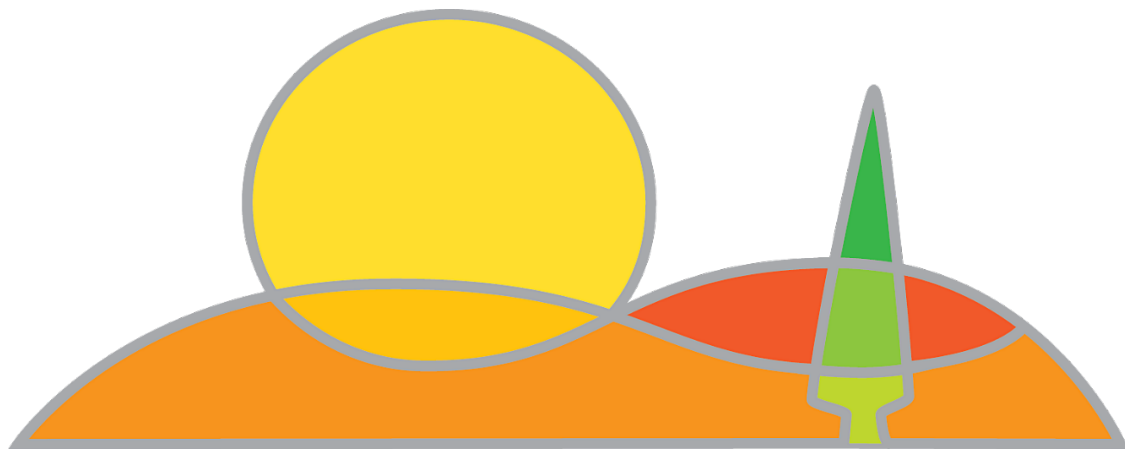


Personnel Policy Manual



NEVADA
PRIMARY CARE ASSOCIATION

Table of Contents

Policy Manual Review.....	4
PP100-00: Personnel Policies Introduction.....	8
Non-Discrimination / Equal Opportunity Policies	8
PP100-01: Prohibited Harassment, Discrimination, Intimidation and Retaliation	8
PP100-02: Equal Employment Opportunity	10
Employment	12
PP110-01: Categories of Employment	12
PP110-02: Anniversary Date	13
PP110-03: Employees Driver’s License & Driving Record	13
PP110-04: Bonding Requirement.....	13
PP110-05: Compliance with Immigration Reform and Control Act.....	13
PP110-06: Social Security Number Privacy and Protection of Personal Information.....	14
PP110-07: Changes in Personal Information.....	15
PP110-08: Performance Reviews	15
PP110-09: Job Descriptions	15
PP110-10: Reference Checks	16
PP110-11: Conflict of Interest/Code of Ethics.....	16
PP110-12: Outside Employment	16
PP110-13: Employment of Relatives	17
Pay, Benefits, Leave	17
PP120-01: Payday.....	17
PP120-02: Paycheck Deductions.....	18
PP120-03: Garnishments/Child Support.....	18
PP120-04: Promotions	19
PP120-05: Pay Raises	19
PP120-06: Pay Advances.....	19
PP120-07: Overtime	20
PP120-08: Insurance Programs.....	20
PP120-09: SIMPLE IRA Retirement Plan	21
PP120-10: Tuition Reimbursement	21
PP120-11: Employee Bonuses	22
PP120-12: Social Security.....	22
PP120-13: Unemployment Insurance	22
PP120-14: Worker’s Compensation	23

PP120-15: Holidays	23
PP120-16: Paid Time Off (PTO).....	24
PP120-17: Paid Time Off Cash-out.....	25
PP120-18: Jury Duty Leave	25
PP120-19: Voting Duty Leave.....	26
PP120-20: Military Leave	26
PP120-21: Witness Leave	27
PP120-22: Bereavement Leave	27
PP120-23: Leave of Absence.....	27
PP120-24: Parental Leave	28
PP120-25: Domestic Violence Leave	29
PP120-26: Paid Caregiver Leave	30
Attendance	31
PP130-01: Recording Employee Time.....	31
PP130-02: Attendance and Punctuality.....	31
PP130-03: Business Hours	32
PP130-04: Flextime	32
PP130-05: Breaks/Mealtime	32
PP130-06: Lactation Break.....	32
PP130-07: Severe Weather	33
PP130-08: Natural Disasters	33
PP130-09: Remote Work.....	33
PP130-10: Notification of Special Circumstances	34
PP130-11: In An Emergency.....	35
Standards of Conduct	35
PP140-01: Standards of Conduct	35
PP140-02: Employee and Member Interaction.....	37
PP140-03: Confidentiality of Member Matters.....	37
PP140-04: Care of Member Records	38
PP140-05: Misuse, Licensing and Duplication of Software or Related Documentation.....	38
PP140-06: Solicitation and Distribution.....	39
PP140-07: Care of Equipment and Property.....	39
PP140-08: Laptop (Computing Device) Security.....	39
PP140-09: Company Vehicle(s).....	40
PP140-10: Cellular Phone and Equipment Usage.....	41

PP140-11: Social Media..... 41

PP140-12: Dress Policy..... 43

Safe & Respectful Working Environment..... 43

PP150-01: Workplace Violence 43

PP150-02: Weapons in the Workplace..... 44

PP150-03: Smoking in the Workplace..... 44

PP150-04: Drugs and/or Alcohol in the Workplace..... 45

PP150-05: Filing a Grievance 48

PP150-06: Each Employee’s Responsibility..... 48

PP150-07: COVID-19 Vaccine Requirements..... 49

PP150-08: Whistleblower Policy..... 50

General Provisions 53

PP160-01: Document Retention 53

PP160-02: Travel/Expense Accounts..... 53

PP160-03: Personal Property..... 53

PP160-04: Contact with the Media..... 54

PP160-05: Office Supplies 54

PP300-01: Succession Planning for Chief Executive Officer 54

Policy Manual Review

This certifies that the NVPCA Personnel Policy Manual was reviewed and approved by NVPCA Board of Directors on July 1, 2025.

Were there any revisions or additions to the manual since the last review?

 NO X YES

Revisions and/or additions to the manual were as follows:

POLICY NUMBER & TITLE	EXPLANATION OF REVISION/ADDITION
Changes approved July 2025	
PP100-01, Prohibited Harassment, Discrimination, Intimidation and Retaliation	Pursuant to list of censored words established by the federal government: <ul style="list-style-type: none"> • removed references to “gender,” and “gender identity and expression” in the non-discrimination statement. • (11) - removed references to diversity, and racial, ethnic, and cultural backgrounds. Change “diversity” to “variety.” Updated #5 related to the complaint process as the process was

	moved to the NVPCA Employee Handbook.
PP100-02, Equal Employment Opportunity	Pursuant to list of censored words established by the federal government: removed references to "gender identity and expression"
PP120-15, Holidays	Added language that to receive holiday pay an employee must be on paid status on the day of the holiday
PP120-16, Paid Time Off (PTO)	Revised language that states an employee may not take PTO in the first 90 days of employment. Revision would allow PTO with the permission of the CEO. Added language that an employee on unpaid status may not accrue PTO during the unpaid leave.
P150-08, Whistleblower Policy	As it relates to whistleblower relief and penalties for an employee who violates the whistleblower policy, removed language defining the potential amount of a civil fine as any such fine would not be levied by NVPCA.
Changes approved July 2024	
PP300-01: Succession Planning for Chief Executive Officer	New policy adopted by Board of Directors; added to Personnel Policy Manual
All	General formatting and organization <ul style="list-style-type: none"> • Updated formatting throughout document for consistency • Reorder/Re-number policies to link general areas such as "Safe and Respectful Working Environment," "Benefits," "Leave," "Conduct"
PP1-00: Personnel Policies Introduction	Added an introduction
PP1-01: Equal Employment Opportunity	Update list of protected categories to include native language; added statement about diversity in employment to align to JEDI goals; ADA accommodations: removed procedural information for placement in the employee handbook
PP1-02: Social Security Number Privacy and Protection of Personal Information	Removed reference to contacting HR (added to PP1-00, Introduction)
PP1-04: Prohibited Harassment, Discrimination and Retaliation	Changed title to include "Intimidation;" added reference to complaint process in employee handbook; added reference to state and federal complaint process; added definitions section
PP1-06: Categories of Employment	Clarified no PTO for Per Diem employees
PP1-07: Anniversary Date	Removed reference to contacting HR (added to PP1-00, Introduction)
PP1-11.2: Attendance and Punctuality	Updated to include "their"
PP1-11.5: Breaks/Mealtime	Updated language to remove redundancy
PP1-13: Natural Disasters	Updated language to reference CEO "or designee"
PP1-15: Paycheck Deductions	Removed reference to contacting HR (added to PP1-00, Introduction)
PP1-17: Performance Reviews	Changed timeframe for when evaluations are conducted
PP1-22: Overtime	Removed reference to contacting HR (added to PP1-00, Introduction)
PP1-23: Notification of Special Circumstances	Added reference to working remote
PP1-24: Holidays	Added reference to when hourly employees may receive holiday pay

PP1-25 Paid Time Off (PTO)	Removed language about staff grandfathered into PTO policy in 2015 as no longer relevant
PP1-25.1 Paid Time Off Cash-out	Removed redundant language
PP1-26.3: Military Leave	Updated to include "their"
PP1-26.4: Witness Leave	Changed "should" to "shall" regarding notifying the supervisor
PP1-26.6: Leave of Absence	Removed clause that a leave of absence must be limited to one month.
PP1-26.7: Parental Leave	Added "Paid Parental Leave" related to childbirth and adoption." Revised non-paid leave to include reference to guardians.
PP1-26.9: Paid Caregiver Leave	New policy – when "an employee needs to take time off work to care for a spouse, domestic partner, child/ward, parent, parent-in-law, grandparent, grandchild or sibling with a serious health condition"
PP1-27: Insurance Programs	Revised language to align to new insurance policies and when employees become eligible
PP1-29: Standards of Conduct	Revised language to clarify professional conduct versus conduct that could be grounds for discipline
PP1-31.1: Misuse, Licensing and Duplication of Software or Related Documentation	Revised language related to punishment for a federal offense
PP1-33.1: Laptop Security	Changed references to "laptop" to "computing device"
PP1-33.2: The Company Vehicles	Added language to mandate staff have a driver's license to operate a vehicle; removed language that a copy of the driver's license will be retained by HR. Prohibits use of a vehicle while impaired. Removed procedural language regarding "Vehicle Use Agreement" and "How to Report an Accident" to the Employee Handbook.
PP1-36: Travel/Expense Accounts	Revised language that "all" reimbursable expenses must be reviewed and approved
PP1-38: Social Media	Adds reference to the NVPCA Information Systems; removes reference to Snap Chat and changes "Twitter" to "X;" revises disciplinary language
PP1-39: Dress Policy	Updated language to reference approved dress code in Employee Handbook
PP1-42: Outside Employment	Updated language to clarify policy speaks to outside employment while concurrently employed at NVPCA
PP1-45: Workplace Violence	Revised policy to include members of the Board
PP1-47: Smoking in the Workplace	Updated language to reference state law
PP1-48: Drugs and/or Alcohol in the Workplace	Revised language related to legal drugs and impairment; revises definition of impairment
PP1-50: Filing a Grievance	Updated to include "their"
PP1-53 Whistleblower Policy	Changed HR Director to CEO; adds language related to reports of suspected wrongdoing by CEO
Changes approved March 2022	
All policies including "Executive Director"	Updated language from Executive Director to CEO
All policies including "Deputy Director" or "Office Manager"	Updated language from Deputy Director/Office Manager to Human Resources
All policies including "the organization"	Updated language from the organization to NVPCA
PP1-01: Equal Employment Opportunity	Updated language

PP1-04: Prohibited Harassment, Discrimination and Retaliation Policy	Updated language
PP1-05: Sexual Harassment	Deleted policy; included in policy PP1-04
PP1-06: Categories of Employment	Added category Temporary Employee/Intern
PP1-10: Compliance with Immigration Reform and Control Act	Updated language
PP1-11: Recording Employee Time	Updated language
PP1-11.1: Payday	Updated language
PP1-11.2: Attendance and Punctuality	Updated language
PP1-11.5: Breaks/Mealtime	Updated language
PP1-11.6: Lactation Break	Updated language
PP1-17: Performance Reviews	Reviews will take place at the end of the fiscal year in June, not on the anniversary date
PP1-22: Overtime	Updated language
PP1-24: Holidays	Replaced Discretionary holiday with Juneteenth
PP1-25: Paid Time Off (PTO)	Updated language
PP1-26.1: Jury Duty Leave	Updated language
PP1-26.3: Military Leave	Updated language
PP1-26.4: Witness Leave	Updated language
PP1-26.8: Domestic Violence Leave	New policy added
PP1-29: Standards of Conduct	Updated language
PP1-30.1: Confidentiality of Member Matters	Updated language
PP1-31: Computer Software Licensing	Deleted policy; added "Licensing and Duplication" to PP1-31.1
Changes approved November 2021	
PP1-27: Insurance Programs	NVPCA pays a portion of dependents for medical and dental coverage. Added Vision.
Changes approved January 2020	
PP1-27.2: Tuition Reimbursement	New policy added
Changes approved July 2019	
PP1-25.1: Paid Time Off Cash-out	New policy added

Date of Next Scheduled Review by CEO: May/June 2026

PP100-00: Personnel Policies Introduction

Section: Personnel Policy
 Policy Number: PP100-00
 Policy Title: Introduction
 Date: July 17, 2024
 Revision Date(s): n/a

This Personnel Manual includes the adopted personnel policies of the Nevada Primary Care Association (“NVPCA” or “Association”) Board of Directors (“Board”). As needed, the Board directs the NVPCA Chief Executive Officer (“CEO”) to create procedures for the purpose of implementing the outlined processes.

