



# Employee Handbook

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Hello OPRA Employee,

We would like to thank you for your commitment to the OPRA Mission and Vision and for your dedication to the provision of quality services to OPRA members.

At OPRA we take pride in employing talented professionals to serve our members. We are dedicated to ensuring OPRA Team members are supported, and we are taking great care in providing a work environment that is safe and productive.

This employee handbook outlines many important areas designed to educate and inform you. This handbook was designed to ensure a consistent approach that all employees can understand and adhere to. The items within this handbook guide us as we navigate our work and your role as a part of the OPRA Team.

If you have questions about the contents of this handbook, please feel free to contact the OPRA President/CEO.

Again, thank you for being a part of the OPRA Team.

Sincerely,

OPRA Board of Directors and President/CEO

# **Mission**

To build and serve a community of great providers.

## **Section 1.0      Employment at Will**

A. All employees are hired on an "at will" basis and either the employee or OPRA may choose to end the employment relationship at any time, with or without notice and with or without cause for any reason not prohibited by law.

B. The policies set forth in the manual are not intended to create a contract of employment between OPRA and any of its employees. In general, OPRA does not offer employment contracts. No manager or other representative of OPRA has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the provisions of this handbook, except in the case of a written agreement, approved by the Board. OPRA reserves the right to modify, supplement, rescind, revise, or deviate from any and all policies, procedures, work rules or benefits state in this Handbook, at any time, with or without notice, in its sole discretion.

## **Section 1.1      Employee Status and Payroll Policy**

A. All employees of OPRA are classified as full-time, or part-time and as regular or temporary.

B. Full -time employment is designated as consistently working 40 hours or more per week.

C. Part -time employment is designated as consistently working less than 40 hours per week.

D. Temporary employment is designated as working in a position for a specified period of time, regardless of full time or part time status.

E. Full-time, regular (not temporary) employees are entitled to participate in all benefits provided by OPRA, subject to the terms and conditions of the applicable benefits plans. Part-time employees may participate only in those benefits designated as being specifically available to part-time employees; otherwise, part-time employees are not eligible to participate in OPRA's benefits programs. Temporary employees are not eligible to participate in OPRA—employee benefits plans. The President/CEO may request an adjustment to the above requirements on a case-by-case basis. All exceptions to the requirements may only be implemented with the Board's approval.

F. All positions are classified as either exempt or non-exempt in accordance with applicable law. All non-exempt employees shall be compensated at a rate of one- and one-

half times their regular rate of pay for all hours worked over 40 in a work week. OPRA's work week runs from Sunday Midnight to Saturday at 11:59 P.M. Overtime pay is based on hours worked; consequently, paid time off (PTO), holidays, and other forms of leave will not be considered hours worked for purposes of calculating overtime compensation. Exempt employees are paid a predetermined salary each pay period that is intended to compensate them for all hours worked in each work week during the pay period. Exempt employees are not eligible to receive overtime pay.

G. All employees are paid on a semi-monthly basis. Typically, payments are made on the 15<sup>th</sup> day of the month and the last business day of the month. If the 15<sup>th</sup> or last day falls on a holiday or weekend, payment will be made on the prior business day.

H. All non-exempt employees are required to accurately record their time worked during the week in which it was worked. Falsification of time records will result in disciplinary action. Non-exempt employees are not permitted to work "off the clock." All time worked must be recorded. Any non-exempt employee who is pressured or required by a supervisor to work off the clock should immediately report that to the President & CEO.

I. OPRA makes deductions from paychecks for applicable taxes, judgments, liens, benefits costs, and other authorized or required purposes. If you believe that an improper or inadvertent deduction has been made from your wages or that any other error in your pay has occurred, you should immediately report this information in writing to your supervisor or the President & CEO. OPRA strives for error-free payroll and related calculations; however, if it is determined that an improper or inadvertent deduction or error has occurred, the deduction or error will be promptly corrected.

J. OPRA will set pay ranges/salaries based on a variety of factors such as years of experience, roles and responsibilities, performance, and the job-specific skills that each employee brings to the OPRA team.

## **Section 1.2 Restrictions and Disabilities**

OPRA prohibits discrimination on the basis of disability, among other protected classes, and provides reasonable accommodations to allow employees with disabilities to perform the essential functions of their jobs. OPRA strives to reasonably accommodate employees with disabilities so that they may perform the essential functions of their jobs in conformity with recommendations of appropriate medical professionals. Employees are encouraged to contact the President/CEO and or the OPRA Board Chair to inquire about accommodations related to the employee's disability.

