

METROPOLITAN DETROIT RESEARCH AND EDUCATION FOUNDATION

Employee Handbook

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Organizational Description

Metropolitan Detroit Research and Education Foundation

The Metropolitan Detroit Research and Education Foundation was incorporated in 1992 according to section 204 of the Public Law 100-322, which authorized the Department of Veteran Affairs to establish private, non-profit organizations to serve as a flexible funding mechanism in support of research at the Medical Centers.

The Metropolitan Detroit Research and Education Foundation is a non-profit 501 (c) (3) organization formed to support and engage in medical, pharmacological, allied health and related administrative research and educational activities of interest and benefit to the general public and to veterans, their families and their communities. Indicative of the non-profit status the Internal Revenue Service has assigned the Metropolitan Detroit Research and Education Foundation, Federal ID# 38-3086750.

The Corporation was organized to administer research and education funds from corporate sources, non-VA governmental agencies and private gifts and donations.

Funds managed by the Metropolitan Detroit Research and Education Foundation can be used to meet all demands of an active research program. We can directly hire personnel or act as the intermediary in reimbursing other institutions for personnel costs associated with projects managed by the Corporation. Research staff hired by the Corporation receive salaries and benefits competitive with those persons hired by Wayne State University, the VA Medical Center and the private sector. We also handle the purchasing of supplies and equipment for our grants and provide all investigators with accurate and timely accounting information including regular quarterly reports and immediate response to balance inquiries.

Funds managed by the Corporation remain under the direction of the investigators to whom the funds were awarded or donated. Should the investigator relocate, he or she can continue to direct the use of their funds through the Corporation or have the funds transferred to an appropriate non-profit organization in the new location.

Introductory Statement

This handbook is designed to acquaint you with the Metropolitan Detroit Research and Education Foundation and provide you with information regarding working conditions, employee benefits, and policies affecting your employment. You should read, understand and comply with all of the provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the Corporation to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policies. As the Corporation continues to grow, the need may arise to change policies described in this handbook. The Corporation therefore reserves the right to revise, supplement, or rescind any policies or portion of the handbook as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes as they occur.

The only recognized deviations from the stated policies are those authorized and signed by the Executive Director of the Metropolitan Detroit Research and Education Foundation.

**Acknowledgement of Receipt of Employee Handbook
And Employment Application Disclaimer
Metropolitan Detroit Research and Education Foundation
Detroit, Michigan**

I hereby acknowledge that I have received a copy of the Metropolitan Detroit Research and Education Foundation's Employee Handbook. I understand that the information contained in this manual is merely a summary of present policies and procedures and is not intended to be construed as a contract of employment nor a legal document. I further understand that the Corporation reserves the right to revise such policies or procedures at any time, with or without notice to me.

I also understand and agree in consideration of my employment to conform to the rules and regulations of the Corporation, and that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the Corporation or myself. I understand that no supervisor, manager, or representative of the Corporation, other than the Executive Director of the Corporation, has any authority to enter into any agreement contrary to the foregoing. Termination of employment by the Corporation shall be in writing and signed by the Executive Director.

I recognize that it is my responsibility to read and understand the policies and procedures outlined in the Employee Handbook, which I have been given.

Employee Signature

Employee Name (Typed or Printed)

Date of Receipt

Give this to your supervisor after you sign and date it.

Conflicts of Interest

Employees have an obligation to conduct business within the guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Corporation wishes to operate. The purpose of these guidelines is to provide general direction so those employees can seek further clarification on issues related to the subject of acceptable standards of operation.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of the organization. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of this organization's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts or leases, it is imperative that he or she disclose to an officer of the organization as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which this organization does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the organization.

The materials, products, designs, plans, ideas, and data of this organization are the property of the employer and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to and including possible discharge and legal action.

Equal Employment Opportunity

The Metropolitan Detroit Research and Education Foundation is an equal opportunity employer. Our policy is clearly and simply stated as follows:

It is the policy of this organization that employment decisions shall be based on merit, qualifications, and competence. Except where required or permitted by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, color, religion, sex, national origin, age, sexual preference, status as disabled veteran of Vietnam era, or physical or mental handicap or other characteristic protected by law. In addition, it is the Corporation's policy to provide an environment that is free of unlawful harassment of any kind, including that which is sexual, age-related, or ethnic. This policy governs all aspects of employment, promotion, assignment, transfer, discharge, and other terms and conditions of employment.