Questions about the policies within this manual and/or the associated procedures, or any part thereof, should be directed to the CEO or the Director of Admin & Finance (“Human Resources”), as appropriate.

Non-Discrimination / Equal Opportunity Policies

PP100-01: Prohibited Harassment, Discrimination, Intimidation and Retaliation

Section: Personnel Policy
 Policy Number: PP100-01
 Policy Title: Prohibited Harassment, Discrimination, Intimidation and Retaliation
 Date: October 4, 2012
 Revision Date(s): March 2022; July 17, 2024; July 1, 2025

Policy:

1. NVPCA is committed to providing a work environment free of prohibited discrimination, prohibited harassment, including sexual harassment, intimidation, and retaliation. NVPCA maintains a strict policy against such conduct, in any form, because of race, color, sex, religion, national origin, ancestry, age (40 years and above), physical or mental disability, veteran status, sexual orientation, genetic information, marital or domestic partnership status, or any other basis covered by applicable federal, state or local law, ordinance or regulation (which will be collectively referred to as “protected categories”). Harassment of third parties by NVPCA employees is also prohibited.
2. This policy applies to all persons involved in the operations of NVPCA and prohibits discrimination, harassment, intimidation, or retaliation by any employee of NVPCA, including members of management, department managers and co-workers, and any vendors, service providers, independent contractors, consultants, or visitors on the premises of or at any location relating to the business of NVPCA. The conduct prohibited by this policy includes verbal, physical or visual conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words, or gestures.
3. Harassment and discrimination because of a protected category may occur where the conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment and includes, but is not limited to:

- a. Verbal conduct such as epithets, derogatory comments, slurs, or unwanted invitations or comments based upon the protected category.
 - b. Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures, relating to any protected category or characteristic.
 - c. Physical conduct such as unwanted touching, blocking normal movement, or interfering with work because of a protected characteristic.
4. Prohibited harassment or discrimination that impairs an employee's working ability or emotional well-being at work may be deemed a violation of this policy and will not be tolerated.
 5. Any employee who believes that he/she/they have been harassed, discriminated, intimidated, or retaliated against should report the situation following the Harassment and Complaint Procedure adopted by the CEO and documented within the NVPCA Employee Handbook. That Harassment and Complaint Process describes the process for filing a complaint, as well as the appeals process
 6. Retaliation against an individual filing a complaint is prohibited. Any staff member who believes they are experiencing retaliation because they filed a complaint should file a separate complaint regarding the alleged retaliation.
 7. A complaint received by the Board President, or any other Board member, that does not make allegations against the CEO should be referred to the CEO to be handled following this process, as detailed in the Employee Handbook.
 8. An employee complaint of discrimination, harassment, intimidation, or retaliation may also be filed with the Nevada Equal Rights Commission ("NERC") or the U.S. Equal Employment Opportunity Commission ("EEOC").
 9. NVPCA shall investigate all such reports as confidentially as possible. Adverse action will not be taken against an employee because he/she/they, in good faith, reports or participates in the investigation of a violation of this policy.
 10. Employees may be subject to discipline up to and including termination, for violation of this policy, even if their conduct does not rise to the level of being a violation of the law (for example, for isolated misconduct). Employees should not wait until the conduct has become severe or pervasive to report it. This policy is designed to allow NVPCA the opportunity to stop any prohibited conduct before it becomes severe or pervasive.
 - a. Vendors, service providers, independent contractors, consultants, or patients may be subject to appropriate sanctions for violation of this policy, which may include termination of the relationship or limitations of access, etc., even if their conduct does not rise to the level of being a violation of the law.
 11. In addition to NVPCA's commitment to providing a workplace free of prohibited harassment, discrimination, and retaliation, NVPCA proudly recognizes the wide range of backgrounds and experiences within our work force. NVPCA views this variety as an important and valuable part of our corporate culture. We encourage all employees to make every reasonable effort to respect the different cultural values, customs and languages that their co-workers may bring into the workplace. Failure to do so may create an atmosphere of inferiority, isolation, and even intimidation and may create a perception of discrimination, harassment, or retaliation.

12. Definitions

- a. "Discrimination" is the distinguishing treatment of an individual based on their actual or perceived membership in a certain group or category as listed above, in a way that explicitly or implicitly affects an individual's employment, prevents, or denies equal access to programs or benefits; unreasonably interferes with an individual's work performance; or creates an intimidating, hostile or offensive work environment.
- b. "Harassment" is unwelcome conduct that is based on an individual's actual or perceived membership in a certain group or category as listed above. Harassment becomes unlawful when enduring the offensive conduct becomes a condition of continued employment; or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.
- c. Sexual Harassment is unwelcome sexual comments, sexual advances or requests for sexual favors, and other verbal or physical conduct of a sexual nature.
 - i. This includes when any of the following apply:
 - 1. Submission to such conduct is made a term or condition of the individual's employment.
 - 2. Submission to or rejection of such conduct is used as the basis of employment decisions affecting such individual.
 - 3. Threats and demands to submit to sexual requests in order to keep your job or avoid some other loss and offers of job benefits in return for sexual favors.
 - ii. It is prohibited for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is prohibited whether it involves coworker harassment, harassment by a manager, or harassment by persons doing business with or for NVPCA.
- d. "Intimidation" is defined as intentional behavior that would cause an ordinary person to fear harm or injury.
- e. "Retaliation" is adverse action (e.g., payback, retribution, revenge) taken against an individual for engaging in a legally protected activity such as making a complaint of harassment or participating in a workplace investigation.

PP100-02: Equal Employment Opportunity

Section: Personnel Policy
 Policy Number: PP100-02
 Policy Title: Equal Employment Opportunity
 Date: October 4, 2012
 Revision Date(s): March 2022; July 17, 2024; July 1, 2025

Policy:

1. NVPCA is committed to a policy of equal opportunity for all employees and applicants for employment, regardless of age, race, color, religion, sex, national origin, native language, disability, sexual orientation,, status as a registered domestic partner, genetic information, or status as a Vietnam-era or special disabled veteran in accordance with applicable state and federal laws. All actions affecting personnel are administered fairly and in accordance

with applicable laws.

2. The Association seeks to recruit, employ, and retain a qualified work force that reflects the diverse community served by the healthcare centers and other member organizations in the state of Nevada. Employment decisions for initial employment, transfer, and promotion shall be based on the candidate's ability to satisfy the qualifications outlined in the job description.
3. NVPCA's commitment to equal treatment includes maintaining a workplace free from sexual, racial, ethnic, religious, or other forms of illegal harassment. All complaints of this nature will be promptly and thoroughly investigated.
4. An employee who feels they have been illegally harassed, discriminated, intimidated, or retaliated against by the Association or by another employee(s) is encouraged to speak with the CEO. (See Board Policy PP100-01, Prohibited Harassment, Discrimination, Intimidation and Retaliation, for additional information) (see NVPCA Employee Handbook for Harassment and Complaint Procedure)
 - a. Should the concern be related to the CEO, the employee may contact the Board President, the Nevada Equal Rights Commission ("NERC") or the U.S. Equal Employment Opportunity Commission ("EEOC").
5. An employee who is found to have engaged in illegal harassment, including sexual harassment, discrimination, intimidation, or retaliation shall be subject to disciplinary action, up to and including termination.
6. Nondiscrimination Against and Accommodation of Individuals with Disabilities
 - a. NVPCA complies with the Americans with Disabilities Act ("ADA"), as Amended, and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. NVPCA also provides reasonable accommodation for such individuals in accordance with these laws. It is NVPCA's policy to, without limitation:
 - i. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.
 - ii. Keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files.
 - iii. Provide employment applicants and employees with disabilities with reasonable accommodation, except where such accommodation would create an undue hardship on the Association.
 - iv. Notify individuals with disabilities that NVPCA will provide reasonable accommodation to qualified individuals with disabilities, by including implementing procedures for this policy in the NVPCA Employee Handbook and by posting the Equal Employment Opportunity Commission's poster on not discriminating against individuals with disabilities and other protected groups.
 - b. Qualified individuals with disabilities may apply to the CEO for a reasonable accommodation, which may include a leave of absence. (See ADA Accommodation Procedure and Application)

7. Nevada Pregnant Workers' Fairness Act
 - a. All NVPCA employees have the right to be free from discriminatory or unlawful employment practices pursuant to the Nevada Pregnant Workers' Fairness Act (the "Act"). The Act allows all female employees the right to a reasonable accommodation for a condition of the employee related to pregnancy, childbirth, or any related medical condition.

Employment

PP110-01: Categories of Employment

Section:	Personnel Policy
Policy Number:	PP110-01
Policy Title:	Categories of Employment
Date(s):	October 4, 2012
Revision Date(s):	March 2022; July 17, 2024

Policy:

1. Introductory Period - Full-time and part-time employees are on an introductory period during their first 90 days of employment. During this time, the employee, CEO, and supervisor will determine if the new job is a suitable fit and will have an opportunity to evaluate the employee's work performance.
2. Regular Employees - All employees who are not in an introductory period are considered "Regular Employees." Regular Employees are entitled to certain benefits as set forth in the Benefits section below, upon meeting the eligibility requirements of each plan. Becoming a Regular Employee in no way affects the employee's status as an "at will" employee or otherwise gives rise to any right to continued employment. As a Regular Employee, employment remains terminable either by NVPCA or the employee, with or without notice, with or without cause.
3. All employees fit into one of the following categories:
 - a. FULL-TIME EMPLOYEES regularly work at least a 40-hour workweek but no less than 30 hours per week.
 - b. PART-TIME EMPLOYEES work less than 30 hours each week.
 - c. PER DIEM EMPLOYEES do not work regularly scheduled hours but are called in to work on an as-needed basis. They are not eligible for PTO, paid holidays, or other paid leave.
 - d. TEMPORARY EMPLOYEES/INTERNS perform a job for a short amount of time such as an internship or special project. Schedule and hours can vary. Temporary employees are not eligible for PTO, paid holidays, or other paid leave.
4. In addition to the preceding categories, employees are also categorized as "exempt" or "non-exempt."
 - a. NON-EXEMPT EMPLOYEES are entitled to overtime pay as required by applicable federal and state law.
 - b. EXEMPT EMPLOYEES are not entitled to overtime pay and may also be exempt from

minimum wage requirements pursuant to applicable federal and state laws.

5. Upon hire, Human Resources will notify the employee of their employment classification.

PP110-02: Anniversary Date

Section: Personnel Policy
 Policy Number: PP110-02
 Policy Title: Anniversary Date
 Date: October 4, 2012
 Revision Date(s): March 2022; July 17, 2024

Policy:

1. The first day an employee reports to work at NVPCA is recorded as their anniversary date in company records. This date may be used to calculate many different company benefits.

PP110-03: Employees Driver’s License & Driving Record

Section: Personnel Policy
 Policy Number: PP110-03
 Policy Title: Employee Driver’s License & Driving
 Date: October 4, 2012
 Revision Date(s): March 2022

Policy:

1. Employees in positions where the operation of a motor vehicle is an essential duty of the position must have and maintain a valid driver’s license and acceptable driving record.
2. Changes in employee driving record must be reported to Human Resources immediately.
3. Violations of this policy may result in discharge.

PP110-04: Bonding Requirement

Section: Personnel Policy
 Policy Number: PP110-04
 Policy Title: Bonding Requirement
 Date: October 4, 2012
 Revision Date(s): March 2022

Policy:

1. If an employee’s position requires the employee to be bonded, it is the responsibility of the employee to ensure they are bondable and to maintain bondable status.
2. Violations of this policy may result in discharge.

PP110-05: Compliance with Immigration Reform and Control Act

Section: Personnel Policy
 Policy Number: PP110-05

Policy Title: Compliance with Immigration Reform and
 Control Date: October 4, 2012
 Revision Date(s): March 2022

Policy:

1. In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, NVPCA is committed to employing only individuals who are authorized to work in the United States. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.
2. If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the organization.
3. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

PP110-06: Social Security Number Privacy and Protection of Personal Information

Section: Personnel Policy
 Policy Number: PP110-06
 Policy Title: Social Security Number Privacy and Protection of Personal
 Information Date: October 4, 2012
 Revision Date(s): March 2022, July 17, 2024

Policy:

1. To ensure to the extent practicable the confidentiality of our employees’ and applicants’ Social Security Numbers (SSNs) and confidential personal information, no employee may acquire, disclose, transfer, or unlawfully use the SSN or personal information of any employee except in accordance with Board policy. The release of employee SSNs, driver’s license numbers, or financial account numbers to external parties is prohibited except where required by law.
2. Internal access to employee SSNs, driver’s license numbers, or financial account numbers is restricted to employees with a legitimate business need for the information.
3. Employee SSNs and personal information may be collected in the ordinary course of business for the purpose of identity verification or to administer benefits and in accordance with state and federal laws. Records that include Social Security numbers and personal information will be maintained in accordance with federal and state laws.
4. Any documents that include employee SSNs or personal information which are to be discarded must be destroyed by shredding paper documents and running a data scrubbing program before disposing of electronic storage media. Any violation of this policy will result in disciplinary action up to and including discharge.
5. Where this policy and operating procedures may conflict with state law, the state law shall supersede this policy.

