



ODYSSEY HOUSE
A NON-PROFIT

PERSONNEL MANUAL





Message from CEO

Welcome to Odyssey House! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. Our mission is to empower people to heal and build better lives. You are a very important part of that. We need and appreciate your talents, work and efforts. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further Odyssey Houses' goals.

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. We continue to win awards for our treatment, care, services, and leadership. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services in the treatment community. With your active involvement, creativity, and support, we will continue to achieve our goals. We sincerely hope you will take pride in being an important part of Odyssey House's success.

Odyssey House provides a generous benefits package to support you. This handbook explains the benefits and how to use them. This handbook also discusses various expectations and responsibilities of being an Odyssey House employee. The guidelines and benefits are designed to support and help you and everyone at Odyssey House be the best you can be for ourselves and the people we serve.

Please take time to review the policies contained in this handbook. Please feel free to ask any questions you may have about the handbook. If you have questions, feel free to ask your supervisor or contact the Human Resources Department.

Adam Cohen, CEO



This employee handbook is a subsection of Odyssey House Policies and Procedures subject to updates and changes. When you enroll in benefits you will receive information about how to access the current cost for most of the plans described in this handbook. Some employees are not eligible to participate in the plans described in this handbook. Receipt of this handbook does not mean you are eligible to participate in all the plans described. To be eligible to participate in a particular plan, you must meet the eligibility requirements outlined for that plan. This handbook does not describe benefits for retired employees. Every effort has been made to ensure the accuracy of this handbook. If there is any conflict between this handbook and the official plan documents, the official plan documents will supersede. Nothing in this handbook creates an employment contract between Odyssey House and any employee. Odyssey House reserves the right to amend or terminate a plan at any time, in its sole discretion, according to the terms of the plan.



HELPFUL FEATURES

Within this handbook, you will find features to help increase your understanding of the benefit plan being described. These features include:

- **Examples** – We've included several examples of your benefits at work to get an example of how they may benefit you.
- **Contacts** – For easy reference, phone numbers, addresses, and websites for benefit plan resources are listed at the back of the handbook when you have questions or need contact information.
- **Icons** – The following icons placed throughout the text highlight essential information:
 - ☒ Refers you to other sections that provide additional information.
 - ✓ Highlights information of special importance.
 - ★ Points out an example.



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INTRODUCTION

Welcome and Purpose

Odyssey House, Inc. (Odyssey House) Employee Handbook establishes policies, procedures, benefits and working conditions that will be followed by all employees as a condition of their employment with Odyssey House.

Odyssey House strives to provide an employee-friendly environment in which goal-oriented individuals thrive. Our commitment to serving clients and providing quality services is unwavering. These policies, procedures and working conditions provide a work environment in which client and employee interests are served.

We value our employee's talents, skills and abilities and seek to foster an open, cooperative and dynamic environment in which we can all excel. Odyssey House provides an environment where employees are encouraged to bring ideas **and** challenges to any level of management.

Odyssey House abides by all laws and regulations in regard to management of personnel, including but not limited to:

- Federal Equal Employment Opportunity (EEO) laws
- Title VII of the Civil Rights Act of 1964
- Equal Pay Act of 1963
- Age Discrimination in Employment Act of 1967
- Title I and Title V of the Americans with Disabilities Act of 1990 (ADA)
- Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)
- Civil Rights Act of 1991
- Fair Labor Standards Act of 1938 (FLSA)
- State labor laws
- Other Federal laws that apply based on contracting with the government

The policies and procedures outlined will be applied at the discretion of Odyssey House management. As such, Odyssey House may deviate from the policies, procedures, benefits and working conditions described in this handbook. Odyssey House may also withdraw or change the policies, procedures, benefits and working conditions described in this handbook at any time, for any reason. While it is our goal to provide employees with notice of such changes, prior notice is not required before a change is implemented. Throughout an employee's employment with Odyssey House it is his or her responsibility to remain up to date on Odyssey House policies, procedures, benefits and work conditions—both published and unpublished.

No provision in this handbook can be waived without written permission from Odyssey Houses' Chief Executive Officer. Please review the policies, procedures, working conditions and benefits described in this handbook. You will be asked to affirm that you have read, understand, agree to, abide by and acknowledge your receipt of this employee handbook.



At-Will Employment Statement

Employment with Odyssey House is on an “at-will” basis, which means that either an employee or Odyssey House may terminate the employment relationship at any time, for any reason, with or without cause. This handbook is not a contract of employment nor is it intended to create contractual obligations for Odyssey House of any kind or alter the at-will employment relationships between Odyssey House and our employees. Only a written agreement, signed by the Chief Executive Officer of Odyssey House can change the at-will nature of the employment of any individual.

This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all of the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Human Resources Department.

Neither this handbook nor any other Odyssey House document confers any contractual right, either expressed or implied, to remain in Odyssey House's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not set for any specific time and may be terminated at will, with or without cause and without prior notice by Odyssey House, or you may resign for any reason, at any time. While there may be a disciplinary process in place, in certain situations, Odyssey House may make the decision to terminate you without first taking these disciplinary steps.

No supervisor or other representative of Odyssey House (except the Chief Executive Officer in writing) has the authority to enter into any agreement of employment for any specified period of time, or to make any agreement contrary to the above.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will make every attempt to inform you of any changes as they occur. Some of the subjects described here are covered in detail in official benefit policy documents. You should refer to those documents for specific information since this handbook only briefly summarizes those benefits. Please note that the terms of the written insurance policies are controlling.



Mission Statement

Our mission is “Empowering People to Heal and Build Better Lives”.

We have carefully selected you as a staff member because we believe that you can provide the high-quality, compassionate service that continually makes us the best in the State as both an employer and a treatment provider. We believe that consistent, ethical and quality performance in all of our endeavors is the key to success. As a member of our staff, dedication to providing the best service to our internal and external clients and customers should be your top priority.

EMPLOYMENT POLICIES AND REGULATIONS

Americans with Disability Policy

The Americans with Disabilities Act (ADA) is a federal law that prohibits employers with 15 or more employees from discriminating against applicants and employees with disabilities. It also requires employers to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job functions of the position.

Odyssey House complies with all applicable laws concerning the employment of individuals with disabilities and acts in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Odyssey House does not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

When a job applicant with a disability requests accommodation that can be reasonably provided without creating an undue hardship or causing a workplace safety risk, he or she will be given the same consideration for employment as any other applicant. The Reasonable Accommodation Request form is in the attachments [📎](#).

Odyssey House will reasonably accommodate qualified individuals (candidates and employees) with disabilities so that they can perform the essential functions of a job, unless the requested accommodations result in the following:

- A direct threat to the safety or well-being of the individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation; or
- An undue hardship to Odyssey House.



Individuals who are currently using federally illegal drugs are excluded from coverage under Odyssey House ADA policy.

The Human Resources department is responsible for implementing this policy, including the resolution of reasonable accommodation, safety, direct threat and undue hardship issues. Contact them with any questions or requests for accommodation.

Equal Employment Opportunity

It is Odyssey House's policy to recruit and employ the best-qualified personnel and provide equal opportunity without regard to race/ethnicity, religion, color, sex, sexual orientation, gender, gender identity, national origin, age, marital status, veteran status, or non-job function related disability in all matters related to employment and to treatment on the job. Each employee of Odyssey House will be treated on an equal basis with all other employees in accordance with applicable local, state, and federal laws. This policy applies to every phase of the employment relationship, including recruitment, hiring, promotion, demotion, transfer, discipline, lay-off, termination, rates of pay, and other benefits.

Odyssey House maintains an Affirmative Action Plan [\[X\]](#) in order to support the organization in recruiting, hiring, and maintaining a diverse workforce that is representative of both the community we operate in as well as the client population we treat.

Applicants to Odyssey House are asked to complete a voluntary self-identification form to identify gender, race, sexual orientation, veteran, and disability status. Information is requested in order to maintain compliance with federal mandates through annual reporting and to assist Odyssey House in identifying potentially discriminatory practices and annual objectives to improve or maintain workforce diversity. This information is maintained as confidential and is to in no way influence any employment-related decisions.

Any applicant or employee who feels that he or she may have been discriminated against during the hiring process or during employment at Odyssey House is able to make a formal complaint to Odyssey House's Chief People and Infrastructure Officer, who oversees Human Resources.

Odyssey House expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR department. Odyssey House will not allow any form of retaliation against individuals who raise issues of equal employment opportunity.

If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of Human Resources. Retaliation means adverse conduct taken because an individual



reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- shunning and avoiding an individual who reports harassment, discrimination or retaliation;
- express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; or
- Denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

Complaints of discrimination should be filed according to the procedures described in the [Harassment and Complaint Procedure in this handbook.](#)

WORKPLACE CONDUCT AND SAFETY

Odyssey House endeavors to provide a safe working environment for its workers. This means providing safety equipment and posting safety signs in dangerous and hazardous working areas. The employee has the responsibility of abiding by the safety warnings, dress codes, fire drills and other notifications Odyssey House has posted. All employees have the opportunity and responsibility to contribute to a safe work environment by using common sense rules and safe practices and by notifying management when any health or safety issues are present. If an employee is hurt on the job, he/she is entitled to worker's compensation benefits; as long as he/she is not responsible for causing the injury.

In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to activate the medical emergency services.

Standards of Conduct Policy

Employees are expected to conduct themselves professionally, at all times in order to reflect credit upon Odyssey House and to model appropriate behavior for Odyssey House clients who are very impressionable.

Odyssey House clients are subject to highly structured rules. Employees need to be familiar with the rules to avoid inadvertently causing or encouraging the clients to violate the rules.

All staff members are expected to read and follow the guidelines of the State DHS Code of Conduct [☒](#) and to practice these behavioral standards in their work practices. Employee signature to assure compliance is mandatory.



Staff are prohibited from connecting with (i.e., “friend”) clients or former clients on personal social media sites. Staff should use the official Odyssey House Facebook page or your own professional social media site if you would like to interact with and support clients or former clients via the venue of social media. However, consultation with your supervisor is required if you choose to use such a venue to connect with clients or former clients. When interacting with clients and former clients via social media, staff must do so with the intent to support clients in their recovery, with the intent to represent Odyssey House, and **without** the intent of setting up a personal friendship, which would set up an inappropriate dual relationship. Graduate staff may interact with former clients who finished treatment prior to their hire date.

Code of Ethics Policy

Odyssey House utilizes the National Association of Social Workers Code of Ethics and the Utah Public Officers’ and Employees’ Ethics Act as a framework to guide ethical behavior.

The essence of the ethical code is to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. We work to promote social justice and social change with and on behalf of clients. “Clients” is used inclusively to refer to individuals, families, groups, organizations, and communities. We are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice. These activities may be in the form of direct practice, community organizing, supervision, consultation, administration, advocacy, social and political action, policy development and implementation, education, and research and evaluation. We seek to enhance the capacity of people to address their own needs and promote the responsiveness of organizations, communities, and other social institutions to individuals’ needs and social problems.

Our profession is rooted in a set of core values:

- service
- social justice
- dignity and worth of the person
- importance of human relationships
- integrity
- competence

Additionally, employees are expected to act in ways that prevent:

- Improperly disclosing or using private, controlled, or protected information.
- Using their position to secure individual privileges for one’s self, friends, or family.
- Accepting other employment or gifts that would impair independence of judgment or ethical performance.
- Receiving additional compensation from another person or agency for your Odyssey House related employment without disclosing this to Odyssey House.



- Encouraging or advising any current or former client or current employee to break any Odyssey House rule, policy, or regulation or to encourage or advising anyone to break or violate any law.
- Behaving in a way that is dishonest or violates any Odyssey House regulation, policy, or guidance or in a way that violates any federal or state law.
- Violating any condition in the Conflict of Interest [\[X\]](#) statement.

Ethical violations will be subject to disciplinary action up to and including termination and possible legal or criminal actions.

Confidentiality Policy

It is Odyssey House's policy not to release any personnel data to unauthorized persons or agencies. Each employee, volunteer, or Board Member is to follow 42 C.F.R (Code of Federal Regulations) Part 2.

Information concerning other employees and clients is to be kept in the strictest confidence.

Employees must keep in strictest confidence whatever information may be acquired concerning the affairs of Odyssey House or its procedures.

All requests for information on former clients and staff must be received in writing and accompanied by a release from the individual about whom the information is requested.

Failure to comply with the above will result in disciplinary action up to and including termination and may possibly result in legal action.

Conflicts of Interest Policy

It is Odyssey House's policy to ensure that the private or outside economic, social, or political activities of agency employees or Board of Directors members do not interfere with employee or Board member decision-making and responsibilities.

Employees and Board members shall comply with and abide by all provisions of Utah Code Ann. §§ 67- 16-1 et. seq., Utah Public Officers' and Employees' Ethics Act, Department of Human Resources Management Rules R477-9-1 through 4, as well as all provisions of this policy.

Responsibility to comply with this policy rests with individual employees and Board members. It is not the responsibility of the agency to keep employees and Board members out of conflict situations or potential conflicts of interest.

Odyssey House employees, contractors, consultants, and Board of Directors members shall all receive a copy of this policy and are required to submit an Odyssey House Conflict of Interest Declaration



form for approval prior to engaging in any outside employment, volunteer activity, or relationship that could result in a conflict of interest or potential conflict of interest. For the purpose of this policy, “employee” will reference employee, intern, volunteer, contractor, and consultant.

Conflict of Interest Declaration

All employees and Board members shall submit a completed Conflict of Interest Declaration form [\[X\]](#) to their supervisor or Chief Executive Officer upon appointment/hire and annually thereafter, as a minimum. The Chief Executive Officer submits a completed Conflict of Interest Declaration form to the Board of Directors Chair Person. In addition, before an employee starts new outside employment or a new activity with a potential conflict, a Conflict of Interest Declaration form shall be submitted to their immediate supervisor.

Status changes in previously approved outside employment or activities require a new submission of an updated form before the change takes place or within 30 days of such status change if it is not possible to submit the Declaration beforehand.

Approved forms and forms denying a request for involvement in an outside employment or activity shall be filed in the employee’s personnel file.

Conflict of Interest Review Process

In determining whether a conflict or potential conflict of interest exists the agency will take into consideration all relevant information that can help in the decision. Employees seeking to engage in outside employment or activities must supply relevant information regarding the activity or employment sought to be approved as well as information regarding his/her work for the agency. Relevant information might include such things as: position, authority, decision making involvement, contacts, clients, programs, access to information, interaction with government, location, etc.

A variety of situations including the situations listed below could determine if there is a conflict of interest or a potential conflict of interest. The situations listed below are examples given for the employee’s, volunteer’s or board member’s understanding and are not intended to include every possible scenario.

Political Conflicts

- Using, or attempting to use, one’s position within the agency to secure special privileges or exemptions for self or others. This situation cannot be considered for approval.
- Engaging in a business venture with an organization that is conducting business with the agency or that is soliciting business from the agency.
- Participating in outside volunteer service that is involved with the programs or clients of the agency, including service on a policy making or advisory board of an institution or agency which contracts with or provides services for the agency.
- Soliciting political contributions from other employees or anyone during hours of employment. This situation cannot be considered for approval.



Hatch Act: During work time or during off time, when an employee's principal activity is directly related to a federally-financed program (even if their salary is not paid by the federal program), employees may not:

- Use their position and authority to influence or affect the outcome of an election or nomination;
- Coerce other employees to make contributions for political purposes; or;
- Be a candidate for a political office. This situation cannot be considered for approval.

Related-Party Conflicts

- Directly supervising individuals with whom you have external relationships: family, shared external investments, ties to your household, etc.
- Having a current or past significant relationship with a current client of Odyssey House.
- Having personal investments or ownership interest in any business entity where such investment or interest creates a conflict between the employee's private interests and work duties.
- Relation by blood or marriage to a director, Board Member, or officer of another organization in the same service area and client population as Odyssey House.

Time Conflicts

- Engaging in volunteer or other unpaid service for any employer during the same hours one is scheduled to be working for the agency unless approved.
- Being incapable of performing at full capacity because of fatigue, anxiety, or other impairments caused by outside activities.
- Using work time for activities other than agency business, including paid work for another employer.
- Engaging in political activity during work time. This situation cannot be considered for approval. Compromising work responsibilities to expedite outside personal gains. This situation cannot be considered for approval.

Personal Gain Conflicts

- Disclosing information acquired by reason of position with the agency for the private gain or benefit of oneself or others. This situation cannot be considered for approval.
- Utilizing the agency's resources and/or materials for purposes other than those required in the position held. This situation cannot be considered for approval.
- Developing non-professional or non-work related relationships with one's own clients or clients for whom there is a supervisory assignment. This situation cannot be considered for approval.
- Accepting any gift, offer of travel, unusual hospitality provided by any person or entity for yourself or a related individual from a client or client family member.
- Exploiting one's position over other employees for personal favors and/or gain. This situation cannot be considered for approval.

Employer Conflicts



- Accepting employment or volunteer responsibilities that would impair independence of judgment in the performance of agency duties.
- Being involved in any outside employment or activity that may require improper disclosure or use of information obtained through agency sources.
- Accepting other employment that one might expect would interfere with the ethical performance of one's duties.

Dual Relationship with a Potential/Current Client

- A previous personal relationship with a potential or current client, which could include substance use, sexual involvement, and/or any other significant relationship history.
- Specific to an employee or associate of Odyssey House having a prior history with a potential or current client, it is the responsibility of the employee/associate to immediately notify a member of Executive Leadership.

It is Odyssey House's policy to not admit a client who has an identified sexual history with any staff member as we see this dual relationship as an unethical conflict of interest and a likely barrier to recovery. It is the responsibility of any staff member who has had a sexual history with a potential or current client to immediately and fully disclose the conflict to a member of Executive Leadership.

It is anticipated that prior relationships may be identified after a client has already been admitted into treatment, in which case it is the responsibility of the relevant Program Director to facilitate a transfer of care to the most appropriate provider and to ensure that the client receives services to prepare him/her for transition to maintain safety and sobriety.

Odyssey House relies on the National Association of Social Work's Code of Ethics policy as the standard by which all employees are expected to behave, including specifically around dual relationships with former clients.

Conflict of Interest Declaration Process

The relevant Director shall review and approve or deny in writing the outside relationship and the activities that could be considered a conflict or a potential conflict. Potential conflicts of interest involving employment and/or activities that meet the criteria listed below will be forwarded to the Chief Executive Officer for approval:

- Outside employment for a full time employee exceeds 20 hours per week.
- Outside employment is with a contractor who currently provides services to clients of the agency.
- The outside work involves (a) providing services to a current client of the agency or to a person who has been a client within the preceding six months, (b) the employee has or previously had direct work-related contact with the client, and (c) the outside work involves a fee when such fees are paid directly to the employee, a relative of the employee, or a business owned wholly or in part by the employee.
- The outside volunteer service includes service on a policy making or advisory board of an institution or agency that does business with the agency.
- A known relationship exists with former/current/potential client.



Directors have the option to include Executive Leadership Team consideration when reviewing Conflict of Interest Declaration forms received. The Director should consider the following when reviewing potential conflicts of interest:

- Does the outside relationship interfere with efficient performance of the employee's position?
- Does the outside relationship conflict with the interests of the agency or the State of Utah?
- Is the relationship the type that could reasonably give rise to criticism or suspicion of conflicting interests or duties?
- Would the outside relationship provide a proven benefit to the agency?
- Would failure to approve the outside relationship prove an extreme hardship to the individual?

Violations and Disciplinary Actions

If an employee fails to notify his/her supervisor and is subsequently determined to be engaged in an outside activity that should have been reported, Directors shall take appropriate disciplinary action.

Contagious Illness Policy - Vaccinations and Immunizations

PPD (Tuberculosis Test) and Influenza

All Odyssey House employees are required to undergo a PPD screening at hire and periodically throughout employment. A purified protein derivative (PPD) skin test is a test that determines if you have tuberculosis (TB). TB is a serious infection, usually of the lungs, caused by the bacteria *Mycobacterium tuberculosis*. This bacteria spreads when you breathe in the air exhaled by a person infected with TB. The TB skin test is performed by injecting a small amount of fluid (called tuberculin) into the skin on the lower part of the arm. A person given the tuberculin skin test must return within 48 to 72 hours to have a trained health care worker look for a reaction on the arm. If the employee does not have the PPD test read in the appropriate amount of time, it must be administered again. Screening for TB is a requirement of employment at Odyssey House.

All employees must receive a flu shot annually. As a provider of healthcare, Odyssey House is complying with the Centers for Disease Control to ensure employees are complying with flu shot requirements.

Flu shots and PPD screenings will be provided at no cost to employees at the Martindale Clinic. Insurance may be billed if the employee is covered.

COVID-19

All employees are expected to receive vaccinations for COVID-19 within their first 8 weeks of employment.