It is the Corporation's firm belief that adherence to these laws will better enable us to achieve our corporate goals by encouraging us to make employment decisions on the basis of individual skill, talent, and merit rather than on the superficial characteristics or stereotypes associated with the group to which an employee or job applicant belongs.

Sexual Harassment

Metropolitan Detroit Research and Education Foundation is vigorously committed to maintaining a working environment free of sexual harassment.

Sexual harassment on the job is illegal.

Employees have a right to work in an environment free of harassment, whether racial, sexual, or on any other basis. Harassment may be verbal, physical, written, or visual.

If, on these bases, an employee feels he/she is, or is about to be discriminated against or harassed, he/she should contact his/her supervisor or Management immediately.

All complaints will be investigated immediately and appropriate action taken.

Discrimination and harassment will result in appropriate disciplinary actions, which could include dismissal.

Employment Applications

Metropolitan Detroit Research and Education Foundation relies upon the accuracy of information contained in the employment application as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the employer's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Employment Reference Checks

To ensure that individuals who join the organization are well qualified and have a strong potential to be productive and successful, it is the policy of the Corporation to check the employment references of all applicants.

We will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is subject of the inquiry.

Access to Personnel Files

Personnel files are the property of the Corporation and access to the information they contain is restricted. Generally, only officials and representatives of the employer who have a legitimate reason to review information in a file are allowed to do so. With reasonable advance notice, an employee may review material in his or her file but only in the employer's office and in the presence of the individual appointed by the employer to maintain the file.

Immigration Law Compliance

The Metropolitan Detroit Research and Education Foundation is committed to employing only United States citizens and aliens who are authorized to work in the United States and complies with the Immigration Reform and Control Act of 1986.

As a condition of employment, each new employee must properly complete, sign, and date the first section of the Immigration and Naturalization Service Form I-9. Before commencing work, newly rehired employees must also complete the form if they have not filed an I-9 with this organization, if their previous I-9 is more than three years old, or if their previous I-9 is no longer valid.

Employment Categories

It is the intent of the Corporation to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated as either NONEXEMPT or EXEMPT from the federal and state laws.

NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws.

EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. (Management, Administration, and Professional).

In addition to the above categories, each employee will belong to one other employment category:

FULL-TIME: Employees who are not in a temporary or probationary status and who are regularly scheduled to work the organization's full time schedule. Full-time physicians and nurses of the Foundation accrue annual leave at the rate of 8 hours per pay period. All other employees receive 4 hours per pay period for years 1 through 3; 8 hours per pay period for years 4 through 15.

PART-TIME: Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time work schedule. Part-time employees accrue sick leave prorated to their part-time hours.

INTERMITTENT: Employees who do not have an established tour of duty will not receive pay for annual leave, sick leave, or holidays (unless worked).

PROBATIONARY: Employees who are being evaluated to determine whether further employment in a specific position or with the organization is appropriate. Employees who satisfactorily complete the probationary period will be notified of their new employment classification. The probationary period for all employees is 60 days.

TEMPORARY: Employee's who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status. "Temporary" employees retain that status until they are notified of a change. While temporary employees receive all legally mandated benefits (such as Worker's Compensation and Social Security) they are ineligible for any of the employer's other benefit programs.

Probationary Period

An employee should use the initial period after being hired or rehired to determine whether the new position meets his or her expectations. The employer uses this period to evaluate employee capabilities, attitude, and work habits. Either the employee or the employer may end the employment relationship at will at any time during or after the probationary period, with or without cause or advance notice.

All new employees work on a probationary basis for the first 60 calendar days after their date of hire. An exception is an employee who transfers employment from the VA Medical Center and has completed a 60-day period with the VA. Any significant absence will automatically extend the probationary period by the length of the absence. If the employer determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee, the employer may extend the probationary period for a specified period.

Probationary employees will assume "regular" status upon satisfactory completion of the probationary period. Upon satisfactory completion of the probationary period, however, employees become eligible for any other employee-provided benefits, subject to the terms and conditions of each benefit program. See your supervisor for clarification of these benefit provisions.

Attendance and Punctuality

You are expected to report for work on time, on a regular basis. Unnecessary absenteeism and tardiness are expensive, disruptive, and place an unfair burden on other employees and the supervisor. Continued unsatisfactory attendance could result in disciplinary action, including suspension and termination. It may also have an adverse effect on any promotional consideration.

If you are going to be late for any reason, telephone your supervisor or the Research Office at 562-6000, ext. 3106 as far in advance as possible but within two (2) hours of the start of your tour of duty. Explain the reason for the absence and expected time of return to work.