PP110-07: Changes in Personal Information

Section: Personnel Policy
 Policy Number: PP110-07
 Policy Title: Changes in Personal Information
 Date: October 4, 2012
 Revision Date(s): March 2022

Policy:

1. To aid employees and/or their family in matters of personal emergency, the Association shall maintain up-to-date information.
2. Changes in employee name, address, telephone number, marital status, number of dependents or next of kin and/or beneficiaries must be given to Human Resources promptly.

PP110-08: Performance Reviews

Section: Personnel Policy
 Policy Number: PP110-08
 Policy Title: Performance Reviews
 Date: October 4, 2012
 Revision Date(s): March 2022; July 17, 2024

Policy:

1. Annually, the CEO or employee’s supervisor will review the employee’s job performance and progress within NVPCA with the employee and help the employee set new job performance and development goals.
2. The performance review program provides the basis for better understanding between the employee, their supervisor, and the CEO, with respect to job performance, potential and development within NVPCA.
3. New employees will generally be reviewed at the end of their introductory period.

PP110-09: Job Descriptions

Section: Personnel Policy
 Policy Number: PP110-09
 Policy Title: Job Descriptions
 Date: October 4, 2012
 Revision Date(s): March 2022

Policy:

1. NVPCA maintains a job description for each position. The job description outlines the essential duties and responsibilities of the position. When the duties and/or responsibilities of a position change, the job description is revised to reflect those changes. Employees must sign their job description upon start of employment, and upon revision of the job description, if applicable.

PP110-10: Reference Checks

Section: Personnel Policy
 Policy Number: PP110-10
 Policy Title: Reference Checks
 Date: October 4, 2012
 Revision Date(s): March 2022

Policy:

1. NVPCA will honor oral and written requests for references. NVPCA will only confirm our employees' dates of employment and job title. If employee receives a request for reference information, it must be forwarded to the CEO. Under no circumstances should an employee provide another individual with information regarding current or former employees of NVPCA.

PP110-11: Conflict of Interest/Code of Ethics

Section: Personnel Policy
 Policy Number: PP110-11
 Policy Title: Conflict of Interest/Code of Ethics
 Date: October 4, 2012
 Revision Date(s): March 2022

Policy:

1. A company's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with NVPCA or any of its clients, for private gain, to advance personal interests, or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations, or business entities.
2. NVPCA adheres to the highest legal and ethical standards applicable in our business. NVPCA's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of the utmost importance. Employees of NVPCA shall conduct their personal affairs such that their duties and responsibilities to NVPCA are not jeopardized and/or legal questions do not arise with respect to their association or work with NVPCA.

PP110-12: Outside Employment

Section: Personnel Policy
 Policy Number: PP110-12
 Policy Title: Outside Employment
 Date: October 4, 2012
 Revision Date(s): March 2022; July 17, 2024

Policy:

1. If an employee is planning to accept an outside position, while continuing employment with the NVPCA, the employee must notify their supervisor and CEO in writing prior to accepting

the position. The position must not pose a conflict of interest or interfere with your NVPCA position by affecting your ability to meet scheduling needs or performance standards. This includes refraining from having a financial interest, investment, association or by conducting activities that are inconsistent or compete with NVPCA's best interests or exploits one's position with the Association for personal gains. The CEO will notify the employee in writing of the decision and send a copy of the written decision to Human Resources.

2. Employees may not conduct outside work or use NVPCA property, equipment, or facilities in connection with outside work while on NVPCA time.

PP110-13: Employment of Relatives

Section: Personnel Policy
 Policy Number: PP110-13
 Policy Title: Employment of Relatives
 Date: October 4, 2012
 Revision Date(s): n/a

Policy:

1. A supervisor may not hire or supervise an individual if that individual and the supervisor have an on-going romantic relationship, including but not limited to, marriage, or if that individual is a member of the supervisor's immediate family. The term "immediate family" refers to parents, children, sisters, brothers, nieces, nephews, or other family members residing in the same household.
2. In the case of marriage of persons within the same department, an effort will be made to assign comparable job duties so as to minimize problems of supervision, safety, security, and morale.

Pay, Benefits, Leave

PP120-01: Payday

Section: Personnel Policy
 Policy Number: PP120-01
 Policy Title: Payday
 Date: October 4, 2012
 Revision Date(s): March 2022

Policy:

1. Employees will be paid biweekly, on Friday, for the period that ends on the previous Friday. When the payday is a holiday, employees normally will be paid on the last working day before the holiday.
2. All employees must review their paycheck for errors. If an employee finds a mistake or has questions, they should contact their supervisor or Human Resources immediately.
3. If an employee's paycheck is lost or stolen, Human Resources must be notified immediately. NVPCA will attempt to put a stop-payment notice on the check. If NVPCA is able to do so, the employee will be issued another check. However, NVPCA is unable to take responsibility for lost or stolen paychecks, and if the Association is unable to stop

payment on the check, the employee will be responsible for such loss.

PP120-02: Paycheck Deductions

Section: Personnel Policy
Policy Number: PP120-02
Policy Title: Paycheck Deductions
Date: October 4, 2012
Revision Date(s): March 2022; July 17, 2024

Policy:

1. NVPCA is required by law to make certain deductions from employee paychecks each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which employees are employed and the benefits chosen, there may be additional deductions. All deductions and the amount of the deductions are listed on each pay stub. These deductions are totaled each year for employees on their Form W-2, Wage and Tax Statement. It is the policy of NVPCA that exempt employees shall not be docked an Exempt employees' pay or subject it to deductions in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, NVPCA may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules.
2. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.
3. Thus, exempt employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:
 - a. Absences of one or more full days for personal reasons, other than sickness or disability; or
 - b. Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or
 - c. Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or
 - d. Suspensions of one or more full days for violations of safety rules of major significance; or
 - e. Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
 - f. Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or
 - g. Any unpaid leave taken under the Family and Medical Leave Act; or
 - h. Negative paid-time off balances, in whole-day increments only.

PP120-03: Garnishments/Child Support

Section: Personnel Policy

Policy Number: PP120-03
 Policy Title: Garnishments/Child Support
 Date: October 4, 2012
 Revision Date(s): February 2017

Policy:

1. When an employee’s wages are garnished by a court order, NVPCA is legally bound to withhold, from an employee’s wages, the amount indicated in a garnishment order from the court. NVPCA will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

PP120-04: Promotions

Section: Personnel Policy
 Policy Number: PP120-04
 Policy Title: Promotions
 Date: October 4, 2012
 Revision Date(s): March 2022

Policy:

1. NVPCA believes that career advancement is rewarding for both the employee and NVPCA. NVPCA will promote qualified employees to new or vacated positions whenever possible.

PP120-05: Pay Raises

Section: Personnel Policy
 Policy Number: PP120-05
 Policy Title: Pay Raises
 Date: October 4, 2012
 Revision Date(s): March 2022

Policy:

1. Depending upon employee performance and NVPCA’s profitability, adjustments in employee pay may be made when there has been an improvement in or sustainment of an already good performance. All pay increases are at the sole discretion of NVPCA.

PP120-06: Pay Advances

Section: Personnel Policy
 Policy Number: PP120-06
 Policy Title: Pay Advances
 Date: October 4, 2012
 Revision Date(s): March 2022

Policy:

1. Pay advances must be requested in writing to the CEO at least three business days before date of requested receipt by employee. Pay advances will only be granted by the CEO. No more than two pay advances will be granted each calendar year.

PP120-07: Overtime

Section: Personnel Policy
Policy Number: PP120-07
Policy Title: Overtime
Date: October 4, 2012
Revision Date(s): March 2022; July 17, 2024

Policy:

1. Most NVPCA employees will work an eight (8) hour day, five days per week; however, it may be necessary to work additional hours periodically. NVPCA shall provide employees with advance notice when possible.
2. Non-exempt employees must have all overtime approved in advance by the CEO and will receive compensation for *approved* overtime work as follows:
 - a. Employee will be paid straight time (i.e., regular hourly rate of pay) for all hours worked up to forty hours per week; and
 - b. Employee will be paid one and one-half times the regular hourly rate of pay for all hours worked beyond the fortieth hour worked in any given workweek; and
 - c. If employee makes less than one and one-half times minimum wage, they will be paid one and one-half times the regular hourly rate of pay for all hours worked beyond the eighth hour in any given workday.

PP120-08: Insurance Programs

Section: Personnel Policy
Policy Number: PP120-08
Policy Title: Insurance Programs
Date: October 4, 2012
Revision Date(s): March 2022; July 17, 2024

Policy:

1. Medical Insurance
 - a. Eligible full-time employees may enroll in a single, a single plus one dependent or a family contract on the first of the following month after 30 days from employment start date or elevation to full-time status. Eligibility may be defined by state law and/or by the insurance contract.
 - b. To assist the employee with the cost of this insurance, NVPCA pays a portion of a single contract and a portion of the dependent(s) contract. The employee is responsible for paying the balance of a single contract and any dependent coverage through payroll deduction.
 - c. If an employee is covered by another benefit carrier outside of Nevada Primary Care Association (i.e., coverage is available through a spouse/partner) then NVPCA will reimburse the employee for the cost of a single plan contract up to 50% of the cost of a single plan contract provided by NVPCA. Information and enrollment forms will be provided to eligible employees upon hiring.

- d. Participating employees are also covered under the NVPCA medical insurance plan's prescription drug programs.

2. Dental Insurance

- a. Eligible full-time employees may enroll in a single, a single plus one dependent or a family contract on the first of the following month 30 days after employment start date or elevation to full-time status.
- b. To assist the employee with the cost of this insurance, NVPCA pays a portion of a single contract and a portion of the dependent(s) contract. The employee is responsible for paying the balance of a single contract and any dependent coverage through payroll deduction.

3. Vision Insurance

- a. Eligible full-time employees may enroll in a single contract on the first of the following month from employment start date or elevation to full-time status. The cost of this insurance is paid by the organization.

4. Disability and Life Insurance

- a. Eligible full-time employees must enroll in this plan on the first of the month after 30 days from employment start date or elevation to full-time status. The employee must complete an insurance form and designate a beneficiary. The cost of this insurance is paid by the organization.
- b. Refer to the actual plans document and summary plan description if employees have specific questions regarding this benefit plan. Those documents are controlling.
- c. Upon termination, employee may be entitled to continuation or conversion of the group insurance plans in accordance with the terms of the policy and/or applicable state and federal law.

PP120-09: SIMPLE IRA Retirement Plan

Section: Personnel Policy
 Policy Number: PP120-09
 Policy Title: SIMPLE IRA Retirement Plan
 Date: October 4, 2012
 Revision Date(s): March 2022

Policy:

1. NVPCA provides eligible employees with a SIMPLE IRA Retirement plan which is an excellent means of long-term savings for retirement. NVPCA's contribution, if any, is determined by the employer on an annual basis. Employees shall be notified by Human Resources of any changes to the SIMPLE IRA Retirement Plan.
2. Employees can obtain details of the SIMPLE IRA retirement plan from Human Resources.

PP120-10: Tuition Reimbursement

Section: Personnel Policy
 Policy Number: PP120-10

Policy Title: Tuition Reimbursement
 Date: January 23, 2020
 Revision Date(s):

Policy:

1. In lieu of SIMPLE IRA contribution, NVPCA provides eligible employees with reimbursement of tuition or loan repayment, equal to NVPCA’s contribution to SIMPLE IRA Retirement plan. Tuition reimbursement will be awarded based on satisfactory completion of each course. Satisfactory completion requires a grade of at least B for all course work.

PP120-11: Employee Bonuses

Section: Personnel Policy
 Policy Number: PP120-11
 Policy Title: Employee Bonuses
 Date: October 4, 2012
 Revision Date(s): March 2022

Policy:

1. Employees may receive bonuses from time-to-time. These are based on individual merit, NVPCA’s profitability and any other factors deemed significant by NVPCA. Whether or not bonuses are granted, and the amounts granted are within the sole discretion of the CEO or Board of Directors.

PP120-12: Social Security

Section: Personnel Policy
 Policy Number: PP120-12
 Policy Title: Social Security
 Date: October 4, 2012
 Revision Date(s): February 2017

Policy:

1. During employment, the employee and the organization both contribute funds to the federal government to support the Social Security program. This program is intended to provide the employee with retirement benefit payments and medical coverage once the employee reaches retirement age.

PP120-13: Unemployment Insurance

Section: Personnel Policy
 Policy Number: PP120-13
 Policy Title: Unemployment Insurance
 Date: October 4, 2012
 Revision Date(s): March 2022

Policy:

1. Upon separation from employment, the employee may be entitled to state and federal

unemployment insurance benefits. Information about unemployment insurance can be obtained from Human Resources.

PP120-14: Worker's Compensation

Section: Personnel Policy
 Policy Number: PP120-14
 Policy Title: Worker's Compensation
 Date: October 4, 2012
 Revision Date(s): March 2022

Policy:

1. On-the-job injuries are covered by a Workers' Compensation insurance policy. This insurance is provided at no cost to employees. If an employee is injured on the job, no matter how slightly, report the incident immediately to Human Resources. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize a claim.
2. NVPCA asks for employees' assistance in alerting management to any condition that could lead to or contribute to an employee accident.