The timeline for vaccination is as follows:



1. FIRST 7 DAYS OF EMPLOYMENT: Please make your appointment within your first 7 days of employment. You may make the appointment online or via phone.
2. FIRST 2-3 WEEKS OF EMPLOYMENT – RECEIVE FIRST DOSE OF COVID-19 VACCINATION.
3. SEND DOCUMENTATION TO HR@ODYSSEYHOUSE.ORG
4. SCHEDULE AND COMPLETE SECOND DOSE OF COVID-19 VACCINATION WITHIN RECOMMENDED TIME
5. SEND DOCUMENTATION TO HR@ODYSSEYHOUSE.ORG

Exemptions are allowed for limited spiritual or medical reasons. Forms must be completed and turned into HR@odysseyhouse.org for evaluation. Incomplete forms will not be considered. Forms are available in the attachments of this document. 

Smoke-free Workplace Policy

Recent studies by the American Academy of Sciences, U.S. surgeon General, and the Environmental Protection Agency and others have found that exposure to environmental tobacco smoke (ETS) can be harmful. In 1994 the Utah State Legislature passed the Utah Indoor Clean Air Act, which requires all nonpublic workplaces to develop a smoking policy.

Odyssey House is dedicated to preserving the health and promoting productivity of employees in a safe environment. In order to provide a healthy environment to all employees and clients, all Odyssey House properties are smoke free. “Smoking” includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes. Employees who smoke must do so off Odyssey House property and dispose of litter associated with smoking away from Odyssey House property.

Drug-free and Alcohol-free Workplace Policy

Due to the therapeutic nature of the drug free treatment model in which Odyssey House practices and teaches, staff members should not use illegal drugs or abuse medications either on or outside the work setting. We also believe that the employees must uphold the values and lifestyles being taught to clients. As such, Odyssey House operates its programs as a drug-free workplace. All potential hires are subject to pre-employment drug screening which consists of a five panel drug screening completed by a third-party contractor. No staff member is permitted to drink alcohol on the facility grounds, nor during the working day. No illegal drugs may be manufactured, used, or sold on the facility grounds. Possession, use, distribution, or manufacture of illegal drugs is prohibited for Odyssey House employees. Federal law supersedes local laws when defining illegal drugs. Use of alcohol which interferes with an employee’s ability to perform his/her duties, regardless of where it is consumed, is prohibited. Violation of drug-free rules and laws may result in disciplinary action, which may include termination.



Odyssey House employees are all subject to random urinalysis, subject to the discretion of the Chief Executive Officer. Any employee suspected of abusing drugs or alcohol may be asked to have a urine test or any other test at any given time, without the entire staff participating.

An employee who tests positive for drugs and/or alcohol, or fails to submit to a drug test when requested, will be subject to disciplinary action, including possible termination. If as a condition of corrective action an employee is asked to undergo repeated urinalysis tests, the employee will be responsible for the cost associated with those tests and this amount will be deducted from his/her paycheck.

As a condition of employment, financed with federal and Salt Lake County assistance, employees are required to abide by the terms of this Drug Free Workplace Policy, and notify Odyssey House through their supervisors of any arrests (including DUI's) immediately.

Expectations for Odyssey House graduates employed by Odyssey House are that each graduate is to maintain a positive standing within the program in order to maintain employment, including following this Drug Free Workplace Policy.

Employees with problems related to substance abuse may be encouraged to seek assistance from other substance abuse providers, but will be unable to work at Odyssey House until they receive treatment and complete treatment. Odyssey House will assist employees with referrals.

Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law. Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

Drug and Alcohol Testing Policy

Odyssey House candidates and current employees must respond to an order for a drug test by the expiration date on the order. If the employee or potential employee does not present for the drug test at the specified location, date, and time, the employee will be subject to termination immediately. It is the employee's responsibility to ensure that any lotions, creams, or external products used do not cause a positive drug test. If a positive drug test occurs for any reason, the employee is subject to discipline, up to and including termination. In the event that an employee is under the care of a licensed health care provider authorized to prescribe medications in the State of Utah, and the employee or candidate has a positive drug test for a legal, legitimately prescribed medication, the employee or candidate must show evidence of the valid prescription in order to prevent immediate termination or employment ineligibility. An example of such a medication would be Adderall prescribed for ADHD by a psychiatrist licensed in the State of Utah, which may result in a positive drug test for amphetamine. Evidence should be provided to Human Resources and will be kept confidential.



Violence in the Workplace Policy

Odyssey House is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at Odyssey House-sponsored functions.

All Odyssey House employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or the Human Resources Department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against Odyssey House, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

Odyssey House prohibits the possession of weapons on its property at all times, including our parking lots or Odyssey House vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocket knives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

Odyssey House reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on Odyssey House property. In addition, Odyssey House may inspect the contents of lockers, storage areas, file cabinets, desks, and workstations at any time and may remove all Odyssey House property and other items that are in violation of Odyssey House rules and policies.

Weapons Free Workplace Policy

To ensure that Odyssey House maintains a workplace safe and free of violence for all employees and clients, the agency prohibits the possession or use of dangerous weapons on agency property.

All Odyssey House staff are subject to this provision, including contract workers and temporary employees as well as visitors and clients/customers on agency property. A license to carry the weapon on agency property does not supersede agency policy. Any employee in violation of this



policy will be subject to disciplinary action, up to and including termination. “Agency property” is defined as all Odyssey House-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the agency’s ownership or control. This policy applies to all agency-owned or leased vehicles and all vehicles that come onto agency property. “Dangerous weapons” include firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

Odyssey House reserves the right at any time and at its discretion to search all agency-owned or leased vehicles and all vehicles, plus packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon is being, or has been, brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.

This policy is administered and enforced by the human resources department. Anyone with questions or concerns specific to this policy should contact the human resources department.

Workplace Bullying Policy

Odyssey House will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination. Odyssey House defines bullying as repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes:

- Threatening, humiliating or intimidating behaviors.
- Work interference/sabotage that prevents work from getting done.
- Verbal abuse.

Such behavior violates Odyssey House’s Code of Ethics, which clearly states that all employees will be treated with dignity and respect.

Odyssey House considers the following types of behavior examples of bullying:

- Verbal bullying: Slandering, ridiculing or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person’s work area or property.
- Gesture bullying: Nonverbal gestures that can convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person.



- Shouting or raising one's voice at an individual in public or in private.
- Using obscene or intimidating gestures.
- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Assigning menial tasks not in keeping with the normal responsibilities of the job.
- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

Individuals who feel they have experienced bullying should report this to their supervisor or to Human Resources before the conduct becomes severe or pervasive. All employees are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow Odyssey House to take appropriate action.

Bad Rapping Policy

This is a term in the "Odyssey House lingo" that means talking behind someone's back, or talking in a destructive manner about people or situations.

In order to create a therapeutic and positive work environment at Odyssey House and to role model the appropriate behaviors that we teach our clients, we expect that staff members will not practice "Bad Rapping." If staff members have a problem with another staff member or the system, we encourage them to discuss the issue directly with the person(s) involved, or to use the encounter system to solve grievances. If we all practice this behavior, we will create a more positive and enjoyable place to work. Bad Rapping can be considered bullying and the bullying policy may apply.



Sexual Harassment and Inappropriate Sexual Conduct Policy

It is the policy of Odyssey House to prohibit sexual harassment and inappropriate sexual conduct of our employees in the work place by any person and in any form. Odyssey House prohibits any form of sexual harassment, as defined below, and inappropriate sexual conduct, by any staff member, part time staff member, volunteer, or consultant who is affiliated with Odyssey House. It is expected that all staff members, part time staff members, volunteers, and consultants will immediately inform an appropriate supervisor of known or suspected sexual harassment or inappropriate sexual conduct on the part of any Odyssey House worker, as well as any allegations of sexual harassment or inappropriate sexual conduct.

Sexual harassment and inappropriate sexual conduct is a serious breach of the expectations, ethical duties and professional standards that qualify individuals for work at Odyssey House. Sexual harassment and inappropriate sexual conduct on the part of any Odyssey House worker/volunteer will not be tolerated and constitutes grounds for appropriate disciplinary action as described below, which may include suspension from the performance of duties, or termination of employment. Moreover, Odyssey House takes seriously any allegation of sexual harassment and inappropriate sexual conduct made against any Odyssey House worker and will make a thorough investigation of all complaints or reports, and, if such investigation indicates that sexual harassment and inappropriate sexual conduct has occurred, the perpetrator shall be subject to disciplinary proceedings.

This policy will be provided to all staff, part time staff, volunteers, and consultants who work with Odyssey House programs and clients. The purpose of this is to instruct Odyssey House employees, consultants, and volunteers in what is expected of them, both by defining sexual harassment and inappropriate sexual conduct (which is prohibited) and by publishing behavioral safeguards for our workers/volunteers. These standards are intended to protect both workers/volunteers, and participants in Odyssey House services from situations in which sexual harassment and inappropriate sexual conduct may occur or out of which unfounded allegations of such conduct may arise.

The service oriented mission of Odyssey House demands that Odyssey House take very seriously the possibility that any person may be a victim of sexual harassment and inappropriate sexual conduct. Within the program or the workplace, it is imperative that Odyssey House takes all reasonable steps to guard against such conduct.

Definitions: The term “sexual harassment” embraces three distinct concepts and means any:

- Sexual abuse or sexual molestation of any person, including but not limited to, any sexual involvement or sexual contact with a person who is a minor (under 18 years of age) or who is legally incompetent; or
- Sexual harassment in a situation where there is an employment, mentor, or colleague relationship between the persons involved, may include but is not limited to, uninvited or unwelcome sexually- oriented humor or language;
- Questions or comments about sexual behavior or preference unrelated to employment qualifications;
- Undesired physical contact;



- Inappropriate comments about clothing or physical appearance; or
- Sexual harassment acts, which constitute a violation of the Utah Anti-Discrimination Act (Utah Code Ann. § 34-35-1, et seq.) or the sexual harassment provisions of Title VII of the Federal Civil Rights Act of 1964.

Under Title VII the courts recognize two types of sexual harassment: “quid pro quo” harassment and “hostile work environment” harassment.

“Quid pro quo” harassment refers to sexual harassment (requests for sexual favors, sexual remarks about an individual’s body or clothing, sexual stereotyping, unwelcome or offensive sexual comments, and other conduct of a sexual nature) by a supervisor or other person in authority which operates – either through submission or rejection by the victim – as the basis for any employment decision affecting the victim.

Examples of “quid pro quo” harassment are hiring, or granting or denying a promotion, demotion, transfer, training, salary increase, discharge, or work assignments on the basis of the victim’s response to unwelcome acts of sexual harassment.

“Hostile work environment” harassment is any conduct, which creates a hostile work environment even though the victim has not suffered a tangible employment injury as, for example, denial of raises or promotion or termination. To state a legal claim for “hostile work environment” harassment, the harassment must be sufficiently severe or pervasive to alter the conditions of the victim’s employment and create an abusive working environment.

Although “hostile work environment” harassment under Title VII requires severe or pervasive misconduct, Odyssey House does not condone isolated incidents that, if perpetuated under a pattern, practice, or a continuing course of conduct would rise to the level of sexual harassment as applied under state or federal law. Even isolated instances may sufficiently harmful to warrant disciplinary proceedings and are considered inappropriate sexual conduct.

Examples of behavior that is prohibited include:

- **Verbal:** Sexual innuendo, suggestive comments, sexually oriented degrading humor and jokes about sex or gender-specific traits; sexually oriented threats.
- **Nonverbal:** Suggestive or insulting sounds; leering; whistling; obscene gestures; display of objectionable posters, emails, texts, cartoons, pictures and/or magazines.
- **Physical:** Pinching, brushing the body, coerced sexual relations; assault.

Both federal and Utah law prohibit any reprisal or retaliation against any worker by any co-worker or supervisor because that person, in good faith, reports sexual harassment or inappropriate sexual conduct, whether or not the reported violation is substantiated by an investigation.

Sexual exploitation, including but not limited to the development of or the attempt to develop a sexual relationship between an employee or volunteer and a person with whom he/she has a



clinical/professional relationship, whether or not there is apparent consent from the individual, is prohibited.

Specifically, no supervisor will threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

Procedure

Any employee who believes that he or she has been the subject of sexual harassment or inappropriate sexual conduct must immediately report the alleged act to his or her supervisor. If the supervisor is part of the problem, or the perpetrator, report the problem directly to the Chief People and Infrastructure Officer, Chief Operating Officer or Chief Executive Officer. The complaint will be promptly and thoroughly investigated. Complaints made against the Chief Executive Officer will be submitted to the Chairperson of the Board of Directors. Complaints must be made as quickly as possible in a written form to include name of complainant, date, and all possible facts regarding the alleged harassment situation. Once the complaint is filed, it is the obligation of Odyssey House to investigate the matter promptly and thoroughly.

Odyssey House will provide conciliation and mediation efforts in appropriate cases to attempt to resolve situations that cannot otherwise be worked out directly with staff members, supervisors, the administrator and/or the Chief Executive Officer. These services might involve outside consultants to pursue reconciliation or other appropriate disposition of the matter informally.

There will be no retaliation towards any person who files a complaint or who participates in the investigation of a complaint.

Sexual harassment and inappropriate sexual conduct allegations are serious and should always be made in good faith—not for retaliation.

Any supervisor, agent, or other employee, volunteer, or consultant who is found, after appropriate investigation, to have engaged in sexual harassment or inappropriate sexual conduct of another employee will be subject to appropriate disciplinary actions depending on the circumstances, up to and including termination.

The sexual harassment policies that pertain to staff members also pertain to all clients and visitors to Odyssey House facilities, offices and events.

Harassment Policy

It is Odyssey House policy to provide all employees a working environment that is free from harassment and discrimination based on race, color, religion, national origin, ancestry, age, marital status, disability, sexual orientation, sex, gender, gender identity, protected activity, unfavorable



discharge from the military, or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations and comply with state and federal laws regarding discrimination based on unlawful harassment.

Harassment will not be tolerated. Violators shall be subject to corrective action or disciplined and may be referred for criminal prosecution. Discipline may include termination of employment.

Prohibited harassment includes the following:

- Behavior or conduct that is unwelcome, pervasive, demeaning, ridiculing, derisive, or coercive, and results in a hostile, offensive, or intimidating work environment.
- Behavior or conduct that results in a tangible employment action being taken against the harassed employee.

An employee may be subject to corrective action or discipline for harassment toward another employee even if that harassment occurs outside of scheduled work time or work location.

Retaliation

No person may retaliate against any employee who opposes a practice forbidden under this policy, or has filed a charge, testified, assisted or participated in any manner in an investigation, proceeding or hearing under this policy or is otherwise engaged in protected activity. Any act of retaliation toward the complainant, witnesses or others involved in the investigation shall be subject to corrective action or disciplinary action. Prohibited actions include:

- open hostility to complainant, participant or others involved;
- exclusion/ostracism of the complainant, participant or others;
- creation of or the continued existence of a hostile work environment;
- discriminatory remarks about the complainant, participant or others;
- special attention to or assignment of the complainant, participant or others to demeaning duties not otherwise performed;
- tokenism or patronizing behavior
- discriminatory treatment;
- subtle harassment; or
- unreasonable supervisory imposed time restrictions on employees in preparing complaints or compiling evidence of unlawful harassment activities or behaviors.

Procedure

Any employee who believes that he or she has been the subject of harassment must immediately report the alleged act to his or her supervisor. If the supervisor is part of the problem, or the perpetrator, report the problem directly to the Chief Operating Officer, Director of Administration, and Chief Executive Officer. The complaint will be promptly and thoroughly investigated. Complaints made against the Chief Executive Officer will be submitted to the Chairperson of the Board of Directors. Complaints must be made as quickly as possible in a written form to include name of complainant, date, and all possible facts regarding the alleged harassment situation. Once the complaint is filed, it is the obligation of Odyssey House to investigate the matter promptly and thoroughly.



Odyssey House will provide conciliation and mediation efforts in appropriate cases to attempt to resolve situations that cannot otherwise be worked out directly with staff members, supervisors, the administrator and/or the Chief Executive Officer. These services might involve outside consultants to pursue reconciliation or other appropriate disposition of the matter informally.

There will be no retaliation towards any person who files a complaint or who participates in the investigation of a complaint. Harassment allegations are serious and should always be made in good faith—not for retaliation.

Any supervisor, agent, or other employee, volunteer, or consultant who is found, after appropriate investigation, to have engaged in harassment of another employee will be subject to appropriate disciplinary actions depending on the circumstances, up to and including termination.

The harassment policies that pertain to staff members also pertain to all clients and visitors to Odyssey House facilities, offices and events.

Odyssey House, Inc. will not tolerate harassment or hostile work environments of any sort.

Harassment Complaint Procedure

Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may complain directly to your immediate supervisor or department manager, Human Resources, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, Odyssey House will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.



Employee Grievance Policy

All employees have access to the encounter system in case of grievances with other employees, which cannot be resolved by personal contact. All staff members including the Chief Executive Officer may be encountered. Encounters take place in a group setting with staff peers in attendance. Conflicts may thus be worked out in an open, positive, non-threatening atmosphere, and problems are resolved.

Employees are encouraged to solve conflicts on a personal basis whenever possible. In the case of an unresolved dispute, the employee should use the following guideline:

1. Encounter Process
2. Speak To Supervisor
3. Speak to Program Manager/Director
4. Contact HR

Payment for Odyssey House Services Policy

Staff members who utilize Vocational Training should treat Odyssey House as any other business and pay bills in a timely manner. If a staff member is terminated from employment and has debts still outstanding to Odyssey House, the remaining balance will be withheld from the final paycheck.

Staff Use of the Clinic Policy

We encourage staff to utilize our Martindale Health Clinic for medical needs because of the ease, convenience and excellent quality of care. If an employee of Odyssey House becomes a patient at our health clinic, employees are expected to follow standard patient/provider protocols to ensure safety and confidentiality. These guidelines are for:

- Staff:
 - All staff must make an appointment through the receptionists to discuss any medical issue. Any staff member who chooses to receive medical care from the clinic shall follow standard communication procedures as they would at any other doctor's office (i.e. calling the front desk to schedule an appointment instead of calling or emailing the provider).
- Staff members requiring an appointment should expect to take time off for that appointment, if it impacts their working hours, they must submit for leave and have approval from their supervisor.
- Staff members must pay the necessary co-pays and use their health insurance, if available, for visits.
- Staff members will not discuss their own health issues with a provider outside of an appointment.
- Staff will not use the clinic for work related injuries or mental health services including psychiatric medication. Medication Assisted Treatment is permitted.



- Staff can use the clinic for primary and acute health care needs (including prescriptions). Providers will refer if medical needs cannot be met by the clinic.
- Providers and clinic staff:
 - Visits to providers should occur during the provider's regularly scheduled clinic time.
 - Providers will not give medical advice or consultation outside of scheduled appointments.
 - Clinic staff members will not discuss other staff health issues unless it pertains to coordination of care.
 - If staff obtains a urinalysis that shows positive for substance use which is a violation of our drug free workplace policy, the staff will be informed and the provider is required to follow our drug free workplace policy and inform the staff's supervisor.

Dual Relationships with Clients Policy

Staff are prohibited from connecting with (i.e., "friend") clients or former clients on personal social media sites. Staff should use the official Odyssey House Facebook page or your own professional social media site if you would like to interact with and support clients or former clients via the venue of social media. However, consultation with your supervisor is required if you choose to use such a venue to connect with clients or former clients. When interacting with clients and former clients via social media, staff must do so with the intent to support clients in their recovery, with the intent to represent Odyssey House, and without the intent of setting up a personal friendship, which would set up an inappropriate dual relationship. Graduate staff may interact with former clients who finished treatment prior to their hire date. [✉ See Conflict of Interest section.](#)

Dating Policy

Inasmuch as intimate or dating relationships between employees of Odyssey House, and between employees of Odyssey House and clients, could compromise Odyssey House and/or its clientele under certain circumstances, the following policy is established for the purpose of protecting the legitimate interests of Odyssey House and its clientele.

Intimate or dating relationships between employees of Odyssey House and former clients is strictly prohibited when a therapeutic relationship existed.

If an intimate or dating relationship exists between employees of Odyssey House, the persons involved in the relationship are required to immediately notify either Human Resources, the Chief Executive Officer, or the Chief Operating Officer of the existence of such relationship.

The persons involved shall not use Odyssey House time, funds, facilities or relationships to conduct or further their relationship. The persons involved shall at all times be mindful of Odyssey House's best interests and shall not, in any way, conduct their relationship in a way that offends the sensibilities of clients, the public, or others at Odyssey House.



The persons involved shall abstain from voting upon or directly participating in any Odyssey House decisions which specifically affect the other person. Further, an employee shall not exercise supervisory authority over, or provide input on evaluations regarding the other person with whom he/she/they has an intimate or dating relationship. Neither of the persons involved shall give to nor receive from the other any special or preferential treatment or benefits in the workplace by virtue of their relationship. In Odyssey House's sole discretion, one or both of the persons involved may be transferred, given a different assignment, or terminated.

