



Employee Handbook for the Unified Virginia Chiropractic Association

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Introduction to the Association and Values

Welcome to the Virginia Chiropractic Association, DBA Unified Virginia Chiropractic Association (Unified VCA, UVCA). We're glad you're here!

The Virginia Chiropractic Association (VCA) was established in 1925. In September of 2009, The two state chiropractic associations in Virginia, the VCA and the Virginia Society of Chiropractors, unified. We pride ourselves in being a workplace that works hard, has fun, and serves our members with A+ quality every day. The Association's focus and priorities are based on the following.

The Unified VCA's Mission: Helping Doctors of Chiropractic deliver exceptional care.

The Unified VCA's Vision: Chiropractic positioned as a highly regarded health care profession that improves and advances public health and well-being.

The Unified VCA's Values:

- Unity - Strength through Diversity
- Vision – Leadership, Innovation, Growth
- Community – Serving the Public, Supporting our Members
- Advocacy - Promote, Advance, Educate

Purpose of this Employee Handbook

This Employee Handbook outlines the policies, procedures, and standards for employees of the Unified Virginia Chiropractic Association. It is your responsibility to be familiar with its contents and adhere to its policies and procedures.

The UVCA reserves the right to modify this Handbook and amend or terminate any policies, procedures, employee benefit programs, and contributions towards benefits programs, whether or not described in this Handbook, at any time.

All personnel policies contained herein supersede previous policies. personnel policies to ensure that they continue to reflect current practices in the field of Human Resources Management and are consistent with trends and legislative requirements.

This Handbook is neither a contract of employment nor a legally binding employment agreement. You may ask the Executive Director or your supervisor any questions you might have regarding this



Handbook. It is your responsibility to comply with the policies contained in the Handbook and any revisions made to it.

Telecommuting

All employees of the Unified Virginia Chiropractic Association work remotely .

You are expected to provide your own computer (laptop or PC and monitor), printer/scanner, and internet service as required by the position.

- The UVCA will provide a monthly stipend to offset the ongoing costs of maintaining the above equipment.
 - Full-time employees will receive \$30.00 monthly. This figure maybe adjusted if the job does not require all these items or requires additional equipment.
 - Permanent part-time employees working an average of 25 hours per week or more will receive a prorated monthly stipend based on equipment required and average hours worked.
- The UVCA may provide or cover the costs of office supplies, software, and other items required for the job with advance approval.
- Other needs may be considered on an “as needed” basis.

Your responsibilities as a work-from-home employee are as follows:

- Providing a workspace that is conducive to efficiency and free from non-business-related distractions and interruptions, including necessary child or dependent care arrangements.
- Ensuring your workspace is safe to prevent illness, injuries or accidents that could harm you or others in your household.
- Complying with all policies and regulations including, but not limited to, data protection, intellectual property, and use of Association equipment.
- Taking reasonable care of the Association’s equipment, including technology, data protection, confidentiality, and security.
- Abiding by the work schedule and hours agreed upon with the Executive Director.
- Fulfilling all normal duties and other duties that may be assigned.
- Being available and accessible during assigned work hours. This includes working your assigned hours and abiding by the break and lunch policies outlined in this Handbook
- Maintaining regular and timely communication with your supervisor and/or the Executive Director.
- Reviewing, understanding, and adhering to the enclosed Unified Virginia Chiropractic Association’s “Social Media” and “Cell Phone” policies.

The Executive Director or your supervisor will conduct periodic performance reviews to keep you informed and get your feedback on how well you are performing the work outlined in your job description and your adherence to the work-at-home responsibilities listed above.

What Is Important to Being a Part of the UVCA Team?

We believe in helping Doctors of Chiropractic deliver exceptional care through the following.

- **Continuous Improvement** – Both for our own professional development and for the services we provide our members, becoming an ever-better version of ourselves is important to the very core of the UVCA. We must all be willing and seeking to learn, improve and innovate constantly.
- **Rolling Up our Sleeves** – No matter your level in the organization, you’re willing to dive in headfirst to get work done and support the team. No one is above lending a hand and ensuring what needs to get done to achieve success.