### **Section 1.3 Workers' Compensation**

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. FROI (First Report of Injury) forms are available and need to be completed by the affected employee immediately.

### **Section 1.4 Employee Benefits**

OPRA provides regular full-time employees such benefits as may from time to time be authorized by the Board. Employees will be provided with a written document outlining the current benefit offerings. In all cases, the terms of the applicable plan documents and/or insurance policy will control the terms of the employee's insurance benefits. In the event of a conflict between the information in this Handbook and the official plan documents, the plan documents will control. This Handbook is not intended to create a binding agreement governing employee benefits, and OPRA reserves the right, at its discretion, to amend or discontinue any benefit plan at any time.

### **Section 1.5 Employee Certification, Licensure and Registration**

Some employees may be required to meet certain professional qualifications and/or hold certain certifications and registrations in order to properly fulfill their job duties. In such instances, these requirements are set forth in the job description for the employee's position. In these circumstances, the employee is responsible for monitoring their status and completing the necessary coursework and or other requirements necessary to maintain such credentials. It is the employee's responsibility to pay any fees associated with the maintenance of necessary credentials. Employees may request reimbursement of such fees from OPRA. The CEO or designee will consider and determine such requests on a case-by-case, discretionary basis. Failure to maintain required certification, licensure or other credentials will result in termination of employment.

### **Section 1.6 Motor Vehicle Policy**

Employees driving their personal vehicles for business purposes are required to have a valid driver's license, acceptable driving record, and maintain their own insurance coverage on such vehicles and provide proof of insurance to OPRA upon request. Employees driving their

personal vehicles for business purposes must inform their supervisor of any changes that may affect their ability to meet the standards of this policy.

Employees who drive a vehicle for OPRA business purposes must, in addition to meeting the requirements above, exercise due diligence to drive safely and follow all traffic laws and to avoid distractions while driving.

Employees are not permitted to operate any vehicle while on OPRA business when any physical or mental impairment, including but not limited to temporary illness, medication use, or intoxication, may cause the employee to be unable to drive safely. Employees may also not text, write emails, use the internet, or use a camera while driving.

## **Section 1.7      Personnel Files/Records**

- A.      Employment files are the property of OPRA.
  
- B.      Unless otherwise required by law, subpoena, or governmental investigation, individual employment information will not be used or divulged for purposes not connected to the management or operations of OPRA.
  
- C.      Current employees may request to see the information in their personnel file and may, at OPRA's discretion and in accordance with applicable law, review or receive copies of documents in the file.
  
- D.      Employees must provide written notice to OPRA of any change in name, address, marital status (only if it affects eligibility for certain benefits), telephone number, number of withholding allowances claimed for tax purposes, or emergency contact.

## **Section 2.0      Employee Ethics**

- A.      The successful operation and reputation of OPRA is built on the principles of fair dealing and ethical conduct of our employees.
  
- B.      OPRA is committed to complying with all applicable laws and regulations and expects its Directors, officers and employees to conduct business in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest or unethical conduct.

C. Employees shall not: engage in any activity that involves using their position for personal gain; give unwarranted or unethical preferential treatment to any individual, group or entity; represent OPRA in an unprofessional manner; or use OPRA property improperly.

D. Employees shall not engage in outside employment which has the potential to establish a conflict of interest with OPRA, its work or its mission. All outside employment shall be disclosed to the President & CEO who will determine whether or not it presents the potential for a conflict. If it is determined that the potential for a conflict exists, the employee will be required to either end the outside employment or be terminated from employment with OPRA.

E. Employees will use their personal social media outlets responsibly. For example, employees who use social media in ways which are inconsistent with OPRA's policies, violate the law, or adversely affect the employee's job performance or the employee's ability to do his/her job or to function effectively in the workplace, may be subject to discipline up to and including termination. Employees are also prohibited from posting material regarding OPRA's vendors, partners, or people with disabilities that is false, threatening, or violates the Company's policies against discrimination or harassment.

F. Compliance with the policies in this Section is the responsibility of every OPRA employee. Disregarding or failing to comply with standards of ethics and conduct will result in disciplinary action up to and including termination.