Any employee who fails to give such notification will be charged with an unexcused absence (AWOL). If you are absent without notifying the Corporation, you are subject to termination. If notice is given and the Corporation does not think the absence is justified, it will be considered unexcused. The discipline that will be administered for unexcused absences includes, but is not limited to, suspension or termination.

Lunch and Breaks

To provide for rest and relaxation from regular work operations, a ten- (10) minute rest period is scheduled near the middle of the first and second halves of the workday. A lunch period of thirty (30) minutes is scheduled during the middle of the tour of duty. It is recommended that employees take their breaks and lunchtime in an area away from the work area.

Pay Periods

All employees are paid every two weeks (bi-weekly). Each paycheck will include earnings for all work performed through the regularly scheduled payday.

Hours of Work and Overtime

Exempt Employees

Exempt employees are paid on a salary basis; i.e., their compensation is not based on the number of hours they work.

Deductions from Salaries - Under the provisions of the Fair Labor Standards Act no deduction will be made from the salary of any Executive, Administrative, or Professional employee for time lost in any week in which the employee does any work, unless the time lost is:

- a) An absence of a day or more for personal reasons, sickness or accident for which the appropriate leave is available; or
- b) An absence of a day or more if the employee's attendance is unsatisfactory.

Supplements to Salaries - Since time on the job is not the basis for compensating exempt employees, there will normally be no additional compensation for time worked beyond regularly scheduled hours. In the unusual circumstance the satisfactory performance of an assigned responsibility mandates time on the job substantially in excess of regular hours, Management may approve supplemental payment to compensate the employee for lost time.

Non-exempt Employees

All non-exempt employees are paid on the basis of hours worked. (The term "monthly salary", when used in connection with non-exempt employees, describes the employee's gross pay for the regularly scheduled hours of work during that month.)

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Overtime compensation is paid to all non-exempt employees at the following rate(s) and in accordance with federal and state law:

- * One and one-half times straight-time rate for all hours over 8 in a workday.
- * One and one-half times straight-time rate for all hours over 40 in a workweek.

As required by law, overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Employees who work overtime without receiving prior authorization from the supervisor may be subject to disciplinary action, up to and including possible discharge.

Work Schedules

The normal work schedule for all REGULAR, NONEXEMPT employees is eight hours a day, five days a week. Supervisors will advise all employees of the times their schedules will normally begin and end.

The normal tour of duty is 8:00 a.m.- 4:30 p.m. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

The following provisions apply to the calculation of non-exempt employees' hours worked. Lunch or Dinner Periods - time off for lunch or dinner is not to be counted as time worked.

Paid Holidays and Paid Absences - Regularly observed paid holidays and approved paid absences are counted as time worked. Hours of work performed on regularly paid holidays will also be counted.

Unemployment Insurance

Under the Unemployment Insurance code, unemployment insurance is provided by payroll taxes paid to the State by the Corporation. Unemployment insurance is payable to covered employees who are unemployed through no fault of their own, able to work, available to work, actively seeking employment, and who have met all of the eligibility requirements of the law.

Performance Review

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day to day basis. A formal written performance evaluation may be conducted at the end of the employee's initial period of hire, known as the probationary period. Additional formal performance reviews may be conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Employee Benefits

Eligible employees in this organization are provided a wide range of benefits. A number of the programs (such as Social Security, Worker's Compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

The following benefit programs are available to eligible employees:

- Vacation Benefits
- Holidays
- Sick Leave Benefits
- Leave of Absence
- Parking

Vacation Policy

The following employee classifications are eligible for vacation benefits according to the guidelines set forth in this policy:

Full-time employees; part-time employees

It is the policy of the Corporation to grant vacations with pay to provide qualifying employees with periods of rest, relaxation and recreation in recognition of service performed.

General

If a designated holiday is observed during an employee's vacation period, the employee will be eligible for additional time off with pay equal to the holiday time off.

An employee will not receive additional vacation time due to illness or disability occurring on vacation.

Vacation Pay

Vacation pay for full-time and part-time employees will be computed by multiplying the employee's current straight hourly rate by the number of hours of vacation allowance taken.

Vacation Scheduling

Employees who have satisfied all eligibility requirements must submit vacation requests to their supervisors in writing. Requests will be evaluated based upon various factors, including anticipated operating requirements and staffing considerations during the proposed period of absence.

Employees are strongly encouraged to take earned vacation during the vacation year following its accrual. In the event that an employee has not used all vacation benefits by the end of the benefit year, he or she will be allowed to carry the balance into the next vacation year. **Balances may not exceed 240 hours.**

Vacations should normally be taken in units of at least one (1) week. An employee may, however, take his or her vacation allowance in separate days and/or hours subject to approval by the supervisor.

