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ANIMAL HOSPITAL

## **Employee Handbook**

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## Introduction

### **Welcome**

Welcome to the County Seat Animal Hospital. We're glad that you're one of us. You have been carefully chosen because of your skills and abilities. We want you to enjoy working here and being a part of the hospital team.

This hospital is committed to a high standard of excellence, and we are looking to you to help achieve and maintain that standard. We are a Christ centered business.

This handbook is not a contract or promise of employment for any specific length of time. The employee is an at-will employee and nothing in the employee handbook alters the at-will nature of the employment relationship.

Management reserves discretion to interpret and apply the guidelines or procedures.

The employer may terminate or modify its guidelines, procedures, or benefits at any time.

The handbook supersedes all previously issued guidelines or procedures.

Should you have any questions as to the interpretation of any information in this handbook or any other employment matters, please contact the office manager.

We are pleased that you have chosen to work with us. We hope that you will enjoy contributing to the advancement of this practice and at the same time achieve personal development.

Sincerely,  
Dr. Bren Pattberg

### **History**

County Seat Animal Hospital opened its doors in 1994. Dr. Brent Pattberg is the owner and primary veterinarian at this facility. He opened County Seat after several years of working in Memphis and Little Rock as a small animal practitioner. He received his B.S. in Biochemistry and Doctorate of Veterinary Medicine from Mississippi State University in 1989. Dr. Pattberg completed his externship at the Animal Medical Center in New York City.

We pride ourselves in our caring attitude towards our clients and patients.

### **Statement of Philosophy**

The philosophy of County Seat Animal Hospital is to provide the best possible care to our clients and patients. With that as our primary goal, clients will want to return to our practice. Our patients and their owners will receive the very best in quality care and service. Our desire is to show the love of Christ to everyone.

## Acknowledgment of Receipt

I have received a copy of the County Seat Animal Hospital employee handbook. I understand that I am to become familiar with its contents, as it outlines my responsibilities, benefits, and the practice's guidelines for its employees.

I also understand that I am an at-will employee, which means that either the employee or the practice can terminate the employment relationship at any time, without cause or notice. Nothing in the handbook, or any other practice document, alters the at-will nature of the employment relationship.

**The handbook does not create a contract for employment, either express or implied,** and it is not a guarantee of employment for any specific length of time. Only the owner of the practice is authorized to enter into employment contracts on the practice's behalf, and all employment contracts must be in writing and signed by the parties.

Management has sole discretion to interpret and apply the practice's guidelines and procedures. The practice may terminate, rescind, suspend, or change any of its guidelines, procedures, or benefits at any time and without prior notice.

The current version of the handbook supersedes all previous versions and all previously issued policies, guidelines, or procedures, both written and unwritten.

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Employee Signature

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Date



## Employment Practices

### **Equal Opportunity Employment**

It is the policy of this hospital that all qualified applicants for employment be recruited, hired, and assigned without discrimination because of race, creed, color, sex, age, disability, national origin, marriage between coworkers, or veteran status. The employment practices and policies of this hospital have been and will continue to be such as to ensure that no distinctions are made in compensation, opportunities for advancement, or other employment conditions because of an employee's race, creed, color, sex, age, disability, national origin, marriage to a coworker, or veteran status.

### **Immigration Laws**

This hospital will employ only United States citizens and aliens who are authorized to work in the United States. These individuals must comply with the Immigration Reform and Control Act of 1986. This hospital will require that each new employee sign and date the first section of the Immigration and Naturalization Service Form I9; and if a previous I9 is more than three years old, it will become null and void.

### **Sexual Harassment**

The practice strictly prohibits sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature if:

- Submission to such conduct is explicitly or implicitly made a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
- Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Any harassment that is directed at a person because of that person's gender is also sexual harassment, regardless of whether it is sexual in nature.

Conduct of this nature is prohibited by the practice, whether the person engaging in such conduct is a manager, supervisor, coworker, or third party (such as suppliers, customers, and service personnel).