## **Section 2.1 Employee Expectations**

A. OPRA strives to provide the highest quality services to its members within a professional working environment. Violations of these expectations may result in disciplinary action, up to and including termination of employment. As a service to our employees and the members receiving services, we have established the following general expectations for employee conduct:

1. On-time and regular attendance is an essential function of every position. Employees are expected to report for work in a timely manner and on a regular basis and to fulfill the duties outlined in their job description. Variations in schedule are to be reported to and approved by the employee's supervisor in advance. Staffing needs and operational demands may necessitate variations in starting and stopping times, as well as in the total hours that may be required each day and/or each week. These variations will be communicated to employees as far in advance as is practicable.

2. Work assignments are to be completed timely and in a satisfactory manner.

3. Each employee is expected to conduct themselves in a safe manner in the workplace and outside of the workplace at OPRA conferences or while visiting OPRA members, and to exercise caution in all work activities.
4. Employees are expected to demonstrate respect for OPRA property through proper use and care.
5. Employees shall not be impaired by alcohol or controlled substances while performing work for OPRA or representing OPRA in a professional capacity. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the performance of the employee's job and may possess prescribed medication on OPRA's premises so long as the employee has a prescription for the substance and amount possessed. If the use of a medication could compromise the work and/or fellow employees' or the public's safety, it is the employee's responsibility to use appropriate personnel procedures (e.g., use leave, request change of duty, notify supervisor) to avoid any work or safety issues and follow safe workplace practices.
6. Being convicted of any criminal offense that negatively reflects upon or impairs the employee's ability to perform the employee's duties or is of such a nature as to compromise the integrity of OPRA or safety of its employee or members or which demonstrates behavior inconsistent with OPRA's policies or its mission, shall be grounds for disciplinary action, up to and including termination.
7. Employees shall not be in possession of firearms, dangerous or deadly weapons or explosives while on OPRA property or during the performance of work duties, except as expressly authorized by Ohio law.
8. Employees are expected to treat members, stakeholders and other professional contacts respectfully and professionally.
9. Employees are expected to maintain standards of dress and grooming that result in a positive and professional public image.
10. Employees are expected to maintain confidentiality of non-public information regarding OPRA member organizations. Members may waive this protection, in writing, in specific circumstances.
11. Employees are required to adhere to all applicable federal, state and local laws and regulations.

12. Truthfulness in all communications is expected, including, but not limited to, employment applications and resumes, employment interviews, communications with OPRA members, and during the course of any internal investigations.

13. Employees are expected to follow all policies as outlined in this manual.

14. All electronic devices provided by OPRA and all applications (including OPRA's email system) are the property of OPRA and are intended for business purposes. Excessive personal use of OPRA-provided equipment, communications and computer systems, and software is prohibited. OPRA retains the right to inspect any OPRA property, including computers and related equipment. Employees should have no expectation of privacy while using OPRA-owned equipment.

## **Section 2.2 Performance Evaluation**

A. Performance evaluation is an on-going and interactive process. To the extent possible, supervisors and employees are expected to discuss job performance, duties, and goals on a day-to-day basis. This will provide the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

B. The President/CEO will meet with each employee annually to discuss the employee's performance and job satisfaction. At this meeting, projects, plans, goals and aspirations for the upcoming year will be discussed. The President/CEO and the employee will develop a plan for how the employee's success will be supported and to address any issues regarding the employee's performance. That review will be documented in the employee's employment file.

C. At OPRA's discretion, serious performance issues may be communicated in writing to the employee along with recommended steps for improvement. However, OPRA also reserves the right to take disciplinary action at any time, with or without prior warning, when it determines that such action is necessary.

## **Section 2.3 Employee Discipline**

OPRA strives for a positive approach towards discipline; with the overall goal of improving employee performance or conduct. OPRA recognizes that infractions differ, and that the consequence for any infraction must consider the facts of each particular case. Certain

basic principles, set forth below, shall be consistently applied, in so far as is practicable, in order to fairly and effectively correct unsatisfactory job performance or employee conduct.

1. Policy infractions shall be addressed as soon as is reasonably possible.
2. Discipline shall be applied uniformly and consistently.
3. Each infraction shall be dealt with as objectively as possible.
4. Discipline shall be applied such that the penalty is proportionate to the infraction.

The employee's immediate supervisor generally shall have initial responsibility for any discipline. However, other supervisors or managers in the employee's chain of command may initiate disciplinary action when extenuating circumstances exist, such as the immediate supervisor's absence or possible involvement in misconduct.

Although the following procedure is not ensured, OPRA's normal procedure for administering discipline may include the steps listed below:

1. Verbal Warning. Discussion with the employee regarding the issue and action necessary to correct it. Verbal warnings may be documented formally or informally, in the supervisor's discretion.
2. Written Warning. Written notification to the employee with documentation signed by the employee and supervisor. All written warnings will be placed in the employee's employment file.
3. Discharge. Termination of employment for failure to correct an issue or based on severity of misconduct at issue.