PP120-15: Holidays

Section: Personnel Policy
 Policy Number: PP120-15
 Policy Title: Holidays
 Date: October 4, 2012
 Revision Date(s): March 2022; July 17, 2024; July 1, 2025

Policy:

1. NVPCA recognizes the following holiday observances:
 - New Year's Day
 - Martin Luther King Jr. Day
 - President's Day
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Nevada Day
 - Veteran's Day
 - Thanksgiving
 - The day after Thanksgiving
 - Christmas Day
2. If one of the above holidays falls on Saturday, it normally is observed on the preceding Friday. If a holiday falls on Sunday, it normally is observed on the following Monday.
3. Full-time and part-time employees are eligible for paid holidays immediately upon hire.
4. Exempt employees, hourly employees, and part-time employees are eligible for holiday pay if they are normally scheduled to work on the day the holiday is observed. Temporary employees/Interns are not eligible for paid holidays.
5. To be eligible to receive pay for a holiday, the employee must be in a paid status for some portion of the day. For example, an employee who would not normally be scheduled to work on the day of the holiday observance would not be eligible for holiday pay.

PP120-16: Paid Time Off (PTO)

Section: Personnel Policy
 Policy Number: PP120-16
 Policy Title: Paid Time Off (PTO)
 Date: March 24, 2015
 Revision Date(s): March 2022; July 17, 2024; July 1, 2025

Policy:

1. Full-time employees are eligible to accrue Paid Time Off (PTO) based on the following schedule. Employees hired at the Director level or above begin PTO accrual at 152 hours per year and will receive an increase after four years of service.

Years of Service	PTO Days	Maximum Allowable PTO Carryover
0 to 2	104 hours	Up to 40 hours
3 to 4	152 hours	Up to 40 hours
5 to 7	192 hours	Up to 64 hours
8 to 9	208 hours	Up to 80 hours
10+ years	240 hours	Up to 120 hours

2. PTO is calculated according to NVPCA’s fiscal year. Part-time employees are eligible to accrue PTO on a prorated basis based on the number of hours they are normally scheduled to work. Temporary employees/Interns are not eligible to accrue PTO.
3. PTO benefits accrue from the date employment begins. Once an employee has successfully completed the introductory period of 90 days, accrued PTO time may be used. Exceptions to use PTO before the 90 days may be granted with CEO approval. PTO days can be carried over to the following year. See chart above for maximum allowable carryover.
 - a. Employees on unpaid leave are not entitled to continue accruing paid-leave benefits. This includes employees who are receiving income replacement benefits from a source other than NVPCA payroll such as short-term disability, long-term disability, workers' compensation insurance; and employees on unpaid military leave.
4. Employees must take at least one full week or five consecutive business days off during each fiscal year.
5. Employees will submit PTO requests in writing to their supervisor. If an employee is taking one or two days of PTO, the written request must be submitted at least one week in advance of requested time off. If an employee is taking three or more days off, the written request must be submitted at least two weeks in advance of requested time off. When possible, PTO requests are granted, taking into account operating requirements. Length of employment may determine priority in scheduling PTO.
6. Employees using unplanned PTO time due to illness must follow the call-in procedure outlined in the Attendance Policy.
7. Employees will be paid for accrued but unused PTO upon termination. If an employee terminates before the introductory period is completed, accrued but unused PTO will not be paid out on the final paycheck.

PP120-17: Paid Time Off Cash-out

Section: Personnel Policy
Policy Number: PP120-17
Policy Title: Paid Time Off Cash-out
Date: July 11, 2019
Revision Date(s): July 17, 2024

Policy:

1. Employees at the Director level and above, or who have worked for NVPCA for more than five consecutive years, and are in good standing may opt to have excess PTO hours paid out if they meet the following eligibility requirements:
 - a. Employee must have been an employee for the entire current fiscal year.
 - b. Employee must also have used at least 100 hours of planned personal time off (PTO) per year, in accordance with NVPCA Policies and Procedures.
 - c. Employee must carry forward the maximum PTO allowed per employee's accrual level.
 - d. In accordance with IRS rules cash payout will be included on a paycheck at 90% of employee's current, regular rate of pay.

PP120-18: Jury Duty Leave

Section: Personnel Policy
Policy Number: PP120-18
Policy Title: Jury Duty Leave
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. Full-time and part-time employees summoned for jury duty are paid the difference between their normal rate of pay and the jury duty pay for up to two weeks. Thereafter, the leave is unpaid. All other employees are granted an unpaid leave in order to serve. If employees must take leave in excess of the two-week period, they may elect to use PTO.
2. To qualify for jury duty leave, the employee shall notify their immediate supervisor as soon as the summons is received and provide the supervisor with a copy of the summons. In addition, proof of service must be submitted to their immediate supervisor when the period of jury or witness duty is completed. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.
3. Employees are expected to return to their job if they are excused from jury duty during their regular working hours. However, if jury service on the day of an excusal exceeds four hours, inclusive of travel time, the employee will not be required to work between the hours of 5:00p.m. on the day which she/he appeared for jury duty and 3:00a.m. the next day. Employees will also not be required to be present at work within eight hours before the time she/he is to appear for jury duty.

PP120-19: Voting Duty Leave

Section: Personnel Policy
Policy Number: PP120-19
Policy Title: Voting Duty Leave
Date: October 4, 2012
Revision Date(s): February 2017

Policy:

1. If it is not practical for registered voters to vote before or after their regular working hours, sufficient paid time off to vote will be granted according to the following guidelines:
 - a. Up to one hour of voting leave if the polling place is within two miles of the worksite.
 - b. Up to two hours of voting leave if the polling place is more than two but less than ten miles from the worksite.
 - c. Up to three hours of voting leave if the polling place is more than ten miles from the worksite.
2. Employees will notify their supervisor one day in advance if a voting leave is needed. NVPCA reserves the right to select the hours employees are excused to vote.

PP120-20: Military Leave

Section: Personnel Policy
Policy Number: PP120-20
Policy Title: Military Leave
Date: October 4, 2012
Revision Date(s): March 2022; July 17, 2024

Policy:

1. Military leaves of absence are exclusively governed by federal law. As such, no employee may be placed on a military leave without first arranging the leave through Human Resources. The length of a military leave will coincide with the official orders of the military.
2. Employee should endeavor to notify their immediate supervisor and Human Resources at least six (6) months in advance of any military leave; however, to qualify for military leave, employee must give notice as soon as they receive your orders and provide the supervisor and Human Resources with a copy of the orders. In addition, proof of military service must be submitted to the employee's immediate supervisor and Human Resources when the period of military duty is completed.
3. Any employee who is an active member of the United States Army Reserve, the United States Air Force Reserve, the United States Naval Reserve, the United States Marine Corps Reserve, the United States Coast Guard Reserve, the United States Public Health Service Reserve, or the National Guard shall be released from his/her/their duties, upon request, to serve under orders on training duty without loss of regular compensation for a period not to exceed fifteen (15) days in any one calendar year. Any such absence shall not be deemed to be such employee's annual vacation as provided for by NVPCA policy. This time off is allowed for attendance at annual training, commonly referred to as "summer camp," and is not to be

used for weekend or evening meetings. Additional time off to attend weekly or monthly meetings will be scheduled as leave without pay if not on the regular day off.

4. Employees who return to work according to the specific terms of their official orders will be placed in an appropriate position according to applicable law.

PP120-21: Witness Leave

Section: Personnel Policy
 Policy Number: PP120-21
 Policy Title: Witness Leave
 Date: October 4, 2012
 Revision Date(s): March 2022; July 17, 2024

Policy:

1. Employees are given the necessary time off without pay to attend or participate in a non-NVPCA court proceeding in accordance with state law. Employee shall notify their supervisor of the need to take witness leave as far in advance as is possible.
2. If an employee is subpoenaed as a witness in a NVPCA-related case, they will be allowed to appear in court as a witness on NVPCA time with no loss of pay.
3. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

PP120-22: Bereavement Leave

Section: Personnel Policy
 Policy Number: PP120-22
 Policy Title: Bereavement Leave
 Date: October 4, 2012
 Revision Date(s): February 2017

Policy:

1. Full-time and part-time employees are eligible immediately upon hire for five paid days for the death of an immediate family member. Part-time employees are eligible for bereavement pay in proportion to the number of hours they normally are scheduled to work.
2. Members of the immediate family include spouses, domestic partners, parents, brothers, sisters, children, children of domestic partners, grandchildren, grandparents, parents-in-law, and parents of domestic partners.

PP120-23: Leave of Absence

Section: Personnel Policy
 Policy Number: PP120-23
 Policy Title: Leave of Absence
 Date: October 4, 2012
 Revision Date(s): March 2022; July 17, 2024

Policy:

1. Under special circumstances, full-time employees who have completed one year of employment may be granted a leave of absence without pay, at NVPCA sole discretion. The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of the CEO. No benefits will be accrued during a leave of absence. Leaves of absence are granted only after earned PTO is exhausted.
2. To the extent allowed by the insurance contract, NVPCA will continue to provide medical insurance and dental insurance coverage for employees on an authorized leave of absence, up to a maximum of 30 days. During this time, the employee will be responsible for paying their portion of the monthly premium(s).
3. NVPCA will make reasonable efforts to return the employee to the same or similar job held prior to the leave of absence, subject to company staffing and business requirements.

PP120-24: Parental Leave

Section: Personnel Policy
 Policy Number: PP120-24
 Policy Title: Parental Leave
 Date: October 4, 2012
 Revision Date(s): February 2017; July 17, 2024

Policy:

1. Paid Parental Leave
 - a. NVPCA will provide up to two weeks (10 days) of paid parental leave, in addition to earned PTO, to eligible employees following the birth of an employee’s child or the placement of a child with an employee in connection with a recent adoption. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted child.
 - b. Eligible employees must meet the following criteria:
 - i. Successfully complete the introductory employment period of 90 days.
 - ii. Be a full-time employee (part-time employees, temporary employees and interns are not eligible for this benefit).
 - c. In addition, employees must meet one of the following criteria:
 - i. Have given birth to a child or be the biological father.
 - ii. Be a spouse or committed partner of a woman who has given birth to a child.
 - iii. Have recently adopted a child aged 17 or younger. The adoption of a new spouse’s child is excluded from this policy.
 - d. In the event of a female employee who herself has given birth, the two weeks of paid parental leave will commence at the conclusion of any short-term disability leave/benefit provided to the employee for the employee’s own medical recovery following childbirth.
 - e. NVPCA will maintain all benefits for employees during the paid parental leave

period just as if they were taking any other company paid leave such as paid time off.

- f. See Employee Handbook for additional information regarding the process for requesting paid caregiver leave.

2. Non-Paid Parental Leave

- a. NVPCA recognizes that a parent, legal custodian, or guardian for a child may need time off from work for the following reasons:
 - i. To attend a court proceeding on the child’s behalf, or to accompany the child to court.
 - ii. When the parent/guardian is requested to attend a school conference during work hours, or the parent/guardian is notified by the school during work hours of an emergency regarding the child.
- b. The Association will not take any adverse action against employees who provide the organization with reasonable advance notice of a request for time off for these purposes. Time off is without pay; however, employees may choose to use paid time off upon supervisor approval.
- c. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

PP120-25: Domestic Violence Leave

Section: Personnel Policy
 Policy Number: PP120-25
 Policy Title: Domestic Violence Leave
 Date: March 2022
 Revision Date(s):

Policy:

- 1. Domestic Violence Leave¹ is provided to an employee who has been employed with NVPCA for at least ninety (90) days and who is a victim of domestic violence or whose family or household member is a victim of domestic violence. NVPCA will provide up to 160 hours of unpaid leave in one 12-month period, assuming the employee is not the alleged perpetrator. NVPCA will also provide a reasonable accommodation if necessary. The leave may be used intermittently or in a single block of time and must be used within 12 months after the date when the act of domestic violence occurred.
- 2. Eligible employees may take domestic violence leave for the following reasons:
 - a. For the diagnosis, care, or treatment of a health condition related to an act of domestic violence committed against the employee or the employee’s family or household member;
 - b. To obtain counseling or assistance related to an act of domestic violence committed against the employee or the employee’s family or household member;

¹ NRS 608.0198, Employee entitled to leave related to domestic violence;...

- c. To participate in court proceedings related to an act of domestic violence committed against the employee or the employee’s family or household member; or
 - d. To establish a safety plan, including any action to increase the safety of the employee or the employee’s family or household member from a future act of domestic violence.
3. A “family or household member” means a spouse, domestic partner, minor child, parent or another adult who is related within the first degree of consanguinity or affinity to the employee, or other adult person who is or was actually residing with the employee at the time the act of domestic violence was committed.
 4. NVPCA may require employee to present documentation substantiating the need for leave, such as a police report, a copy of an application for a protective order, an affidavit from an organization that provides assistance to victims of domestic violence, or documentation from a physician. Any substantiating documentation provided to NVPCA will be treated confidentially.

PP120-26: Paid Caregiver Leave

Section: Personnel Policy
 Policy Number: PP120-26
 Policy Title: Paid Caregiver Leave
 Date: July 17, 2024
 Revision Date(s):

Policy:

1. NVPCA will provide up to two weeks (10 days) of paid caregiver leave, in addition to earned PTO, to eligible employees when an employee needs to take time off work to be the principal caregiver for a spouse, domestic partner, child/ward, parent, parent-in-law, grandparent, grandchild or sibling with a serious health condition.
 - a. “Serious health condition” refers to an illness, injury, impairment, or physical or mental condition of a patient that involves inpatient care in a hospital, hospice, or residential medical care facility or at home; and continuing treatment by a health care provider. This includes any period of incapacity (e.g., inability to work, attend school or perform other regular daily activities) or any subsequent treatment in connection with such inpatient care. Unless complications arise, cosmetic treatments, the common cold, influenza, earaches, upset stomach, minor ulcers, and headaches are examples of conditions that do not meet the definition of a serious health condition.
2. Eligible employees must meet the following criteria:
 - a. Successfully complete the introductory employment period of 90 days.
 - b. Be a full-time employee (part-time employees, temporary employees and interns are not eligible for this benefit).
3. The company will maintain all benefits for employees during the paid caregiver leave period just as if they were taking any other company paid leave such as paid time off.
4. See Employee Handbook for additional information regarding the process for requesting paid caregiver leave.