Whenever possible, employees should take their total vacations. Pay in lieu of vacation will not be granted unless absolutely necessary to meet staffing requirements, and only upon approval by Management.

Terminating Employees

A terminating employee will receive pay in lieu of vacation allowance accrued during the current vacation year. Upon termination of employment, employees will be paid for vacation benefits that have accrued through the last day of work.

Holiday Policy

The Corporation will grant holiday time off to all eligible employees on the holidays listed below.

New Year's Day (January 1)
Martin Luther King -Jr. Day (third Monday in January)
President's Day (third Monday in February)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Columbus Day (second Monday in October)
Veterans Day (November 11)
Thanksgiving Day (fourth Thursday in November)
Christmas Day (December 25)

According to applicable restrictions, the Corporation will grant paid holiday time off to all eligible nonexempt and exempt employees who have completed one calendar day of service in an eligible employment classification. **Holiday worked:** holiday pay will be calculated based one and one-half the employee's straight-time pay rate (as of the day of the holiday) times the number of hours the employee worked on that day. Employee will also receive holiday pay at straight time for the number of hours he/she is normally scheduled to work. Eligible employee classification (s): Regular full-time employees; Regular part-time employees.

To be eligible for holiday pay, nonexempt employees must work or use vacation leave the last scheduled day immediately preceding the holiday and the first scheduled day immediately following. An employee scheduled to perform work on a designated holiday who does not report and is not excused will forfeit the holiday.

A recognized holiday that falls on Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's absence (e.g., vacation, sick leave), holiday pay will be provided with no charge to leave.

If an eligible employee works on a recognized holiday, he or she will receive holiday pay wages at one and one-half his or her straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

Sick Leave Policy

If you are sick, or other circumstances prevent you from being on time or on the job, you must notify your immediate supervisor in advance that you will be unable to report to work and the reason why. You should call in as soon as possible, but not later than two (2) hours after the normal starting time. Calling in when absent or tardy must be for a good and sufficient reason and mere notification of an absence does not necessarily make it an excused absence. If the absence is for more than (1) day, you are required to keep in touch with the supervisor so plans can be made to handle your assignments while you are absent.

The corporation reserves the right to require a physician's certificate at any time.

Calculating Sick Leave

Regular full time and regular part time employees will be entitled to leave as follows:

1-hour sick leave for every 20 hours worked or on approved leave. If the sick leave account is overdrawn, there will be an appropriate reduction of salary for the hour(s) taken off.

Leaves Of Absence Policy

Leave of absence shall be granted in cases of medical, personal, funeral, military, jury duty, maternity, and voting. Whether or not service time will accumulate during the leave of absence will be determined for each individual case upon the expiration of the leave.

To be valid, a leave of absence must be confirmed in writing.

If you have been granted a leave of absence of indefinite duration, you shall give a one (1) week notice of intent to return to work and the Corporation shall be under no obligation to reemploy you before the expiration of that notice.

Effect of Leave of Absence on Employee Benefits

Time spent on an unpaid leave of absence of over thirty (30) days, except a military leave of absence, will not be counted as time employed in determining your eligibility for benefits that accrue on the basis of length of employment.

Medical Leave

The Corporation may provide unpaid medical leave to eligible employees who are temporarily unable to work due to a medical disability. The employee classification(s) eligible for medical leave:

Regular full-time employees and Regular part-time employees

As soon as an eligible-employee becomes aware of a need for a medical leave of absence, he or she must provide a satisfactory statement from a physician that verifies the existence and nature of the medical disability. The statement will contain the approximate date the leave is expected to begin, its anticipated duration, and the date the employee can be expected to return to work. Any changes in this information should be promptly reported to the employer.

Eligible employees may be granted leave for the period of the disability, up to a maximum of 120 days. Pending the supervisor's approval, employees may take any available sick leave or vacation leave prior to the effective date of the medical leave of absence. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 days.

Medical disabilities include (but are not limited to) all temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees returning from medical leave are required to provide a physician's verification of the employee's fitness to return to work. To the extent possible, employees will be returned to their former position or will be offered the first available comparable position for which they are qualified.

Employees who sustain a work-related injury will be eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disability.