Depending on the circumstances, some steps may be omitted, and immediate discharge may result. OPRA reserves the right to discipline or terminate any employee at any time for any infraction, or any combination of infractions, regardless of whether it is listed in this Handbook.

## **Section 2.4 Open Door Policy**

OPRA maintains an open door policy. All employees should feel free to contact the OPRA President & CEO to discuss any concerns they may have about any aspect of their employment, including any issues pertaining to employee discipline or termination. Should employees have concerns regarding the President & CEO, they may contact the Chair of the Board directly.

## **Section 2.5 Searches**

OPRA reserves the right at any time to inspect and search all areas of its facilities and property, including, but not limited to, desks, workstations, cabinets, lockers, and other storage devices. These storage devices are provided for the convenience of employees but remain the sole property of OPRA. These searches or inspections may be conducted at OPRA's discretion with or without prior announcement and may occur with or without the employee present

## **Section 2.6 Drug Free Workplace**

It is OPRA's desire to provide a drug free, healthful and safe workplace. To promote this goal, employees are expected to report to work in appropriate-condition to perform their jobs in a satisfactory manner, and not under the influence of any form of illegal drugs.

The following conduct is strictly prohibited:

1. Employees shall not use, sell, distribute, manufacture, or possess illegal drugs or controlled substances while on OPRA property or conducting OPRA business.
2. Employees must not report to work or remain at work while impaired by alcohol, illegal drugs, or controlled substances not used in accordance with a physician's directions. For a description of OPRA's policy on accommodation of disabilities, refer to Section 1.2. For discussion of appropriate use of prescribed medications, see Section 2.1(A)(5). Any controlled substance used by an employee must be prescribed by a licensed physician and taken only as directed.
3. Refusing to submit to a required drug or alcohol test, including (but not limited to) failure to provide an adequate and unadulterated sample for testing when required or engaging in other conduct that obstructs the testing process.

For purposes of this policy, marijuana is deemed an illegal drug regardless of whether its use is permitted under state or local law or recommended by a physician.

Drug and/or alcohol testing at OPRA's expense may be required for any employee where, in the discretion of OPRA, there exists reasonable suspicion to believe that (1) an employee has engaged in prohibited conduct under this policy; or (2) drugs and/or alcohol have been a factor in a work-related accident or other event. OPRA is not required to send an employee for drug or alcohol testing as a prerequisite to imposing discipline for violation of this policy.

Any employee who engages in or is convicted of or pleads guilty or no contest to any offense related to the use, sale, possession, or distribution of illegal drugs or controlled substances must notify OPRA immediately of such occurrence.

Violations of this policy may lead to disciplinary action, up to and including termination and/or required participation in a substance abuse treatment program.

### **Section 3.0 Notification of Absence/Leave Request Procedure**

A. All employees must inform the President/CEO or designee of the need for absence from work prior to the start of their report time. Notification should be made at least one hour in advance, unless it is an emergency which reasonably prevents such notice. In such cases, notice must be provided as soon as possible after the emergency has passed. Failure to report in advance may result in the denial of leave and/or disciplinary action.

B. Employees are required to request an absence from work in the payroll system. Requests must be completed in advance, or in the event of an emergency leave, as soon as possible after the emergency has passed.

### **Section 3.1 Military Leave**

A. Any employee on approved military leave will be accorded all rights and benefits of employment as provided for by the Uniformed Services Employment and Reemployment Rights Act, ("USERRA").

B. Employees desiring military leave must give notice of military service (such as a copy of their military orders) to OPRA as soon as possible so that OPRA can ensure appropriate coverage for the role while the employee is on leave.

C. Employees on approved military leave shall be paid the difference, if any, between their military pay and their OPRA rate of pay for a period of no more than two (2) weeks.

D. An employee's eligibility for health benefits may end if the employee is on military leave for 30 days or longer. In such cases, an employee may elect to continue their health insurance plan for up to 24 months after the absence begins or for the period of services, whichever period is shorter.

E. Employees returning from military leave shall be reinstated in accordance with applicable law upon submission of evidence of satisfactory military service, provided that

the employee expresses their desire for reemployment within the timeframes set forth in USERRA.