If an employee thinks he or she has been subjected to sexual harassment, or is aware of sexual harassment in the workplace, it should immediately be brought to the attention of the owner or manager. If the complaint is directed against the owner, then bring it to the attention of the manager of the practice. All complaints will be investigated and the appropriate parties will be notified of the results. Investigations will be conducted as confidentially as practicable. Any employee found to have engaged in sexual harassment will be subject to disciplinary action, up to and including termination.

The company will not retaliate against employees for making sexual harassment complaints or bringing possible sexual harassment to the practice's attention.

## **Employee Status**

### **Employment Relationship**

All employment relationships with us are considered “atwill” arrangements and either party is free to terminate the relationship any time for whatever reason. No member of the County Seat Animal Hospital may vary that arrangement except the office manager or owner.

### **FullTime Employee**

A fulltime employee is a person who is scheduled to work on the average of **40** hours per week or more during the calendar year.

### **PartTime Employee**

A parttime employee is a person who is scheduled to work less than **40** hours per week.

### **Temporary Employee**

A temporary employee is a person who is employed for a specific period (such as summer) for a specific purpose (such as to replace a regular employee who is temporarily absent).

### **Exempt Employees**

Employees who qualify as exempt are those who hold the following positions: executive, professional, administrative, or outside sales persons. These employees are exempt from overtime, time card, and wage provisions as stated in the Fair Labor Standards Act (Wage Hour Law).

Employee Hours

## **Work Schedules**

The schedules for all employees will be arranged by the office manager. County Seat Animal Hospital will require employees to work on a basis of need. All requests for scheduling will be considered. In most cases, not all employees will receive the desired schedule of their choice 100% of the time.

All employees are hired on the basis of part time employment. Full time employment will only be granted on the basis of need. Any full time employee can be made into a part time employee at any time based solely upon the discretion of the owner.

## **Work Breaks**

County Seat Animal Hospital will follow all federal regulations regarding breaks for all employees. The state of Mississippi does not have specific labor laws regarding breaks outside of those set by the federal government.

Therefore, all employees who work a minimum eight hour shift is entitled to a thirty minute lunch break and two breaks (fifteen minutes each). This totals one hour of break time per eight hour shift worked.

Employees are encouraged to take their breaks as an “hour lunch” during the noon hour. Exceptions will be made for snack and/or beverage breaks during mid morning and mid afternoon.

The thirty minute lunch break may be taken off site. Each fifteen minute break must be taken on site in case the employee is needed for assistance by the doctor.

Any employee working less than eight hours is only entitled to two breaks (fifteen minutes each) totaling thirty minutes. These employees are encouraged to take their break during the noon hour with all other employees.

## **Attendance/Lateness/Absence**

### ***Attendance***

In order to run our hospital with a smooth daytoday schedule, the promptness of each employee is of utmost importance. Your job is crucial to the excellent care we want to offer to our patients. Being late and numerous unexcused absences affect our hospital operations as well as the jobs of other staff members.

It is extremely important to follow these steps if you are going to be late or absent:

- A. Phone or text your office manager at home or at the hospital.
- B. Give some indication of when you will be able to work.
- C. If you can't reach your office manager then contact the doctor on duty.

We understand that there will be incidents beyond your control; however, excessive or chronic violations will call for disciplinary action that may include termination.

### ***Lateness***

All employees are expected to arrive to work on time. Arriving late, leaving early, extended breaks, and extended lunch periods are considered unprofessional and could result in disciplinary action and possible termination.

If you are going to be late, please call or text your office manager with your estimated time of arrival and reason for tardiness.

Employees will not be paid for time not worked.

\*Chronic tardiness will result in a scheduling evaluation by the office manager. The results of this evaluation could result in permanent change of scheduling/loss of work hours.

“If you cannot show up for work when you are scheduled, then you will be scheduled at a later time to make if more convenient for the manager and doctor.”

### ***Absence***

Each and every job in this hospital is important. In order to keep this hospital running smoothly, it is essential that every staff member carry a fair share of the load. When someone is absent, another employee will have to take on double work; therefore, your attendance is directly related to your reliability and will be important in your performance review.