- **Transparency** – We believe in being honest with our members and with ourselves. As a UVCA employee, you must be willing to be open, trustworthy, and truthful in all Association dealings.
- **Creativity** – Our members rely on our ability to be creative, to think “outside of the box”, and to deliver winning solutions. While you are at the UVCA, you will strive to provide creative ideas and solutions to satisfy members and help our association – and our members’ practices -- grow.
- **Excellence** - Our work is our art. You will demonstrate attention to detail, pride, and the highest quality behind every member account and each Association project we work on.
- **Experiences** – Learning by experience is the way we grow. We shouldn’t be afraid of failure if we’re trying, learning, and moving forward. You will push yourself to try new things both personally and professionally, and share lessons learned with your peers.

The Unified Virginia Chiropractic Association’s policies may change at any time, and staff employees are expected to comply with the most current versions. To the extent this Handbook conflicts with any applicable Association policy, the policy will govern. If you have questions concerning this Handbook or a policy, consult your supervisor for clarification.

Non-Disclosure Agreement (NDA) and Conflict of Interest Statements

To protect Association assets, we require all employees to adhere to our non-disclosure agreement and avoid any conflicts of interest.

Non-Disclosure Agreement (NDA)

Employees and contractors must not misuse confidential information, including internal and member information and communications. It is a condition of employment that you agree with and adhere to as a UVCA employee.

Confidential information consists of non-public information about a person or an entity that, if disclosed, could reasonably be expected to place either the person or the entity at risk of criminal or civil liability, or damage the person or entity's financial standing, employability, privacy, or reputation. The Association is bound by law or contract to protect some types of confidential information, and in other instances the Association requires protection of confidential information beyond legal or contractual requirements as an additional safeguard. Confidential information includes but is not limited to:

- Payroll records, salary, and non-public benefits information.
- Social Security numbers, driver's license numbers, state identification card numbers.
- Credit and debit card information, and financial account information.
- Personnel records, including but not limited to information regarding an employee's work history, credentials, salary and salary grade, benefits, length of service, performance, and discipline.
- Individual conflict of interest information.
- Computer system passwords and security codes.
- Information regarding member accounts including member information.
- The UVCA's internal business plans, tools, products, and strategy methods.

Conflicts of Interest

The Association understands that its staff employees may have or be involved in outside financial, business, professional, academic, public service, or other activities. However, outside activities or commitments, familial or other relationships, private financial or other interests, and benefits or gifts

received from third parties may create an actual or perceived conflict of interest between the staff employee and the Association. A conflict of interest is a situation, arrangement, or circumstance where the staff employee's outside or private interests or relationships interfere or appear to interfere with those of the Association or cast doubt on the fairness or integrity of the Association's business dealings. Every employee is responsible for disclosing to his or her supervisor, any financial or personal interests, activities, or personal or familial relationships that create an actual or perceived conflict of interest.

The purpose of this policy is to establish guidelines for conflicts of interest or commitment that might arise during an employee's duties and external activities. This policy does not seek to unreasonably limit external activities but emphasizes the need to disclose conflicts and potential conflicts of interest and commitment, to manage such conflicts and to ensure that the Association's interests are not compromised.

As a basic condition of employment, all Association staff members have a duty to act in the Association's best interest in connection with matters arising from or related to their employment and other Association activities. This duty means that employees must not engage in external activities that interfere with their obligations to the Association. They may not damage the Association's reputation, compete with the Association's interests, or compromise the independence of the Association's research and business activities, or be seen as doing so. Staff employees likewise must not profit or otherwise gain advantage from any external activity at the Association's expense or engage in external activities under circumstances that appear to be at the Association's expense.

Staff employees must disclose and avoid actual and perceived conflicts of interest or commitment between their Association responsibilities and their external activities. Depending on the circumstances, employee participation in activities in which a conflict or perceived conflict of interest exists may be prohibited or may be permitted but affirmatively managed.