In connection with these relationships, Odyssey House specifically and firmly reserves the right, on a case-by-case basis, to take such action as it deems necessary to apply these rules and to preserve, protect and promote the long-range, best interest of Odyssey House.

Gambling Policy

No staff member should engage in gambling at any time while at work. There will be no gambling on the premises of any Odyssey House Facility.

Personal Mail and Telephone Call Policy

Personal long distance phone calls are not allowed on Odyssey House telephones. Employees are not to use Odyssey House's postage meter or stamps for personal use.

Online and Social Media Policy

Odyssey House encourages employees to share information with co-workers and with those outside Odyssey House for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, Odyssey House has established the following guidelines for employee participation in social media.

Note: As used in this policy, "social media" refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and SnapChat, among others.

Off-duty use of social media

Employees may maintain personal websites or blogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, Odyssey House considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas. Posting names, images, or any reference to clients is strictly prohibited.

On-duty use of social media

Employees may engage in social media activity during work time provided it is directly related to their work, approved by their manager, and does not identify or reference Odyssey House clients,



customers, or vendors under any circumstance, unless the employee has express permission from the Chief Strategy & Marketing Officer. Odyssey House monitors employee use of Odyssey House computers and the Internet, including employee blogging and social networking activity.

Respect

Employees should demonstrate respect for the dignity of Odyssey House, its board, clients, associates, partners, and employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge Odyssey House confidential information or information that will harm Odyssey House as an organization, its employees or its clients in any manner and in doing so may result in immediate termination and possibly criminal and legal proceedings. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

Post disclaimers

If an employee identifies himself or herself as an Odyssey House employee or discusses matters related to Odyssey House's service or mission on a social media site, the employee and/or site should include a disclaimer on the front page stating that it does not express the views of Odyssey House and that the employee is expressing only his or her personal views. For example: "The views expressed on this website/Weblog are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to Odyssey House's business, services or mission. Employees must keep in mind that if they post information on a social media site that is in violation of Odyssey House policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Competition

Employees should not use social media to criticize Odyssey House's competition and should not use it to compete with Odyssey House.

Confidentiality

Do not identify or reference Odyssey House clients, employees, vendors, or other partners. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

New ideas

Please remember that new ideas related to Odyssey House belong to Odyssey House. Do not post them on a social media site without permission.

Links

Employees may provide a link from a social media site to Odyssey House's website during employment and with permission (subject to discontinuance at Odyssey House's sole discretion).



Employees should contact the marketing department to obtain the graphic for links to Odyssey House's site and to register the site with Odyssey House.

Trademarks and copyrights

Do not use Odyssey House's or others' trademarks on a social media site, or reproduce Odyssey House's or others' material without first obtaining permission.

Legal

Employees are expected to comply with all applicable laws, including but not limited to, HIPAA, 42 CFR Part 2, and copyright, trademark, and harassment laws.

Discipline

Violations of this policy may result in discipline up to and including immediate termination of employment.



COMPENSATION AND EMPLOYMENT

Employee Classification Policy

It is the intent of Odyssey House to clarify the definitions of employment classifications so that employees understand their employment status and benefits eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment relationship at will at any time is retained by both the employee and Odyssey House.

Fair Labor Standards Act Job Classifications

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws:

- Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are not exempt from the law's requirements concerning minimum wage and overtime.
- Exempt employees are generally executives, managers, professional, administrative or outside sales staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

Odyssey House Job Classifications

Odyssey House has established the following categories for both nonexempt and exempt employees:

- Regular full time employees are not in a temporary status and are regularly scheduled to work Odyssey House's full time schedule. Generally, they are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefit program.
- Regular part time employees are not in a temporary status and are regularly scheduled to work less than the full time schedule (less than 40 hours per week). Regular part time employees are eligible for some of the benefits offered by Odyssey House, subject to the terms, conditions and limitations of each benefit program.

Employee Hire Date

The official hire date is the date an employee comes to Human Resources for orientation or begins working at their designated location, whichever date is first. Prior to the official starting date, the employee will be required to complete pre-employment work such as electronic onboarding documentation, drug screening, and possibly other tasks. Employees will be paid up to 3 hours for orientation work and 7 hours for online training. Payment for these will not occur if the employee does not complete onboarding and training nor will it occur if any aspect of onboarding or initial training is incomplete.



Employee Transfer Policy

Transfers are permitted when the best interests of Odyssey House and the employee are mutual. In order to transfer to another position, the following must occur:

- Transfer must be approved by the current and new supervisor.

Promotion Policy

Employees may apply for promotions at Odyssey House. A promotion is defined as a permanent assignment to a position with a higher level of responsibility. Odyssey House's policy is to attempt to promote from within when a current employee, by reason of skill, qualifications and prior performance, establishes that he/she is the best qualified candidate for promotion to an available position. As with all other employment decisions, decisions concerning transfer or promotion shall be made on the basis of merit.

All promotions will be based on the employee's capabilities and qualifications and will adhere to Odyssey House's non-discrimination policy. An employee may be moved to a higher salary/wage line at any time as long as the job definition is commensurate with the salary/wage.

Orientation Period Policy

Each new employee must participate in an orientation process that includes:

- Completing new hire paperwork and onboarding;
- Completing pre-shift online orientation;
- Completing additional orientation training within required time frames.

The immediate supervisor is responsible to ensure that new employees receive proper orientation to Odyssey House, their work assignments, and to the work environment. Specific training requirements change frequently to meet the needs of Odyssey House, contracts, accreditation, and licensing. Supervisors are responsible for ensuring that the orientation provided meets the current requirements.

Recruitment and Hiring Policy

Odyssey House works to follow standard recruitment and onboarding consistently. We work to hire the best person for the position, while abiding by all regulations and laws pertaining to hiring practices.

Whenever possible, Odyssey House actively recruits personnel that represent the clients that we serve so as to provide a more conducive treatment environment. Ex-offenders are not deliberately excluded from employment; however, Odyssey House will abide by background clearance



requirements as set forth by the Utah Department of Human Services, Office of Licensing. Offers of employment are contingent upon cleared background checks.

Current clients are not eligible for employment at Odyssey House. Former clients or Odyssey House Graduates may become eligible for employment upon recommendation from a Clinical Director or Program Director and contingent on eligibility outlined in the Eligibility Attestation Form ([☒](#) attached). The Chief Operating Officer will have clinical discretion to approve or decline any recommendation for employment of a former client or Graduate.

Odyssey House will not hire, or continue to employ, any person whose health, educational limitations, and/or emotional or psychological makeup impair his/her ability to properly protect the health, well-being, and/or safety of clients. Applicants must exhibit that they have the requisite experience to fulfill their responsibilities which may be evidenced by at least one year of sober or drug-free time prior to hire.

All candidates will be screened and interviewed prior to hire.

During the hiring phase, job offers may be made contingent upon the following:

- Must complete new hire paperwork, screenings, on-going training, and updated paperwork specific to their staff level.
- Odyssey House reserves the right to conduct reference checks for clinical staff prior to hire. Authorization to conduct a reference check must be completed by candidates in order to be eligible for employment.
- Candidates will be required to undergo a drug screening prior to hire and prior to onboarding. All employees must pass a drug test to be considered eligible for employment and screen negative for all federally illegal substances.
- All staff credentials, including education and experience will be reviewed by the supervisor prior to hire to ensure that the applicant is qualified for the position.
- All employees who have direct access or contact with minor clients, clients under the custody of the State, or vulnerable adults shall submit to and pass a criminal background check upon hire or appointment and annually thereafter. This background check will be conducted by the Utah State Department of Human Services, Office of Licensing.

Background Check Policy

Odyssey House, through its programs, is licensed by the State of Utah and must follow state regulations in order to protect the children in our care. Any employee, volunteer or intern who works with children or youth must sign a release form authorizing a criminal background check. The Division of Youth Corrections, the Division of Child and Family Services and the Department of Social Services require this information. Felons without expunged felonies and/or persons convicted of child abuse and child sexual abuse offenses are not eligible to work with minors.



The background checks are conducted through the State of Utah Division of Human Services, Office of Licensing. Odyssey House sends the completed forms during new hire orientation. The State of Utah Division of Human Services will conduct the search and return an approval or disapproval. Depending on the instructions from the Division, Odyssey House will take the appropriate action:

- Immediate dismissal;
- Request additional information; or
- Other reviews by program directors and administrators.

Odyssey House will conduct background checks as required by law. Any person occupying a position in Finance will be required to undergo a criminal background check (fraud, embezzlement and theft). All persons have the right to view any information appearing on their record. This can be done at:

Utah Bureau of Criminal identification
4501 South 2700 West
Salt Lake City, UT

Staff may continue to work at Odyssey House only if the Division of Human Services approves the Bureau of Criminal identification check.

New Hire BCI Process

- Once a new staff member has been hired and prior to them working a shift they need to have completed a BCI application (in blue ink) to be completed with Human Resources
- That new staff will be directed to the administration office to have fingerprints taken electronically.
- If the new staff member has a criminal history that requires court documentation to be submitted along with their BCI they have 2-weeks to get this to Human Resources
- During that 2-week period, given steps 1 and 2 have happened the staff member can work their scheduled shifts, but if the court documents have not been produced at the end of that 2-week mark the staff member will be taken off the schedule and will not be allowed to work any shifts until those documents have been received.
- During that 2-week period the new staff member is allowed to work their scheduled shifts, but must be supervised by another staff with a cleared BCI.
- Note: Only the Program Director can authorize an exception to this policy on a case-by-case basis. If the Program Director does make an exception it will come with a strict deadline (i.e. 2 days).

Current Staff BCI Process:

- It is the responsibility of each staff and his/her direct supervisors to review the monthly HR audits and comply with getting renewal documentation to the administrative assistant prior to expiration of their current BCI.
- Current staff who allow their BCI to expire will receive a written “note to file” with a 1-week deadline to get a new BCI application and fingerprints to our Executive Assistant.
- Failure to comply with this will be grounds for suspension or termination to be determined by the Program Director.



Office of Inspector General Exclusion List

All employees of Odyssey House are screened prior to employment and periodically to ensure they are not excluded from participating in government programs. Employee lists are reviewed against the exclusion list monthly. Presence on the exclusion list will result in immediate termination. Odyssey House receives federal funding and may not employ anyone who is excluded from participating in government programs.

Diversity Policy

Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

Odyssey House's diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.

All employees of Odyssey House have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other Odyssey House-sponsored and participative events. All employees are also required to attend and complete diversity awareness training to enhance their knowledge to fulfill this responsibility.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with Odyssey House's diversity policy and initiatives should seek assistance from a supervisor or a human resources representative.



Onboarding Policy

New employee onboarding is the process of integrating a new employee with Odyssey House's values and culture, as well as giving you the tools and information needed to become a productive member of the team.

Recruitment

Recruitment includes posting specific job description information, screening questions, and interview(s). Job descriptions are associated with each posting and include: licensure requirements; experience, and education requirements; lines of authority; working location; minimum physical requirements, if any, and responsibilities, including any assigned clinical responsibilities. The applicant attests to being able to perform the essential functions of the job electronically. This is maintained in the employee's electronic personnel record if hired.

First Step: Acceptance of Offer and Online Onboarding

When a new employee is offered a job, they receive a provisional offer letter and begin the online onboarding process which includes a drug test, background check, reference check, employment eligibility verification and license verification. The offer letter includes the position title, employee classification, exempt or nonexempt status, pay rates, and start date. Signed and accepted offer letters are maintained in the Paylocity system.

Second Step: Onboarding

All new employees begin at the Human Resources department to review policies, procedures, finish new hire paperwork and enrollment, and other activities as needed. Training information will include the topics of risk management, emergency management, behavior management, infection control, sexual harassment, DHS Code of Conduct and Client's Rights, confidentiality, cultural competency, First Aid and CPR certification, policies and procedures, and all new hires will receive a copy of the Employee Handbook. New hires must sign that they have read the Employee Handbook.

Third Step: Training

All employees have 30 - 60 days to complete new hire training. During this time they are working alongside their new supervisor to learn the components of their new job. The Supervisor or human resources staff responsible for the new employee will monitor performance of responsibilities during the first 30 - 60 days and will sign off on assessment after review of licensure and certifications.

All employees will receive annual, position-related training. Training will include the following areas at a minimum:

- Emergency Management Plan (Includes evacuation, incident, and risk management)
- Behavior Management
- First Aid and CPR certification (every 2 years)
- Sexual Harassment
- Population Specific

Other training will be assigned depending on program, grant, or regulatory requirements.



I-9 Immigration Reform Policy

Odyssey House complies with the Immigration Reform and Control Act (IRCA) of 1986 requiring all U.S. employers, regardless of size, to complete a Form I-9 upon hiring a new employee to work in the United States. Employees must verify eligibility for employment by providing appropriate documentation on eligibility. Human Resources must verify the physical document. Verification may be processed through the E-Verify process, but physical identification proving eligibility for employment must be provided in order to be employed at Odyssey House.

Performance Review Policy

Every employee will receive a performance evaluation yearly, documented and signed by the supervisor. There is an opportunity for staff members to express agreement/disagreement with the evaluation in writing. Staff members may have a copy of the evaluation as it is saved in their Paylocity record. If the employee is a licensed clinician, the supervisor will verify the license of the licensed clinician during the annual performance evaluation. A copy of the verified license will be saved in the Paylocity record.

Termination Policy

In the event of termination of employment by Odyssey House, the terminated employees final wages will be processed within 24hrs. If the termination falls on a Friday or weekend, the check will be processed on the next business day. In the event of voluntary resignation, the employee's paycheck will be available at the next regular payday and will be issued as a direct deposit to the account on file.

Voluntary Resignation

Employees who wish to resign in good standing are normally expected to give notice prior to the effective date of resignation. Odyssey House may elect to pay an employee for his normal period of notice rather than require them to work during that period. Employees who resign are not eligible to receive a pay out of their sick or unused personal days.

Notice Period

Due to the intense nature of the therapeutic community and because of treatment responsibilities and professional ethics, Odyssey House expects appropriate notice of resignation from all employees (except in the case of disability or severe illness). Appropriate notice equals the amount of yearly vacation an employee accumulates (for example: three weeks' vacation means three weeks' notice). All employees who voluntarily resign following proper notice will be entitled to accrued vacation. Failure to give proper notice may affect future employment references.

Involuntary Termination



Odyssey House, in some cases, may involuntarily terminate the employment status of an employee for cause. In all instances, Odyssey House may exercise its rights as an at-will employer. The following list includes, but is not limited to, some circumstances for which an employee may be involuntarily terminated:

- The use of any illicit drugs or abuse of prescribed drugs.
 - Alcoholic beverages are not permitted on the premises. Employees are not to consume alcoholic beverages during working hours. Employees will not be allowed to work when, in the supervisor's judgment, work performance is affected by alcohol use even if use occurred off premises.
- Failure to keep information concerning Odyssey House and the records of the staff and residents in strict confidence.
- Breaking any of the rules attached to this manual or knowledge of such violation without disclosure to a supervisor within a week of when such knowledge is gained.
- Theft
- Possession of contraband, i.e. illicit drugs, etc.
- Threatening or engaging in acts of physical violence (unless in self-defense).
- Engaging in sexual activity with any client at any time.
- Engaging in sexual activity with other staff while at work.
- Fraternization and association with Odyssey House clients who leave in bad standing. This behavior is considered unethical and unhealthy. Contact with such persons should be limited to professional meetings in the facility unless approved by the Chief Executive Officer.
- Violation of the Code of Conduct, which all employees must read and sign, may be grounds for probation or immediate termination.
- Felony conviction while employed.
- Duty missed without appropriate notice to supervisor.
- Crimes against children.
- Gross negligence and/or incompetence, which may result in harm to clients.
- DUI's.
- Failure to report an absence.
- Failure to perform the duties of the position.

Reductions in Force

Odyssey House may assist employees in good standing to find suitable employment when jobs have been eliminated due to funding cutbacks. If possible, Odyssey House will provide two weeks' notice, not only to assist the employee but also to provide ethical termination of treatment with clients.

Confidentiality of Employee Terminations

It is the policy of Odyssey House to protect the privacy rights of employees.

This statement is to reiterate Odyssey House policy of release of information regarding the circumstances surrounding the termination of an employee. No information is to be shared with staff (unless there is the need to know) or clients without the written consent of the terminated



employee. As an employer Odyssey House is obligated to protect the privacy of the individual employee. The reason that we are reiterating this policy is to comply with current employment laws.

Due to the nature of the work that we do within the Therapeutic Community, the termination and/or resignation of an employee, especially a clinician, can be particularly painful to both the clients and the employees who remain. As a therapeutic community, Odyssey House demands complete honesty and an atmosphere of trust in order for the treatment to be successful for our clients. But also, as an employer, Odyssey House is bound by personnel laws that protect the privacy of employees regarding the details of a termination from employment. These two values can often be in conflict.

Human resources will perform all employment verification requests concerning former employees.

Pay Rates Policy

All full time, exempt employees are paid on a salary or hourly basis. All part time employees are paid on an hourly basis for hours worked. Salaries and hourly rates are negotiated individually at the time of hire between the hiring staff member and the employee. Salaries and hourly rates may vary according to experience, training, background, etc. If you have a concern or problem with your rate of pay, speak directly with your supervisor or hiring staff member. While it is not forbidden to discuss pay with co-workers, co-workers are not privy to compensation factors and such discussions may breed negativity and discontent which is counter to Odyssey House values. The goal of Odyssey House is to provide a fair rate of pay for all employees and the proper method to discuss and resolve pay concerns is with one's supervisor.

Salary Increase Policy

Periodically, Odyssey House may offer salary increases. All increases will be based upon proven performance and will not be given automatically to reward tenure or cost of living adjustments. They are subject to the approval of the Chief Executive Officer and the Board of Directors and except in extraordinary circumstances or change in position, are approved only for the July 1st starting date.

Program graduates who are hired into full-time roles will be eligible for a one-time step increase of \$1000.00. They are eligible for this pay increase after working twelve months if approved by their supervisor and the Chief Executive Officer and if their performance has been satisfactory.

Supervisors will submit a Personnel Action Form to verify regular employment and the salary increase/ adjustment.

Salary Adjustment Policy

Salary memos are prepared annually (to become effective July 1st) for all employees. Under no circumstances are these memos to be construed as contracts. They are only issued to indicate to the employee that if performance is satisfactory and anticipated revenues (either governmental or



private) are forthcoming, Odyssey House will do its best to compensate the individual at the rate indicated.

The employee's supervisor and the employee must sign them. One copy will be retained by the employee, one copy will be put in the personnel file and one copy will go to the accounting department.

Salary may be increased at any time with a commensurate increase of responsibilities and work time demands from any funding contracts.

Overtime Pay Policy

Any overtime work by nonexempt employees is required to be reported on your timesheet in Paylocity. Overtime must have prior authorization from the staff member's supervisor and Program Director or Clinical Director, and will only be permitted in the case of an emergency. Failure to obtain pre-approval may result in disciplinary action.

In order to provide stability of the workforce on holidays, part time staff, who work on holidays, will be paid time and one half regardless of the number of hours worked during the week. These holidays include: New Year's Eve (5pm-12pm), New Year's Day (24 hours), President's Day (24 hours), Memorial Day (24 hours), Juneteenth (24 hours), July 4th (24 hours), July 24th (24 hours), Labor Day (24 hours), Thanksgiving (24 hours), Day after Thanksgiving (24 hours), Christmas Eve (24 hours) and Christmas Day (24 hours). This is not applicable if the observed holiday is in lieu of the actual holiday (for example observed July 3rd, 2020 is on a Friday not the actual day of Saturday, July 4, 2020 and therefore time and a half is not provided on July 3rd, 2020).

On Call Pay Policy

Hourly, nonexempt: hourly and nonexempt staff members who are on call should record only hours worked during the on-call period. Any time that you must physically come into the facility as part of your on-call duties should also be recorded as part of your work time. This becomes part of the 40-hour workweek and time worked. The time spent on-call but not actually responding to work requests will not be paid. Only actual hours worked will be paid.

Exempt: Exempt staff are expected to work an average and minimum of 40 hours per week.

Bonuses and Awards Policy

Bonuses

At times bonuses may be given upon recommendation and in agreement by the Chief Executive Officer or Executive Staff to reward outstanding performance. These are not given out as a matter of practice, but on special occasions if budget permits.



Awards

Staff may be nominated for a number of monthly financial awards for going above and beyond. These awards are based on nominations, cannot be given to the same employee twice in a year, and are based on organizational goals.

Occasionally, for excellent performance, staff may receive incentives at the discretion of their supervisor which may include things like gift cards, lunches, or financial incentives. These are also based on excellent work performance and are not given out as a standard practice.

Service Awards and Sabbatical Policy

Part-time and full-time staff that reach the below celebration milestones will be rewarded with some pretty cool stuff including gift cards or cash, a swag kit, extra time off and a celebration!

