



EMPLOYEE HANDBOOK/CODE OF CONDUCT

TABLE OF CONTENTS

1 Introduction

Table of Contents

- 1.1 Welcome to LADD
- 1.2 Mission, Vision and Values
- 1.3 Overview & History of LADD
- 1.4 Company Goals. Quality Improvement
- 1.5 Company Goals. Strategic Plan
- 1.6 Corporate Structure and Chain of Communication
- 1.7 General Rules

2 Culture

- 2.1 Creating a Culture of Gentleness
- 2.2 Crisis Management and Proactive Intervention
- 2.3 Cultural Competency & Diversity
- 2.4 Dress as a Role Model
- 2.5 Employee Communication
- 2.6 Independence and Privacy
- 2.7 Language
- 2.8 Professional Boundaries
- 2.9 Menu Planning and Food Purchasing
- 2.10 Recreation - Integration and Access to Community
- 2.11 Role of Leadership

3 Compliance & Ethics

- 3.1 Compliance and Ethics Program
- 3.2 Corporate Responsibility
- 3.3 Duty to Warn
- 3.4 HIPAA and Confidentiality
- 3.5 Open Door Communication
- 3.6 Response to Subpoenas, Police and Media
- 3.7 Standards of Conduct
- 3.8 Whistleblowers
- 3.9 Bullard Plawewski Act

4 Attendance, Time Off & FMLA

- 4.1 Attendance
- 4.2 Death in the Family- Funeral Leave
- 4.3 Family and Medical Leave of Absence
- 4.4 Federal Pregnant Workers Fairness Act 2023
- 4.5 Flex Time
- 4.6 Holidays
- 4.7 Jury Duty

- 4.8 Medical Restrictions
- 4.9 Military Leave Entitlement
- 4.10 Scheduled Hours
- 4.11 Staffing Policy
- 4.12 Staffing Requirements

5 Benefits & Insurance

- 5.1 Affordable Care Act
- 5.2 Cobra
- 5.3 Health Insurance
- 5.4 Tax Sheltered Annuities

6 Pay

- 6.1 Birthday Pay
- 6.2 Electronic Pay System
- 6.3 Final Pay. W2. Return of Property
- 6.4 Payroll Deductions
- 6.5 Standards of Timekeeping
- 6.6 Wages

7 Quality

- 7.1 Documentation & Correcting Errors
- 7.2 Emergency Guidebook. LADD Emergency Procedures
- 7.3 Person Centered Planning
- 7.4 Quality Improvement & Suggestions
- 7.5 Right to Know

8 Rights of People

- 8.1 Abuse and Mistreatment
- 8.2 Recipient Rights Reporting
- 8.3 Rights of the People Receiving Support Services

9 Training

- 9.1 Employee Training Meeting & Inservice
- 9.2 Employee In Person Training
- 9.3 Employee Online Training

10 Employee Job Description & Evaluation

- 10.1 Employee Evaluation - Performance Reviews
- 10.2 PCT Job Description

11 Workers Compensation, Accident, Injury

- 11.1 Accident & Injury
- 11.2 Workers Compensation

12 Workplace Professionalism & Company Representation

- 12.1 Cell Phone & Texting Policy
- 12.2 Drug Policy
- 12.3 Management Rights
- 12.4 Qualifications
- 12.5 Resignation
- 12.6 Social Media Policy
- 12.7 Tobacco Use
- 12.8 Transportation. Driver's License
- 12.9 Volunteers

13 Must Know Information – Human Resources

- 13.1 Americans with Disabilities Act
- 13.2 Criminal Convictions and Criminal Charges
- 13.3 Definitions of Employment Status
- 13.4 Employee Health Requirements
- 13.5 Employee Referral Bonus
- 13.6 Equal Employment Opportunity
- 13.7 Human Resources Development
- 13.8 Immigration Reform and Control Act of 1986
- 13.9 Job Posting
- 13.10 New Hire Act
- 13.11 Outside Employment
- 13.12 Personnel File
- 13.13 Pre Employment Video Release
- 13.14 Promotions
- 13.15 Reduction in the Workforce
- 13.16 Recruiting, Application and Hiring Policy
- 13.17 Social Security Privacy
- 13.18 Transfers

14 General Information

- 14.1 Employee Responsibility of Funds
- 14.2 Entry Code House Keys and Identification Cards
- 14.3 General Maintenance
- 14.4 Inspection of Containers and Packages
- 14.5 Responsibility for Personal Items
- 14.6 Review of Licensing Rules

15 Closing

- Closing – Final Statement