Anti-Discrimination Policy

The UVCA provides equal employment opportunities to all employees, applicants, and job seekers, and is committed to making decisions using reasonable standards based on each individual's qualifications as they relate to a particular employment action (e.g., hiring, training, promotions).

No person shall be discriminated against in employment or harassed because of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a physical or mental disability unrelated to ability, protected veteran status, military status, unfavorable discharge from military service, citizenship status, genetic information, marital status, parental status, ancestry, source of income, credit history, housing status, order of protection status, actual or perceived association with such a person or other classes protected by law. This policy includes the commitment to maintaining a work environment based on inclusion and free from unlawful harassment.

Under this policy, no employee or applicant shall be subject to retaliation (including harassment, intimidation, threats, coercion, or discrimination) because he/she has engaged, in good faith, in the following activities.

- Filing a complaint under this policy with the Association, or with federal, state, or local equal employment opportunity agencies.
- Assisting or participating in an investigation or other activity related to the administration of any federal, state, or local equal employment opportunity or affirmative action law.

- Opposing any act or practice prohibited by this policy or federal, state, or local equal employment opportunity or affirmative action law.
- Exercising any other right protected by federal, state, or local equal employment opportunity or affirmative action law.

Staff employees and applicants for employment should immediately bring any complaint or retaliation under this Policy to the Executive Director.

The Unified Virginia Chiropractic Association complies with all federal and state laws concerning the employment of persons with disabilities and acts in accordance with such regulations and guidance including the Americans with Disabilities Act (ADA). Employees with any questions or requests related to these laws and guidelines, including the ADA, should contact the Executive Director.

“At Will” Employment

Virginia is an “at will” state. The Unified Virginia Chiropractic Association abides by the “at will” employment doctrine, which means in essence that employees have the right to terminate employment without notice and without cause, for any reason. They are employed at will. As an employer at will, The Unified Virginia Chiropractic Association also has the right to terminate any employee for any reason, and without advanced notice, except where federal or state law prohibits such actions.

Compensation

The amount of compensation you will receive is provided in your offer letter. The Unified Virginia Chiropractic Association is required to deduct specific amounts from your paycheck. These deductions may be taken pre-tax or post-tax depending on IRS tax rules.

Required Deductions for Federal and State Taxes

There are certain mandatory deductions under federal law that must come out of employees’ paychecks. They are:

- Social security (pre-tax)
- Medicare (pre-tax)
- Federal withholding taxes (pre-tax)
- State withholding taxes (pre-tax)
- Court-ordered garnishments/child support (post-tax)

Voluntary Deductions

A voluntary payroll deduction option is available for health insurance through the UVCA program for participating full-time employees. It is an elective deduction and may be taken pre-tax as laws permit. No other voluntary payroll deduction options are available.

Other Deductions

The Association may make deductions from a salaried employee’s pay for the following.

- Full day absences for personal reasons or sickness if vacation/sick leave has been exhausted.
- Any days not worked in the initial and final weeks of employment.
- Hours taken as unpaid leave.

Overtime Pay

Some employees of The Unified Virginia Chiropractic Association are exempt from overtime pay.

Exempt status as classified by the Fair Labor Standards Act (FLSA) is for those employed in professional roles, such as employees who are paid a set salary rather than on an hourly basis.

Non-exempt status is reserved for hourly workers, and they are eligible for overtime pay.

If you have questions about your status, please ask your supervisor.

Pay Schedules

UVCA employees are paid on a bimonthly basis on or about the 11th and 26th via direct deposit. If the 11th or 26th falls on a day when the bank is closed, payment will be on the next business day.

Break Times

To ensure your general health and productivity, employees are offered:

- paid rest breaks of no more than 15 minutes and
- unpaid lunch time of at least 30 minutes, but not longer than 1 hour.

General Employment Information

Probationary Periods

The probationary period is a time for you to learn about your job and become familiar with The Unified Virginia Chiropractic Association. During this time, your supervisor will explain Association policies and procedure, your job duties, and your performance expectations. Your performance will be closely evaluated by your supervisor to ensure that you understand and are able to meet the performance expectations. The probationary period is the employee's first 90 days.