Length of Service	Reward
90 Days	\$50, staff celebration
1 year	\$100, \$50 1 year swag kit, 1 day off, staff celebration
2 years	\$150, \$50 2 year swag kit, 2 days off, staff celebration
3 years	\$200, \$50 3 year swag kit, 3 days off, staff celebration
4 years	\$300, \$50 4 year swag kit, 4 days off, staff celebration
5 years	\$500, \$200 jacket, \$100 plaque, \$50 5 yr swag kit, 5 days off, staff celebration
10 years	\$1500 and 10 days off, staff celebration
15 years	\$2500 and 15 days off, staff celebration
20 years	\$5000 and 20 days off, staff celebration
25 years	\$5000 and 25 days off, staff celebration
30 years	\$5000 and 30 days off, staff celebration

When do I get it? HR will notify you via email when you have reached your milestone and will also announce the staff celebration day and location. The first celebration for staff that have hit a milestone this fiscal year and for those that have at least 5 years of service, will occur in October. After that, all milestone celebrations will occur in the month after the anniversary.

How do I get it? Once you receive an email notification from HR, you will acknowledge that you understand the terms and conditions and the extra hours off will be added to your Paylocity banks of PTO. You will then go through the normal time off approval process. Awarded time is not paid out upon separation or available for use once notice is given.

****You must be a current employee at the time the recognition celebration occurs to be eligible***



Pay Periods and Check Distribution Policy

Employees are paid by check semi-monthly on the 15th and last day of each month. If the date should fall on a weekend, payday will be the Friday before. The last day of the month could be the 28th, 30th, or 31st of the month and is variable depending on the number of days in the month. Pay checks are issued approximately 15 days after the close of the pay period.

Direct Deposit Policy

Odyssey House provides pay via direct deposit for your convenience. You may submit your direct deposit information at hire and can update it any time through Paylocity. If a direct deposit account is not provided, paper checks will be issued and mailed to the address on file in Paylocity. It is the employee's responsibility to ensure the accurate and correct bank account information is stored in Paylocity and the accurate and correct mailing address is updated in Paylocity.

Time Card Regulations Policy

Each employee is responsible for keeping an accurate accounting of their hours in Paylocity showing hours and days worked, absences with reason and any other significant facts regarding employee attendance. The time must be approved by the employee's immediate supervisor no later than 3 days after the close of the pay period. All leave requests must be submitted in Paylocity.

In summary:

- Timesheets are due no later than 3 days after following the end of the pay period.
- Employees are responsible for submitting time sheets that are accurate, timely, and complete (hours added), and approved by the supervisor.
- At no point may an employee receive approval to add hours or adjust hours to their time without supervisor knowledge, such as seeking hour adjustments through human resources bypassing supervisors.

Failure to submit a complete timesheet on time may result in:

- Not receiving pay for hours work that are not documented.
- Disciplinary action including written warnings and subsequent suspension without pay and/or
- A delay in processing the paycheck.

Time and attendance records are maintained for at least 5 years in the Paylocity system and must be available to independent and government auditors.



Attendance and Standard Working Hours Policies

Attendance Policy

The purpose of this policy is to set forth Odyssey House's policy and procedures for handling employee absences and tardiness to promote the efficient operation of Odyssey House and minimize unscheduled absences. Punctual and regular attendance is an essential responsibility of each employee at Odyssey House. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA). These exceptions are described in separate policies.

Absence

"Absence" is defined as the failure of an employee to report for work when they are scheduled to work. The two types of absences are defined below:

- Excused absence occurs when all the following conditions are met:
 - The employee provides to their supervisor sufficient notice at least 48 hours in advance of the absence.
 - The absence request is approved in advance by the employee's supervisor.
 - The employee has sufficient accrued paid time off (PTO) to cover the absence.
- Unexcused absence occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor no later than the employee's scheduled starting time on that same day. If the employee is unable to call, he or she must have someone make the call. An unexcused absence counts as one occurrence for the purposes of discipline under this policy.

Employees with three or more consecutive days of excused absences because of illness or injury must give Odyssey House proof of physician's care and a fitness for duty release prior to returning to work. Employees must take earned paid time off for every absence unless otherwise allowed by company policy (e.g., leave of absence, bereavement, jury duty).

Tardiness and Early Departures

Employees are expected to report to work and return from breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than 8 hours before their starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary. Employees who must leave work before the end of their



scheduled shift must notify a supervisor immediately. Tardiness and early departures are each one-half an occurrence for the purpose of discipline under this policy.

Disciplinary Action

Excessive absenteeism is defined as three or more occurrences of unexcused absence in a 30-day period and 12 occurrences of unexcused absences in a 12 month period and will result in disciplinary action up to and including termination.

Job Abandonment

Any employee who fails to report to work for a period of three days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

Exempt Employee Flexibility

Exempt employees are allowed some flexibility inasmuch as they are required to fulfill the duties of their position and allow for professional flexibility in how this occurs. Exempt employees must coordinate with supervisors to ensure adequate time and attendance to fulfill professional obligations and meet client needs.

Primary Business Hours

The primary business hours for Odyssey House are from 9AM - 5PM, Monday – Friday. However, many of our programs provide weekend and evening services and require staff on differing shifts.

Work Week

The workweek is defined as Sunday at 12:01 am to Saturday at 11:59 pm.

Full Time

Odyssey House expects all full time staff members to work a 40-hour week. A lunch break of 30 minutes or more is not included as a part of the workday. Nonexempt employees who take a lunch break of 30 minutes or more must clock out for lunch and are expected to be clocked in and working for their allotted full 8 hour schedule per day.

Business Expense Reimbursement Policy

If staff members expect to be reimbursed, they must obtain permission from their supervisor for lunches that are for marketing, networking or other business matters. A receipt must be presented for reimbursement through the usual financial channels.



Dual Assignments or Moonlighting Policy

Dual Positions (Full Time Non Exempt Only)

Odyssey House may allow, with approval from the Program Director/, full time non exempt employees to be hired into an additional, secondary, part time and non exempt position concurrently. For this to occur, employees must agree to conditions specified on the Secondary Position Agreement (☒ attached) and must receive approval from the employees' primary supervisor and secondary supervisor. The Secondary Position Agreement outlines conditions that ensure compliance to the U.S. Department of Labor wage and hour regulations. The secondary position must also be substantially different from the primary position. If an employee working in this scenario works beyond 40 hours per week, overtime is calculated on a weighted average per FLSA standards. Documentation of hours per position must be maintained by the employee in Paylocity. Benefits are based upon the employee's primary full time position.

★ *A full-time billing clerk (nonexempt) wants to work a part time job at Odyssey House in addition to their primary job. They apply for a position as a part time support staff at one of the programs and is hired. The billing supervisor and the part time staff supervisor agree to the conditions in the Secondary Position Agreement, and it is signed off by the Chief Operating Officer. Hours worked beyond 40 hours are calculated automatically in the time and attendance software as a weighted/blended average of his gross wages. All hours worked at the two different jobs are paid on the base pay rate. Overtime pay is an additional amount for any hours that fall into overtime based on this calculation: (Gross Wages/Total Hours Worked) / 2 = Blended Rate. Blended Rate x Overtime Hours = Additional Overtime Pay (subject to taxes and withholdings).*

Dual Positions (Full Time / Part Time Exempt)

Employees who meet the requirements to be classified as exempt under the Fair Labor Standards Act are exempt from minimum wage and overtime regardless of whether they are working a single position or a secondary position as well. Consequently, as long as their primary duty is exempt when taking into consideration additional duties, they maintain the exempt status. Benefits are based upon the employee's primary role if they are full time.

Dual Positions (Part Time Non Exempt)

Part time non-exempt employees are allowed to moonlight at other programs and facilities with approval from supervisors and with approval of the Program Director.

Any staff member working at multiple locations shall wear a KN-95 mask if either location presents a higher exposure risk due to positive COVID-19 cases. The staff member is permitted to continue to work at both locations.

Note: Programs that require full background clearance for employees (parents, adolescent, and mental health) must ensure employees have BCI clearance or if clearance is pending, must maintain



supervision of those employees until such clearance is granted.

Employee Referral Bonus Policy

Odyssey House provides a referral bonus to employees who successfully refer candidates into long term positions at Odyssey House.

Odyssey House employees, except the Executive Leadership team, may be eligible for referral bonuses. Program Directors and supervisors with hiring authority over referred candidates are only eligible for bonus if they refer candidates to programs with which they are not affiliated. The hiring of a referred employee must occur within 30 days of the initial referral date. The referral must represent the candidate's first contact with Odyssey House. Former employees and applicants of Odyssey House are not eligible candidates for the referral bonus. To be eligible for a bonus, the referrals must be submitted on the employee referral form. The first employee to refer a candidate will be the only referring employee eligible for payment. Any disputes or interpretations of the program will be handled through human resources. All referral bonus payments will be paid within 30 days after the time requirements have been met. Bonuses are considered supplemental wages and therefore are taxable as defined by the Internal Revenue Service (IRS). Human Resource Recruiters are not eligible for referral bonuses. Referral bonus dollar amounts may be adjusted based on budget, availability of funds, and at the discretion of the Chief Executive Officer at any time.

Employment of Graduates Policy

Odyssey House promotes hiring of graduates. Odyssey House graduates may be considered for employment if they are otherwise qualified for the position and are eligible for employment.

Employment of Former Employees Policy

Former employees of Odyssey may be rehired based on current qualifications and previous performance records. If it is discovered that a current employee was terminated, asked to resign, or demonstrated overall poor performance previously with Odyssey House, then that employee may be terminated immediately.

Terminated employees who are rehired may be restored to the payroll with seniority and eligibility for benefits, computed on the basis of the employment date of the prior service period, within the confines of the program's budget, need for the position, Chief Executive Officer's discretion, and governmental grant requirements.

Employment of Relatives Policy

There is no policy prohibiting the employment of relatives of current employees. A relative is defined in this policy as close family members through first cousin status. Employees are asked to declare other close personal relationships that may invite scrutiny. Employees should report such



relationships to either the Chief People and Infrastructure Officer, Chief Operating Officer, or Chief Executive Officer.

Contracting with a relative, either directly or through an entity with whom the relative is employed or associated, shall be treated the same as hiring a relative, and is subject to approval by the Chief Executive Officer and local funding agents when required.

The hiring of a relative of a current employee is subject to approval by the Chief Executive Officer. Employees should not be in a position where they solely process, check, and review or otherwise affect the work of a relative. Whenever possible, no employee should be assigned to a position which would permit exercising any influence or perceived influence on the salary, discipline, hiring or firing of a relative.

Travel and Transportation Policy

Odyssey House Vehicles

No staff member, program graduate, or candidate-out is to use Odyssey House vehicles for personal use. They should never be used for transportation to and from work. Employees are prohibited from using cell phones, including for phone calls, GPS, and texting, while driving Odyssey House vehicles or transporting clients, except in the case of an emergency. In order to take a phone call or handle a cell phone, the employee must pull over and place the vehicle in park.

Mileage Reimbursement

Staff members who use their personal vehicles for Odyssey House business may be reimbursed monthly at the per mile rate determined annually (see Accounting Office) if they travel over 10 miles per month. Reimbursement requests must be on a check request form. Reimbursements must have backup information included with a monthly mileage form (see Accounting Office).

Travel

Staff members who are required to travel in or out of State must submit travel plans, including estimated expenses for lodging, registration, and other expenses, in memo form to be authorized by their supervisors. Travel advances must be based upon reasonable anticipated expenses. The supervisor's signature on check requests or purchase orders for training expenses will serve as approval, except in the case of the Finance Director, the Program Directors and Administrators, and employees with check signing authority. These employees must submit a Request for Travel/Request for Training Form, which will then be approved by the Chief Executive Officer.

All check requests and purchase orders, including those for airline tickets, must be signed off and approved by supervisors prior to turning them in to accounting for payment. Employees who wish to make a stop or an extended trip in addition to the base round trip required will be responsible for paying the difference in the fares. If an employee collects frequent flier miles when he/she flies, these may be added to the employee's personal account. Employees will not be reimbursed for the use of frequent flier miles. Employees who travel are responsible for keeping receipts and records of



money spent during the time of travel if they wish to be reimbursed for legitimate expenses. A travel reconciliation form will be available from the accounting office. This must be approved and signed off by the staff member's supervisor and submitted to the Finance Director for review. If there are questions or problems with the reimbursement receipts, the Finance Director will meet with the employee and resolve the problem. Any unspent money, and all travel receipts must be turned in the week following the employee's travel. Unspent advance money (if any) that is not repaid within the week will be withheld from the employee's paycheck if it is due at the time of the next pay period. Failure to submit the reimbursement receipts may mean repayment of the entire sum advanced.

Time spent on the way to and from the airport is defined as a part of the work period.

Family travel costs and personal non-business expenses will not be reimbursed by Odyssey House. Odyssey House will not reimburse for costs of alcoholic beverages.



EMPLOYEE BENEFITS

Benefits Overview

Odyssey House provides a rich benefits plan to its full time employees. Part time employees are also eligible for some, but not all benefits. New employees may enroll within 30 days of hire (the effective date for medical insurance is **the first day of the month following 30 working days** after hire).

Active full time employees may change or enroll in benefits during the open enrollment period (June-July).

Benefit changes are effective August 1. Details are provided in each plan overview and with plan documents you receive when you enroll.

Benefits Calendar (Full Time Employees)

FIRST 30 DAYS OF FULL TIME EMPLOYMENT

- Enroll in benefits through Employee Navigator (link will be sent to your email)
 - o Medical cards will be received 30 days after enrollment.
 - o Enrollment occurs via a link in Employee Navigator. Watch your personal and/or work email for the link.
- Benefits available immediately upon hire:
 - o You may begin contributing to your 403(b) retirement plan (once you enroll). (available to PT employees also)
 - o You begin accruing vacation hours per the vacation schedule.
 - o You may be paid for holidays immediately upon hire.
 - o Your sick hours will begin upon hire (80 hours per year)

FIRST DAY OF THE MONTH FOLLOWING 30 DAYS OF EMPLOYMENT

- Medical benefits are available if you elected them
- Dental benefits are available if you elected them
- Vision benefits are available if you elected them
- Life, AD&D eligibility begins

OPEN ENROLLMENT - JULY

- You may change any benefits you have enrolled in during the open enrollment period.

DATE OF HIRE TO JULY 31 (NEW FULL TIME EMPLOYEE)

- Flexible Spending Account balances must be used (minus \$500 allowed to roll over).

CALENDAR YEAR (JANUARY 1 – DECEMBER 31)



- Medical Benefits: Your deductible and benefits are calculated on a calendar year which resets January 1.
- Dental Benefits: Your deductible and benefits are calculated on a calendar year which resets January 1.

ODYSSEY HOUSE FISCAL CALENDAR (AUGUST 1 – JULY 31)

- Vision Benefits: Your benefits are calculated on a 12 month period which resets August 1.
- Flexible Spending Account: Your FSA benefits are calculated on a 12 month period which resets August 1.

AFTER YOUR FIRST 12 MONTHS OF CONTINUOUS EMPLOYMENT

- Odyssey House will match up to 6% of your annual salary to your 403(b) retirement plan.
- You are now eligible for FMLA (Family Medical Leave Act) benefits (as long as you also meet the other qualifications such as having worked 1,250 hours).

ANNUALLY

- Paid Time Off/Vacation Benefits increase every year on your anniversary date until year 7.
- Odyssey House conducts employee appraisals annually in June. Salary and pay rates may increase at this time, funding permitted and at the discretion of the Chief Executive Officer and Board of Directors, based upon individual performance.
- Sick days reset at your anniversary date.
- Personal days reset in January

WHY THE CALENDAR MATTERS

★ *Mary calculated how much money she would need to put into her Flexible Savings Account (FSA) to cover her medical deductible for the year, putting aside what she figured would be \$1,000 per year. As the year progressed, she put off going to the doctor until September, thinking she could get everything she wanted done before the end of the calendar year, which is when the medical deductible resets. She did not take into account that the FSA balance resets August 1st, and because she did not use her FSA for her medical deductible by July 31st, all but the allowable \$500 roll over amount was lost for that FSA period.*



● MEDICAL BENEFITS

Medical Plan

An excellent medical plan is available to employees and their dependents on the first of the month after completion of one calendar month of employment. Odyssey House partners with Regence Blue Cross and Blue Shield of Utah (Regence) for our medical benefits. Regence is an Independent Licensee of the Blue Cross and Blue Shield Association. We offer two levels of medical plans.

Who is eligible?

Full time employees are eligible for medical benefits.

How do I enroll?

You will be able to enroll at hire. An email will be sent to you to enroll. You can also enroll at “Open Enrollment” which is in June/July of each year. You may change your benefits at this time as well. You can also enroll as a result of a qualifying life event (getting married, having a baby, or losing health coverage).

Who can be covered?

You can elect to cover yourself, yourself and your spouse (or domestic partner), yourself and your children, or your entire family.

How do I find providers?

You can use the website that is provided to you on the back of your card to identify providers in your network or call the numbers listed on your card. The web portals for each plan are very user friendly. There is also an app you can download for your smartphone.

<https://www.regence.com/member/for-members>. You will receive a plastic card(s) from Regence 30 days after enrollment. If you need to see a doctor right away, you can go to www.Regence.com to create an account and log in.

What does the plan cost?

Each year the plan changes, but Odyssey House works hard to keep your costs low. Odyssey House provides two different plans, one with a lower deductible with a smaller network, or a higher deductible and a wider network.



DENTAL

Dental insurance benefits for employee, spouse/partner, and dependents



An excellent dental plan is available to full time employees and their families through Odyssey House on the first day of the month after the completion of 30 calendar days after the date of hire. For a complete list of covered benefits please refer to your employee booklet/certificate you will receive after enrollment or contact TDA ([☒](#) contact list). Your plan certificate describes in detail your TDA dental benefits. If you don't have your certificate a copy can be requested by calling Member Services at 1(888) 422-1995.

ODYSSEY HOUSE DENTAL PLAN INFORMATION

Plan	PPO/MAC
Group Code	001GIW
Group Name	Odyssey House
Member Name	Your Name
ID#	Call TDA to obtain your ID number (801) 268-9740
Effective Date	Call TDA to obtain your effective date (801) 268-9740

Your plan certificate describes in detail your TDA dental benefits. If you don't have your certificate a copy can be requested by calling Member Services at 1 (888) 422-1995.

How do I find a dentist?

To find a participating network dentist, visit <https://www.tdadental.com/providers/search/>

- Click on "Find a Provider"
- Select your dental plan/network
- Search for your dentist by zip code; or city/state or (if outside 4 corner states); Dentemax directory
- Click on optional search items and search by last name, office name, office address and/or phone number
- If outside of Arizona or Utah, visit Dentemax.com to find an in-network dentist

When making your first dental appointment, please confirm with your dentist that they are a contracted provider on the TDA plan in which you are enrolled.

How can I find out about my plan?

You can access your benefit information online at <http://www.tdadental.com/tdaonline>, accessible 24/7.

How do I find out about coverage?



To review your coverage and member information, please visit: <http://www.tdadental.com/tdaonline> or call Member Services. You can verify personal information, search claims history, and review benefit maximums online.

If you have questions or want to find a dentist contact (888) 422-1995 or go to: www.tdadental.com, click on member access.

TDA Value Added Benefits:

- **Vision:** A managed vision care program combining unlimited choice with quality and value. Provided free of charge to all employees and dependents enrolled in a TDA dental plan.
- **Hearing:** A hearing care program combining unlimited choice with quality value. Provided free of charge to all employees with are enrolled in a TDA dental plan and the hearing services may be extended to any family member.
 - TDA is value added hearing phone number 1-866-956-5400



VISION

Vision benefits for employee, spouse/partner, and dependents



Vision Plan (TDA)

For a complete list of covered benefits please refer to your employee booklet/certificate you will receive after enrollment or contact Opticare of Utah.

ODYSSEY HOUSE VISION PLAN INFORMATION

Plan	OPTICARE PLUS VISION
ID	TDA
PLAN #	<i>Opticare Plan 10-120TDA</i>
ID#	Call to obtain your ID number (801) 869-2020
Effective Date	Call to obtain your effective date (801) 869-2020
CARD	Paper cards are mailed from Opticare of Utah 30 days after enrollment.
NETWORK PROVIDER LOOKUP	www.opticareofutah.com



BASIC LIFE INSURANCE



Companion Life

Basic Life Insurance

Odyssey House provides, at no cost to full time employees, life insurance benefits. This plan is provided through Companion Life and is a Group Term life insurance policy. Group Term Life continues to be one of the most important and best values of all employee benefits. For many employees, Group Term Life insurance is the only life insurance they have. These benefits are also available the first day of the month after completion of 30 days of employment.