Personal Leave

In accordance with the guidelines set forth in this policy, the Corporation may provide unpaid personal leave to eligible employees who wish to take time off from work duties to fulfill personal obligations. The employee classification(s) eligible for personal leave:

Regular full-time employees; Regular part-time employees

Employees may request personal leave only after having completed the probationary period of 60 days. Personal leave may be granted for a period of up to 15 calendar days. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 15 days. Pending the supervisor's approval, employees may take any available sick leave or vacation leave prior to the effective date of the personal leave of absence.

Requests for personal leave will be evaluated based on a number of factors, including anticipated operational requirements and staffing considerations during the proposed period of absence.

To the extent possible, employees returning from personal leave will be returned to their former position for which they are qualified.

If an employee fails to report to work at the expiration of the approved leave period, the employer will assume that the employee has resigned.

Bereavement Leave Policy

It is the policy of the Corporation to grant employees leave for reasonable bereavement time when a death occurs in an employee's immediate family. Reasonable leave time is defined as maximum 5 days for death outside the tri-county area; 3 days maximum for death within the tri-county area.

Immediate family is considered to be: spouse, parent, daughter, son, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparent, grandchild, a person who is legally acting in one of the above capacities, or another relative living in the employee's residence.

Jury Duty Leave Policy

Leave of absence for jury duty will be granted all employees as required by law.

For those employees who are called to duty but have not completed their probationary period, the probationary period will be extended for the number of days the employee is out for jury duty. By law, your absence for duty during the probationary period cannot affect your evaluation.

Upon presentation of proof of such duty, the Corporation will pay the employee the difference between the amount received for jury duty and regular straight-time wage or salary for that period.

An employee on jury duty will be expected to work as much of the regularly scheduled shift as the jury duty schedule permits, to the extent that combined time on jury duty and at work does not exceed eight (8) hours on a given day.

Military Leave Policy

Military Leaves of Absence will be granted to all employees to coincide with all National Defense Programs in the following manner:

1. Employees entering active military service will be granted a general military leave of absence. Upon completion of military duty the employee will be permitted to return to the employee's position, with such seniority, status, pay and vacation as such employee would have had if the employee had not been absent for military duty.
2. Employees who are members of a National Guard or Military Reserve unit may elect to treat summer training periods as vacation with pay in the amount of earned vacation allowance.
3. Employees who elect not to treat military training periods with a National Guard or Military Reserve unit as a vacation will be paid the amount by which base pay is short of their salary for the time period.
4. The immediate supervisor and the Executive Director of the Corporation must be given a written notice of intended absence as soon as possible after the employee is notified of his/her scheduled leave.

Maternity Leave Policy

Maternity leave without pay will be granted to regular full and part-time employees up to a period of four

(4) months based on the date of departure. Maternity cases are allowed to work as long as their health permits with the approval of their physicians. All leaves granted will expire after (3) months from date of delivery. Leaves will not be extended unless supported by a doctor's certificate. An attending physician's statement is required indicating the anticipated delivery date so that proper departure and return-to-work dates may be arranged.

An employee may not accept other employment while on maternity leave.

An employee must receive medical clearance from her doctor at the time of reinstatement from a maternity leave of absence and will be reinstated to her former or similar position.

Voting Leave

We strongly encourage employees to register and vote for the candidates of their choice. Normally, employees may arrange to register and vote outside of normal working hours. If, due to work location or schedule, this is not possible, Management will decide how much time off shall be granted and whether or not it shall be paid, with due consideration to state and local laws.

Parking

If you drive to work, all vehicles must be registered with the VA Police and it is suggested that you park in one of the lots provided for you by the Corporation/VA Medical Center. Legal parking on streets in the vicinity of the Corporation/VA Medical Center creates a safety hazard. Vehicles illegally parked may be towed away at the owner's expense. The monthly parking fee is determined by the VA Medical Center.

Your supervisor can tell you which parking lot is best to use.

You should park within the allotted spaces and obey all directional signs and speed limits. Please extend proper courtesies to other drivers using the parking lots. If you are improperly parked or in an unauthorized area, you may be asked to move the vehicle.

Should you be involved in an accident while on Corporation/VA property, notify the VA Police immediately.

Parking facilities are provided for all Corporation/VA employees. Do not park in the spaces marked "reserved." For your own protection, always lock your car doors. The Corporation/VA Medical Center is not responsible for loss, damage, or theft in the parking areas.

Employee Conduct and Work Rules

To assure orderly operations and provide the best possible work environment, the Corporation expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Corporation. It is not possible to list all forms of behavior that are considered unacceptable in the work place, but the following are examples of infraction of rules of conduct that may result in disciplinary action, including suspension or termination of employment.

Unexcused absence.