Performance Reviews

Employees will be formally reviewed on a regular basis. However, any questions or concerns about expectations or performance should be directed to the Executive Director as they arise.

Resignation Procedures

If you decide to terminate your employment, it is recommended that you give at least two-week notice to your supervisor to maintain a mutually respectful relationship. All resignations must be submitted in writing or email to the Executive Director.

The Executive Director or your supervisor will provide you with instructions for returning all equipment, supplies and other property owned by the Unified Chiropractic Association back to the Association's main office.

Computers and Technology

The Association's information technology systems and the information served by those systems are valuable and vital assets to the Association. This includes all computer systems (hardware and

software), communication systems (networks, telecommunications, video, and audio broadcast systems), and information (processes, documents, data, text images, etc.) in any form on any media. In an instance in which your job involves using your own personally owned equipment, the Association retains ownership over the software and information.

The Association's information technology systems and all data that reside on them are Association property and may only be used in compliance with applicable law and Association and department policy. As a user of information resources, you are responsible for knowing about appropriate and ethical use of information in all environments you access, protecting the information you are using from corruption or unauthorized disclosure, working in such a manner as to consider the access rights of others, and following applicable guidelines concerning the use and nondisclosure of passwords and other means of access control.

The Association has the right to monitor all its information technology systems and to access, monitor, and intercept any communications, information, and data created, received, stored, viewed, accessed, or transmitted via those systems. Staff employees should have no expectation of privacy in any communications and/or data created, stored, received, or transmitted on, to, or from the Association's information technology systems.

Computer Usage Policy

The following computer usage policy applies to all employees and other individuals like volunteers and independent contractors who have access to the Association's network and computing facilities.

Association employees are expected to use the Internet responsibly and productively. Internet access for personal use (email, social media, etc.) should be limited to official breaks, except in the case of emergency. Job-related activities include research and educational tasks that may be found via the Internet that would help employees carry out their assigned job tasks.

The following actions are prohibited when using the Association's computers, software, communications, and information technology:

- Emails sent via the company email system containing content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language and images. Reminder: Humor is subjective, so be extremely careful with it.
- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via the Association's email service.
- Using computers to perpetrate any form of fraud, and/or software, film, or music piracy.
- Stealing, using, or disclosing someone else's password.
- Downloading, copying, or pirating software and electronic files that are copyrighted or without authorization.
- Sharing confidential material, trade secrets, or proprietary information outside of the Association.
- Sending or posting information that is defamatory to the Association, its products/services, colleagues, and business associates such as members, suppliers/vendors, independent contractors, and other business organizations.
- Hacking into unauthorized websites.
- Introducing malicious software onto the Association network and/or jeopardizing the security of the Association's electronic communications systems.

- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
- Passing off personal views as representing those of the Association.
- Using the Internet for personal use such as scheduling doctor or other outside business appointments or playing computer games during work hours.

All sites and downloads may be monitored and/or blocked by the Association if they are deemed to be harmful or not productive to business.

Employees who violate this computer usage policy will face disciplinary action. Violations will be handled through the Association's normal disciplinary process. If a violation is deemed to be severe, the employee can face termination of employment or other legal actions.

Examples of severe violations are:

- The usage of computer devices to engage in any illegal activity.
- Activities that spread malware like viruses, worms, and Trojan horses.
- Spreading discriminatory, offensive, or harassing messages.
- Spreading defamatory information that damages or jeopardizes the Association's image.

Data Protection and Security Policy

The Unified Virginia Chiropractic Association must restrict access to confidential and sensitive data to protect it from being lost or compromised to avoid an adverse impact on our business operations, members, customers, suppliers, and other organizations we do business with, as well as to avoid penalties for non-compliance and suffering damage to our reputation.

The protection of data is a critical business requirement, yet flexibility to access data and work effectively is also critical. It is not anticipated that this technology control can deal with malicious theft in every individual situation, or that it will prevent data from being compromised in all cases. The primary objective of this policy is to increase user awareness and to avoid accidental loss situations.