If you are away from your job responsibility for any length of time, without authorization, it will be counted as an absence. We may require a doctor's statement if the absenteeism is excessive. The following is a list of approved reasons for being absent: illness, vacations, doctor's appointments, the birth or death of a family member, court appearances, or car trouble (NOT running out of gas). The definitions of all absences are as follows:

- Anticipated Absence: This refers to vacations, doctor's visits, and jury duty. Please clear all anticipated absences with your office manager so arrangements can be made to divide your job responsibilities with other employees.
- Unanticipated Absence: This refers to circumstances beyond your control such as illness, car trouble, or a death in the family.
- Excused Absence: This refers to an absence that has been excused by your office manager two working days before the absence or three working hours after the unanticipated absence. If for any reason your

office manager suspects the abuse of the policy, you will be considered for disciplinary actions. The most common actions will involve minimizing work hours or termination.

### **Facility Shutdown/Snow Days**

County Seat Animal Hospital may sometimes be closed for a variety of reasons.

If a reason is bad weather, then Dr. Pattberg or your office manager will contact you and let you know if you are expected to be at work or if the clinic is closed.

Any other reasons for the facility to be shut down will be addressed several days or weeks prior to closing. Non-exempt employees will not receive compensation for any time that they are not at work.

Wages and Salary

### **Pay Information**

Pay periods will run from Monday to Saturday . .

Pay days are on every Friday. We pay one week behind.

There may be certain amounts deducted from your paycheck concerning the benefits you have chosen. Please review your paycheck stub to make sure everything is accurate. For any discrepancy, contact the office manager immediately.

### **Advancement of Wages**

We have a strict policy of not advancing wages under any circumstances.

### **Pay Scales**

Performance, attendance records, work attitude, respect for your superiors and willingness and responsiveness to work will determine how the pay increments will be distributed. Our pay scales are determined by the staff member's position with County Seat Animal Hospital as well as economics and merit.

Policies

### **Introductory Period**

All employees hired at County Seat Animal Hospital are aware that they are on a "trial run" consisting of a two week period. During this time, the doctor and office manager will evaluate the willingness of the new hire and consider them for permanent employment. If the employee does not meet the expectations of the doctor or office manager in any way, the employee will be released of duty.

Once the two week trial is over, Dr. Pattberg will either release the employee or offer a part time position within the hospital.

All new employees must know that this trial period is an "at will" employment and the employee is allowed to terminate their own employment at any time. This is not a contract agreement for any type of work.

## **Social Media**

No photos, videos or mentioning of patients or clients on social media will be allowed without the express consent of the client. Dr. Pattberg is the only person allowed to post images, videos, comments or the like to any social media site. There is a no tolerance policy in effect for this topic.

## **Standards of Conduct**

We are all representatives of this hospital in the eyes of our families, friends, clients, and the public. This places an important responsibility on us. Both on and off the job, we all have countless opportunities to make friends and to win goodwill and respect for the hospital. On the other hand, thoughtless words and acts could blemish the good relations developed by the hospital through its service to clients and the community.

Because your conduct is so very important to your success and that of the hospital, you are expected to maintain the highest standards of personal and professional conduct. We would not try to tell you how to run your private life nor do we resort to a formal list of “Thou Shalt Nots” governing personal conduct on the job.

When management finds that an employee’s performance is not satisfactory or that the employee’s conduct is not acceptable or for any other reason deemed by the hospital to be insufficient, disciplinary action may be taken.

This may range from informal discussion with the employee to immediate discharge. The hospital will consider, in its opinion, the seriousness of the situation, the employee’s work history, and other relevant factors.

Listed below are some examples of conduct which may result in immediate dismissal:

- Falsification of medical or hospital records

- Acting carelessly or using misconduct which results in property damage, personal injury, or placing the status of this hospital in jeopardy

- The refusal or failure to follow instructions or your supervisor’s orders regarding work assignments

- The use or possession of drugs, other than those prescribed by a doctor; intoxicating beverages; or narcotics

- Indecent or immoral conduct on the hospital premises

- Abusing, fighting, or striking staff members

- Smoking on hospital grounds or in offices

- Assisting unauthorized persons to gain entrance to the hospital

- Tampering with locked cabinets, file cabinets, or boxes for which you are not authorized

- Violations of safety, health, and fire regulations that the fire department has established for the well-being of our clients and staff members

- Failure to report a theft or any property that has sustained damage

Any repeated violation of the following rules will result in possible suspension and/or immediate dismissal:

Excessive lateness or tardiness and the failure to notify your office manager  
Engaging in horseplay which causes a disturbance while on hospital time  
Leaving the hospital property and loitering without permission  
Disregarding hospital rules intentionally  
Soliciting, selling, or collecting money for any purpose without the prior approval of your supervisor

### **Employment of Minors**

County Seat Animal Hospital requires that all employees be at least sixteen years of age.  
All minors are allowed to work a maximum of 20 hours per work week.