Attendance

PP130-01: Recording Employee Time

Section: Personnel Policy
Policy Number: PP130-01
Policy Title: Recording Employee Time
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. All employees (exempt and non-exempt) must record their hours worked, paid time off or other types of leave taken on a timesheet or Personal Activity Report based on their exempt/non-exempt status. All employees are subject to this policy and are required to accurately record time worked. The pay period starts on Saturday and ends on Friday.
2. The Activity Report is a legal instrument. Altering, falsifying, or tampering with time records, or recording time on another employee's timesheet is strictly prohibited and will result in disciplinary action, up to and including termination of employment.

PP130-02: Attendance and Punctuality

Section: Personnel Policy
Policy Number: PP130-02
Policy Title: Attendance and Punctuality
Date: October 4, 2012
Revision Date(s): March 2022; July 17, 2024

Policy:

1. Employees who are unable to report to work or are late, must notify their supervisor or other designated contact. It is the employee's obligation to notify his/her/their supervisor or other designated contact person as far as possible in advance of your scheduled workday whenever you will be late or absent, to state the reason for such lateness or absence, and to advise when the employee expects to return to work. If the supervisor or other designated contact person is not available when you call, you must leave a message on voicemail. The message must include a telephone number where you can be reached. If you are physically unable to make a personal call, you must have someone else call for you. NVPCA may request a written medical excuse from the employee's doctor for any absence related to illness or injury, in NVPCA's sole discretion. Failure to properly notify NVPCA results in an unexcused absence.
2. Absenteeism or tardiness that is unexcused or excessive in the judgment of NVPCA is grounds for disciplinary action, up to and including termination. If an employee leaves his or her position without adequate notification to his or her supervisor or coverage of his or her position, fails to report for work without approval or does not give proper notice to his or her supervisor, fails to provide a satisfactory reason for such absence or tardiness as determined by NVPCA, or is found sleeping on duty, NVPCA will consider that you have abandoned your employment and have voluntarily terminated your employment with NVPCA.

PP130-03: Business Hours

Section: Personnel Policy
 Policy Number: PP130-03
 Policy Title: Business Hours
 Date: October 4, 2012
 Revision Date(s): February 2017

Policy:

1. NVPCA standard business hours will be 8:30 am to 5:00 pm, Monday through Friday. Due to the nature of the business, employee work schedules may vary depending on the job, and upon supervisor approval.

PP130-04: Flextime

Section: Personnel Policy
 Policy Number: PP130-04
 Policy Title: Flextime
 Date: October 4, 2012
 Revision Date(s): February 2017

Policy:

1. NVPCA offers a flextime plan to most employees. This plan allows an employee to set their own working hours, within certain constraints. Once an employee has selected a starting time, it cannot be changed without their supervisor's approval.
2. Some departments are not eligible to participate in the flextime plan due to the nature of their work.

PP130-05: Breaks/Mealtime

Section: Personnel Policy
 Policy Number: PP130-05
 Policy Title: Breaks/Mealtime
 Date: October 4, 2012
 Revision Date(s): March 2022; July 17, 2024

Policy:

1. All non-exempt employees will receive one, ten-minute paid break for each three and one-half hours of working time or major portion thereof. A minimum 30- minute meal break should be taken each day by non-exempt employees who work more than 6 hours per day. Meal and break periods will be scheduled by the employee's supervisor, as applicable. Employees are expected to observe their assigned working hours and the time scheduled for their break and meal periods.

PP130-06: Lactation Break

Section: Personnel Policy

Policy Number: PP130-06
 Policy Title: Lactation Break
 Date: October 4, 2012
 Revision Date(s): March 2022

Policy:

1. NVPCA will provide a reasonable amount of break time to accommodate an employee’s need to express breast milk for the employee’s infant child up to one year of age. NVPCA will provide appropriate break time and a place to do so, other than a bathroom, that is reasonably free from dirt or pollution, protected from the view of others, and free from intrusion by others. Employees should notify their supervisor to request time to express breast milk under this policy.
2. No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a state or local law, or regulation. Anyone with knowledge of such a conflict or potential conflict should contact their supervisor.

PP130-07: Severe Weather

Section: Personnel Policy
 Policy Number: PP130-07
 Policy Title: Severe Weather
 Date: October 4, 2012
 Revision Date(s): March 2022

Policy:

1. Except in cases of severe weather conditions, NVPCA employees are expected to work their regular hours. Time taken off due to poor weather conditions while the business remains open must be approved by your supervisor and may be unpaid or taken as paid time off. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws. If extreme weather conditions require closing of the building, employees will be notified by the CEO.

PP130-08: Natural Disasters

Section: Personnel Policy
 Policy Number: PP130-08
 Policy Title: Natural Disasters
 Date: October 4, 2012
 Revision Date(s): March 2022; July 17, 2024

Policy:

1. Except in severe cases, NVPCA employees are all expected to work their regular hours. Time taken off due to natural disasters while the business remains open must be approved by your supervisor and may be unpaid or taken as paid time off. If natural disaster conditions require closing of the building, employees will be notified by the CEO, or designee.

PP130-09: Remote Work

Section: Personnel Policy

Policy Number: PP130-09
 Policy Title: Remote Work
 Date: May 17,
 2016 Revision Date(s):

Policy:

1. Employees who believe working remotely can enhance their ability to get their job done must adhere to the following policies:
 - a. Employees must submit a written request to their supervisor proposing how it will benefit the NVPCA and themselves.
 - b. Employees must have a signed remote work agreement on file before remote work can take place.
 - c. While remote working, employees must be reachable by telephone, or e-mail during agreed- upon work hours, with an agreed upon expected turnaround time and the medium for the response.
 - d. If NVPCA provides the software and equipment for an employee working remotely, such equipment and software must be used exclusively by the remote worker and for the purposes of conducting NVPCA business only.
 - e. The employee shall be responsible for any intentional damage to the equipment or damage resulting from gross negligence by the employee or any member or guest of the employee’s household.
 - f. Employees working remotely must maintain dependent care arrangements to permit concentration on work assignments.
 - g. Employees working remotely must establish and maintain a dedicated workspace. No business visits or meetings with professional colleagues, customers, or the public will take place at the home work site.
 - h. Employees working remotely must establish and maintain regularly scheduled work hours as agreed upon with the supervisor, including specific core hours and telephone accessibility.
 - i. Unless otherwise stated in the Remote Work Agreement, NVPCA shall not be responsible for incidental costs, such as residential utilities costs, cleaning services, internet, and phone.
 - j. If the primary worksite is closed due to an emergency or inclement weather, the supervisor or office designee must contact the employee. The remote worker must continue to work at the remote worksite.
 - k. Products, documents, and records developed while remote working are the property of NVPCA.
 - l. Remote work employees shall not perform personal business during hours agreed upon as work hours.

PP130-10: Notification of Special Circumstances

Section: Personnel Policy
 Policy Number: PP130-10

Policy Title: Notification of Special Circumstances
 Date: October 4, 2012
 Revision Date(s): March 2022; July 17, 2024

Policy:

1. NVPCA will make every effort to notify employees in advance when it is not necessary to report to work or when the employee may work remotely. These circumstances may include inclement weather, fire, flood, power outage, lack of work, etc. In the event employees report to work without being notified in advance that the employee’s services are not needed, employees will be compensated in accordance with applicable state and federal wage and hour laws.

PP130-11: In An Emergency

Section: Personnel Policy
 Policy Number: PP130-11
 Policy Title: In An Emergency
 Date: October 4, 2012
 Revision Date(s): March 2022

Policy:

1. The CEO should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If the CEO is unavailable, contact the nearest NVPCA official.
2. Should an emergency result in the need to communicate information to employees outside of business hours, the CEO or designated employee will contact the employees.
3. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify your supervisor when this information changes.
4. When events warrant an evacuation of the building, employees should follow the instructions of the CEO or any other member of management. Employees should leave the building in a quick and orderly manner. Employees should assemble at the pre-determined location as communicated to await further instructions or information.

Standards of Conduct

PP140-01: Standards of Conduct

Section: Personnel Policy
 Policy Number: PP140-01
 Policy Title: Standards of Conduct
 Date: October 4, 2012
 Revision Date(s): March 2022; July 17, 2024

Policy:

1. NVPCA employees are expected to conduct themselves at all times in a manner that supports the NVPCA mission; adheres to business principles in matters of personal conduct; exhibit a

high degree of personal integrity at all times; and comply with Board policies, Association procedures, and federal/state laws and regulations. Employees shall not be discourteous or disrespectful to co-workers, individuals from member organizations, or any member of the public while in the course and scope of NVPCA business. Employees are expected to always observe the highest standards of professionalism.

2. NVPCA will take appropriate action for failure to follow the NVPCA's standards of conduct and discipline based on the seriousness of the situation and the circumstances, as analyzed in the Association's sole discretion.
3. Discipline less than termination may take the form of an oral warning, a written warning, a performance appraisal indicating below-standard performance in one or more areas, probation, or suspension. The action taken, if any, prior to termination will depend on the seriousness of the disciplinary problem. The evaluation of the seriousness of the situation will be made solely by management in its complete and sole discretion. NVPCA's attempt to take appropriate action in response to improper conduct in no way alters the fact that staff are at-will employees who may be terminated or demoted at any time, with or without cause and with or without notice.
4. Conduct that may be considered grounds for discipline, up to and including termination with no prior warning, include, but are not limited to:
 - a. Dishonesty
 - b. Reporting to work under the influence of alcohol or a controlled substance
 - c. Possessing, distributing, or selling a controlled substance(s) on NVPCA property, during working hours, or at an NVPCA-sponsored event
 - d. Sexual harassment or other unlawful harassment, discrimination, intimidation, or retaliation
 - e. Verbal or physical violence on the job or at a NVPCA event
 - f. Failure to comply with NVPCA policy regarding attendance
 - g. Falsification of forms, records or reports including work logs or employment application materials, including without limitations, omitting requested information
 - h. Entering or leaving NVPCA property without permission
 - i. Abusing, destroying or willfully damaging company or employee property
 - j. Disclosing confidential or proprietary information about NVPCA, a fellow employee, or customer
 - k. Theft or other criminal act
 - l. Conduct or behavior which affects overall employee morale
 - m. Violating safety or health rules or practices or conduct that creates a safety or health hazard
 - n. Failure to comply with an NVPCA Board policy or administrative procedure.
5. The above are merely examples; other conduct that adversely affects job performance or the reputation of NVPCA may also be grounds for disciplinary action. If employee performance, work habits, overall attitude, conduct, or demeanor becomes unsatisfactory in the judgment of NVPCA, employee will be subject to disciplinary action, up to and including termination.

6. All written correspondence to persons, agencies, or others outside NVPCA on NVPCA stationary or in the name of NVPCA must be made with the knowledge and consent of employee supervisor or manager.

PP140-02: Employee and Member Interaction

Section: Personnel Policy
 Policy Number: PP140-02
 Policy Title: Employee and Member Interaction
 Date: October 4, 2012
 Revision Date(s): March 2022

Policy:

1. When working offsite at an NVPCA member’s office, employees must conduct themselves in a professional manner at all times.
2. No employee shall disclose member information to outsiders, including other members or third parties and members of one’s own family.
3. Under no circumstances shall outside requests for member material be fulfilled unless prior written permission is received from the CEO.
4. If evidence of theft, embezzlement, defalcation, or some other irregular practice on the part of the member or member personnel is discovered, the employee shall immediately inform the CEO, and will not, under any circumstances, discuss the matter with the member or member personnel.

PP140-03: Confidentiality of Member Matters

Section: Personnel Policy
 Policy Number: PP140-03
 Policy Title: Confidentiality of Member Matters
 Date: October 4, 2012
 Revision Date(s): March 2022

Policy:

1. All information received as an employee of NVPCA is presumed to be confidential including, but not limited to, information regarding the Board of Directors, employees, business processes and procedures, financial data, trade secrets, know-how, computer codes and programs, wage and salary information, marketing and sales programs, patient and client information, pricing schedules, supplier information, services and products of NVPCA. Employees shall not use or disclose any confidential information to anyone outside NVPCA. Every employee has the responsibility to safeguard confidential information.
2. Any requests from inside or outside persons, other than in the scope of normal business activities, must be directed to employee supervisor or department head.
3. To safeguard confidential information, employees must take all necessary steps to maintain the confidentiality of such information. The duty to protect the confidential information continues even after employment with the NVPCA ends.
4. Strict observance of this policy is required, and any violation may result in disciplinary action

up to and including termination.

PP140-04: Care of Member Records

Section: Personnel Policy
 Policy Number: PP140-04
 Policy Title: Care of Member Records
 Date: October 4, 2012
 Revision Date(s): February 2017

Policy:

1. The impression that members have of NVPCA is based, in part, on the way NVPCA cares for their records. If NVPCA is careless with their files and records, members may conclude that NVPCA has the same attitude toward our technical work. As professionals, employees must respect the confidence in which they are entrusted and ensure that member files are handled with care.
2. When possible, obtain all material from member files and then return the material back to the files. Material should be returned in the same condition or better than when it was received.
3. Under no circumstances will outside requests for member material be fulfilled unless prior written permission is received from the CEO.