This data protection and security policy outlines the requirements for data leakage prevention and focuses on the responsibilities of the Unified Virginia Chiropractic Association's employees and their role in ensuring data leakage is kept to a minimum.

General

- Each user will be identified by a unique user ID so that individuals can be held accountable for their actions.
- The use of shared identities is permitted only where they are suitable, such as training or service accounts.
- All employees who use the Unified Virginia Chiropractic Association's technology and data are required to read this data security policy and acknowledge they understand the conditions of access.
- Records of user access may be used to provide evidence for security incident investigations.
- Access is granted based on the principle of least privilege, which means that each program and user will be granted the fewest privileges necessary to complete their job tasks.

Network Access

- All employees will be given network access based on the data needed to perform their job responsibilities and the least privilege principle.
- All employees who have remote access to Association networks will be authenticated using the Virtual Private Network (VPN) mechanism to establish a protected network connection, making it difficult for third parties to track their online activities and steal data.
- Segregation of networks will be implemented, and the network administrator will group together information services, users, and information systems to achieve the required segregation.

User Responsibilities

- All users of the UVCA's computer equipment must lock their screens whenever they leave their desks to reduce the risk of unauthorized access.
- Employees must keep their workplace clear of any sensitive or confidential information when they leave their work area.
- Employees and other authorized users must keep their passwords confidential and not share them.

Information Access

- All Association employees will be granted access to the data and applications required to perform their job responsibilities.
- All Association employees shall access sensitive data and systems only if there is a business need to do so and they have approval from the Executive Director.

Sensitive Business Information

- Employees should be aware of what information needs to be protected so they can perform their job accordingly.
- Personal information includes all data, whether original or copied, which contains the following information:
 - Employee Information
 - Medical Information
 - Financial Information
 - Legal Investigations
 - Trade Secrets or Intellectual Property

Protected information that is contained in the above general categories includes:

- Name
- Address
- Phone number
- Fax number
- Email address
- Social Security number
- Medical Records and number
- Health Plan number
- Account numbers

- Account balances
- Certificate or License numbers
- Vehicle identification/serial numbers including license plate numbers
- Driver's license information
- ACH numbers
- Bank account numbers
- Credit card numbers
- Credit rating
- Birth date and location of birth
- Income history
- Payment history
- Tax return information
- Race
- Gender
- Ethnicity
- Citizenship
- Veteran and disability status
- Full face photographs and comparable images
- Internet protocol addresses
- Passwords
- Non-public Website information
- Any other unique identifying number, characteristic or code
- Performance reviews, disciplinary actions and other confidential Information contained in employee personnel files

Social Media Policy

At the UVCA, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers. However, social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use.

Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects customers, members, suppliers, people who work on behalf of the Unified Virginia Chiropractic Association or its legitimate business interests may result in disciplinary action up to and including discharge.

- Do not post statements, photographs, video, or audio that could be viewed as malicious, obscene, threatening or intimidating, that disparage members, co-workers or suppliers and might constitute harassment or bullying, or contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or the Association's policy.
- Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any negative information or rumors that you know to be

false about the Association, fellow co-workers, members, customers, suppliers, competitors, or people working on behalf of the Association.

- Maintain the confidentiality of Unified Virginia Chiropractic Associations trade secrets and private or confidential information regarding the development of systems, processes, products, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.
- Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities. Such online conduct may also violate the Insider Trading Policy.
- Do not create a link from your blog, website, or other social networking site to the Unified Virginia Chiropractic website without identifying yourself as a Unified Virginia Chiropractic Association employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for the Unified Virginia Chiropractic Association. If the UVCA is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Association, fellow employees, members, customers, suppliers, or people working on behalf of the Unified Virginia Chiropractic Association. If you do publish a blog or post online related to the work you do or subjects associated with the Unified Virginia Chiropractic Association, make it clear that you are not speaking on behalf of Association. It is best to include a disclaimer such as *"The postings on this site are my own and do not necessarily reflect the views of the Unified Virginia Chiropractic Association."*
- Refrain from using social media while on work time or on equipment provided by the UVCA unless it is work-related as authorized by your supervisor. Do not use Unified UVCA email addresses to register on social networks, blogs, or other online tools.
- The UVCA prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including discharge.