## **Section 3.2 Court Leave**

A. Court leave without pay shall be granted to employees subpoenaed to appear at any proceeding in a criminal case during working hours before any court or other body authorized by law, regardless of whether the proceeding pertains to an offense against OPRA or an offense involving the employee during the course of their employment, will be paid at the employee's regular rate of pay.

B. Any employee who is appearing before a court or a court-related proceeding in a civil dispute for jury duty or for testimony in a matter that is not job-related may request paid time off or leave without pay.

C. Exempt employees summoned for jury duty will receive their regular salary, less amounts received from the court for jury service, during periods of jury service, unless the jury service lasts an entire workweek and the employee performs no work during that week. Non-exempt employees summoned for jury duty will receive their regular hourly rate of pay for regularly scheduled work hours the employee misses, less amounts received from the court for jury services, for up to X days of jury service. Employees absent for court appearances are expected to report to work thereafter as the court schedule permits or they are otherwise released from jury service on any workday. Employees must notify their supervisor within twenty-four (24) hours after receiving notice requiring the employee's jury service. To receive the pay described in this section, employees must provide OPRA with documentation from the court showing any amounts received from the court for jury service, and the dates and times the employee served. Any unpaid court leave for jury service may be combined with other paid leave available to the employee at the request of the employee and discretion of OPRA.

D. In cases where the employee's absence would create an undue hardship on OPRA, the employee may be asked to submit a request to be excused from jury duty or other type of court appearance.

### **Section 3.3 Leave Without Pay**

- A. The President & CEO may grant a leave of absence without pay to any employee for a maximum duration of six (6) months (or longer if required by applicable law). The request must be submitted through the payroll system no less than 30 days in advance of the first day of leave, when at all possible. Exceptions may be made in the event of an emergency or other unexpected need for leave.
- B. The approval of leave without pay is at the discretion of the President & CEO and is decided on a case-by-case basis.
- C. An employee may return to work before the end of the scheduled leave, as approved by the President & CEO.
- D. An employee who fails to return to work on the agreed upon return date will be considered to have abandoned their job and will be terminated.
- E. At the discretion of OPRA, employees who take an extended leave of absence may or may not be returned to their former position.
- F. Leave without pay will not be available until and unless all forms of paid leave have been exhausted.
- G. In the case of leaves without pay based on personal illness or injury, an employee must provide OPRA with a physician's statement identifying the nature of the employee's illness/injury, the length of time during which the employee will be unable to work, and the date the employee is scheduled to be released to return to work. The employee may also be required to provide OPRA with a physician's release before returning to work. For leaves without pay based on the illness or injury of another, an employee may also be asked to provide medical certification from that person's physician.
- H. Employees are responsible for paying their portion of the premiums for benefits while on personal leave. Prior to taking personal leave, employees are required to contact the OPRA President/CEO to make arrangements for such payments in accordance with the normal payroll schedule.

### **Section 3.4 Expense Reimbursement**

OPRA will reimburse employees for reasonable travel expenses and for other business-related expenses incurred. When expenses fall outside of routine expenses associated with

normal operations and/or job duties, employees should obtain prior approval for such expenses from their supervisor. Failure to obtain such prior approval may result in the expense not being reimbursed; Employees are expected to limit expenses whenever possible. Expense report forms should be submitted within 30 days of the expense being incurred and must be accompanied by all relevant receipts.

## **Section 4.0 Employee Separation**

This policy suggests desired procedures to be followed by both the employee and OPRA in the event of a separation from employment. However, the prevailing principle to be applied remains that the employment relationship is at-will, which means that either the employee or OPRA may end the employment relationship at any time, with or without notice and with or without cause for any reason not prohibited by law.

### **A. Resignation**

1. An employee who intends to resign is requested to submit a written statement of resignation that includes the last expected day of work and the reason for the resignation. Employees are requested to notify their supervisor, in writing, of their resignation at least 21 days prior to the last day of employment. If the employee fulfills the terms of the resignation, and the employee has worked with OPRA for one full year, the employee is eligible to receive payout of one week of accrued paid time off if the employee has one week of time available.
2. Failure to give proper notification will result in the employee's ineligibility for payout of accrued paid time off at the time of separation.

### **B. Layoff**

1. Layoffs may occur if the President & CEO and the Board determine that there is a lack of funds sufficient to sustain the current operation, lack of sufficient work to require a position or when positions need to be eliminated in order to most efficiently meet the needs of the members.
2. Employees shall be laid off in any order which is consistent with the needs of OPRA, as determined by the President & CEO and Board of Directors.
3. Employees who have been laid off may be eligible for re-hire based on acceptable past job performance. Employees will be recalled in any order which is consistent with OPRA's needs.