ODYSSEY HOUSE LIFE INSURANCE PLAN INFORMATION

Plan	Companion Life
Group Number	Group Number 990-15-77492-000
Phone	800-753-0404
Website	Companionlife.com
Email	c.life@companiongroup.com



DISABILITY INSURANCE

Accident, death/dismemberment (AD&D), short and long term disability

Disability Insurance

Odyssey House provides, at no cost to full time employees, accident, death & dismemberment, as well as short and long term insurance benefits. Please refer to enrollment documents for coverage.

Benefits Features

Refer to Plan Documents and reach out to HR for more information.



SUPPLEMENTAL INSURANCE

Additional supplemental benefits for accident, health, and disability



Odyssey House provides options for additional coverage. Please refer to plan documents during enrollment.



FLEXIBLE SPENDING ACCOUNT

Flexible spending plan to offset planned eligible health expenses

Flexible Spending Account

A Flexible Spending Account is a special account you put money into that you use to pay for certain out-of-pocket health care costs. You don't pay taxes on this money. This means you'll save an amount equal to the taxes you would have paid on the money you set aside.

A flexible spending cafeteria plan (Section 125 of the I.R.S. code) is available to interested employees who have high out of pocket medical or day care expenses. Each employee pays the administrative charges monthly.

Once the plan starts (August) there can be absolutely no changes in the cafeteria plan, with the following two exceptions:

- A change in Insurance Premiums
- A change in Family Status, i.e. Marriage, Divorce,
- Birth, etc., and in some instances, change of status in job related income.

A few fast facts about FSAs

- FSA contributions have yearly limitations. Please refer to plan documents during enrollment.
- You may also contribute for dependent care expenses (daycare). Conditions apply.
- You can use funds in your FSA to pay for certain medical and dental expenses. Conditions apply, please refer to plan documents.

FSA limits, grace periods, and carry-overs

You must use the money in an FSA within the plan year. If you find you have not spent your FSA funds within the plan year, you have these options:

- Odyssey House allows you to carry over up to \$500 per year to use in the following year.

At the end of the year or grace period, you lose any money left over in your FSA. So it's important to plan carefully and not put more money in your FSA than you think you'll spend within a year on things like copayments, coinsurance, drugs, and other allowed health care costs.

Using FSA for Childcare

You may also contribute a limited amount for dependent care expenses (daycare). There is a federal rule that says child care is reimbursed monthly after the services are provided. You can pay your childcare provider directly via your TASC debit card at the end of the month.

Medical (Out-of-Pocket) Expenses:



This amount is usually paid per year toward deductible and coinsurance portions of health insurance, dental expenses, orthodontic expenses, eye care, and other miscellaneous healthcare expenses.

ODYSSEY HOUSE FSA PLAN INFORMATION

Plan	TASC
Odyssey House TASC ID	4816-3818-5468
Plan Name	Odyssey House Inc.
Your TASC ID	Card Number
Plan Year	August 1 – July 31



403(B) TAX SHELTERED ANNUITY RETIREMENT PLAN

Pre-tax employer and employee contribution retirement savings plan

403(b) Tax Sheltered Annuity Retirement Plan

Because Odyssey House is a non-profit organization, the Tax Sheltered Annuity is available to employees, which allows for pre-tax savings rather than an IRA or standard pension plans. Contributions to the TSA may reduce the employee's taxable income dollar for dollar up to the maximum allowed by the IRS. New employees may make voluntary contributions during the first year of employment. Upon completion of one year of employment, full time employees are eligible to begin receiving employer contributions to their annuity plan.

New employees may make voluntary contributions during the first year with Odyssey House up to \$19,000 per year (as of 2020). Upon completion of one year of employment, full time employees are eligible to begin receiving employer match up to 6% of their salary. An employee may choose to voluntarily contribute any additional amount to their tax-sheltered annuity on a monthly basis. After ten years of employment, employees receive an added 1% of their salary contributed to their retirement fund.

ODDYSEY HOUSE RETIREMENT PLAN INFORMATION

Plan	PRINCIPAL
Website	4816-3818-5468
Select	Personal / First Time Logging In
Contract / Plan Number	7-1598
Website	www.principal.com
Phone	1-800-547-7754



Doug Macdonald
Associate Advisor
Mobile: 801-833-5928
Email: dmacdonald@mrpretire.com
Web: www.MRPretire.com



WORKER'S COMPENSATION

Paid insurance for work related injuries

Worker's Compensation

Worker's Compensation is an employer paid insurance coverage for work-related injuries. All work-related injuries should be reported immediately to your supervisor and a Staff Related Incident Report must be filled out immediately and turned into Human Resources within 24 hours of injury.

Provisions for Worker's Compensation are posted in each building.

Workers' compensation provides medical expenses, lost wages, and rehabilitation costs to **employees** who are injured or become ill "in the course and scope" of their job. It also pays death benefits to families of **employees** who are killed on the job.

If you are injured on the job, report the injury as soon as possible. We will file a claim for you and you will be contacted by our insurance Odyssey House.

Carrier	American Liberty Insurance Odyssey House
FEIN	20-1712892
Address	3601 North University Ave., Suite 100
City, State, Zip	Provo, UT 84604
Phone	801-226-8008

Administrator	S&C Claims Services
FEIN	88-0426084
Address	3601 North University Ave., Suite 100
City, State, Zip	Provo, UT 84604
Phone	801-226-8008



SOCIAL SECURITY

Employer/employee contributions for eligible death, disability, and retirement

Social Security

Social Security taxes are paid by both employer and employee and provide income for employees upon retirement. Social Security may also provide some survivor benefits for eligible members of the employee's family in case of his/her death as well as disability as determined by the Social Security Administration.

Workers and employers pay for Social Security. Workers pay 6.2 percent of their earnings up to a cap, which is \$147,000 a year in 2022. (The cap on taxable earnings usually rises each year with average wages.) Employers pay a matching amount for a combined contribution of 12.4 percent of earnings.

Social Security works by pooling mandatory contributions from workers into a large pot and then paying out benefits to those who are eligible for them. When you work, you pay into the system by having a portion of your earnings taxed and earmarked for Social Security.



UNEMPLOYMENT INSURANCE

Unemployment insurance support for eligible terminated employees

Unemployment Insurance

Odyssey House is a reimbursement employer for unemployment claims made through the Utah State Department of Workforce Services, Unemployment Insurance Program. Terminated employees may apply for unemployment compensation through the Department of Workforce Services, the agency that determines eligibility and manages compensation. In order to file a claim for unemployment, employees must go through the State of Utah Workforce Services Unemployment Insurance Office.

UNEMPLOYMENT INFORMATION

Location

Utah Department of Workforce Services



Address	720 South 200 East
City, State, Zip	Salt Lake City, Utah 84111
Phone	801-526-0950
Hours	Hours 9am to 5pm
Website	https://jobs.utah.gov/ui/home/initialclaims/InitialFiling/InitialQuestions



COBRA

Access to continued insurance benefits post-employment

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) health benefit provisions amend the Employee Retirement Income Security Act, the Internal Revenue Code and the Public Health Service Act to require group health plans to provide a temporary continuation of group health coverage that otherwise might be terminated.

COBRA requires continuation coverage to be offered to covered employees, their spouses, former spouses, and dependent children when group health coverage would otherwise be lost due to certain specific events. COBRA continuation coverage is often more expensive than the amount that active employees are required to pay for group health coverage, since the employer usually pays part of the cost of employees' coverage and all of that cost can be charged to individuals receiving continuation coverage.

To be eligible for COBRA coverage, you must have been enrolled in Odyssey House's health plan when you worked and the health plan must continue to be in effect for active employees. COBRA continuation coverage is available upon the occurrence of a qualifying event that would, except for the COBRA continuation coverage, cause an individual to lose his or her health care coverage.

You can elect COBRA for you and your family if you otherwise would lose coverage because:

- You quit your job.
- You were fired, unless it was for "gross misconduct."
- Your hours were reduced.

In addition, dependents can elect COBRA if they lose eligibility for coverage because of:

- Death of the covered employee
- Age - an adult child turns 26 and can no longer stay on a parent's plan
- Divorce or legal separation from the covered spouse
- Eligibility by the covered employee for Medicare.

The law lets you continue coverage for up to 18 months if you quit or lose a job or your hours are reduced, and up to three years if the coverage loss was due to other reasons. Keep in mind that you



must be covered by the employer-sponsored plan at the time of your job loss or other event, or you aren't eligible for COBRA.

Odyssey House must notify the health plan within 30 days if you lose or quit your job, die or become entitled to Medicare. You must notify the plan, generally within 60 days, if the reason for COBRA eligibility is because of divorce, legal separation or losing dependent status as a child.

The health plan then has 14 days to respond with information about how to elect COBRA, and you and your family have 60 days to decide. Not all of you have to elect COBRA. Even if you waived the option, for instance, your spouse and kids could still elect COBRA, or vice versa.

If you waive COBRA coverage, you can revoke the waiver later -- as long as you're still within the 60-day election period. The coverage is retroactive to the qualifying event, as long as you pay the premiums retroactively.



EMPLOYEE ASSISTANCE PROGRAM (EAP)

Counseling and support

Employee Assistance Program

Odyssey House provides an Employee Assistance program to all FT employees at no cost to you. This is a service that offers direct professional support for full time employees and their families when they become overwhelmed with life's challenges or face serious emotional issues. All EAP services are confidential.

This service can help you manage personal problems that may affect job performance and can help you address issues early before they become greater obstacles. EAP provides support for a wide spectrum of issues like stress and anxiety, coping with a disability, or help with child or elder care, substance abuse, family relationship and other work-life challenges.

Services are offered by ComPsych Corporation, the largest provider of employee assistance programs, managed behavioral health, work/life and crisis intervention.

All services are available to employees and their families and may include:

- 24/7 365 days per year toll-free phone access to counselors and an interactive website.
- Up to five in-person counseling visits per year, plus five more once approved for disability benefits, with a master's or doctoral level counselor.
- Confidential consultations with a counselor, financial planner and/or attorney.
- And more

ODYSSEY HOUSE EAP PLAN INFORMATION

Provider	CompPsych
Access Number	888-327-7502
TDD Access	800-697-0353
Online	GuidanceResources.com
Odyssey House Web ID	YC1055R



PROFESSIONAL DEVELOPMENT

Tuition reimbursement, continuing education, and training

Federal and State Loan Repayment Programs

Odyssey House is a National Health Service Corps Loan Repayment site. Enrollment information is provided in the attachments. <https://nhsc.hrsa.gov/>

Odyssey House is a Behavioral Health Workforce Loan Repayment Program site. Click here to review the program criteria:

<https://ruralhealth.health.utah.gov/behavioral-health-workforce-loan-repayment-program/>

Click this link for application information:

<https://opcrh.quickbase.com/db/bqr9tkqui?a=nwr&ifv=1&nextURL=https:%3A%2F%2Fopcrh.quickbase.com%2Fdb%2Fbqr9tkqua%3Fa%3Ddbpage%26pageID%3D4>

Employment at Odyssey House also qualifies employees for Public Service Loan Forgiveness. Forms and links are also provided in the attachments.

<https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

Eligibility for these programs does not guarantee approval. These programs are outside the scope of Odyssey House and employees must apply for and be selected and approved for these programs independently.

Professional Development

Odyssey House encourages staff to participate in training and professional development to enhance their skills and workplace performance. To support this, Odyssey House provides select Continuing Education training at no cost to employees periodically throughout the year. Staff are also informed of available free seminars and conferences sponsored by the State of Utah and other agencies. If approved by the employee's supervisor, staff are encouraged to engage in these training sessions. Staff is also encouraged to attend the University of Utah Alcohol and Drug Training Conferences.

Additionally, all employees are required to complete on-going training relevant to their position annually, which includes mandatory training. For nonexempt employees, these training hours are paid at the employee's hourly rate, except where the training puts the employee at more than 40 hours in the work week, in which case the training time will be paid at time and one-half. Reasonable efforts should be made to schedule training so that overtime is not incurred. Training hours can be obtained through monthly Odyssey House training, intranet self-directed training library resources, higher education, conferences, staff meeting in-services, one-on-one staff supervision, and other approved development activities. Employees wishing to complete training hours outside of Odyssey House should request approval for relevance to training requirements from their supervisor.



Eligibility for Training Funds

When there is a cost associated with a training, Odyssey House may pay for registration fees when possible. Generally new staff members (fewer than six months of continuous employment with Odyssey House) are not eligible to receive training funds unless the supervisor requires attendance at a specific conference. If funds are available, Odyssey House will assist with staff's educational expenses after six months of continuous employment.

If Odyssey House requires that staff members obtain a license for their job position, Odyssey House will pay for ½ of the testing and licensure fees for part time employees scheduled to work over 20 hours per week. It will pay 100% of the fees and licensure fees for full time staff members. In the event that the employee resigns his/her position before the end of one year, the employee must reimburse Odyssey House for any licensing and testing fees that have been paid on their behalf.

Licensed staff is expected to obtain the necessary number of hours needed for certification. All training must be pre-authorized and approved by each employee's supervisor prior to attending training. The supervisor's signature on check requests or purchase orders for training expenses will serve as approval, except in the case of the Finance director, the Program Directors and Administrators, and employees with check signing authority. These employees must submit a **Request for Travel/Request for Training Form**, which will then be approved by the Chief Executive Officer. The Chief Executive Officer must receive prior approval from a representative of the Board of Directors (generally the Chairperson of the Board.)

In the even that a staff person has received professional development expenses paid by Odyssey House, of value equal or greater to \$300, and is then no longer employed with Odyssey House within a year of the professional development opportunity, Odyssey House reserves the right to require staff to repay the expenses either through a withholding from the final paycheck or by the staff person paying the remaining amount.

Continuing Education

Odyssey House encourages continuing education among its full time professional staff in order to improve the quality of service to clients, to improve morale, and to increase employee retention. Full-time employees may receive tuition reimbursement of up to \$3,000 per semester, with a maximum of \$9,000 per year, when the Program Director under whom the employee works approves the reimbursement and contingent upon agreement to a three-year contract term post-degree/certificate completion. Full time employees may also attend educational and/or training conferences at the expense of Odyssey House, when approved by their respective Program Director and when the educational event is deemed relative to the business of Odyssey House. Finally, licensure expenses will be covered by Odyssey House for full time professional staff, contingent upon agreement to a one-year contract term post-licensure.



Licensure Expense Reimbursement Procedure

1. Any interested full time employee may apply to and receive subsequent approval from their respective Program Director for licensure expense reimbursement, at the Program Director's discretion.
2. Licensing eligible for reimbursement must be deemed relevant to the business of Odyssey House and the requesting employee's job functions in the structure of Odyssey House.
3. Reimbursement will be made to the requesting employee when proof of the paid licensing expense is furnished.
4. The requesting employee shall agree to remain in employment of Odyssey House for the subsequent year following the license reimbursement. Should the employment relationship be terminated prior to satisfying this commitment, the employee will repay the license expense via withholding from the final paycheck or requirement to repay the expense to Odyssey House.

Tuition Reimbursement

Full time employees who have been employed with Odyssey House for a minimum of one year may apply for tuition reimbursement to complete a degree program relevant to their position or anticipated future position with Odyssey House. Tuition reimbursement funds are available based on Odyssey House revenue and require supervisor and Chief Executive Officer approval. Any interested full time employee must apply to and receive subsequent approval from their respective Program Director in order to get reimbursement for conferences/training and licenses as well. In order to be eligible for Tuition Reimbursement, the employee must abide by all conditions in the "Tuition Reimbursement Contract and Agreement" ([☒ Attached](#)). Below is the procedure:

1. Any interested full time employee, who has worked for Odyssey House for one year or longer, may apply for tuition assistance by written request to the employee's Program Director. The Program Director will review the written request to determine if the employee meets the criteria and if the fiscal year budget can support the request. Tuition reimbursement will be granted at the Program Director's discretion.
2. Coursework eligible for tuition reimbursement must be deemed relevant to the business of Odyssey House and the requesting employee's job functions in the structure of Odyssey House Utah Inc.
3. Reimbursement will be paid directly to the employee when proof of the educational expense and satisfactory completion of the course(s) is furnished.
4. Tuition reimbursement will be subject to satisfactory completion of the course by the employee with a grade of C or higher. The employee must include a copy of the grade received for the course requested for reimbursement prior to being reimbursed.
5. All recipients of tuition reimbursement must agree by contract to remain in the employment of Odyssey House of Utah for a minimum of three years following the conclusion of the educational program. Failure to satisfactorily meet this requirement will result in such prorated tuition being withheld from the employee's final paycheck or require a re-payment of tuition to the agency. If necessary the employee's reimbursement of the prorated tuition to Odyssey House of Utah may be done in installments, confirmed by a written agreement between the employee and the agency, and co-signed by the Program Director responsible



for the employee. The agency may forgive tuition debt for extenuating circumstances at the sole discretion of the Chief executive officer.

6. The tuition reimbursement contract is not a contract for employment at Odyssey House. Employment at Odyssey House remains at-will, thus employment can be terminated at any time. If a recipient is terminated during the education contract period, the employee is required to re-pay the prorated tuition owed on the contract as stated above.
7. Tuition reimbursement maximums are defined on semesters specifically based on the class end date. Odyssey House defines semesters as September through December as the Fall Semester, January through May as the Spring Semester, and June through August as the Summer Semester. Therefore, a maximum of \$3000 may be reimbursed in any of the above Semesters defined.
8. Employees must be enrolled as a full time student (as defined by the educational institution) and have a full course schedule to receive the maximum tuition reimbursement.
9. Limits on the total agency expenditures for continuing education will be based on the budgeted funds for this purpose each fiscal year. It is the responsibility of supervisors to monitor the expenditures and manage the agency's funds in accordance with the "Fiscal Management" Policy & Procedure each year.

Educational Conferences / Trainings Procedure

1. Any interested full time employee may apply to and receive subsequent approval from their respective Program Director, at the Program Director's discretion.
2. Conferences and training eligible for payment by Odyssey House must be deemed relevant to the business of Odyssey House and the requesting employee's job functions in the structure of Odyssey House.
3. If the employee pays for the registration, reimbursement will be paid directly to the employee when proof of the conference fee expense is furnished and approved by the immediate supervisor and co-signed by the Program Director. Or direct payment will be paid to the sponsoring institution of the educational event in advance of the event if properly authorized and scheduled.
4. Travel expenses associated with education events will be paid by the agency if pre-authorized before the event.
5. Employees will receive their regular pay while attending the educational conference or training.
6. Failure to attend a prepaid conference or seminar by a requesting employee will result in payroll deduction for the cost incurred by the agency for the education event, including any non-refundable fees and travel expenses incurred.
7. Except for rare exceptions, attendance of out-of-state conferences and seminars is limited to Executive Leadership Team members only.



TIME AWAY FROM WORK



PAID TIME OFF, SICK, AND HOLIDAY PAY

Accrued paid time off, sick days, and observance of 11 federal holidays

Paid Time Off Policy

Benefit	Summary																
VACATION	Vacation time is accrued throughout the year and will renew at each anniversary of employment. Accrual is based upon tenure as follows: <table><tr><td>1 year or less:</td><td>10 days</td><td>5 years:</td><td>18 days</td></tr><tr><td>2 years:</td><td>15 days</td><td>6 years:</td><td>19 days</td></tr><tr><td>3 years:</td><td>16 days</td><td>7 + years:</td><td>20 days</td></tr><tr><td>4 years:</td><td>17 days</td><td></td><td></td></tr></table> Maximum carry over on anniversary is 240 hours.	1 year or less:	10 days	5 years:	18 days	2 years:	15 days	6 years:	19 days	3 years:	16 days	7 + years:	20 days	4 years:	17 days		
1 year or less:	10 days	5 years:	18 days														
2 years:	15 days	6 years:	19 days														
3 years:	16 days	7 + years:	20 days														
4 years:	17 days																
HOLIDAYS	New Year Day (observed January 1 unless falls on a weekend) Martin Luther King Jr. Day President’s Day Memorial Day Juneteenth Independence Day (observed July 4 unless falls on a weekend) Pioneer Day (Utah) (observed July 24 unless falls on a weekend) Labor Day Thanksgiving Day Day after Thanksgiving Christmas Eve (observed on December 24 unless falls on a weekend) Christmas Day (observed on December 25 unless falls on a weekend)																
PERSONAL TIME	All full time staff members receive 24 hours of personal time off on January 1st. New hire personal time will be prorated at 2 hours per month or 1 hour per pay cycle left in the year. Personal time cannot be rolled over. and is not paid out at separation. All part-time staff will receive 5 days (or 40 hours) of personal time. Personal time will accrue at 1.67 hours per pay period Personal time cannot be rolled over and is not paid out at separation.																
SICK LEAVE	All full time staff members will receive 80 hours (10 days) of sick leave during each year of full time employment. At each anniversary of employment, half of whatever sick leave remains in your account will be converted to vacation (maximum of 32 hours of sick hours will be converted to 16 hours of vacation). Sick leave will renew at each anniversary of employment.																