PP140-05: Misuse, Licensing and Duplication of Software or Related Documentation

Section: Personnel Policy
 Policy Number: PP140-05
 Policy Title: Misuse, Licensing and Duplication of Software or Related Documentation
 Documentation Date: October 4, 2012
 Revision Date(s): March 2022; July 17, 2024

Policy:

1. NVPCA purchases or licenses the use of various computer software programs. Neither NVPCA nor any of NVPCA's employees have the right to duplicate this computer software or its related documentation.
2. NVPCA prohibits the illegal duplication of software. Employees must use the software in accordance with the license agreement. This policy applies not only to individual desktop computers and laptops but to local area networks as well.
3. Employees learning of any misuse of software or related documentation within the organization shall notify a member of management.
4. Employees who reproduce, acquire, or use unauthorized copies of computer software will be subject to discipline, up to and including discharge. Unauthorized duplication of computer software is a federal offense, potentially punishable by monetary fine and/or jail.

PP140-06: Solicitation and Distribution

Section: Personnel Policy
 Policy Number: PP140-06
 Policy Title: Solicitation and Distribution
 Date: October 4, 2012
 Revision Date(s): March 2022

Policy:

1. In order to avoid disruption of the NVPCA's operations, the following rules shall apply to solicitations and distribution of literature on any NVPCA property or premises. Persons who are not employed by NVPCA may not solicit or distribute literature on NVPCA property at any time for any purpose. Clients that contract with NVPCA, may not solicit or distribute literature to employees at any time for any purpose.
2. Employees may not solicit, during working time, for any purpose, and employees may not distribute literature during working time for any purpose. For purposes of this policy "working time" includes the working time of both the employee doing the soliciting and distributing and the employee to whom the soliciting or distributing is being directed. Working time does not include break periods, meal periods, or any other specified periods during the workday when employees are properly not engaged in performing their work tasks. Employees also may not distribute literature at any time for any purpose in working areas.
3. Solicitation or distribution of literature that pertains directly to an approved NVPCA employee program, may be permitted in certain situations, only with the advance knowledge and approval by Human Resources.
4. This policy is not intended to supersede any conflicting local ordinance or state law which applies to NVPCA facilities.

PP140-07: Care of Equipment and Property

Section: Personnel Policy
 Policy Number: PP140-07
 Policy Title: Care of Equipment and Property
 Date: October 4, 2012
 Revision Date(s): March 2022

Policy:

1. Employees are expected to demonstrate proper care when using the NVPCA's property and equipment. No property may be removed from the premises without the proper authorization of management. If an employee loses, breaks, or damages any property, report it to Human Resources immediately.

PP140-08: Laptop (Computing Device) Security

Section: Personnel Policy
 Policy Number: PP140-08
 Policy Title: Laptop Security
 Date: October 4, 2012

Revision Date(s): February 2017

Policy:

1. Each employee provided with a computing device (e.g., laptop, notebook) is responsible for the physical security of the device. All devices acquired for or on behalf of NVPCA are company property. The device must be locked up and stored in a secure location when it is not in the immediate possession of the authorized user. In addition, the user must return the device immediately upon request of NVPCA. The user must notify their supervisor immediately if the device is lost, stolen, misplaced, or damaged.
2. All work created or performed on the device is property of NVPCA. The device is subject to inspection by NVPCA at any time without advance notice. The device must be used in a manner that complies with all NVPCA policies including the Acceptable Use of Electronic Communications, Non- Harassment, Sexual Harassment, Equal Employment Opportunity, Confidentiality of Member Records, and Information Technology.
3. Violations of this policy may be grounds for disciplinary action up to and including discharge.

PP140-09: Company Vehicle(s)

Section: Personnel Policy
 Policy Number: PP140-09
 Policy Title: The Company Vehicles
 Date: October 4, 2012
 Revision Date(s): February 2017; July 17, 2024

Policy:

1. Operation of a company vehicle is both a privilege and a responsibility, not a right. Operators of the company vehicle(s) are responsible for the safe operation and cleanliness of the vehicle. To operate a vehicle under this policy, staff must have a current, valid driver's license.
2. Scope of Use:
 - a. The company vehicle(s) should be operated by the employee only. A non-employee, or any employee not authorized to operate the vehicle, is not allowed to operate the vehicle.
 - b. Smoking is prohibited in NVPCA vehicles.
 - c. The use of seat belts is mandatory for operators and passengers of NVPCA vehicles.
 - d. Consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed. The abuse of alcohol and/or controlled substances prior to and during operation of a NVPCA vehicle is prohibited. Operation of a company vehicle while impaired may result in disciplinary action being taken, up to and including termination.
 - e. Accidents involving NVPCA vehicle must be reported to the police and your supervisor immediately.
 - f. Employees are responsible for any moving, parking violations and fines that may result when operating NVPCA vehicle.

PP140-10: Cellular Phone and Equipment Usage

Section: Personnel Policy
Policy Number: PP140-10
Policy Title: Cellular Phone and Equipment Usage
Date: March 2022
Revision Date(s):

Policy:

1. Employees are prohibited from talking on or otherwise using cellular telephones, walkie-talkies, personal planning devices, internet access devices, or any similar device while:
 - a. driving or otherwise operating any vehicle during work hours, while on work premises, or while on NVPCA-related business.
 - b. driving or otherwise operating a NVPCA vehicle during work or non-work hours.
 - c. operating or otherwise using any equipment or machinery during work hours, while on work premises, or while on NVPCA-related business, and
 - d. operating or otherwise using any NVPCA equipment or machinery during work or non-work hours.
2. Personal cell phone use should be during the employee's breaks and mealtimes only. Emergency calls from the outside should be directed to the Company's main phone.

PP140-11: Social Media

Section: Personnel Policy
Policy Number: PP140-11
Policy Title: Social Media
Date: March 2022
Revision Date(s): July 17, 2024

Policy:

1. The NVPCA Information Systems (e.g., communications system, e-mail, computer network, software operating on those systems) are the property of NVPCA and are to be used for NVPCA business only. NVPCA reserves the right, but is not obligated to monitor any and all aspects of the Association's communications and computer systems, including, but not limited to, monitoring voice mail, monitoring sites employees visit on the Internet, monitoring chat groups and newsgroups, reviewing material downloaded or uploaded by employees, and reviewing e-mail sent and received by employees for purposes including ensuring that communications and computer resources are not abused, ensuring confidential information is not disclosed, investigating complaints of harassing or offensive materials, and responding to potential information requests. Employees waive any right to privacy in anything they create, store, send, or receive on the computer or the Internet.
2. Employees shall not send, receive, display, print, or otherwise disseminate material that is fraudulent, harassing, illegal, embarrassing, sexually explicit, obscene, intimidating, or defamatory. NVPCA's discrimination and sexual harassment policies apply in full to voice mail, e-mail, Internet, and network components of NVPCA's communications and computer systems. Any employee encountering such material should report it to the appropriate

supervisor, CEO or Human Resources immediately.

3. No employee may use NVPCA's voice mail, Internet, or e-mail resources for commercial or personal advertisements, solicitations, promotions, destructive programs (i.e., viruses and/or self-replicating code), political material, or any other unauthorized or personal use. In addition, no NVPCA information should be posted on the Internet without prior approval from the CEO.
4. Employees should never leave devices that contain confidential and proprietary information unattended or in vehicles. If a device containing such information is lost or stolen the employee must report it immediately to their supervisor.
5. Employees should exercise the same care in drafting e-mail, communicating in chat groups, and posting items to newsgroups as they would for any other written communication. Anything created on the computer, e-mail or Internet may, and likely will, be reviewed and further distributed by others.
6. All material downloaded from the Internet or from computers or networks that do not belong to NVPCA MUST be scanned for viruses and other destructive programs before being placed onto NVPCA's computer system.
7. Use of Social Media by Employees:
 - a. NVPCA acknowledges that employees may maintain, participate in, or contribute to social networking sites including personal websites, blogs, chat rooms, message boards, Facebook, Instagram, LinkedIn, TikTok, X (formerly known as Twitter), or other forms of social media ("Social Media") outside of their job duties and work time. Employees who engage in such activities and post to Social Media sites must comply with this policy.
 - b. Employees are strictly prohibited from engaging in personal Social Media activities during work time or using any NVPCA computer hardware or software to engage in such activities. Employees who engage in personal Social Media activities shall not make any representations or imply that any postings are made on behalf of NVPCA. In order to deliver an appropriate message and avoid giving misinformation, any media inquiry or request made to an employee through any social media shall be directed to the NVPCA CEO or designee.
 - c. Employees engaging in personal Social Media activities are encouraged to exercise discretion, good judgment, and respect for NVPCA, its services, other employees, and clients. While engaging in personal Social Media activities, employees should avoid posting any inappropriate, inaccurate, threatening, harassing or offensive material that may be harmful or objectionable to other employees or clients, damage NVPCA's reputation in the community, or violate any policy or procedure of NVPCA. Employees are strictly prohibited from disclosing any confidential or proprietary information learned through the course of the employee's work for NVPCA or any client. Employees are responsible for any material they post on social media.
 - d. Nothing in this policy is intended to improperly restrict an employee's right to engage in protected activity such as discussing terms and conditions of employment. Employees will not be subject to adverse employment action for engaging in such protected activity.
8. Upon termination of employment, NVPCA will wipe all confidential and proprietary information about NVPCA from all devices that are in the employee's possession.

9. If there is evidence that an employee is not adhering to the guidelines set out in this Policy, NVPCA reserves the right to take disciplinary action, including termination and/or legal action.

PP140-12: Dress Policy

Section: Personnel Policy
 Policy Number: PP140-12
 Policy Title: Dress Policy
 Date: October 4, 2012
 Revision Date(s): March 2022; July 17, 2024

Policy:

1. Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.
2. Our members’ satisfaction represents the most important and challenging aspect of our business. Whether or not job responsibilities place an employee in direct member contact, employees represent NVPCA with their appearance as well as their actions. The properly attired individual helps to create a favorable image for NVPCA, to the public and fellow employees.
3. All employees should use discretion in wearing attire that is appropriate for the office and member interaction. If any clothing or body decoration is out of compliance with the approved dress code (See Employee Handbook), the employee will be asked to change. If an employee is unable to change the improper clothing or remove/cover the body decoration while at work, NVPCA reserves the right to send any employee home to do so. Time away from work will be unpaid. Continued violations of this policy will lead to discipline, up to and including termination.

Safe & Respectful Working Environment

PP150-01: Workplace Violence

Section: Personnel Policy
 Policy Number: PP150-01
 Policy Title: Workplace Violence
 Date: October 4, 2012
 Revision Date(s): March 2022; July 17, 2024

Policy:

1. Violence by a member of the Board, an employee, contractor/consultant, 3rd party vendor or anyone else against a member of the Board, an employee, contractor/consultant, or 3rd party vendor is prohibited and will not be tolerated. Through this policy, NVPCA seeks to provide a safe working environment while minimizing the potential risk of personal injuries to employees at work and reducing the possibility of damage to NVPCA property.
2. If an employee receives or overhears any threatening communications from an employee or outside third party, it should be reported to the CEO immediately. Employees shall not

engage in either physical or verbal confrontation with a potentially violent individual. If an employee encounters an individual who is threatening immediate harm to an employee or visitor to NVPCA premises or an NVPCA event, contact an emergency agency (such as 911) immediately.

3. All reports of work-related threats will be kept confidential, to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.
4. Violations of this policy, including an employees' failure to report or fully cooperate in the NVPCA's investigation, may result in disciplinary action, up to and including discharge.

PP150-02: Weapons in the Workplace

Section: Personnel Policy
 Policy Number: PP150-02
 Policy Title: Weapons in the Workplace
 Date: October 4, 2012
 Revision Date(s): March 2022

Policy:

1. Possession, use or sale of weapons, firearms, or explosives on work premises, while operating NVPCA machinery, equipment, or vehicles for work-related purposes or while engaged in NVPCA business off premises is forbidden except where expressly authorized by NVPCA and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.
2. Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the CEO immediately.
3. Violations of this policy will result in disciplinary action, up to and including termination.

PP150-03: Smoking in the Workplace

Section: Personnel Policy
 Policy Number: PP150-03
 Policy Title: Smoking in the Workplace
 Date: October 4, 2012
 Revision Date(s): March 2022; July 17, 2024

Policy:

1. NVPCA is committed to providing a safe and healthy environment for employees and visitors. In addition, state, city and county laws/ordinances have been enacted relating to smoking in places of employment and other venues.
2. No smoking is allowed on NVPCA premises.
3. Violations of this policy may result in disciplinary action, up to and including termination.