### **Smoking**

Because the safety and health of our clients, pets, and employees is a priority, smoking is not allowed on the premises. This rule will be strictly enforced because flammable materials are stored in this hospital at all times.

### **Parking**

All employees are advised to park their vehicles behind the facility. If there are no spaces behind our facility, then employees are encouraged to seek on street parking or in front of a vacant business. It is never acceptable for any employee to park in front of another business without prior authorization from its owner. That is just professional courtesy.

### **Substance Abuse**

The purchase, transfer, use, or possession of non-prescribed or illegal drugs is prohibited at any time. Being under the influence of any alcohol or drug when on the job can pose critical risks to our patients and employee safety and health. Any employee who is taking a prescribed medication will be excluded from this ruling, provided that the medication does not impair judgment when dealing with patients and with job responsibilities. Any employee who is found violating this rule will be subject to immediate dismissal, disciplinary action, and a possible referral to law enforcement officers.

### **Reporting Accident/Injury**

Employees who have experienced or have witnessed an accident in which an injury has occurred involving an employee, visitor, or patient, regardless of the seriousness, are required to report the accident to the supervisor immediately. Any employee who has suffered a job-related injury or has been exposed to occupational health hazards is to report immediately to the hospital supervisor. The failure to report any accidents or injuries may result in the delay of processing insurance and benefits claims as well as a violation of legal requirements.

### **Safety/Emergency Procedures**

#### *Safety*

This hospital will, at all times, maintain a safe working environment. Unsafe conditions can lead to injuries, illnesses, lost wages, high medical expenses, and disability payments. Congress has passed laws that require all businesses to follow certain guidelines.

It is the employer's responsibility to enforce all safety rules. Please notify your supervisor of any unsafe conditions so the situation can be corrected.

### *Safety and Cleanliness of the Hospital*

Safety and cleanliness of the hospital, both inside and out, will be a priority for all employees. Safety programs can be found in your technical manual and job descriptions. If there are any questions, please ask your supervisor or employer.

Cleanliness is an ongoing quest. The field of veterinary medicine demands clean and, at times, aseptic conditions. Also, our clients demand a clean, well-kept facility. This job is to be undertaken by all employees on a continual basis. When time permits, closely observe your work area and clean and set it in order as necessary. If there is additional time, help other members of your team maintain cleanliness.

### *Safety Glasses*

This office will supply nonprescription safety glasses for employees. They are to be worn during laboratory and clinical procedures

### *First Aid Kit*

We provide a first aid kit for all employees. It is located in the lab. If you notice that certain supplies are low, please let someone know so the kit can be restocked and kept current.

### *Emergency Procedures*

Fires, earthquakes, and explosions are all serious emergencies which make it imperative that the proper emergency personnel are notified immediately. Emergency numbers can be found in the white pages of the phone book and 911 can be dialed.

All emergency numbers are posted on a sheet and will be kept in a visible spot in the front office and clinic area. These numbers are located in the lab.

The office manager should be notified as soon as possible in the event of any emergencies or accidents.

When emergencies occur on weekends or after working hours, the hospital owner should be contacted at home. If the hospital owner cannot be reached, contact the office manager or the associate veterinarian at home. In the event of a major emergency, every attempt should be made to contact the hospital owner, even if the owner is out of town.

It is our goal to provide a workplace that is completely safe for all employees as well as our clients and patients. Any employee who notices a hazardous or unsafe condition is to report this to the supervisor immediately. The following are some important steps to follow to avoid injury.