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Full Time employees will receive the above holidays as paid time off, if they do not work. For full time employees who work on holidays, the 8 hour holiday benefit will be added to the Personal Time bank to be used in the calendar year for all holidays except those that fall in December, which can be used in the following calendar year. Hourly employees who work on these holidays will be compensated at 1.5 times their hourly wage (this does not apply to any observed holiday date in lieu of the actual calendar holiday date).

Absence Policy (Using Sick, Vacation and Personal Leave)

Odyssey House provides vacation, sick and personal leave to help provide for employees in the event that they must be absent from work. However, proper notice must be given to supervisors in the event of any leave. [X](#) Refer to the Attendance Policy for complete information.

If an employee is unable to report to work, the immediate supervisor must be immediately notified as to the reason for the absence before the beginning of the scheduled shift. Failure to report an absence will result in loss of pay for those days unreported and may be cause for dismissal.

When personal illness causes a qualified employee to be absent from work, he/she will be provided with an income equal to full salary for such absence so long as the total absences do not exceed accrued leave, including sick leave (10 days per annum) and vacation leave.

Employees requesting leave for any purpose must complete a time off request in Paylocity which the direct supervisor must approve prior to vacations and immediately after sick leave. The employee must indicate in Paylocity the type of leave, dates, start / end times, hours per day and any notes regarding the leave in the request. Supervisors are expected to review and approve or decline leave requests before the close of each pay period. Sick leave lasting more than two days will require documentation from a health care professional unless waived by the direct supervisor. Leave time used should be identified on the timesheet.

Sick leave is available for personal illness, a dependent's personal illness, or to accommodate medical, dental treatment and mental health appointments (ex. therapy, counseling). Other uses, such as for vacation, may result in loss of pay.



LEAVE OF ABSENCE

Military leave, military training leave, bereavement leave, jury duty

Leave of Absence Policy

Odyssey House may, under certain circumstances, allow for leaves of absences. In cases of extended leave of absence, restoration to the active payroll is contingent upon the availability of a suitable opening at the time the employee is ready to return. Approval of a leave of absence is not guaranteed, must be requested in as far advance as possible, and must be approved by the Chief Executive Officer. All leave requests must be communicated to supervisors and submitted into Paylocity in as far advance as possible.

Lunch and Rest Periods Policy

Utah Admin. Code R610-2-3 does not require employers to provide breaks, including lunch breaks, for employees 18 years or older. However, reasonable time is allowed during the day for breaks. Supervisors may determine what is reasonable and disciplinary action may be taken on staff that exceed reasonable breaks (anything more than two 10-15 minute breaks per day excluding a 30 minute lunch).

Lunch breaks are not included in hours worked. However, staff who work in residential settings are encouraged to eat lunch with clients and engage in clients to model and teach social and interaction skills. These are not considered breaks and employees have the added benefit of having lunch provided for them. The employee's supervisor should be informed when lunch is taken and there should be adequate staff coverage in all areas during lunch.

Leaving Premises Policy

Employees should notify their supervisor when leaving the premises during work hours. In all cases, the employee must inform the front desk, or someone in his department as to his/her destination when leaving the building, time of expected return and interim telephone numbers.



Bereavement Leave Policy

An employee may receive a maximum of three days bereavement leave per occurrence with pay, at management's discretion, following the death of a member of the employee's immediate family. Bereavement leave may not be charged against accrued sick or annual leave.

The immediate family means relatives of the employee or spouse including in-laws, step relatives, or equivalent relationship as follows:

- spouse / domestic partner
- parents
- siblings
- children
- all levels of grandparents
- all levels of grandchildren

Jury Duty Policy

Full time employees summoned for jury duty or as witnesses will receive full pay and necessary time off. This does not apply to part time employees. Full time employees summoned for jury duty must supply proof of their service to their supervisor and submit the time off request in Paylocity. While Odyssey House reimburses full time employees for jury service the employee must submit to Odyssey House any checks received for jury service to offset the payment of wages and is expected to be at work during normal business hours to the extent doing so does not interfere with the employee's jury service.

Military Leave Policy

Military Training Leave

Odyssey House supports employees who are engaged in military involvement. Employees who are members of Reserve Units may either use accrued vacation time or take necessary training leave without pay for military reserve training. Some military leave may be eligible for Family & Medical Leave Action (FMLA) protection (See Human Resources for details).

Military Leave

Odyssey House abides by the Uniformed Services Employment and Reemployment Rights Act of 1994 "USERRA." Additionally, Family & Medical Leave Act (FMLA) provisions may cover certain eligible military-related leave (See Human Resources for details).

Emergency Days

Under certain circumstances considered emergencies, supervisors may excuse an employee from work. Some examples may include:

- Serious flood
- Fire



- Burglary in the employee's home

An emergency absence may not be granted for a period exceeding five consecutive days and will be applied against accrued vacation or future vacations.



FAMILY MEDICAL LEAVE ACT

Job protection for eligible employees related to self or family medical concerns

Family Medical Leave Act

Odyssey House provides family and medical leave of absence, with or without pay, to eligible employees for their own serious health conditions; or who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement for a foster child; or to care for a child, spouse or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider.

Eligible employees may request family leave only after having completed 365 calendar days of service, and having worked 1,250 hours within the previous 12 month period. Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Eligible employees may request up to a maximum of twelve weeks of family leave within the 12 month period measured forward (meaning the 12-month period measured forward from the first date an employee takes FMLA leave. The next 12-month period would begin the first time FMLA leave is taken after completion of the prior 12-month period). Any combination of family leave and medical leave may not exceed this maximum limit. Married employee couples may be restricted to a combined total of twelve weeks leave within a 12 month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition. If you are out on FMLA you must check in with your supervisor weekly.

Subject to the terms, conditions and limitations of the applicable plan, health insurance benefits will be provided by Odyssey House for the length of time on paid leave, up to the maximum of twelve weeks. The employee must continue to pay any portion of the premium that the employee would typically pay if not on leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during any unpaid leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on family leave should provide Odyssey House with at least two weeks' advance notice of the date the employee intends to return to work. When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

Employees requesting family leave related to their serious health condition or the serious health condition of a spouse, child, or their own parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending



dates, and the estimated time required. The FMLA medical certification form  must be completed fully and completely by a licensed healthcare provider. In the event that the health care statement submitted by the employee lacks sufficient detail or is questionable in any way, the employee may be asked to submit to a second assessment paid for by Odyssey House to confirm the original provider's statements. If the employee fails to attend the second appointment, FMLA leave will be denied. Additionally, the employee may be asked to recertify the medical leave statement periodically.

If an employee asks for intermittent leave, he or she should plan and give sufficient notice as to not disrupt client care or Odyssey House operations.

If an employee fails to report to work promptly at the end of the approved leave period, Odyssey House will assume that the employee has resigned. If the employee does not notify Odyssey House of his/her intent to work in the final 2 weeks of leave, it will be assumed that the employee has abandoned his/her position.

FMLA Forms

Certification of Healthcare Provider for a Serious Health Condition

- [Employee's serious health condition, form WH-380-E](#) – use when a leave request is due to the medical condition of the employee.
- [Family member's serious health condition, form WH-380-F](#) – use when a leave request is due to the medical condition of the employee's family member.

Certification of Military Family Leave

- [Qualifying Exigency, form WH-384](#) – use when the leave request arises out of the foreign deployment of the employee's spouse, son, daughter, or parent.
- [Military Caregiver Leave of a Current Servicemember, form WH-385](#) – use when requesting leave to care for a family member who is a current service member with a serious injury or illness.
- [Military Caregiver Leave of a Veteran, form WH-385-V](#) – use when requesting leave to care for a family member who is a covered veteran with a serious injury or illness.

Completed forms should be turned into Human Resources.



INFORMATION AND OFFICE SECURITY

General Computer Usage Policy

Odyssey House's information technologies ("IT") systems, including computer equipment, phone equipment (including Odyssey House issued cell phones) software, email, voicemail, [cloud services](#), and Internet access, and all data stored thereon, are Odyssey House property provided at Odyssey House expense to enable all employees to perform their Odyssey House duties. Odyssey House respects the individual privacy of those who work for Odyssey House, but such privacy does not extend to the use of Odyssey House equipment and software or internet connections. Odyssey House employees should assume that any communications, whether Odyssey House-related or personal, that they create, transmit, access, receive, or store on Odyssey House's IT systems may be monitored and reviewed by Odyssey House at any time. Odyssey House employees have no expectation of privacy in any communications, whether Odyssey House-related or personal, that they create, transmit, access, receive, or store on Odyssey House's IT systems.

Odyssey House employees shall not use IT systems, including computer equipment, phone equipment (include Odyssey House issued cell phones) software, email, voicemail, and Internet access, and all data stored thereon for any inappropriate use, including, but not limited to, the following:

- Solicitation of employees for fund raisers not approved by Odyssey House;
- To further personal business interests;
- Offensive, harassing, vulgar, obscene, or threatening communications, including disparagement of others;
- Verbal abuse, slander or defamation;
- Creating, distributing, viewing, or soliciting sexually-oriented messages, materials, or images;
- Electronic dissemination or printing copyrighted materials, including articles and software in violation of copyright laws.

Procedures Pertaining to Internet Usage

1. Odyssey House's Internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United States or the laws and regulations of any state, city, province or other local jurisdiction in any material way.
2. The Internet shall mainly be used for work-related purposes.
3. At any point in time, a connected device may be blocked from Odyssey House networks if the IT department has reason to do so. This includes personal and company owned devices.



4. Downloads from various workstations congest the system, causing both the workstation and the network to have significant operating problems. Examples of downloads, websites, and streams that are prohibited include but are not limited to:

- Music, video, pictures, and/or games downloaded from websites.
- Live broadcasts (streaming video/audio/games) from any internet-based site.
- Any Pornography websites.
- Any Gambling websites.
- Unauthorized chat rooms or instant messaging.

5. Use of the internet for personal reasons is permissible. However, access should be kept to a minimum. Any internet use for personal reasons must not interfere with any other staff's ability to complete their duties.

6. Staff may not download any software without the prior approval of IT and supervisor, with the exception of previously approved software. Any file that is downloaded must be scanned for viruses before it is run or accessed.

7. Staff may not download, upload, or distribute pirated software or data.

8. Staff may not upload to the internet or share with any other person or entity any software that is licensed by, data owned by, or data/software created by Odyssey House or Odyssey House Personnel unless explicitly authorized by the personnel responsible for software or data. Any software or data downloaded or uploaded to Odyssey House's workstations, servers, or network becomes Odyssey House property.

9. Internet activity and other computer activity may be reviewed periodically at any time as Odyssey House reserves the right to inspect any and all files stored in private areas of Odyssey House's network or cloud storage systems in order to assure compliance.

10. Clients may utilize the internet under the following conditions:

- The client must be given approval by staff
- Usage may only be for therapeutic purposes rather than for recreational purposes unless deemed appropriate by supervising staff of the client.
- All applicable regulations above must be followed

11. UWITS may only be accessed on Odyssey House's networks. Accessing UWITS from workstations at home or otherwise not on Odyssey House grounds is breaking HIPAA regulations and is strictly prohibited.

Procedures Pertaining to the Workstation

1. Staff is not permitted to use personally owned computers/laptops for work purposes or to access client information.

2. It is recommended that staff back up stored or saved data to Odyssey House's servers or cloud storage systems in order to safeguard against losing their work. Solely saving work on a workstation's device is not recommended and cannot be recovered if the workstation crashes.

3. The display of any kind of sexually explicit image/document or other derogatory and exploitative material on any of Odyssey House's systems is not permitted unless it merits a therapeutic or educational purpose and authorized by staff's supervisor. Such material may not be archived, stored, distributed, edited or recorded using Odyssey House's network or computing resources.



4. User's passwords help maintain individual accountability for maintaining confidentiality and Internet resource usage. Any employee who obtains a password must keep that password confidential. The sharing of user passwords is prohibited unless it is a shared workstation or service account where only the log-in password (not the GroupWise or UWITS passwords) is shared only with the users of that Workstation or service account. Only the designated personnel will have knowledge of staff passwords.
5. Clients may not use staff computers unless visually supervised by staff.

Privacy

Because e-mail, telephone and voicemail, and internet communication equipment are provided for Odyssey House business purposes and are critical to Odyssey House's success, your communications may be accessed without further notice by Information Technology department administrators and Odyssey House management to ensure compliance with this guideline.

Employees should not have any expectation of privacy in their use of Odyssey House computer, phone, or other communication tools. All communications made using Odyssey House-provided equipment or services including email and internet activity, are subject to inspection by Odyssey House. Employees should keep in mind that even if they delete an email, voicemail or other communication, a copy may be archived on Odyssey House's systems.

You should also be aware that information transmitted through e-email and the internet is not completely secure or may contain viruses or malware, and information you transmit and receive could damage Odyssey House's systems as well as the reputation and/or competitiveness of Odyssey House. To protect against possible problems, delete any email messages prior to opening that are received from unknown senders and advertisers. It also is against Odyssey House policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on Odyssey House computers. Violations of this policy may result in termination for a first offense.

The electronic communication systems security are susceptible to human error and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means. Odyssey House does provide an encryption email service and any communication that has protected or confidential information about staff or clients should be encrypted. It is the sender's responsibility to ensure emails are sent and faxes are sent to the correct email address or fax address. Breaches of confidentiality are subject to disciplinary action and potential legal and criminal proceedings.

Odyssey House encourages employees to use email only to communicate with fellow employees and persons associated with Odyssey House related business. Internal and external emails are considered business records and may be subject to federal and state recordkeeping requirements as well as to discovery in the event of litigation. Be aware of this possibility when sending emails within and outside Odyssey House.

No employee may store protected health information in an unencrypted flash drive, thumb drive, or other device.



Recording Devices Prohibited Policy

Recording of Odyssey House clients prohibited without expressed written approval by those being recorded.

Employer Provided Phone Policy

Some positions require continual access through phone, texting, and emailing. These positions may be provided with an Odyssey House smart phone or mobile number that can be used for work purposes. If provided with a phone, employees are expected to be accessible and to abide by all security policies to prevent disclosure of protected and confidential information. If the phone is at any time lost or stolen, it must be reported as soon as possible. Odyssey House reserves the right to “wipe” data from the phone to prevent disclosures. All phones must have 2 level verification for access to Odyssey House information and must have a password that locks the phone after 30 seconds or less.

If an employee supplies their own phone for work related purposes, and is an authorized position requiring a phone, Odyssey House will pay for the cost of the service up to but not exceeding \$75.00 per month.

Facility Access and Visitors Policy

Employees must wear their Odyssey House badge at all times at work. This is for safety and security and to identify who is allowed in facilities. Visitors to facilities must sign in and receive a visitor badge that is collected upon departure.

Confidential Information and Inquiries Policy

It is Odyssey House’s policy not to release any personnel data to unauthorized persons or agencies. Each employee, volunteer, or Board Member is to follow 42 C.F.R (Code of Federal Regulations) Part 2.

Information concerning other employees and clients is to be kept in the strictest confidence.

Employees must keep in strictest confidence whatever information may be acquired concerning the affairs of Odyssey House or its procedures.

All requests for information on former clients and staff must be received in writing and accompanied by a release from the individual about whom the information is requested.

Failure to comply with the above will result in disciplinary action up to and including termination and may possibly result in legal action.



Email

All employees are expected to answer and respond to emails. Due to the variety of our work locations and number of employees, email is our primary mode of communication. Failure to respond to emails could result in disciplinary action.

GENERAL PRACTICES

Requests for Personnel Records Policy

Neither Utah nor Federal law requires private Utah employers to give copies of personnel records to employees, current or former. Odyssey House personnel records are Odyssey House property. Unless requested as part of a legally valid subpoena, these remain confidential property of Odyssey House.

Dress Code and Attire Policy

Uniforms

Uniforms in medical settings are the standard attire as it promotes patient clarity on role differentiation, promotes cleanliness, assists with eye fatigue, and demonstrates professionalism. As a result, Medical Assistants are required to wear appropriate scrub tops and bottoms without patterns. All staff working in a medical position are also expected to wear closed toed shoes at all times to prevent injury and in compliance with OSHA standards. A uniform stipend will be provided to employees not to exceed \$30.00 per year for employees who are required to wear a uniform.

Dress / Attire

Due to the nature of our work at Odyssey House, it is vital that we maintain an appropriate appearance relevant to our assigned job duties. Some departments require attire more or less casual than other departments. For example, the maintenance department will often wear construction appropriate clothing and boots or painting clothes. Administration will often wear business casual clothing. Residential staff may wear more active clothing due to the nature of their work. However, all employees are expected to maintain a professional appearance appropriate to their job assignments.

The following dress code applies to all employees regardless of program, position, full or part time status, job description and duties. This standard of dress is necessary to create a healthy environment for our clients as well as co-workers. There may be disciplinary action taken for non-compliance with Odyssey House's dress code. What is deemed appropriate at one program may not be appropriate at another, however, basics of dress are to be maintained and are as follows:

- No revealing clothing.



- No visible cleavage, midriff or undergarments.
- Clothes should be well fitted; not too tight and not too baggy.
- No worn, dirty or excessively wrinkled clothing.
- Clothes must be clean and well maintained.
- No drug, alcohol, gang or otherwise inappropriate messages or images on clothing.
- Footwear must be clean and well maintained.
- Any drug, alcohol, gang or otherwise inappropriate messages or images need to be covered whenever possible.
- *Medical professionals* should not wear artificial nails and should be kept under 1/4 of an inch. These are both part of the CDC guidelines. Medical professionals should also limit jewelry while at work.

Social Functions Policy

Odyssey House provides a number of recreational activities to employees. Staff members who take children, spouses or other guests on recreational activities sponsored by Odyssey House will reimburse Odyssey House for additional costs related to the activity for the children, spouse or other guest. In addition Odyssey House's liability insurance coverage does not extend to family members of the employee. The employee will be required to sign a hold harmless agreement that will release Odyssey House of any liability for each activity.

Disciplinary Action Policy

Odyssey House expects employees to comply with our standards of behavior and performance and to correct any noncompliance with these standards.

Under normal circumstances, Odyssey House endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees-at-will or in any way restrict Odyssey House's right to bypass the disciplinary procedures suggested.

The following steps are suggested in the discipline procedure. All steps should be documented in the employee's personnel file.

- 1. Verbal Discussion:** Opportunity to quickly identify performance improvement areas and provide coaching.
- 2. Verbal Warning:** Used when prior discussions did not result in change or improvement.
- 3. Written Warning (Note To File):** Used when verbal discussions did not result in change or improvement.
- 4. Corrective Action:** When a problem continues despite verbal and written warnings, the supervisor may document in writing the necessary corrective action relating to the problem.
- 5. Termination.** This may occur at any time with or without the above disciplinary processes.



Employees who disagree with a written warning from their Supervisor may submit a written response stating the reason for the disagreement with the supervisor and send it to the Chief Executive Officer. Copies of all performance issues will be maintained in the employee's personnel file.

Suspension

Supervisors have the authority to temporarily remove employees from the workplace, with or without pay, if approved in advance by the department director. An exempt employee generally may not be suspended without pay for less than a full day, and the suspension must be related to written workplace conduct rules applicable to all employees, e.g., such as a written policy prohibiting sexual harassment or workplace violence.

Failure to improve

Failure to improve performance or behavior after any disciplinary action can result in termination. The progressive disciplinary procedures described above also may be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior. In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a major breach of policy or violation of law, the procedures contained above may be disregarded. Typically, the supervisor should suspend the employee immediately (with or without pay) and an investigation of the incidents leading up to the suspension should be conducted to determine if any further action, such as termination, should be taken.

Odyssey House retains the right to terminate at will without taking the above mentioned correction steps.

Civic Affairs Policy

Employees are encouraged to participate in political, governmental and civic affairs. Odyssey House will consider requests for time off and for unpaid leaves of absences for these activities. Employees who engage in political activities do so as individual citizens, not as representatives.

Publications and Speeches

Employees are encouraged to contribute articles to professional journals and to speak before interested groups. If using Odyssey House's name, the employee must have approval of the Chief Executive Officer.

If such publications or speeches may be construed as representing Odyssey House's position on any subject, prior approval must be received from the Chief Executive Officer.

Employees agree, as a condition of their employment, that data generated within the treatment or administrative work of Odyssey House is solely the province of Odyssey House to use in the best interests of the clients in its care. Therefore, no employee shall, during or after employment, publish any writing or distribute any such data without the written consent of the Chief Executive Officer.



Solicitations, Distribution and Use of Bulletin Boards Policy

All required governmental postings are posted on the boards located in the break room or other area accessible to employees. These boards may also contain general announcements relevant to Odyssey House services.

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and clients, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on “working time.” “Working time” is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after his or her shift.

Employees are prohibited from distributing non-work related written materials, handbills, or any other type of literature on working time and, at all times, in “working areas,” which includes all office areas. “Working areas” do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

Nonemployees may not trespass or solicit or distribute materials anywhere on Odyssey House property at any time.