Cell Phone Policy

Excessive cell phone use at work can interfere with productivity and create a higher risk of exposing sensitive business information. Thus, the Unified Virginia Chiropractic Association bans the use of cell phones during scheduled work hours except for lunch, breaks, emergency situations, or if otherwise approved by the Executive Director.

Employees must use only the communication technology authorized and provided by the Association for conducting Association business. Following are some requests to help you comply with this policy:

- If you do not use your cell phone as your primary phone for UVCA business purposes:
 - Turn the ringer off and put your cell phone away. Keep it in a desk drawer or some other designated place and check it only occasionally to make sure you haven't missed any critical calls.
 - Inform family members and friends not to call you during your work hours unless it's an emergency.

- Use your cell phone for important calls only. Set up your phone to have messages go to voicemail and establish an hourly routine for checking them. Sort out routine, non-urgent, calls from critical calls. Routine calls should not be returned during work hours.
- If you use your cell phone as your primary phone for UVCA business purposes:
 - Inform family members and friends not to call you during your work hours unless it's an emergency.
 - Respond to personal messages during work breaks unless an emergency.

Hours

The official published working hours for the Association are 9:00 a.m. to 5:00 p.m., Monday through Friday. Specific schedules for each employee will be agreed upon by the Executive Director and employee upon hiring, depending on the needs of the position. Adjustments or exceptions to this schedule must be approved by the Executive Director.

Leave Policies

The Unified Virginia Chiropractic Association provides the following kinds of leave after the employee has worked for at least six months. Any leave prior to six months will be up to the discretion of management to approve on a case-by-case basis.

Vacation Leave

The Unified Virginia Chiropractic Association defines "vacation leave" as leave needed for personal trips such as vacation, birthdays, weddings, bereavement, etc. The Unified Virginia Chiropractic Association provides the following amount of vacation time for employees unless otherwise specified in their employment agreement.

Full Time (Paid Leave; Employee Works at Least 40 Hours Per Week):

0-1 years tenure = 5 days or 40 hours
 2-3 years tenure = 10 days or 80 hours
 4-6 years tenure = 15 days or 120 hours
 6+ years tenure = 20 days or 160 hours

Part Time (Paid Leave; Employee Works at Least 16 Hours Per Week):

0-1 years tenure = 12 hours
 2-3 years tenure = 22 hours
 4-6 years tenure = 34 hours
 6+ years tenure = 46 hours

Requests for vacation leave over 3 consecutive days should be submitted to the Executive Director at least 2 weeks in advance. Requests for vacation leave exceeding that should be submitted at least 4 weeks in advance.

While vacation leave is credited to you at the beginning of each year, you can start to use it after you've been employed for six months.

Additional days of unpaid vacation leave may be requested but are not guaranteed.

Up to 12 hours of paid vacation can be carried over into the next fiscal year.

Comp Time

An employee who works a full spring or fall convention will be eligible for 8 hours of paid comp time on the first workday following the convention, regardless of full or part-time employment status. This cannot be used in conjunction with over-time pay.

Travel Expenses

Expenses related to attending conventions, business meetings and training programs or seminars away from home, such as travel, lodging and meals, are paid for by the Association with advance approval. Mileage will be reimbursed according to the current IRS rate.

Sick Leave

The UVCA complies with local, state, and federal laws for sick leave. In accordance, we offer 5 days of paid sick leave annually to all full-time employees and 2 days to part-time employees who work at least 16 hours per week, average. Sick leave can be used for personal illness or for caring for an ill family member. A day is defined as 8 hours for full-time employees and 4 hours for part-time employees.

Sick leave should be requested by 8:00 a.m. on the day in question via text or phone call to your supervisor. Email messages do not suffice.

After 2 consecutive workdays of sick leave, The Unified Virginia Chiropractic Association reserves the right to request proof of illness with a signed doctor's note.

Medical and Family Leave

As an Association with fewer than 50 employees, the UVCA is not required to comply with the federal Family Medical Leave Act (FMLA).