1. When the emergency occurs:
  - a. DO NOT RUN!
  - b. Stay calm.
  - c. Walk briskly if necessary.
2. When lifting:
  - a. Lift with legs.
  - b. Bend your knees.
  - c. Keep the back straight.

3. All equipment and materials should be stored safely. Keeping the hospital and offices neat and tidy will help to prevent accidents.
4. **DO NOT OPERATE DAMAGED OR DEFECTIVE MATERIAL.** Please report any defective equipment to the hospital administrator immediately. Any repair work will be done by authorized maintenance personnel.
5. All employees are required to wear footwear that is appropriate and safe. Walking barefoot is strictly prohibited.
6. All unsafe practices and conditions are to be reported immediately.
7. Please wear your safety glasses in all applicable situations.

In the event of fire:

1. **REMAIN CALM!**
2. Notify the fire department immediately. Dial 911.
3. Use the stairs
4. If you are trapped, keep all the doors closed and seal the cracks with wet towels if possible.
5. **DO NOT PANIC!** Do not jump from any window. If you can break a window and call for help, do so; but protect your face from flying glass.
6. Guide all clients out of the clinic in an orderly fashion
7. Walk to the flower shop
8. Never sacrifice human life for that of an animal

Be sure that

- You know where the fire extinguisher is located.
- You are qualified to operate the fire extinguisher.
- All fire extinguishers are in proper working order and checked often.
- All emergency phone numbers are posted close to the phones for easy access.

For any public safety question or concern, the police and fire departments should be contacted. In the event of an emergency, all clients and injured persons should be removed from the building. All pets should be put into carrying cases and put in employee-owned vehicles. If there is an earthquake, place yourself under a table, desk, or door jam until the earthquake subsides. Remove all animals if there is significant structural damage.

It is the responsibility of the hospital manager or senior receptionist to secure hospital money before leaving the facility.

Remember that the health and safety of our staff take precedence over our facility and animals.

### **Keys/Locks/Security**

A front door key will be given to each technician. Always lock the door if you enter or leave the hospital after hours.

The last person to leave the hospital at night is responsible for seeing that all doors are locked.

In the event of an emergency, the doctors may be in the hospital after hours. This hospital is not to be used except during the regular working day. Other than those regular working hours, employees are not to be on the premises.

### **Use of Hospital Facilities**

Any personal use of the hospital facilities must have prior approval from the hospital owner. The animal bathing and laundry facilities are not to be used by employees for personal use unless prior approval has been granted.

Any violation of this will result in harsh reprimand. County Seat Animal Hospital is monitored with a CCTV system that will detect any deviation from this rule.

### **Personal Phone Calls**

In order to keep our day to day operation running smoothly, we ask that you keep your personal phone calls to a minimum. Personal phone calls, if found to be excessive, will be result in a reprimand and possible minimization of work hours.

### **Cleanliness of Hospital/Care of Equipment**

When working with our supplies, equipment, and hospital materials, please use caution and care. Our equipment and supplies are expensive to purchase and sometimes difficult to replace.

We will insist on maintaining a neat, organized, efficient, and clean hospital at all times. As an employee of this hospital, please clean up after yourself and take the initiative to keep our facility in good working condition. Before leaving each day, clean up the area for which you are responsible.

### **Employee Grievances**

All of our policies and procedures will be enforced in a fair and consistent manner. The purpose of our hospital rules is to provide each employee with a safe, healthy, and productive environment in which to carry out the responsibilities as well as provide the best care available to our clients and their pets.

When an employee has been given repeated written or verbal warnings for irresponsibility, your office manager and Dr. Pattberg will meet and discuss the problem. We will do our best to correct the situation and provide a positive solution for all parties concerned.

All staff members are encouraged to appeal any unacceptable decisions with your office manager.

Feel free to discuss any problems or complaints with your immediate supervisor or hospital owner. We ask that the following steps be followed when filing a complaint regarding procedures or hospital policies:

- A. The complaint should be brought to your office manager unless it concerns your office manager. Please contact Dr. Pattberg to avoid creating an embarrassing situation.
- B. If you are not pleased with the outcome, please direct your grievance to Dr. Pattberg.

## **Dress Code/Uniform Allowance**

All employees are expected to adhere to the following protocol referring to appearance and hygiene.