Excessive absenteeism and/or tardiness.

Job abandonment.

Mishandling, misappropriation, theft, conversion or unauthorized removal or possession of the funds and/or property of the Company, a co-worker, a client, or a resident.

Use, possession, or under the influence of illegal drugs or alcohol while on company premises or while on duty.

Disregard and/or failure to observe safety regulations, rules or common safety practices.

Carelessness or negligence when performing duties, including unsafe conduct and horseplay.

Fighting or altercations of any kind while on Company time or premises.

Gross insubordination, disobedience, disrespect to proper authority or refusing legitimate assignment.

Refusing to follow the direction of a Supervisor.

Unacceptable or unsatisfactory job performance.

Abuse or misuse of the Company ' s property or equipment, willful destruction of, or damage to, Company property.

Abusive or vulgar language while on Company time or premises.

Behavior and/or conduct that is offensive, lewd or indecent to other employees.

Making false, vicious or malicious statements about Metropolitan Detroit Research and Education Foundation or fellow employees.

Falsifying or destroying any record of the Company or its clients, including timekeeping records, expense reports and applications for employment.

Stealing, dishonesty, or cheating in any dealings with the Company, its vendors, clients, or co-workers, including fraudulent collection of Unemployment Compensation or Workers Compensation benefits.

Unauthorized use of Company property, labor, materials, or funds.

Unauthorized absence or unexcused tardiness after prior and/or repeated warnings, or leaving work and/or the Company premises without permission, authorization or a justifiable excuse.

Threatening of, or assault of another employee, or intimidating, coercing or interfering with a fellow employee, Supervisor, client, or non-employee at any time.

Retaliation.

Any and all illegal activity while on Company time and premises; or violation of any local, state, or federal laws while on the job, or conviction of a crime that would impair the ability to function and perform the essential duties of that position for the Company and/or report to work as regularly scheduled.

Gambling on Company property.

Harassment B sexual, physical, and verbal.

Distribution, sale or offering for sale, of narcotics or dangerous drugs including all illegal and legal substances on Company property at any time.

Possession of weapons on Company premises at any time, unless otherwise authorized by management.

Violation of Company smoking policy or rules.

Sleeping on the job.

Failure to obtain or maintain a current license or certification required by law or organizational standards as a condition of employment.

Failure or inability to complete a required training program that is part of a job assignment.

Use of undo influence to gain or attempt to gain promotion, leave, favorable assignment, or other individual benefits.

Gross misconduct.

Any other act which endangers the safety, health, or well being of another person or employee, or which is of sufficient magnitude that the consequences cause or act to cause disruption of work or gross discredit to the organization and/or Company.

Employment with this organization is at the mutual consent of the Corporation and the employee, and either party may terminate that relationship at any time, with or without cause and with or without advance notice.

Drug and Alcohol Use

Drug and alcohol use is highly detrimental to the safety and productivity of employees in the work place. No employee may be under the influence of any illicit drug or alcohol while in the work place, while on duty, or while operating a vehicle or equipment owned or leased by the employer.

Possessing, distributing, transferring, purchasing, selling, using or being under the influence of alcoholic beverages or illegal drugs while on the employer's property, while attending business related activities, while on duty, or while operating a vehicle or machine leased or owned by the employer may also lead to disciplinary action, including suspension without pay or discharge.

Physician-prescribed medications are permitted, provided they do not adversely affect job performance or the safety of the employee or other individuals in the work place.

Gambling

The Corporation takes a position that gambling among its employees can lead to bad morale, hard feelings and financial hardships. Therefore, gambling is prohibited on Corporation/VA premises and will be cause for discipline. This includes card playing, dice, lotteries, betting on horses or any other wagering. Any employee who is involved with selling or attempting to sell football cards or run betting pools will be subject to discipline.

Discipline and Misconduct Procedures

Management reserves the right at all times to impose such disciplinary measures as it deems appropriate. Generally, there are four basic classifications of disciplinary action that may be followed in this order:

1. Counseling or oral reprimand - You may be counseled by the supervisor following a minor offense in an effort to eliminate possible misunderstanding and to explain what constitutes proper conduct.
2. Written reprimand - You may receive a written notice of discipline following intentional or repeated minor offenses.
3. Final written warning - You may receive a written notice of discipline following serious misconduct or further repeated minor offenses; disciplinary time off without pay may also be given. The purpose of a final written warning is to make certain that the employee understands the seriousness of the misconduct and that further misconduct will most likely result in discharge.
4. Discharge - You may be discharged as a result of serious offense or the final step in the accumulation of minor offenses of the same nature.