However, should a situation come up where leave might be required for a personal or family medical issue, we will consider providing unpaid leave or flexible working arrangements on a case-by-case basis for employees in good standing who have worked full time at the Association for at least one year.

Maternity/Parental Leave

Employees who have worked for the association for at least one year are eligible for up to four weeks of unpaid maternity/paternity leave with full job protection. Employee should submit a written request for parental leave at least ninety (90) calendar days prior to the anticipated leave begin date.

Jury Duty or Annual Military Service

UVCA will allow an employee to take time off for jury duty or military service and will deem this time off as an excused absence. UVCA will pay the difference, if any, between the employee's rate of pay and the compensation received from the court or military for a maximum of the employee's average hours of five working days.

If the employee is performing a function that cannot be performed by anyone else, the UVCA will assist the employee in applying for an exemption from service.

Above is contingent upon the employee notifying the Executive Director within two (2) business days of receipt of notification to the employee from the court.

Holidays

The UVCA office is closed on the following federal holidays.

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas

When a holiday falls on a Saturday or Sunday, the office will observe an "in lieu of" holiday. The general rule is that if the holiday falls on a Saturday, the "in lieu of" holiday will be Friday; and when the holiday falls on a Sunday, the "in lieu of" holiday will be Monday. However, each new year's holiday schedule will be confirmed by January 1st of the respective year.

The UVCA office is open on the following federal holidays since most chiropractic offices are open. The Association will make every effort to accommodate advance leave requests for one or both days but may not always be able to do so.

- President's Day
- Juneteenth

UVCA employees will be eligible for holiday pay if they have:

- Been employed with the UVCA for at least 6 months.
- Worked an average of at least 16 hours per week in the preceding 6 months.

An employee will receive paid holiday leave:

- for each federal holiday that the office is officially closed
- that he or she would normally work.

Amount:

- If an employee typically works 8-hour shifts, the holiday pay will be based on 8 hours.
- If an employee is on an open flex schedule and typically works fewer than 8 hours in a day, the holiday pay will be based on 5 hours.

Procedure:

- Add the appropriate # of hours (5 or 8) to your time sheet on the appropriate day and note it is holiday pay.
- You can determine your average hours per week by referring to your pay stubs. If you need assistance, contact the UVCA bookkeeper.

Employees are not eligible for paid holiday leave if:

- They have been employed by the UVCA for fewer than 6 months.
- They worked less than an average of 16 hours per week in the preceding 6 months.

Health Insurance

Both full-time and part-time employees are eligible to apply to participate in the UVCA's health insurance program 60 days after the date of employment.

- The UVCA will cover 50% of the premium for full-time employees, defined as at least 35 hours per week.
- All spouses and dependents will pay 100% of their premiums, as well as part-time employees.
- Premiums will be handled through pre-tax payroll deductions.

Workplace Safety and Accommodations

Maintaining a Safe Workplace

The Unified Virginia Chiropractic Association takes workplace safety very seriously and makes it the responsibility of work-at-home employees to ensure their work area is free of safety hazards including any type of substance, condition or object that can cause accidents, illness or injury to themselves or members of their household. This includes, but is not limited to, exposure to home products like cleaning chemicals, paint and epoxy sprays, bleach, ammonia, pesticides, weed killers, and other hazards such as faulty electricity, fire, inadequate lighting, and poor air quality and ventilation.

Accommodations for Disabilities

The Unified Virginia Chiropractic Association realizes that at times employees may need an accommodation to be able to perform their job. Therefore, employees are encouraged to request a "reasonable accommodation" from the Executive Director if needed to perform the essential functions of their job. Approval of special accommodations will be based on the information provided by the employee and an appropriate healthcare provider on the Unified Virginia Chiropractic Association's "Request for Workplace Accommodation" form

Work Injuries and Unemployment

Workers' Compensation

Employees who suffer a workplace injury or occupational disease are eligible for benefits under the Virginia Workers' Compensation Act. You should take the following steps if you are injured on the job or diagnosed with a work-related illness:

- Report your injury or illness to the Executive Director or your supervisor immediately.
- File a claim with the Workers' Compensation Commission no later than two years after the accident.