4. The employee may be eligible to receive payout of up to one week of accrued paid time off if the employee has one week of time available.

C. Termination

1. Employees who are terminated are not eligible for payout of accrued time off.

D. Return of OPRA Property

Separating employees are required to promptly return any OPRA property and equipment, as well as any OPRA records and documents in their possession, any fobs or keycards, and any completed and non-completed work.

## **Section 5.0 Prohibited Harassment and Discrimination**

A. Policy

OPRA believes that all of its employees should be treated with respect and should be able to work in an environment free of harassment and discrimination. It is the policy of OPRA to prohibit harassment or discrimination on the basis of sex, sexual orientation, gender identity, race, color, age, religion, national origin, ancestry, veteran or military status, disability, genetic information, and any other status protected by applicable local, state or federal law. The term "harassment" may include such unwelcome conduct as slurs and other offensive remarks, jokes, and other verbal, graphic, or physical conduct.

If harassment or discrimination of this sort occurs, or you believe that it has occurred, you should promptly report such conduct to the President and CEO of OPRA or to the Chair of OPRA's Board of Directors. OPRA will promptly investigate all such charges and take such disciplinary action as it deems appropriate, up to and including termination.

B. Sexual Harassment: A Specific Type of Prohibited Harassment

Sometimes people use the word "harassment" to describe conduct far beyond what is covered under this or any other OPRA policy, such as personality conflicts or general disagreements. However, "harassment" – and in particular, the term "sexual harassment" – has a specific meaning and is not intended to describe all workplace conflicts or disagreements. Because sexual harassment involves a specific type of unacceptable conduct, OPRA's anti-harassment policy includes the following additional explanation of sexual harassment.

### C. Definition of Sexual Harassment

For the purposes of this policy, sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, when: (1) submission to or rejection of the conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct is used as the basis for employment decisions regarding that individual; or (3) the conduct substantially interferes with an individual's employment or creates an intimidating, hostile or offensive work environment.

Examples of sexual harassment may include but are not limited to unwanted sexual demands; demands for sexual favors in exchange for favorable treatment or continued employment; severe and pervasive sexual jokes, advances or propositions; transmission of sexually oriented emails, text messages, or other communications; and other similar types of unwelcome behavior of a sexual nature.

### D. Reporting a Complaint of Harassment/Discrimination

OPRA encourages reporting of all perceived incidents of all types of harassment/discrimination, regardless of the accused individual's identity or position. While OPRA encourages individuals; who believe they are being harassed; to firmly and promptly notify the offender that his or her behavior is unwelcome, OPRA also encourages individuals to report incidents of harassment/discrimination so that it can ensure that such misconduct does not reoccur. Individuals who believe they or others have been subjected to harassment/discrimination should report their concerns to the OPRA President and CEO or to the Chair of the Board of Directors.

OPRA's policy is to investigate all complaints thoroughly, promptly, and in as impartial and confidential manner as possible, given the circumstances. Employees have no reasonable expectation of confidentiality with respect to complaints received by OPRA regarding harassment.

No retaliation will be taken against any employee making a good faith harassment or discrimination complaint. Retaliation should be reported in the same manner as described above for harassment and discrimination.

If an investigation results in a finding that the complaint against another was knowingly false, or made maliciously, the complainant will be subject to disciplinary action, up to and including termination.

## **6.0 Special Accommodations**

### **A. Breaks for Nursing Mothers**

Exempt and Nonexempt employees who are nursing will be provided with reasonable unpaid break time to express breast milk for one year after the birth of a child as long as providing such break time does not cause undue hardship to OPRA. OPRA will make reasonable efforts to provide a private location. Employees will not be retaliated against for exercising their rights under this policy.



### **Handbook Acknowledgment and Receipt**

I have received my copy of the Ohio Provider Resource Association Handbook.

The Handbook describes important information about the Ohio Provider Resource Association (OPRA), and I understand that I should consult the President and CEO regarding any questions I have concerning the meaning or content of the Handbook.

This Handbook and the policies and procedures contained in it supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with OPRA. By distributing this Handbook, OPRA expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment with OPRA is employment at-will, which may be terminated at the will of either OPRA or myself at any time and for any reason. Furthermore, I acknowledge that this Handbook is not a contract of employment.

I have received the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Name (Print)

\_\_\_\_\_  
Date