When you have not followed Corporation rules and have willfully broken those rules, an Employee Reprimand Form may be filled out by your supervisor in your presence. When it is completed, both you and your supervisor must review and sign the form. The form may be filed in your personnel file folder.

Management may use or may determine not to use a step in the disciplinary process at its discretion. The decision by management to use or not use such procedures in any particular case will not establish any obligation to do the same for any other case.

Dress Code

Although no formal dress code exists, you are asked to wear articles of clothing suitable to the type of work you do and the environment in which you work. Articles of clothing should be neat, clean, in good taste, and not constitute a safety hazard. Interpretation of this code will be left to the supervisor.

Grievance Policy

A grievance is any problem of an employee or group of employees resulting from work requirements or the conditions under which work is performed.

Since management's goal is to find equitable solutions at the lowest level possible, The Management wants to know if you are having any problems, difficulties, suggestions or grievances connected with your work.

Ordinarily, an employee will first discuss a grievance with his/her immediate supervisor for resolution.

If for reasons of your own, you do not wish to discuss the matter with your supervisor, you may go up the steps of the organizational chart.

Records must be kept of all grievances with the exception of minor grievances settled with your immediate supervisor.

Copies of all records will be sent to Management. You will not be subject to any discrimination or reprisal for using the grievance procedure.

The Management may change or modify any or all of the grievance procedures at any time without notice.

Personal Requests and Grievances

The following procedure is established to enable you to get prompt action on a personal request of grievance.

Step 1. You shall take the matter up with the immediate supervisor and try to work out a satisfactory settlement.

Step 2. In the event a satisfactory settlement is not reached in Step 1, you may select any two fellow employees to assist in the grievance. The two employees so selected will then review the matter with you and the supervisor to help work out a satisfactory settlement.

Step 3. In the event a satisfactory settlement is not reached in step 2 within two (2) working days, a further written report bringing the case up to date will be made, after which the case will be appealed to Management. The Executive Director or President will review the written reports and hear any additional information offered by either party, after which an attempt will be made to work out a satisfactory settlement. Every reasonable effort will be made to complete this step within a period of one (1) week.

Promotion Procedure

1. Whenever a job opening arises as a result of resignation, transfer, or creation of a position, present employees will be given first consideration.
2. Factors to be considered in the promotion of employees include education, experience in the present and previous jobs held while with the Corporation, performance records, ability, character, skill, and willing participation in on-the-job training programs. Seniority will be a major factor in the selection of the employees for promotion only when (2) or more employees are equal in all other respects.
3. This promotion policy is not applicable in the following situations:
 - a) Temporary opening - is a position which is established for a prescribed time period or for the time it takes to complete a project or series of assignments.
 - b) Reassignment of personnel which is not a promotion but actually a reorganization of the Corporation.
 - c) Reassignment of an employee made at the discretion of Management of the Corporation in order to correct a faulty placement, eliminate personal disagreements, or compensate for physical problems. Such reassignments are not considered promotions, but are made to improve Corporation organization, improve relationships between people working together, and provide suitable opportunities for handicapped workers currently on the payroll.

Termination/Resignation and Layoff Policy

In the event an employee resigns, advance notice is necessary; i.e., at least (2) weeks for nonexempt and thirty (30) days for exempt personnel.

Should it be found necessary to terminate the employee because of lack of work or funding or the inability to do the job successfully, the employee will be given advance notice, i.e., two (2) weeks for non-exempt and thirty (30) days for exempt personnel.

Corporation/VA Property

Care of Corporation/VA Property

1. An employee is expected to exercise due care in the use of Corporation/VA property and to utilize such property only for authorized purposes. Negligence in the care and use of Corporation/VA property may be considered cause for suspension and/or dismissal.
2. Unauthorized removal of Corporation/VA property from the premises, or its conversion to personal use, is prohibited and will be considered cause for suspension and/or dismissal.

Return of Corporation Property

Corporation property issued to you must be returned to the Corporation at the time you terminate employment, or when it is requested by your supervisor or designated representative.

Personal Property

The Corporation assumes no responsibility for loss or damage **to** the personal property of an employee.

Safety & Health Policy and Rules

Establishment and maintenance of a safe work environment is the shared responsibility of the Corporation and employees from all levels of the organization. The Corporation will attempt to do everything within its control to assure a safe environment and compliance with federal, state, and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all work activities. They are asked to immediately report any unsafe conditions to their supervisor. Not only supervisors, but employees at all levels of the organization are expected to correct unsafe conditions as promptly as possible.