PP150-04: Drugs and/or Alcohol in the Workplace

Section: Personnel Policy
Policy Number: PP150-04
Policy Title: Drugs and/or Alcohol in the Workplace
Date: October 4, 2012
Revision Date(s): March 2022; July 17, 2024

Policy:

1. NVPCA aims to provide a safe and productive workplace through elimination of employee substance abuse and its effects on NVPCA's workplace. Employees must act as responsible representatives of NVPCA and as law-abiding citizens. It is every employee's responsibility to report violations of this policy to their immediate supervisor.
2. Employment or continued employment with NVPCA is conditioned upon full compliance with this drug and alcohol-free workplace policy. Any violation of this policy may result in disciplinary action, up to and including termination.
3. Alcohol
 - a. The use of alcohol or being in a state of intoxication or being impaired by alcohol during normal business hours, while performing NVPCA business, while on NVPCA premises, or while operating a NVPCA vehicle at any time, is prohibited. A failed alcohol test is grounds for disciplinary action, up to and including termination.
 - b. This policy will not be construed to prohibit the use of alcohol at social or business functions sponsored by NVPCA where alcohol is served. Employees choosing to consume alcohol at social or business functions sponsored by NVPCA must conduct themselves in an appropriate manner at all times and should ensure that they do not become Impaired, as defined below, or reach a state of intoxication. NVPCA does not and will not assume responsibility for the safety and/or transportation of their employees who consume alcoholic beverages at such functions.
 - c. The consumption of alcohol that reflects negatively in any way on NVPCA or its employees may result in disciplinary action.
4. Illegal Drugs
 - a. NVPCA strictly prohibits the use, sale, attempted sale, transfer, distribution, manufacture, attempted manufacture, purchase, attempted purchase, possession or cultivation of illegal drugs, or being under the influence of, or being impaired by, illegal drugs.
 - b. A failed drug test is grounds for disciplinary action, up to and including termination.
5. Legal Drugs
 - a. NVPCA prohibits being impaired by a legal drug during normal business hours, while performing NVPCA business, while on NVPCA premises, or while operating a NVPCA vehicle at any time, unless it has been approved by NVPCA as a reasonable accommodation.
 - b. An employee using a legal drug has an obligation to inquire (including, where appropriate, confer with the employee's medical provider) and determine whether the legal drug the employee is taking may or will affect the employee's ability to safely

and efficiently perform the employee's job duties. If the inquiry indicates that an employee may be impaired or the employee feels he or she will be Impaired by taking a legally prescribed drug, he or she is required to inform his or her immediate supervisor, prior to starting work. The employee is only expected to disclose the functional limitations that the employee may be experiencing as a result of taking the legal drug, not the underlying reason for use of the drug, so that appropriate measures to ensure safety can be taken. If deemed appropriate, NVPCA may provide an accommodation, which may include a possible assignment to other appropriate work or placed on a medical leave of absence until the employee no longer requires the legal drug.

- c. An employee taking over-the-counter medications contrary to instructions provided by the provider, manufacturer, or their health care provider may be subject to disciplinary action, up to and including termination and appropriate legal action.

6. Medical Marijuana

- a. For purposes of this policy, marijuana is in a unique class because it is legal under Nevada law but remains unlawful under current federal law. However, under any circumstance, marijuana is still considered an Illegal Drug to the extent it is not obtained pursuant to a valid registry identification card or when it is lawfully obtained but not used in the appropriate time, manner, place, combination, or quantity. The use of Medical Marijuana during an employee's scheduled shift or other work hours, while performing NVPCA business, while on NVPCA premises, or while operating a NVPCA vehicle at any time, is prohibited regardless of the possession of a valid registry marijuana card. In the event an employee fails a drug test due to Medical Marijuana, NVPCA will evaluate an accommodation, on a case- by-case basis, under NVPCA's accommodation policy.

7. Definitions

- a. "NVPCA Property" means all property owned, leased or otherwise in the control of NVPCA. This includes, but is not limited to, buildings, facilities, vehicles, offices, parking lots, desks, cabinets, lockers, closets, etc., and as described by any other policy of NVPCA.
- b. "Illegal Drugs" means any substance or drug, the sale, possession, ingestion, cultivation, transfer, use, purchase, or distribution, of which is illegal or controlled and any related paraphernalia or other related item. Illegal drugs include prescription drugs or consumer products not legally obtained and/or not being used in the time, manner, combination, or quantity prescribed, or by the individual for whom prescribed. Illegal Drugs includes items that are prohibited by the 2012 Federal Synthetic Drug Abuse Prevention Act. Although certain marijuana possession, cultivation, and consumption is no longer criminally prosecuted under Nevada state law, for purposes of this policy (except as otherwise provided in this policy above), Illegal Drugs also includes marijuana, unless the employee utilizes Medical Marijuana, as defined above.
 - i. "Illegal drugs" includes a legal prescription drug or medication that has not been lawfully prescribed by the individual possessing or using the substance.
- c. "Legal Drugs" include prescription drugs and over-the-counter drugs that have been legally obtained and are being used in the manner, time, combination, and/or quantity for which they were prescribed or manufactured. Legal Drugs, for purposes

- of this NVPCA policy only, includes "Medical Marijuana" unless the employee is employed in a position in which use of medical marijuana is considered to be a safety concern.
- d. "Medical Marijuana" means marijuana (as defined by NRS 453.096), edible marijuana products (as defined by NRS 453A.101), and marijuana-infused products (as defined by NRS 453A.110) obtained pursuant to a valid recommendation and valid registry identification card as defined in NRS Chapter 453A and obtained, used, and possessed in a manner considered lawful by the State of Nevada. "Impaired" means the presence of any Legal Drug or Illegal Drug in a person's system where the level or amount may be reasonably anticipated to: (1) pose a threat of harm or danger to persons or property; or (2) adversely affects the employee's job performance, or (3) adversely affects the safety of other employees, or (4) prohibits the employee from fulfilling any or all of his or her job responsibilities.
 - e. "Impairment" is generally defined as being under the influence of a substance such that the individual's motor senses (i.e., sight, hearing, balance, reaction, reflex) or judgment either are or may be reasonably presumed to be affected.
 - f. "Reasonable Suspicion" means either (a) reason to believe an employee is currently affected by alcohol, drugs or a controlled substance, based upon specific personal observations concerning behavior, speech, or body odors, including circumstances which could have or did result in personal injury or damage to NVPCA Property; (b) actual or near occurrence of a personal injury or damage to NVPCA Property under circumstances by which a supervisory employee has reasonable belief that the employee's acts or omissions contributed to the occurrence, near occurrence or severity of the accident, incident or circumstances; or (c) evidence of other specific contemporaneous physical, behavioral, pattern or performance indicators suggesting that the employee has violated this policy. For example, Illegal Drugs or alcohol found on the employee's person or at or near the employee's work area may constitute reasonable suspicion. Reasonable Suspicion is determined by NVPCA in its discretion.
 - g. "State of Intoxication" means the level of alcohol in the employee's system meets or exceeds a concentration of alcohol of 0.08 or more.
 - h. "Under the Influence" means the employee has an amount of a controlled or prohibited substance in his or her system that: (1) is equal to or greater than the limits set forth in subsection 3 of NRS 484C.110 or the limits set forth by the Department of Transportation (or any other government agency regulating the employee), whichever is less, or (2) negatively affects his or her performance; or (3) poses a threat to safety or risks property damage.
8. In accordance with the Drug-Free Workplace Act of 1988, employees must notify the CEO of any criminal drug statute conviction for a violation occurring within the workplace within five days of such conviction.
 9. Consistent with its fair employment policy, NVPCA maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. NVPCA encourages employees to seek assistance before their drug and alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves, or others. NVPCA will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures, consistent with the

organization's policies and applicable federal, state, or local laws.

10. NVPCA further reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug and alcohol-free workplace policy including, but not limited to, the inspection of organization issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when NVPCA has Reasonable Suspicion to believe that the employee has violated this drug and alcohol-free workplace policy.

PP150-05: Filing a Grievance

Section: Personnel Policy
 Policy Number: PP150-05
 Policy Title: Filing a Grievance
 Date: February 7, 2017
 Revision Date(s): March 2022; July 17, 2024

Policy:

1. Any employee may appeal any disciplinary action by writing a letter, within two weeks of the disciplinary action, to the CEO stating his/her/their position if the grievance is not against the CEO.
2. If the employee’s appeal to the CEO is not resolved and the employee wishes to appeal to the Board President, the employee must request a grievance hearing within two (2) weeks after presentation of the problem to the CEO. The Board President can request specific information from any source and shall pursue any further fact-finding actions necessary for delivering a decision. The CEO and participating parties shall be notified of the Board President’s decision within one (1) week of the hearing. The decision of the Board President is final.
 - a. If the grievance is against the CEO, the grievance must be filed with the Board President. The Board President can request specific information from any source and shall pursue any further fact-finding actions necessary for delivering a decision. The CEO and participating parties shall be notified of the Board President’s decision within one (1) week of the hearing. The decision of the Board President is final.
3. Terminated Employee: If an employee feels his/her/their dismissal has been unfair, he/she/they must submit a letter to the CEO within one (1) week of dismissal. The CEO must notify the Board President of receipt of the letter within five (5) days, and the Board President must consider the matter as soon as possible.

PP150-06: Each Employee’s Responsibility

Section: Personnel Policy
 Policy Number: PP150-06
 Policy Title: Each Employee’s Responsibility
 Date: October 4, 2012
 Revision Date(s): March 2022

Policy:

1. Safety can only be achieved through teamwork at our organization. Each employee, _____

supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately.

2. Please observe the following precautions:
 - a. Notify management of any emergency situation. If an employee is injured or becomes sick at work, no matter how slightly, they must inform their supervisor immediately.
 - b. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the organization's property is forbidden.
 - c. Use, adjust and repair machines and equipment only if properly trained and qualified.
 - d. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
 - e. Understand the job fully and follow instructions. If an employee is not sure of the safe procedure, do not guess; ask the supervisor for assistance.
 - f. Know the locations, contents, and use of first aid and firefighting equipment.
 - g. Wear personal protective equipment in accordance with the job being performed. Comply with OSHA standards and/or applicable state job safety and health standards as written in our safety procedures manual.
3. A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

PP150-07: COVID-19 Vaccine Requirements

Section: Personnel Policy
 Policy Number: PP150-07
 Policy Title: COVID-19 Vaccination Requirements
 Date: January 2022
 Revision Date(s):

Policy:

1. The Centers for Medicare & Medicaid Services (CMS) issued an Omnibus COVID-19 Health Care Staff Vaccination rule in November 2021 for recipients of Medicare and/or Medicaid reimbursements. NVPCA does not receive Medicare and/or Medicaid reimbursements. Due to the nature of our relationship with the Federally Qualified Health Centers (FQHCs) in Nevada, NVPCA is considered to have an "other arrangement" relationship with the FQHCs.
2. This policy applies to all NVPCA employees and is effective immediately upon board approval:
 - a. NVPCA employees are strongly encouraged to be fully vaccinated, including vaccine boosters.
 - b. NVPCA employees who visit an FQHC or other Medicare/Medicaid reimbursement recipient clinic location on behalf of NVPCA must be fully vaccinated.
 - c. Employees must carry official documentation of vaccination status with them to the clinic location. Employees found to have provided false documentation will be subject

to termination of employment.

- d. Employees who are not fully vaccinated are prohibited from visiting FQHC clinic and administrative locations or other Medicare/Medicaid reimbursement recipient clinic locations on behalf of NVPCA.
- e. Reasonable Accommodation: Employees in need of an exemption from this policy due to a medical reason or because of a sincerely held religious belief must submit a completed request and receive approval for accommodation from the FQHC or other Medicare/Medicaid reimbursement recipient before visiting clinic location.
- f. If employee non-vaccination causes NVPCA or FQHCs undue hardship or poses a direct threat to the health and safety of others, employee may be subject to termination of employment.

3. Resources:

- a. Federal Register: Medicare and Medicaid Programs; Omnibus COVID-19 Health Care Staff Vaccination

PP150-08: Whistleblower Policy

Section: Personnel Policy
 Policy Number: PP150-08
 Policy Title: Whistleblower Policy
 Date: March 2022
 Revision Date(s): July 17, 2024; July 1, 2025

Policy:

- 1. Whistleblower policies are critical tools for protecting individuals who report activities believed to be illegal, dishonest, unethical, or otherwise improper.
- 2. NVPCA will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments, and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the CEO immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.
 - a. If the CEO is suspected of wrongdoing, reports may be made to the Board President.
- 3. Contractors and subcontractors are prohibited from discharging, demoting or otherwise discriminating against an employee as a retaliation for disclosing, to any of the entities listed in the "Entities to whom Disclosure can be made" section, information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract, gross waste of Federal funds, an abuse of authority relating to a Federal contract, a substantial and specific danger to public health or safety, or a violation of a law, rule, or regulation related to a Federal contract. An employee who initiates or provides evidence of contractor or subcontractor misconduct in any judicial or administrative proceeding relating to waste, fraud, or abuse on a Federal contract shall be deemed to have made a disclosure.
- 4. The provisions of this policy do not:

- a. Require NVPCA to compensate an employee for participation in a court action or in an investigation, hearing, or inquiry by a public body;
- b. Prohibit NVPCA from compensating an employee for participation in a court action or in an investigation, hearing, or inquiry by a public body;
- c. Authorize the disclosure of information that is legally required to be kept confidential.

5. Definitions:

- a. "Whistleblower" is defined by this policy as an employee who reports to one or more of the parties specified in this policy an activity that he/she considers to be illegal, dishonest, unethical, or otherwise improper.
- b. "Employee" means a person who performs a service for wages or other remuneration under a contract of hire, written or oral, express, or implied, for the organization.
- c. "Matter of public concern" means:
 - i. A violation of a state, federal, or municipal law, regulation or ordinance;
 - ii. A danger to public health or safety; and/or
 - iii. Gross mismanagement, substantial waste of funds, or a clear abuse of authority
- d. "Public body" includes an officer or agency of:
 - i. The federal government;
 - ii. The state;
 - iii. A political subdivision of the state including a municipality or a school district; and
 - iv. A public university in the state

6. Entities to Which Disclosure Can Be Made.

- a. A Member of Congress or representative of a committee of Congress
- b. An Inspector General
- c. The Government Accountability Office
- d. A Federal employee responsible for contract oversight or management at the relevant agency
- e. An authorized official of the Department of Justice or other law enforcement agency
- f. A court or grand jury
- g. A management official or other employee of the contractor or subcontractor who has the responsibility to investigate, discover, or address misconduct

7. Protection for Whistleblower

- a. Whistleblower protections are provided in two important areas: confidentiality and retaliation. Reports of matters of public concern, and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need

to conduct an adequate investigation. Identity of the whistleblower may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense.