IMPORTANT CONTACTS

MEDICAL

For Information On	Contact / Address	Phone
Eligibility	www.Regence.com	1 (888) 231-8424
Enrollment or changing coverage		
Changing personal information		
Coverage amounts		
Payment of premiums		
Online access (login ID, password)		
ID Cards		
Claims		
Network Providers		
Covered and non-covered expenses		
Prescription drugs		

DENTAL: TOTAL DENTAL ADMINISTRATORS (TDA)

For Information On	Contact / Address	Phone
Find a dentist	Total Dental Administrators, Inc.	888-422-1995
Verify personal information	6985 Union Park Center, Suite 675	
Covered and non-covered expenses	Salt Lake City, Utah 84047 Toll Free: (800) 880-3536	Explanation of Benefits (EOB's) are available online and accessible 24 hours a day, 7 days a week by visiting www.TDA dental.com/tdaonline
Claims	Local: (801)268-9740	
Hearing Services	Fax: (801) 268-9873	
	Web: www.TDA dental.com Email: customerservice@TDA dental.com	
	http://www.tdadental.com/tdaonline	

VISION: OPTICARE OF UTAH (TDA)

For Information On	Contact / Address	Phone
Benefits	www.opticareofutah.com	801-869-2020



Network providers		
Member ID	service@opticareofutah.com	

FLEXIBLE SPENDING ACCOUNT

For Information On	Contact / Address	Phone
Enrollment	TASC • 2302 International Lane • Madison, WI 53704-3140 • 1-800-422-4661 • Fax: www.tasconline.com	
Reimbursement requests		
Eligible expenses		
Ordering FSA cards		608-245-3623
Dependent Care		

SHORT TERM DISABILITY

For Information On	Contact / Address	Phone / Operating Hours
Eligibility	Companion Life	800-753-0404
Benefits	CompanionLife.com	
Claim denial		
Policy #t		990-15-77492-001

LONG TERM DISABILITY

For Information On	Contact / Address	Phone / Operating Hours
Claim filing	Companion Life	800-753-0404
Coverage questions	CompanionLife.com	
Policy #	9901577492	

LIFE INSURANCE PLAN

For Information On	Contact / Address	Phone / Operating Hours
Claim filing	Companion Life	800-753-0404
Coverage questions	CompanionLife.com	
Beneficiary designation		
Policy #	9901577492	



EMPLOYEE ASSISTANCE PROGRAM

For Information On	Contact / Address	Phone
Counseling	888-327-7502 24/7 TDD: 800-697-0353	
Financial Help	Online: guidanceresources.com	Odyssey House ID:
Legal Help	YC1055R	
Disability Guidance	800-753-0404	

LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

For Information On	Contact / Address	Phone
Claim coverage	P.O. Box 100102	
Claim filing	Columbia, SC 29202-3102	
Beneficiary designations	800-753-0404	
	800-836-5433 fax	
	c.life@companiongroup.com	
	m x CompanionLife.com	

COBRA

For Information On	Contact / Address	Phones
Continuing your medical insurance plan.	Dunnigan Insurance	801-840-1800
	jdjd6@msn.com	

403(b) Retirement Plan

For Information On	Contact / Address	Phone
Continuing your medical insurance plan.	https://www.principal.com	800-547-7754
	/	





ATTACHMENTS AND FORMS



CONFLICT OF INTEREST DECLARATION

Conflict of Interest Attestation

Name: _____

Date: _____

Department: _____

Position: _____

Do you have a potential conflict of interest?

____ No, my outside activity does not constitute a conflict of interest. *(Sign bottom of form)*

____ Yes, my outside activity may constitute a conflict of interest. *(Please explain)*

If yes, describe potential conflict of interest:

~Actions taken to ensure that conflicts or potential conflicts will not occur:

Director: _____

Approved _____ Denied _____

Reviewer signature: _____ Date: _____

Attestation –By signing this form you attest that you have read the Conflict of Interest policy and that you have provided accurate and truthful information regarding any potential conflict of interest.

Employee Signature: _____ Date: _____



NAME		DATE
1. CURRENT ODYSSEY HOUSE POSITION		
Position Title:		Program:
Supervisor:		Hours worked per week:
Duties:		
2. OUTSIDE ACTIVITY		
Name of Organization:		Position Title:
Duties:		
Employed Volunteer	Work Schedule	Hours worked per week:
Expected duration of employment / volunteer activity / association:		
3. RELATIONSHIP DISCLOSURE		
Name:		
Relationship:		
Other Disclosure:		
4. ACTIONS TAKEN TO ENSURE THAT CONFLICTS OR POTENTIAL CONFLICTS WILL NOT OCCUR		
5. CERTIFICATION		
I have read Odyssey House's Conflict of Interest policy and feel that: (check one)		
My outside activity does not constitute a conflict of interest.		
My outside activity may constitute a conflict, but request review/approval.		
Employee/Board Member Signature		Date
6. SUPERVISOR ACTION		



Approved

Denied

Referred

If "Referred" block is checked, outside activity appears to meet requirements of the Agency Conflict of Interest policy but requires submission to Human Services Director of Division, Office, Region, or Institution for review.

Supervisor Signature

Date

AFFIRMATIVE ACTION PLAN

It is the policy of Odyssey House to provide equal employment opportunities without regard to race, color, religion, sex, sexual orientation, gender, gender identity, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities.

Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company's equal employment opportunity policy, Odyssey House will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor of the company to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

The Chief People and Infrastructure Officer has been assigned as the Affirmative Action Officer to direct the establishment and monitor the implementation of personnel procedures to guide our affirmative action program throughout Odyssey House.



PERSONAL RELATIONSHIP ACKNOWLEDGEMENT AND RELEASE

This agreement is made effective this date _____ between _____ (hereinafter "Client"), of _____, and _____ (hereinafter "Employee") of _____, and Odyssey House, Inc. of Utah (hereinafter "Odyssey House"), a Utah Non-Profit Corporation.

Client and Employee acknowledge that they are personally related and that this personal relationship exists outside of their association with Odyssey House.

Client acknowledges that Client has been informed that Employee may have access to Client's mental and physical health information through Employee's regular course of employment at Odyssey House. Client hereby agrees to said Employee's access and use of Client's mental and physical health information. Further, Client releases Odyssey House from any liability associated with Employee's use or access to Client's mental and physical health information.

Employee acknowledges that Employee has access to Client's mental and physical health information. Employee agrees that Employee will not access or use Client's mental and physical information unless necessitated by Client's mental and physical health treatment at Odyssey House and unless the use and access of said information is within the scope of Employee's regular employment responsibilities and roles.

The term of this agreement extends indefinitely, and specifically exists beyond the term of Client's treatment service at Odyssey House and beyond the term of Employee's employment at Odyssey House.

IN WITNESS WHEREOF, and intending to be legally bound, the Parties have caused this Agreement to be executed by their duly authorized representatives, to be effective as set forth herein.

Client

Employee

Odyssey House, by Employee's Supervisor



PROFESSIONAL DEVELOPMENT EXPENSE CONTRACT

This contract dated _____, is made By and Between Odyssey House of Utah, whose address is 344 East 100 South, Suite 301, Salt Lake City, Utah 84111, herein referred to as the “Odyssey House”, AND _____, herein referred to as the “Employee”.

I, _____, having had professional development expenses, of a value equal or greater than \$300, covered by Odyssey House, agree to the following:

1. That, because I have had professional development expenses covered, I agree via this contract to remain in the employment of Odyssey House of Utah for a minimum of 18 months following the date of the professional development opportunity, listed below. I understand if I do not satisfy this 18 month term, I will be required to repay the expense through either withholding from my final paycheck or be required to pay the remaining amount.

Training:

Date of training:

Both Odyssey House and the employee agree to the above contract.

Signatures.

ODYSSEY HOUSE

EMPLOYEE

Authorized Official



NOTE TO FILE FORM

Name of Employee: _____ Date: _____

Items to be addressed

Development Plan

Date of Next Review: _____

By signing this document, I acknowledge I have met with my supervisor regarding the above-mentioned issues and development plan. I have been given the opportunity to clarify and ask questions regarding the expectations detailed in the development plan. I am agreeing to either to resign or to work on the elements stated in the above-mentioned development plan. Finally, I understand that if I do not meet the expectations of the development plan, I will be terminated.

Employee Signature:

Supervisor Signature:



CORRECTIVE ACTION FORM

Odyssey House, Inc.
Employee Corrective Action Form

Name of Employee: _____ Date of Action: _____

Place on Probation: ____yes ____no

Items to be addressed

--

Plan

--

Date of Next Review: _____

By signing this document, I acknowledge I have met with my supervisor regarding the above-mentioned issues and plan. I have been given the opportunity to clarify and ask questions regarding the expectations detailed in the development plan. I am agreeing to either to resign or to work on the elements stated in the above-mentioned development plan. Finally, I understand if I do not meet the expectations of the development plan, I will be terminated.

Supervisor's Signature

Employee Signature



CONFIDENTIALITY AGREEMENT

Odyssey House, Inc. ***Confidentiality Agreement***

I hereby apply for a position at Odyssey House, Inc., a psychiatrically-oriented therapeutic community, organized as a not-for-profit corporation. Odyssey House, as a substance abuse treatment provider is required to follow specific federal regulations regarding confidentiality of client information and records under the legal citation of 42 C.F.R. (Code of Federal Regulations) Part 2. Key to understanding the regulations is recognizing that they were written to accord people seeking alcohol and drug abuse prevention and treatment services the greatest possible privacy. Because the stigma associated with the labels “addict” and “alcoholic” remains great, confidentiality of client and participant records must be scrupulously protected if individuals are to be encouraged to seek substance abuse treatment and prevention services voluntarily. Therefore, the regulations are more restrictive of communications in many instances than, for example, either the doctor-patient or the attorney-client privilege.

I have been informed and understand that Odyssey House treatment concept stresses honesty and total candor and accordingly patient, trainees, and staff members, both in formal therapy sessions and elsewhere, may make known highly personal facts about their lives, whose disclosure outside the confines of Odyssey House treatment might be damaging or embarrassing to the patients, trainees, or staff members and detrimental to the patients and to an atmosphere of trust and confidentiality which the therapeutic community modality requires and the requirements of 42CFR Part 2.

Therefore, as condition of, and consideration of my employment or other involvement by Odyssey House, Inc., I hereby agree that I will not write, speak or publish or in any way aid or assist in the writing, speaking or publication of any matter or information which comes to my attention as a result of or during the course of my employment or other involvement by Odyssey House, Inc., except with the written permission of the Executive Director of Odyssey House, Inc., and further, that the liquidated damages for any breach of this Agreement shall be equal to the entire gross income obtained by virtue of the breach, plus such additional sum as a court may determine.

I certify by my signature that I will not give information about clients and acknowledge that I have read and understand the Client Confidentiality Policy and Procedure (HIPAA & 42 C.F.R. Part 2) and am aware of the law and the consequences to its violation.

Signature

Date



DWS NON-DISCLOSURE AGREEMENT

DWS NON-DISCLOSURE AGREEMENT

Each **Contractor/Grantee** employee or volunteer and each **Sub-Contractor/ Grantee** employee or volunteer who has access to Customer personal information must sign this Non-Disclosure Agreement at the beginning of the grant or upon hire. A signed copy of this Agreement must be in each employee's/volunteer's file subject to inspection and review by the Department of Workforce Services (DWS).

The **Contractor/Grantee** and its employees and volunteers will comply with the following measures to protect the privacy of the information released under this agreement against unauthorized access or disclosure.

1. The information shall be used only to the extent necessary to assist in the purposes identified within this Agreement and shall not be re-disclosed for any purposes not specifically authorized in this contract.
2. The information shall be stored in a place physically secure from access by unauthorized persons.
3. Information in electronic format shall be stored and processed in such a way that unauthorized persons cannot retrieve the information by computer, remote terminal or any other means.
4. Precautions shall be taken to ensure that only authorized personnel are given access to on-line files.
5. The Contractor/Grantee shall instruct all authorized personnel regarding the private nature of the information and that they are subject to State and Federal law penalties for unauthorized disclosure of information.
6. The Contractor/Grantee shall permit DWS or any other authorized State or Federal Agency to make on-site inspections to insure that the requirements of this contract and all applicable State and Federal laws, statutes and regulations are being met.
7. The Contractor agrees to hold DWS harmless for any damages arising out of the unauthorized disclosure of confidential or private information from DWS records.

Signature

Date

Print Name



TREATMENT AGREEMENT

Odyssey House, Inc.

TREATMENT AGREEMENT

The undersigned hereby agrees as a condition and in consideration of his/her employment/continued employment by Odyssey House, that for a period of two years after termination of employment with Odyssey House, Inc., he/she will not, without express written permission of the Executive Director of Odyssey House, Inc., treat or offer to treat as his/her own patient anyone who, during the term of the undersigned's employment, was a patient of Odyssey House, Inc., or offer any inducement to any patient of Odyssey House, Inc., to leave Odyssey House treatment for some other treatment; provided, however, that nothing in the foregoing shall require any psychoanalyst, psychiatrist, psychotherapist, or physician leaving the employ of Odyssey House, Inc., to abandon or discontinue any course of individual treatment with any Odyssey House patient begun by said psychoanalyst, psychiatrist, psychotherapist, or physician prior to the termination of his/her employment if the patient requests the continuation of such treatment.

Employee Signature

Date



REASONABLE ACCOMMODATION REQUEST FORM

Employee Name:

Employee Job Title:

Supervisor:

Date of Accommodation Request:

Nature of Accommodation Requested (check all applicable):

- ☐ Job restructuring
- ☐ Leave
- ☐ Modified or part-time schedule
- ☐ Modified workplace policy
- ☐ Reassignment to vacant position
- ☐ Modification to equipment or facilities
- ☐ Other

Description of Accommodation Requested

II. Documentation Relating to Request

Were Medical Records Requested to Support Accommodation Request (check one)?

- ☐ YES
- ☐ NO



Were Medical Records Provided to Support Accommodation Request (check one)?

- ☐ YES
- ☐ NO
- ☐ YES, BUT ADDITIONAL INFORMATION/CLARIFICATION IS REQUIRED

III. Determination

Employer's Decision (check one and complete corresponding information below):

- ☐ Accommodation request granted
- ☐ Alternative effective accommodation offered, and (check one):
 - ☐ Accepted by employee ☐ Rejected by employee
- ☐ Accommodation denied

If an accommodation was granted or an alternative effective accommodation was offered, complete the following information:

Description of Accommodation:

Accommodation Start Date:

Accommodation End Date (if applicable):

Accommodation Review Date (if applicable):

If an accommodation was denied, complete the following information:

Reason for Denial (check primary reason):



- ☐ Employee did not respond to information requested and/or additional information is necessary to evaluate the accommodation request
- ☐ The employee's medical condition does not meet the ADA's definition of disability
- ☐ The accommodation would not be effective
- ☐ The accommodation would require removal of an essential job function
- ☐ The medical documentation provided does not adequately support the request
- ☐ The accommodation would require lowering of a performance or production standard
- ☐ The accommodation would cause an undue hardship to the organization
- ☐ The accommodation would create a direct threat to the safety of employee or others
- ☐ Other

Further Explanation of Denial:

Completed by:

[employee signature]

[date]

Statement to Employee

If any of the information in this document is incorrect, please inform Odyssey House Chief People and Infrastructure Officer as soon as possible.

If you wish to request reconsideration of this determination, you must submit a written request to the Chief People and Infrastructure Officer at Odyssey House within 10 of days of receiving a denial.



[employee signature
acknowledging receipt]

[date]

END OF REASONABLE ACCOMMODATION REQUEST FORM



SUPERVISION ACKNOWLEDGEMENT

Odyssey House of Utah

Clinical Employee Responsibilities Release

1. I attest that I have reviewed my job description in full with my direct supervisor and am fully aware of the expectations of my position, including any assigned clinical responsibilities.
2. I attest that I have no existing health problems that impact my ability to perform the requested clinical responsibilities.
3. I attest that I have not voluntarily or involuntarily relinquished, reduced, or limited my professional license to practice that allows me to perform the clinical responsibilities identified in my job description. There are no current challenges to my licensure.
4. I attest that I am not currently accused of any actions that place my professional license at risk and that no professional liability actions have been taken resulting in a final judgment against me.
5. I attest to adhere to Odyssey House's policies, procedures, rules, and regulations.
6. I agree to work under the direct visual supervision of other clinical staff members at Odyssey House until I have demonstrated the ability to perform my assigned clinical responsibilities, which will be confirmed by the program's Clinical Director.

Disclosures:

Signature

Date

Print Name

Title



Odyssey House of Utah

Clinical Director Clinical Responsibilities Release

In regard to clinical responsibilities assigned to: _____

The clinical responsibilities assigned to this licensed professional have been evaluated to ensure:

- They are within the scope of practice of the license held
- They are consistent with the population the professional will serve
- They are consistent with the associated program's care, treatment, and services

The professional's license has been verified via the Division of Occupational Licensing's website on this date: _____

The above-mentioned professional is recommended to perform the identified clinical responsibilities and is released to work independently having demonstrated the ability to perform the assigned clinical responsibilities through direct visual supervision of the professional.

Signature

Date

Print Name

Title



HIPAA PRIVACY EMPLOYEE STATEMENT OF UNDERSTANDING

I, _____, have been trained and informed about the business practice changes at Odyssey House, as a result of the Health Insurance Portability and Accountability Act (HIPAA). I understand that I must ensure the privacy of Odyssey House client's information obtained and held by Odyssey House.

I have reviewed, understand, and agree to abide by the following Odyssey House Privacy Policies:

- General Privacy
- Client Privacy Rights
- Uses and Disclosures of Client and Participant Information
- Minimum Necessary Information
- Administrative, Technical and Physical Safeguards
- Uses and Disclosures for Research Purposes & Waivers
- De-identification of Client Information and Use of Limited Data Sets
- Business Associate Relationships
- Enforcement, Sanctions, and Penalties for Violations of Individual Privacy

I understand that non-compliance will be cause for disciplinary action up to and including termination from Odyssey House and possible legal actions for violations of applicable regulations and laws.

I agree to promptly report all violations or suspected violations of any of the above policies to the HIPAA Privacy Officer or Privacy Committee member through the designated reporting channels.

Print Employee Name

Employee's Signature

Date

Supervisor's Signature

Date

*This signed form is to be maintained in the Employee's Personnel File.



SECONDARY POSITION AGREEMENT

Secondary Position Agreement

I, _____, on this date _____ am interested in working an additional and secondary position at Odyssey House, in addition to my primary (current) position. I understand and agree to the following, as acknowledged by my initials on each box:

- ☐ If I am full time, I will not work less than 40 hours at my primary position per week. If I work less than 40 hours per week, my accrued balance of paid time off hours will be deducted such that my hours per week equal 40 at my primary position.
- ☐ My pay for the secondary position will be calculated by human resources and is based upon FLSA rules and the Dual Assignments aka Moonlighting policy.
- ☐ This agreement is conditional upon acceptable performance at both my primary and secondary positions.
- ☐ I will follow all COVID-19 policies outlined at Odyssey House.
- ☐ This agreement is conditional upon approval from my primary supervisor, secondary supervisor, and the COO.

Employee Name:	_____
Employee Signature:	_____
Current Supervisor Name:	_____
Current Supervisor Signature:	_____
Secondary Position:	_____
Secondary Position Supervisor Name:	_____
Secondary Position Supervisor Signature:	_____
COO Signature:	_____
	Date _____

Human Resources to calculate the Secondary Base Rate of Pay) \$ _____

PAF is required to be submitted by the secondary supervisor to initiate this change once approvals are received.



TUITION REIMBURSEMENT CONTRACT

This contract dated _____, is made By and Between Odyssey House of Utah, whose address is 344 East 100 South, Suite 301, Salt Lake City, Utah 84111, herein referred to as the “Odyssey House”, AND _____, herein referred to as the “Employee”.

