designated period to correct recognized short-comings that an employee is able and willing to correct.

## LEAVE OF ABSENCE

(Long-term)

Leaves of Absence for full-time employees who are in good standing (as determined at the sole discretion of management) and have completed six months of continuous employment will be considered by CFP for absences greater than ten days. Shorter absences will be handled according to the guidelines for vacation and sick leave.

All requests for leave of absence must:

- be presented in writing to management;
- have the final approval of management;
- not exceed 30 work days (six weeks);
- not seriously affect daily operations;
- not have an unacceptable impact on the quality of patient care.

**Medical and Maternity Leave** will begin and end on the basis of a physician's written statement regarding the employee's ability to work. A written physician's statement may be periodically required (as requested) for the duration of both medical and maternity leave. Before the employee can return to work a fitness for duty certificate from an attending physician may be required stating that the employee is fit for duty and releasing the employee to resume work.

In your Notice Of Intention, please include the following:

1. Departure date
2. Return date if any)
3. What eligible paid time off is available to use? (i.e., sick and/or vacation days)

**Military Leave** is granted at any time after employment and will be handled according to USERRA guidelines. At the employee's option, this time off may be combined with paid vacation time.

**Personal Leave** will be considered on an individual basis for compelling personal reasons. Approval is solely at the discretion of management and based on department work requirements, performance history, attendance and other factors.

**Administrative Leave** will be considered at management's discretion for leaves of absence without pay for unusual circumstances which are in the best interest of the employee and the practice.

Employees are not to engage in seeking employment or gainful employment during a leave.

**Employees *must* use any available paid time off while on leave of absence.** The only exception to this rule is that accrued sick leave can be substituted only for absences due to bonafide illness of the employee, spouse, dependent(s), or parent(s). **When all available paid**

## SUBSTANCE ABUSE POLICY

**I. Scope.** We are committed to providing a safe working environment for all of our employees, as well as operating in a safe, responsible and efficient manner for the benefit of our patients, our community and the public. We are also committed to complying with all applicable laws.

Recognizing that prohibited drug use and alcohol misuse and abuse (collectively referred to as "substance abuse") presents a major problem and threat to safety throughout society, and particularly in the workplace, we have developed this policy to deter substance abuse and promote a drug and alcohol free workplace. Substance abuse by employees not only threatens the health and safety of themselves, co-workers, our patients and others, but also results in increased costs through lost productivity, absenteeism, tardiness, excessive health care costs, accidents on the job, and lower morale of other employees who must work with or do the work of the substance abusers.

**II. Policy.** As a condition of employment, no employee shall manufacture, sell, distribute, dispense, possess or use a **prohibited drug** or report to work or be under the influence of a prohibited drug while at work, while on our premises, while operating our vehicles or equipment, while operating personal vehicles on Practice business or in the scope of employment, or off the job so as to affect the employee's job performance, integrity on the job, or reputation of the practice.

As a condition of employment, no employee shall report to work under the influence of **alcohol** or use or be under the influence of alcohol while at work, while on our premises, while operating our vehicles, equipment or machinery, or while operating personal vehicles on Practice business or in the scope of employment, or off the job so as to adversely affect the employee's job performance, integrity on the job, or reputation of the practice.

Abuse of **prescription drugs** (i.e., taking drugs without a prescription, taking an amount greater than prescribed, or more frequently than prescribed, or otherwise in violation of the prescription) is a violation of this policy. Intentional **falsification of a prescription** to obtain drugs is a terminable offense. Drugs prescribed by the employee's physician may be taken during work hours provided the employee can safely perform their job. The employee should notify management if the use of properly prescribed prescription drugs might impair the employee's performance. Abuse of **other substances** (i.e., glue, paint, aerosols, etc.) is also a violation of this policy.

An amount of a prohibited drug or alcohol in an individual's body equal to or higher than the cutoff levels as detected by a drug or alcohol test will be considered prohibited use and under the influence by the individual in violation of this policy. All employees must abide by this policy as a condition of hire and continued employment. **Violation of any provision of this policy will result in disciplinary action up to and including termination, even for a first offense, at our discretion.** An employee who refuses to submit to a drug or alcohol test will be