### *Uniforms*

- Veterinarians: Workplace casual attire  
No open toed shoes  
White coat optional  
Logo apparel encouraged
- Manager: Workplace casual attire  
Logo apparel encouraged  
No open toed shoes
- Technicians: Scrubs (any brand/style appropriate)  
No open toed shoes  
Logo apparel encouraged

All employees must wear size appropriate clothing. Anything too constricting to the body or too big to stay in place is prohibited. Any deviation from this will result in the dismissal of the employee for the rest of the day without pay.

Newly hired technicians will receive one pair of scrubs at the cost of County Seat Animal Hospital. All other work attire is the sole responsibility of the employee.

### *Hygiene*

Hair: Should be worn in a neat and clean in a manner that does not interfere with patient care or client services.

Nails: Should be clean and length appropriate in a manner that does not interfere with patient care or client services. Nail polish is not prohibited, however clear polish only is encouraged.

Facial Hair: Should be worn in a neat and clean manner that does not interfere with patient care or client services.

Make-up: Should be applied tastefully whereas not to cause a distraction in any aspect of the hospital.

### *Jewelry*

All jewelry permitted should not interfere with patient care or client services. Employees are to wear jewelry at their own risk. County Seat Animal Hospital will not be responsible for damage to any jewelry during patient care or client services.

Visible piercings are only allowed in the ears. No facial piercing permitted. Any deviation from this protocol will result in the dismissal of the employee for the rest of the day without pay. The employee will be allowed back at work once the inappropriate piercings have been removed.

### *Tattoos*

Visible tattoos are not permitted. Appropriate coverings (sleeves, pants, turtlenecks, etc.) should be worn to cover any visible tattoos. Failure to comply will result in the employee being sent home for the remainder of the day without pay.

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**HALLOWEEN!** is the exception to this rule. Dress up and be creative. We do recommend that your costume not interfere with patient care or client services.

- Any employee who fails to comply with these guidelines will be reprimanded accordingly.
  - 1<sup>st</sup> offense – sent home for the remainder of the day without pay
  - 2<sup>nd</sup> offense – sent home for three working days without pay
  - 3<sup>rd</sup> offense – termination

It is the responsibility of the office manager to make sure that all employees comply with these guidelines. Any comments or concerns should be addressed to the manager.

### **Veterinary Services**

Employees with pets will be given a discount of 25% off the original price of products. Not all products at County Seat Animal Hospital are allowed to be discounted. If you have a question about a product for your animal, please consult the office manager or Dr. Pattberg.

Any bathing/grooming of your pet must be done by appointment only. We require an appointment for these services with our clients and we will expect the same from our employees.

### **Personnel Records**

All personnel files are the property of this hospital. This information is restricted to authorized personnel only. If you have a need to review your personnel file, please contact your supervisor.

### **Voting**

Voting in local, state, and federal elections is a right of each citizen. We encourage your participation in the voting process. It would be appreciated if you could vote at times during the day when you are not scheduled to work, e.g., early morning or after hours. If this is impossible, work with the office manager to stagger your work with fellow employees, giving yourself time to perform this important function.

### **Outside Employment**

Outside employment in another job may present interference with your job at our hospital. This hospital will not restrict this type of activity; however, we ask that you inform your supervisor if you have another job. If for any reason, your moonlighting job interferes with your job responsibilities at this hospital, your office manager may request that you discontinue the extra job. Conflict of interest may result in termination.

## **Confidentiality and Nondisclosure**

In the course of your employment with County Seat Animal Hospital, you may have access to confidential information relating to clients, patients, other hospital staff, and trade secrets. Knowledge of confidential information is a trust to be honored. Divulging of confidential information to an individual not involved with the situation is grounds for immediate termination.

All employees will be expected to exercise the greatest caution and concern in the protection of any information that is of a confidential nature. By signing and accepting this handbook, you have agreed to the above terms and conditions. Any deviation from above will result in termination.

Employee Benefits

## **Vacations**

County Seat Animal Hospital does not supply employees with paid vacation days.

## **Holidays**

County Seat Animal Hospital does not supply employees with paid holidays.