I, _____, having worked at Odyssey House for a continuous year or longer and in anticipation of receiving reimbursement towards the costs I incur for tuition, agree to the following:

- 1) The degree in which I am engaging is eligible for tuition reimbursement because it is relevant to the business of Odyssey House and to my job functions in the structure of Odyssey House Utah, Inc.;
- 2) I have received written consent from the Program Director or Supervisor under whom I work;
- 3) I will provide proof that the tuition reimbursement has been used towards the approved educational expense. I will not request reimbursement in excess of \$3,000 per semester as defined by the Education Reimbursement Policy (5.35.2);
- 4) That I will satisfactorily complete the course(s) with a grade of C or higher and submit verification of successful completion of the approved courses with each request for reimbursement. Reimbursement will not be provided if these conditions are not met;
- 5) Because I have received tuition reimbursement, I agree via this contract to remain in the employment of Odyssey House of Utah for a minimum of three years following the conclusion of the educational program;
- 6) The tuition reimbursement contract is not a contract for employment at Odyssey House. Employment at Odyssey House remains at-will thus employment can be terminated at any time. If I am terminated during the education contract period, I understand that I am required to re-pay the amount of tuition reimbursed to me in its entirety;
- 7) That I will apply for any financial assistance that I may be eligible for and to apply any awarded scholarships or grants to my educational expenses prior to submitting an invoice for reimbursement;
- 8) Tuition reimbursement maximums are defined on semesters specifically based on the class end date. Odyssey House defines semesters as September through December as the Fall Semester, January through May as the Spring Semester, and June through August as the Summer Semester. Therefore, a maximum of \$3000 may be reimbursed in any of the above Semesters defined.
- 9) I understand that I must be enrolled as a full time student (as defined by the educational institution) and have a full course schedule to receive the maximum tuition reimbursement;
- 10) I agree that failure to satisfactorily meet the requirements herein, including failure to satisfy my three year commitment, being terminated prior to completion of the commitment term, and/or failure to satisfactorily complete the approved education plan, will result in my



repaying the entire tuition reimbursement/ compensation still owing on the date that failure to follow the requirements herein become known. I understand that this repayment will be withheld from my paycheck(s) or final paycheck respectively. Should the amount of my final paycheck not completely repay the amount owing, I agree to pay the remaining amount. Failure to pay back what is owed to Odyssey House may result in pursuit of repayment through a collections firm;

- 11) Limits on the total agency expenditures for continuing education will be based on the budgeted funds for this purpose each fiscal year. It is the responsibility of supervisors to monitor the expenditures and manage the agency's funds in accordance with the "Fiscal Management" Policy & Procedure each year. Odyssey House reserves the right to rescind tuition reimbursement approval if budgets are not met and funds for tuition reimbursement are therefore unavailable.

Signatures. Both Odyssey House and the employee agree to the above contract.

EMPLOYEE

Signature

Name: _____

Date

ODYSSEY HOUSE OFFICIAL

Signature

Name: Adam Cohen Chief Executive Officer

Date



Tuition Reimbursement Plan – Approval Form

Employee Name:	
School of attendance:	
Semester dates:	
What degree are you working towards?	
How is this degree relevant to Odyssey House?	

Class to be taken:	How will this class benefit my job?	Expected completion date:	Comments

Program Director
Date



Copies of follow-up and grade verification go to:

____ Administration
____ Program Director/Supervisor
____ Employee

Odyssey House of Utah

Tuition Reimbursement Plan – Follow-Up Form

To be completed by employee and approved by the Program Director/Supervisor prior to sending a request for reimbursement to Accounting.

Follow-up:

____ Grades have been submitted (attach)
____ Proof of payment has been submitted (attach)
(Scholarships and Pell grants MUST be deducted from the student's overall expenses before reimbursement is calculated)
____ Successfully completed approved courses?

What did you learn from this class that will help you in your current job with Odyssey?

Employee Date

Program Director Date

Copies of follow-up form and grade verification go to:

____ Administration
____ Program Director
____ Employee



ELIGIBILITY FOR EMPLOYMENT ATTESTATION

I, _____, confirm that I meet all of the conditions for employment
(PRINT NAME) at Odyssey House of Utah to include the following:

- a. I agree to successful completion of a pre-hire and concurrent-employment drug-screening to test for illicit substances.
 - i. I understand that a positive test for any illicit substance will invalidate any offer of employment.
- b. I attest that in the event that I have a history of a substance use disorder I have been in concurrent and sustained recovery for at least 12 months.
- c. I attest that if I have been previously engaged in formal treatment services these services have been successfully completed for at least 6 months (ongoing aftercare and therapeutic maintenance is supported).
 - Formal treatment services include residential and outpatient levels of care for mental health and/or substance abuse issues.
- d. I attest that if I am a former client of Odyssey House, I am a Graduate with full privileges.
- e. I attest that I am not required by any entity, other than for the purposes of healthcare evaluation or employment eligibility, to participate in drug-screening for illicit substances.
- f. I attest that I am independent from ancillary recovery supportive services such as recovery residence housing and case management.
- g. I attest that for at least 3 months from the date of this affidavit, I have not been required to receive criminal justice supervision (including court supervision, private supervision, and jurisdiction of Adult Probation and Parole).

If at any time during my employment, it is determined that any of the above eligibility criteria were not met at the time of hire or are no longer met, I understand that I may be immediately terminated or subject to disciplinary action. I agree that if at any point during my employment, I no longer meet the above requirements, I will notify my immediate supervisor.

(SIGNATURE)

(DATE)



OFFICE OF LICENSING CODE OF CONDUCT AND CLIENT RIGHTS

STATEMENT OF PURPOSE

The Office of Licensing is statutorily required to monitor minimum standards in safety and client care in the programs we license. Our rules are designed to ensure the physical safety of programs and guard against abuse, neglect, mistreatment, harm, exploitation or fraudulent behavior. This Code of Conduct outlines minimum client rights and program conduct standards that protect clients and promote the public trust across all categories of DHS Licensure.

DEFINITIONS R501-1-1

(for reference in the following code of conduct rule)

(1) "Abuse" includes, but is not limited to: (a) attempting to cause harm; (b) threatening to cause harm;

(c) causing non-accidental harm; (d) unreasonable or inappropriate use of a restraint, medication, confinement, seclusion or isolation that causes harm; (e) sexual exploitation, as defined in 78A-6-105; (f) sexual abuse, including sexual contact or conduct with a client, or as defined in 78A-6-105; (g) a sexual offense, as described in Title 76 Chapter 5; or (h) domestic violence or domestic violence related to child abuse. (i) "Abuse" does not include the reasonable discipline of a child, or the use of reasonable and necessary force in self-defense or the defense of others, as such force is defined in 76-2-4.

(6) "Critical Incident" means an occurrence that involves: (a) abuse; (b) neglect; (c) exploitation; (d) death; (e) an injury requiring medical attention beyond basic first aid; (f) an injury that is a result of staff or client assault, restraint or intervention; (g) the unlawful or unauthorized presence or use of alcohol or substances; (h) the unauthorized departure of a client from the program; (i) outbreak of a contagious illness requiring notification of the local health department; (j) the misuse of dangerous weapons; or (k) unsafe conditions caused by weather events, mold, infestations, or other conditions that may affect the health, safety or well-being of clients.

(8) "Exploitation" includes, but is not limited to: (a) the use of a client's property, labor, or resources without the client's consent or in a manner that is contrary to the client's best interests, or for the personal gain of someone other than the client; such as expending a client's funds for the benefit of another; or (b) using the labor of a client without paying the client a fair wage or without providing the client with just or equivalent non-monetary compensation, where such use is consistent with therapeutic practices; or (c) engaging or involving a client in any sexual conduct; or (d) any offense described in 76-5-111(4) or Section 76-5b-201 and 202.

"Fraud" means a false or deceptive statement, act, or omission that causes, or attempts to cause, property or financial damages, or for personal or licensee gain. Fraud includes the offenses identified as fraud in Utah Code Title 76 Chapter 6.

"Harm" means physical or emotional pain, damage, or injury.

(15) "Licensee" is defined in 62A-2-101 and includes the person or persons responsible for administration and decision making for the licensed site or program. The term licensee may be used to describe a person or entity that has caused any of the violations described in 62A-2-112 that are related to the human services program.



"Mistreatment" means emotional or physical mistreatment: (a) emotional mistreatment is verbal or non-verbal conduct that results in a client suffering significant mental anguish, emotional distress, fear, humiliation, or degradation; and may include demeaning, threatening, terrorizing, alienating, isolating, intimidating, or harassing a client; and (b) physical mistreatment includes: (i) misuse of work, exercise restraint, or seclusion as a means of coercion, punishment, or retaliation against a client, or for the convenience of the licensee, or when inconsistent with the client's treatment or service plan, health or abilities; (ii) compelling a client to remain in an uncomfortable position or repeating physical movements to coerce, punish, or retaliate against a client, or for the convenience of the licensee; (iii) physical punishment.

"Neglect" means abandonment or the failure to provide necessary care, which may include nutrition, education, clothing, shelter, sleep, bedding, supervision, health care, hygiene, treatment, or protection from harm.

(23) "Penalty" means the Office's denying, placing conditions on, suspending, or revoking a human services license due to noncompliance with statute or administrative rules, may include penalties outlined in 62A-2-112. A penalty does not include corrective action plans as used in this rule.

(31) "Staff" means direct care employees, support employees, managers, directors, supervisors, administrators, agents, volunteers, owners, and contractors.

(33) "Violation" means an act or omission by the licensee, or any person associated with the licensee, contrary to any administrative regulation, or local, state, or federal law applicable to the program.

R501-1-12-1 Licensing Code of Conduct and Client Rights.

(1) Licensees and staff shall:

accurately represent services, policies and procedures to clients, guardians, prospective clients, and the public; create, maintain, and comply with a written policy that addresses the appropriate treatment of clients, to include the rights of clients as outlined in this section; not abuse, neglect, harm, exploit, mistreat, or act in a way that compromises the health and safety of clients through acts or omissions, by encouraging others to act, or by failing to deter others from acting; not use or permit the use of corporal punishment and shall only utilize restraint as described in R501- 2; maintain the health and safety of clients in all program services and activities, whether on or offsite; not commit fraud; provide an insurer the licensee's records related to any services or supplies billed, upon request by an insurer or the Office; require that any licensee or staff member who is aware of, or suspects abuse, neglect, mistreatment, fraud, or exploitation shall ensure that a report is made to the Office and applicable investigative agencies as outlined in R501-1-10-2, and in compliance with mandatory reporting laws, including 62A- 4a-403 and 62A-3-305; any licensee or staff member who is aware of, or suspects a violation of this rule, shall ensure that a report is made to the Office of Licensing at 801-538-4242 or directly to the licensor of the specific program or site; and provide services and supervision that is commensurate with the skills, abilities, behaviors, and needs of each client.

501-1-10(d): Critical incidents (as defined herein) shall be reported by the program to the Office of Licensing by the end of the following business day, to legal guardians of involved clients, and to any other agencies as required by law, including: (i) Child and Adult Protective Services; or (ii) Law Enforcement

501-1-12-2 Clients have the right to:

- be treated with dignity;
- be free from potential harm or acts of violence;
- be free from discrimination;
- be free from abuse, neglect, mistreatment, exploitation, and fraud;



- privacy of current and closed records;
- communicate and visit with family, attorney, clergy, physician, counselor, or case manager, unless therapeutically contraindicated or court restricted;
- be informed of agency policies and procedures that affect client or guardian's ability to make informed decisions regarding client care, to include:
- program expectations, requirements, mandatory or voluntary aspects of the program;
- consequences for non-compliance;
- reasons for involuntary termination from the program and criteria for re-admission; (iv) program service fees and billing; and (v) safety and characteristics of the physical environment where services will be provided.

Clients shall be informed of these rights and a copy signed by the client or guardian shall be maintained in the client file record. R501-12-4 requires that licensees shall train all staff annually on agency policies and procedures, Licensing rules, and the Licensing Code of Conduct. A document verifying this training shall be individually signed and dated by the trainer and staff member and maintained in the staff personnel file. The following acknowledgment and signature section may voluntarily be adopted for use by programs in order to comply with rule. If programs opt not to use this specific form, it is expected that they create something comparable. OL recognizes the need for flexibility for programs to document proof of training when HR and recording practices aren't conducive to hard-copy files, please discuss with your licensor if necessary.

ACKNOWLEDGMENTS

- I have read and been provided with a personal copy of the OL Code of Conduct and Client Rights rule.
- I understand this Code of Conduct and Client Rights rule and I agree to comply with it.
- I have been trained and understand agency policies and procedures and agree to comply with them
- I have been trained and understand Licensing rules and agree to comply with them
- I had the opportunity to ask questions and received clarification about the Code of Conduct and Client Rights, Agency Policies and Procedures and Licensing rules.
- I am aware of my responsibility to report any violations of this Code Rules to the Office of Licensing to the program licensor or to the highlighted phone number listed in section 1(i).

Employee Signature _____

Employee Printed Name _____

Employee Date _____

I provided a personal copy of the OL Code of Conduct and Client Rights rule to this employee.

This employee has been provided training on Agency policies and procedures and licensing rules.

I offered this employee the opportunity to ask questions and provided clarification to all questions.

Trainer Signature: _____

Trainer Printed Name: _____

Date: _____



NATIONAL HEALTH SERVICE CORPS LOAN REPAYMENT

ODYSSEY HOUSE NATIONAL HEALTH SERVICE CORPS (NHSC) LOAN REPAYMENT PARTICIPATION INFORMATION

ODYSSEY HOUSE – APPROVED SITES (As of 10/2022)

- ADULT DOWNTOWN
- MARTINDALE MEDICAL CLINIC
- LIGHTHOUSE
- MILLCREEK
- MEADOWBROOK
- CHILDREN'S SERVICES
- SUGARHOUSE AND REDWOOD OUTPATIENT
- PARENTS AND CHILDREN'S RESIDENTIAL PROGRAM
- WOMEN'S MENTAL HEALTH
- MEN'S MENTAL HEALTH
- CRIMINAL JUSTICE SYSTEM
- ADOLESCENT PROGRAM

SALT LAKE COUNTY (AND ODYSSEY HOUSE) HPSA SCORE

- MENTAL HEALTH =12
- PRIMARY CARE = 8

LOAN REPAYMENT AMOUNTS

- 2 YEARS FULL TIME EMPLOYMENT: \$30,000
- 2 YEARS HALF TIME EMPLOYMENT: \$15,000

LICENSED PROVIDERS ELIGIBLE FOR PROGRAM

- **PRIMARY CARE:** Physician, Physician Assistant, Nurse Practitioner
- **MENTAL HEALTH:** Psychiatrist, LCSW, MFT, LPC, PA/NP – Psychiatry, and SUDC





VACCINATION EXEMPTION FORMS



ODYSSEY HOUSE
A NON-PROFIT

REQUEST FOR MEDICAL EXEMPTION FROM INFLUENZA VACCINATION

SECTION TO BE COMPLETED BY ODYSSEY HOUSE EMPLOYEE

Employee Name: _____ Employee Date of Birth: ____/____/____
 Employee Email: _____ Employee Phone: _____
 Employee Department: _____ Supervisor/Manager: _____
 Employee's Medical Provider Name: _____
 Employee's Medical Provider's Phone and Address: _____

I understand that any intentional misrepresentation contained in this request may result in disciplinary action, including employment termination. I understand that if I am granted a medical exemption I will be required to wear a mask at all times at work during the duration of the influenza season (October through April) and will be subject to disciplinary action up to and including termination if I refuse to do so.

Signature: _____ Date: _____
 Print Name: _____

SECTION BELOW TO BE COMPLETED BY THE MEDICAL PROVIDER OF THE EMPLOYEE:

Dear Physician or Licensed Medical Provider (MD, PA, DO, APRN) of Odyssey House Employee Named Above,

Odyssey House requires vaccinations for healthcare workers because they have been shown to be effective in reducing the incidence of influenza in congregate housing populations. Influenza vaccination has also been recommended in pregnancy by the Centers for Disease Control to protect pregnant women (who are at increased risk of severe disease) and to protect the baby after it is born. The above named person is requesting an exception from this vaccination requirement. A medical exception from influenza vaccination is allowed for certain recognized contraindications ([CDC MMWR Early Release 2011: Vol.60](#)).

Please complete the form below. Should you have any questions, please contact Human Resources at 801-428-3487

FOR PHYSICIAN/MEDICAL PROVIDER COMPLETION ONLY: The above person should not be immunized for influenza for the following reasons (Please check all that apply.):

- ☐ History of previous allergic reaction and documented allergy testing to indicate an immediate hypersensitivity reaction to the influenza vaccine or a component of the vaccine. **Please attach supporting DOCUMENTATION or MEDICAL RECORDS.**
- ☐ History of Guillain-Barre Syndrome within six weeks of receiving a previous vaccine. Please provide and attach a detailed narrative that describes the event.
- ☐ Other – Please provide this information in a separate narrative that describes the exception in detail (these requests will be reviewed on a case-by-case basis).

I certify that _____ has the above contraindication and request a medical exception from influenza vaccination.
 (Employee Name)

Physician / Licensed Medical Provider Signature: _____ Date: _____

(Note: Signature Stamp Not Acceptable)

Physician / Medical Provider Medical License No.: _____

PLEASE FAX, E-MAIL OR MAIL THIS TO
 ODYSSEY HOUSE HUMAN RESOURCES
 ATTENTION MONICA ADAMS OR DR. PAULA COOK
 344 EAST 100 SOUTH SALT LAKE CITY, UTAH 84111
 OFFICE: 801-428-3487 FAX: 801-322-2831 EMAIL: hr@odysseyhouse.org

DESIGNATED OFFICE USE ONLY:

Medical Exception Approved on: ____/____/____ Approving Staff Signature: _____



ODYSSEY HOUSE
A NON-PROFIT

REQUEST FOR MEDICAL EXEMPTION FROM COVID-19 VACCINATION

SECTION TO BE COMPLETED BY ODYSSEY HOUSE EMPLOYEE

Employee Name: _____ Employee Date of Birth: ____/____/____
Employee Email: _____ Employee Phone: _____
Employee Department: _____ Supervisor/Manager: _____
Employee's Medical Provider Name: _____
Employee's Medical Provider's Phone and Address: _____

I understand that any intentional misrepresentation contained in this request may result in disciplinary action, including employment termination.

Signature: _____ Date: _____
Print Name: _____

SECTION BELOW TO BE COMPLETED BY THE MEDICAL PROVIDER OF THE EMPLOYEE:

Dear Physician or Licensed Medical Provider (MD, PA, DO, APRN) of Odyssey House Employee Named Above,

Odyssey House requires COVID-19 vaccinations for healthcare workers.

Please complete the form below. Should you have any questions, please contact Human Resources at 801-428-3487

FOR PHYSICIAN/MEDICAL PROVIDER COMPLETION ONLY: The above person should not be immunized for COVID-19 for the following reason:

Physician / Licensed Medical Provider Signature: _____ Date: _____
(Note: Signature Stamp Not Acceptable)

Physician / Medical Provider Medical License No.: _____

PLEASE FAX, E-MAIL OR MAIL THIS TO
ODYSSEY HOUSE HUMAN RESOURCES
ATTENTION MONICA ADAMS OR DR. PAULA COOK
340 EAST 100 SOUTH SALT LAKE CITY, UTAH 84111
OFFICE: 801-428-3487 FAX: 801-322-2831 EMAIL: hr@odysseyhouse.org

DESIGNATED OFFICE USE ONLY:

Medical Exception Approved on: ____/____/____ Approving Staff Signature: _____



REQUEST FOR RELIGIOUS EXCEPTION FROM VACCINATIONS

Odyssey House promotes workforce diversity and an inclusive workplace for all employees as part of their equal employment opportunity commitments. If your religious beliefs or practices conflict with vaccination requirements, please provide the following information.

Name: _____ Date of Request: _____
Phone Number: _____ Email address: _____
Mailing Address: _____
Department: _____ Position Title: _____
Immediate Supervisor: _____ Supervisor's Phone Number: _____

As part of your work, do you come into contact with clients or patients or people who do come into contact with clients or patients? ☐ Yes ☐ No

Please explain why you are seeking an exception:

Please attach to this request support regarding your religious practice or a letter from your religion's spiritual leader indicating the nature of the vaccination exemptions as a part of your religious practice. If you do not attach supporting documentation, we may need to discuss the nature of your religious belief(s), practice(s) and accommodation with your religion's spiritual leader (if applicable) or religious scholars to address your request for an exception. If you are unable to provide support, your request may be denied. If requested, can you provide documentation to support your belief(s) and need for an accommodation?

☐ Yes Name and Contact Information of Spiritual Leader: _____

☐ No Please explain why you are unable to provide substantiation for a religious exemption.

I verify that the above information is complete and accurate to the best of my knowledge, and I understand that any intentional misrepresentation contained in this request may result in disciplinary action, including employment termination. I also understand that my request for an exception may not be granted if it is not reasonable or if it creates an undue hardship on my employer.

Signature: _____ Date: _____

Print Name: _____





Summary of Next Steps

1. This request will be reviewed with you and acknowledged by Odyssey House Human Resources.
2. You will be notified of the decision regarding your requested exception.
3. If you are granted a religious exception, you will be required to wear an N-95 mask at all times while at work. If you refuse to wear a mask you will be subject to disciplinary action up to and including termination. If your position puts you in contact with people who are medically vulnerable, Odyssey House may not be able to reasonably accommodate unvaccinated employees.
4. Odyssey House will only reconsider a denial, if you bring forth new information supporting your request. For reconsideration of a denial, please contact Human Resources at HR@odysseyhouse.org

FOR EMPLOYER'S USE ONLY

Date Received _____

Initials of Recipient _____

Documentation Attached? ☐ Yes ☐ No

FOR EMPLOYER'S USE ONLY

TO BE COMPLETED BY HUMAN RESOURCES Name _____

Exception Granted? ☐ Yes ☐ No If no, explain why: _____