Unemployment Compensation

The Virginia "Notice to Workers" (VEC-B-29) form advises employees when they are eligible for unemployment insurance benefits and how to apply for those benefits. The UVCA can provide work-

at-home employees with this form, or it can be downloaded and printed at the following links, or by calling the Virginia Employment Commission at (804) 786-7159.

<http://www.vec.virginia.gov/pdf/vecb29eng.pdf> for the English version.

<http://www.vec.virginia.gov/pdf/vecb29sp.pdf> for the Spanish version.

Labor Law Posters

In accordance with the Virginia Employment Commission regulations, the UVCA will provide each work-at-home employee with the following posters:

- Worker's Compensation Notice for the Commonwealth of Virginia
- Unemployment Compensation in the Commonwealth of Virginia
- Job Safety and Health Protection in Virginia
- Commonwealth of Virginia Income Tax Credit

Work-at-home employees are responsible for reading and then posting or filing these posters in their work area. The '[Virginia Labor Law Posters](#)' form provided by the Virginia Chiropractic Association must be signed and returned to the Executive Director acknowledging that you have received these posters, have read and understand them, and have posted or filed them in your work area.

Progressive Disciplinary Policy

Corrective action is a process designed to identify and correct problems that affect an employee's work performance and/or the overall performance of the department. The progressive corrective action process should be handled consistently within each unit and for each problem. However, progressive discipline is not guaranteed, as the UVCA is an "at will" employer and may choose to terminate an employee at any time with or without cause.

The Progressive Corrective Action Process may refer to the following actions:

- Counseling or verbal warning.
- First written reprimand and warning.
- Second written reprimand and warning.
- Discharge.

Suspension will only be used when an employee is being investigated for gross workplace misconduct or other serious matters not related to job performance. Suspension may or may not include pay for up to one month of a suspension. Employee will be reimbursed for any lost income if the investigation outcome is in favor of the employee.

Typically, a preliminary meeting is held with the employee to allow the employee an opportunity to understand the nature of the concern and to explain his/her position on the matter. The corrective action will be documented and filed in the employee's personnel file after all information has been gathered. When issuing corrective action, there should be clear and direct communication between the employee and his/her immediate supervisor.

The UVCA believes in developing its employees and has disciplinary procedures in place for the sole purpose of assisting them improve their performance before having to terminate them under the Virginia at-will-employment law. However, depending on the circumstances, it could become necessary for the UVCA to terminate an employee at any stage of the disciplinary process by applying its rights under the employment-at-will law. An employee is likely to be discharged

immediately in cases of serious workplace misconduct. Serious workplace misconduct includes, but is not limited to:

- Theft.
- Fighting.
- Behavior/language of a threatening, abusive or inappropriate nature.
- Misuse, damage to or loss of Association property.
- Falsification, alteration, or improper handling of Association-related records.
- Unsatisfactory customer/member service.
- Disclosure or misuse of confidential information.
- Unauthorized possession or concealment of weapons.
- Insubordination (e.g., refusal to carry out a direct assignment).
- Misuse of the Association's electronic information systems.
- Possession, use, sale, manufacture, purchase or working under the influence of non-prescribed or illegal drugs, alcohol, or other intoxicants.
- Any action that violates federal, state, or local law.



UVCA Employee Handbook

ACKNOWLEDGEMENT PAGE

This form acknowledges that I received Unified Virginia Chiropractic Association's (UVCA) Employee Handbook and have read it in its entirety.

I understand that this Employee Handbook does not create any type of employment contract between UVCA and me, and that my employment is at-will and not for any definite period of time. I further understand that the policies, procedures, and benefits set forth in this Employee Handbook may be unilaterally amended, modified, or deleted by UVCA, at any time, with or without prior notice.

My signature below indicates that I have carefully read this notice in its entirety, that I fully understand all its provisions, and I have had an opportunity to ask any questions that I have.

Signature of Employee

Date

Printed Name of Employee