## **Sick Leave**

County Seat Animal Hospital does not supply hourly employees with paid sick leave. Payment for any days missed will be made at the time of absence by Dr. Pattberg.

## **Military Leave**

Fulltime employees should notify their supervisor immediately after notification of orders for active duty. A copy of the military notice or orders should be submitted to the hospital director. Upon return from such leave, the employee should be offered back the original position and/or one of similar type at a pay raise equal to the cost of living index since the employee left.

Fulltime employees who belong to the National Guard or reserves will be allowed to take time off from their duties to attend training seminars. When the employee has any choice as to the time of service, the employee should request a time that will be favorable to the needs of the practice.

## **Leave of Absence**

The hospital recognizes that an employee may need to be absent from work for medical reasons. The hospital will consider any reasonable request from a fulltime or parttime employee for a medical leave of absence without pay. Any request for a leave of absence must be approved in advance by your office manager.

The hospital may grant a medical leave of absence based upon the need for such leave as supported by a certificate from your physician. The length of a medical leave of absence shall be based, in part, upon the recommendation of your physician, but shall not exceed three months.

Since the business needs of the hospital continue during any period of leave, there can be no guarantee that your present position, nor any other position for which you are qualified, will be available at the end of your leave. If you fail to return to work at the end of your leave, or if no position for which you qualify is available at the end of your leave, all benefits and your employment will terminate.

## **Maternity Leave**

All fulltime employees may have the option of taking a maternity leave without pay. This leave will not be considered as an interruption of employment. A twomonth leave will be the maximum time allowed. If you experience any postpartum problems and you need more time to recuperate, please notify your supervisor as soon as possible. Any leave request beyond the normal two months will be up to your supervisor. Continued employment prior to maternity leave will be based on the employee's fulfillment of her regular duties, except for the following: heavy lifting, exposure to Xrays, exposure to all gas anesthetics, and exposure to dips.

Please note: It is the responsibility of the employee to notify the doctors and her supervisor of the pregnancy as soon as possible so that any exposure to the previous listed agents can be prevented.

All employees must work full time for one continuous year in order to qualify for maternity leave.

## **Funeral Leave**

In the event of a death in the immediate family, this hospital will give up to three days off with pay. The immediate family will include parents, brothers, sisters, spouse, and children.

This hospital will also give three days off with pay when there is a personal emergency that involves a family member or a close relative.

Please contact your office manager as soon as possible when using this type of leave.

## **Personal Days**

County Seat Animal Hospital does not supply hourly employees with paid personal days off.

## **Jury Duty**

All employees are to notify their supervisor immediately when they have been called to serve as a juror or witness. Employees will receive the difference between their regular pay and jury pay if called to serve. Any employee called to serve on jury duty will receive a leave of absence.

If you are released from jury duty during the day, you will be expected to return to work.

Your employer will retain the right to contact the court to request a release from jury duty. Please submit your jury schedule to your supervisor as soon as possible.

Termination and Regulation

## **Disciplinary Procedures**

When discipline is necessary, it will be handled in the following order:

- The first incident will be handled with a verbal warning.
- If there is a second or third incident, these will be handled with written statements in the presence of witnesses.
- If any of the above have taken place within a three-month period, the employee may receive immediate dismissal or suspension without pay until further notice.

## **Termination**

Please give your supervisor at least two weeks' notice when leaving our hospital. We will conduct a termination interview to determine the reasons for leaving and also to review the job performance. We want to know the reasons for leaving so that we can improve the working conditions and employee relations.

Any misconduct from employees may result in suspension and/or termination. Examples of misconduct may include the following: negligence or carelessness, dishonesty, use of drugs or alcohol, excessive absenteeism, theft, harming a fellow employee, or the violation of any practice rule.

The final paycheck will be mailed.

## **Resignation**

If you decide to leave this hospital, we ask that you give one month's notice. Your supervisor will conduct an exit interview to learn the reason you are leaving and to review your job performance. Upon termination, all benefits will be discontinued. Please do not request vacation time during the hiring and training of a new employee for your position. Any veterinary bills owed to this hospital for personal pet care will be subtracted from your final paycheck.

Your final paycheck will be mailed to you.