All accidents that result in injury must be reported to the appropriate supervisor, regardless of how insignificant the injury may appear. Such reports are necessary to comply with laws and initiate insurance and workers' compensation procedures.

The Metropolitan Detroit Research and Education Foundation tries to provide and maintain certain standards of safety, sanitation, and health in accordance with federal, state, and city laws, regulations and ordinances.

Employees are required to observe the following safety rules, established by the VA Medical Center. A copy of the Research Safety Manual is available in the VA research laboratories and research clinic areas as well as the Research office. Employees of the Corporation are required to attend research safety training. Please review the safety manual and adhere to the guidelines.

Telephone Usage

Use of Corporation/VA phones for personal calls should be for emergencies only. Calls should be made during lunch hours or authorized breaks. If it is necessary to make or receive a call during work hours, keep it as brief as possible. Your name, home address, and telephone number as well as a person to notify in case of an emergency should be filed with the Research Office secretary. Neither your telephone number nor address will be released to outsiders without your permission.

Smoking Policy

This is a smoke free medical center. Smoking must be done outside the building. This policy applies equally to all employees, patients, and visitors.

Any employee found smoking in an area that is not authorized will be subject to disciplinary action.

Suggestions

The Corporation maintains an open mind with regard to the improvement of its operating procedures and encourages its employees to make suggestions to this end. Suggestions are appreciated on such subjects as safety and ways to save labor, money, energy, time and materials.

All suggestions should be submitted in writing. Management will be happy to discuss any suggestions with the originator.

Complaints should be directed first to the employee's supervisor. If the complaint is not sufficiently dealt with by the supervisor, the employee should submit the complaint, in writing, to Management.

Supervisor's Role in the Corporation

We all know that good, sound leadership is important in any organization. **Effective** leadership requires that subordinates get the job done in the safest, least expensive, and most effective way and still achieve the quantity and quality of production desired. To do this, supervisors are ever mindful of the importance of trying to meet the subordinates' individual and personal needs. Through cooperation and team effort, the Corporation's goals are achieved and the needs of the employees are fulfilled.

Training and Education

The assessment of training needs is a natural and essential part of the process of objective setting and appraisal. Such an assessment is the determination of what additional competence is required by each staff member to carry out effectively the work for which he/she is accountable, and to reach successfully the objectives he/she has set. Our training program also plans for the personal growth and advancement of staff toward meeting the future needs of the Corporation.

Most people have come to realize that self-development is usually genuine development and that it requires effort and commitment upon the part of both the supervisor and employee. There is no better way to build the kind of team relationship needed to realize personal and Corporation goals than to maximize the growth of all concerned.

The supervisor, along with the employee, decides what experiences - changes of assignment, training, etc., are needed and where to get them. A greater commitment to the training plan will be built by the supervisor and the employee working together.

Employment Status of Individuals With Life-Threatening Illnesses

The Corporation recognizes that employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, may wish to continue their normal pursuits, including work, to the extent that their condition allows. The decision to continue work will be based on the ability to meet normal performance standards and on the receipt of satisfactory medical evidence that the employee does not present an immediate threat to him or herself or others. Evaluation of the potential dangers presented by individuals with life-threatening diseases will occur on a case by case basis and will consider existing medical and scientific evidence. Corporation employees are required to attend AIDS awareness training offered by the VA Medical Center.

Ethical Practices and Procedures Dealing With Alleged Violations of Ethical Standards in Research

The Metropolitan Detroit Research and Education Foundation follows both the VA policy and guidelines for Ethical Practices and Procedures for dealing with Instances of Alleged Violations of Ethical Standards in Research as described in VA Circular 10-87-111, dated September 28, 1987 and the NIH guide for Responsibilities of Awardee and Applicant Institutions for Dealing with and Reporting Possible Misconduct in Science as described in Vol. 18, No. 30, September 1, 1989, Special Issue of NIH Guide for Grants and Contracts.

EMPLOYMENT APPLICATION DISCLAIMER

If I am hired by the Metropolitan Detroit Research and Education Foundation, in consideration of my employment, I agree that I may resign and that my employment and compensation may be terminated at any time, with or without notice, with or without cause, at the option of either the Corporation or myself. I further understand that my employment relationship will be "at will", that I am not being hired for any specified period of time, and that no supervisor or manager of the Corporation, other than the Executive Director of the Corporation in writing signed by him or her, has any authority to enter into any other agreement for employment or to make any agreement contrary to the foregoing.

I have read and understand the above