- b. Individuals protected include:
 - i. The employee, or a person acting on behalf of the employee, who reports to a public body or is about to report to a public body a matter of public concern; or
 - ii. The employee who participates in a court action, an investigation, a hearing, or an inquiry held by a public body on a matter of public concern.
- c. An employee, or other protected individual, is not entitled to the protections under this policy unless he or she reasonably believes that the information reported is, or is about to become, a matter of public concern and reports the information in good faith.
- d. Anyone reporting must act in good faith and have reasonable grounds for believing the information that has been disclosed indicated an improper accounting or auditing practice, or a violation of the Codes.
- e. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination. Such conduct may also give rise to other actions, including civil lawsuits.
- f. An employee, or other protected individual is entitled to the protections under this policy only if the matter of public concern is not the result of conduct by the individual seeking protection, unless it is the result of conduct by the person that was required by his or her employer.
- g. Before an employee initiates a report to a public body on a matter of public concern under this policy, the employee shall submit a written report concerning the matter to the organization's chief executive officer. However, the employee is not required to submit a written report if he or she believes with reasonable certainty that the activity, policy, or practice is already known to the chief executive officer or that an emergency is involved.

8. Discharge of Whistleblower

- a. Based on whistleblowing activity, NVPCA may not discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment.
- b. An employee who believes that he or she has been discharged, demoted, or otherwise discriminated against contrary to the policy may submit a complaint with the Director of Admin & Finance or the Inspector General of the agency concerned. Procedures for submitting fraud, waste, abuse, and whistleblower complaints are generally accessible on the Office of Inspector General Hotline or Whistleblower Internet sites. A complaint by the employee may not be brought more than three years after the date on which the alleged retaliation took place.

9. Whistleblower Relief and Penalties

- a. An employee, or other protected individual who alleges a violation of this policy

may bring a civil action and the court may grant appropriate relief.

- b. An employee, or other protected individual, who violates or attempts to violate this policy may also be liable for a civil fine.

General Provisions

PP160-01: Document Retention

Section: Personnel Policy
 Policy Number: PP160-01
 Policy Title: Document Retention
 Date: October 4, 2012
 Revision Date(s): n/a

Policy:

1. The company maintains a formal document retention policy and procedure. Employees must retain all work products in the manner required and for the time period required by our policy. Never destroy or delete any work product until the retention periods specified by the NCPA’s policy have been satisfied. Failure to comply with the company document retention policy and procedure may result in discipline up to and including discharge.

PP160-02: Travel/Expense Accounts

Section: Personnel Policy
 Policy Number: PP160-02
 Policy Title: Travel/Expense Accounts
 Date: October 4, 2012
 Revision Date(s): July 17, 2024

Policy:

1. The organization will reimburse employees for reasonable expenses incurred through pre-approved business travel. All cash advances must be accounted for, and expense receipts are required.
2. The following are acceptable business expenses:
 - a. Travel Expense (airfare & ground transportation)
 - b. Automobile/Mileage/Gas
 - c. Lodging
 - d. Business Meals (in accordance with federal per diem rates and Tips)
3. All reimbursable business expenses must be reviewed and approved by the employee’s supervisor or the CEO.

PP160-03: Personal Property

Section: Personnel Policy
 Policy Number: PP160-03
 Policy Title: Personal Property

Date: October 4, 2012
 Revision Date(s):

Policy:

1. NVPCA is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

PP160-04: Contact with the Media

Section: Personnel Policy
 Policy Number: PP160-04
 Policy Title: Contact with the Media
 Date: October 4, 2012
 Revision Date(s): March 2022

Policy:

1. All media inquiries regarding NVPCA and its operations must be referred to the CEO. Only the CEO is authorized to make or approve public statements on behalf of NVPCA. No employees, unless specifically designated by the CEO, are authorized to make statements on behalf of or as a representative of NVPCA.

PP160-05: Office Supplies

Section: Personnel Policy
 Policy Number: PP160-05
 Policy Title: Office Supplies
 Date: October 4, 2012
 Revision Date(s): March 2022

Policy:

1. All office supplies are for business use only and should not be removed from the office for non- business or personal use.

PP300-01: Succession Planning for Chief Executive Officer

Section: Board of Directors Policy
 Policy Number: PP300-01
 Policy Title: Succession Planning for Chief Executive Officer
 Date: July 17, 2024
 Revision Date(s): n/a

Policy:

Through succession planning, the Nevada Primary Care Association (“NVPCA” or “Association”) Board of Directors (“Board”) seeks to ensure the continuation of effective day-to-day operations should the chief executive officer (“CEO”) be absent through an emergency, short-term leave, long-term leave, or permanent separation. As changes in staffing are inevitable, the Board has established this process to provide continuity in staffing and avoid extended and costly vacancies in the position. Thus, ensuring the transition is managed to assure staff remain focused, feel

supported, are productive, and morale remains high during the period of transition. Succession planning for the CEO position is the responsibility of the board of directors. Succession planning for all other executive and management positions is the CEO's responsibility.

1. Definitions. For the purposes of this policy:
 - a. A "short-term absence" is one in which it is expected that the CEO will return to the position once the events precipitating the absence are resolved. Such events are generally unplanned or unexpected and are three months or less. A "long-term absence" is one that is expected to last more than three months.
 - b. "Acting" refers to a person assigned to fulfill the duties of a position on a temporary emergency or short-term basis, excluding vacation leave and business travel.
 - c. "Interim" refers to a person designated to fulfill the duties of a position on a temporary long-term basis or until the position is permanently filled.
 - d. "Succession planning" is an organized, proactive process of preparing for the loss of a position; and involves the development of existing employees to fill key leadership positions in an organization.
 - e. "NVPCA Leadership" refers to Directors at the senior management level.
 - f. "Board Leadership" refers to the Board president, vice-president, and secretary/treasurer.
2. Short-Term Absence of the CEO - An Acting CEO shall be named during the time of a short-term absence of the CEO in order to protect the Board and NVPCA, and to maintain consistent day-to-day operations.
 - a. Pending formal action of the Board, the NVPCA Director of Strategic Partnerships shall serve as Acting CEO. In the event the Director of Strategic Partnerships is not able to assume the role of Acting CEO, the line of succession, pending formal action by the Board, shall be the Director of Administration and Finance;
 - b. The Acting CEO status shall be communicated to employees and appropriate stakeholders as soon as reasonably possible.
 - c. The Acting CEO shall consult with the CEO, if available, on major decisions and continue to implement the goals and initiatives of the Strategic Plan; and
 - d. The Acting CEO shall receive, in addition to their standard salary, an additional 10% of the daily rate of pay, unless otherwise approved by the Board.
3. Long-Term Absence of the CEO – In the event that the CEO's short-term absence is determined to become long-term or the absence is greater than 3 months, the Board shall take action to formally name an Interim CEO.
 - a. It is recommended for continuity that the Acting CEO be named as Interim CEO. (See below for general guidelines).
 - b. Once named, the Interim CEO, in consultation with the board president may consider other temporary appointments necessary to backfill the former responsibilities of the Interim CEO to ensure smooth functioning of the organization.
4. Permanent Leadership Change / New CEO
 - a. Upon announcement of the resignation or immediate vacancy of the CEO, the Board shall determine the process for hiring a new CEO.

- b. A CEO Search Committee comprised of NVPCA Board Members will be formed and shall be responsible for ensuring the CEO search is conducted via the process decided by the Board.
 - c. If CEO change is immediate, the Board shall vote to name an Interim CEO.
 - i. It is recommended for continuity that the Director of Strategic Partnerships be named as Interim CEO.
 - ii. An Interim CEO does not necessarily have to be a current member of NVPCA Leadership, though it is highly recommended it is not an individual seeking to become the permanent CEO.
 - iii. The Director of Administration and Finance (Human Resources) shall make recommendations to the board regarding NVPCA policies to be followed and the process for filling the vacancy. (See below for general guidelines)
5. Continuity of Daily Operations during CEO Transition - The Board, CEO and NVPCA Leadership shall have strategies and processes in place to ensure that transitions occur smoothly, with little disruption to the operations of the Association. To that end, following are roles and responsibilities:
- a. The Board:
 - i. Shall direct the CEO to create and maintain a Chief Executive Transition Plan that addresses timelines, transfer of organizational knowledge, communication, and personnel plans.
 - ii. Shall select and take action to hire an interim, or new CEO, as necessary.
 - iii. Shall create a CEO Search Committee to manage CEO transition including the search, selection, onboard and support processes for a new CEO.
 - b. The current CEO shall:
 - i. Create and adopt a Chief Executive Transition Plan that addresses timelines, transfer of organizational knowledge, communication, and personnel plans.
 - ii. Maintain an up-to-date leadership succession plan that addresses unplanned absences as well as planned transitions for all NVPCA Leadership positions. This includes instances where a current individual from NVPCA Leadership becomes the Acting or Interim CEO, leaving an open position in senior management. The leadership succession plan does not require board approval.
 - iii. Ensure appropriate employees become familiar with Board, CEO, and Association issues and processes. Knowledge of Board policies, and personnel, legal, and financial issues shall enable the designee to assume the role of Acting or Interim CEO with reasonable proficiency and be fully accountable to the Board for all CEO authority.
 - iv. Manage the orderly transition for all staff roles other than the CEO position.
 - v. Disclose plans to separate from NVPCA as CEO to the Board at least six months before the departure date, when possible.
6. Hiring of New CEO
- a. Chief Executive Succession Plan
 - i. To support proper due diligence and ensure that the best possible candidate is hired, the Association is committed to a dynamic search and selection process that includes internal and external candidates. A regional or national search shall

be conducted unless the board concludes that a current staff member is most appropriate and available for the job.

- ii. To develop a finalist pool that reflects the communities served by member organizations, NVPCA commits to the recruitment of diverse candidates to fill the role of CEO.
- b. Board CEO Search Committee ("Committee")
- i. Composition - The Committee will be comprised of a minimum of three (3) to a maximum of five (5) Board members. The Board may also consider appointing a non-voting staff member for the purposes of planning and preparation; the appointed staff member will not participate in the interviews of the CEO candidates.
 - ii. The Committee may:
 - 1) Implement and manage the core tasks of the leadership transition:
 - a) Manage the entire transition process from planning for the leadership change through the conclusion, making sure the new executive is properly onboarded and supported.
 - b) Ensure team readiness by making sure that the board and the departing executive are ready to play their parts in the transition process and are clear about their roles.
 - c) Ensure leadership continuity by recommending the board appoint an interim CEO to serve for a minimum of one month between departing CEO and incoming CEO. This allows staff a neutral zone to emotionally transition from the old CEO so they may fully embrace the new CEO (The Bridges Transition Model).
 - d) An interim CEO will also allow time to hire for senior leadership position that will be vacated if senior leadership is promoted to CEO.
 - e) Manage transition communications with appropriate announcements and updates for staff and key stakeholders. Also, ensure that there is positive closure with the current executive.
 - f) Onboard and support the new executive with an appropriate introduction to the Association and the community.
 - 2) Determine the need for consulting assistance (i.e., transition management consultant, executive search firm) based on the circumstances.
 - 3) If needed, schedule a board retreat or work session to review and refresh the Association's strategic plan and recalibrate the CEO role.

7. Guidelines for the Appointment of an Interim CEO

- a. The NVPCA Board authorizes the board president (or the vice-president if the president is not available) to implement this policy in the event of the absence of the CEO.
- b. Either the current CEO or a member of NVPCA Leadership shall immediately inform the board president of the absence, or the vice-president if the board president is not available.
- c. As soon as possible following the notification, the board president shall confer with Board Leadership on the implementation of this policy.

- d. The full board shall be convened to appoint the interim CEO and or hire a new CEO, as applicable.
 - e. The board president (and potentially board leadership) shall consult with the Interim CEO on the circumstances of the absence, organizational situation, and related factors, making necessary adjustments to the implementation of this policy.
 - f. After the board chair and Interim CEO confer, the staff and stakeholders will be notified of the temporary staffing structure.
 - g. The acting or Interim CEO may have the same authority for day-to-day decision-making and independent action as the CEO except for decisions that require board approval including:
 - i. Program expansion or divestiture
 - ii. New partnerships or collaborations with external parties
 - iii. Taking public or policy positions on behalf of the organization
 - iv. Financial decisions not included in the current approved budget
 - v. Check signing over \$xxx
 - h. The Interim CEO shall receive compensation as determined by the Board as part of the formal action of the Board. NVPCA Human Resources shall provide to the Board research and related information for potential salary as part of the action to name the Interim CEO.
 - i. The Board President and Board of Directors will have the responsibility for monitoring the work of the Interim CEO. The Interim CEO will provide regular updates and meet regularly with the president. The president will also be alert to the special support needs of the Interim CEO serving in this temporary leadership role, and act to address them.
8. Professional Development
- a. NVPCA is committed to a program for developing leaders who are dedicated, prepared, and equipped to continue with the initiatives of the Association. This comprehensive approach to growing, cultivating, and nurturing talents within the Association is a positive step toward ensuring success and the evolution of an equitable environment.
 - b. The CEO shall continuously identify, encourage, and develop staff members to meet the Association’s future leadership needs, including occasions when the CEO or other leadership position must be filled on a temporary basis.
 - c. To provide career advancement for staff, NVPCA is committed to encouraging the professional development of all employees.
 - d. Where reasonable and practical, funds shall be set aside and/or obtained for professional development opportunities. Such opportunities must be approved by the CEO to ensure they align to the initiatives and objectives of the Association.