



**Personnel Policies
Of
Gaston/Cleveland
Hematology & Oncology Associates**

**Gastonia, North Carolina
Shelby, North Carolina
Belmont, North Carolina**

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PREFACE

The contents of this document have been prepared by the committee on Personnel in an effort to assist employees of the office to better understand Gaston Hematology & Oncology Associates and some of its policies and procedures. These manual contents are not intended to create a contract between the company and the employee. Nothing in this manual binds Gaston Hematology & Oncology Associates to specific procedures, policies, benefits, working conditions, or privileges of employment or definite period of employment. As an employee of Gaston Hematology & Oncology Associates, you are completely free to leave at any time you choose and Gaston Hematology & Oncology Associates has the same right to end the employment relationship. This is just good business practice for everyone.

We are engaged in one of the most important businesses in the world - caring for people with oncology and hematology related illness. In this work, each staff member is an integral part and every job is important to attaining the goals of this medical practice.

This handbook is a summary of our philosophy and the policies are printed for you as a reference. The policies stated in this handbook are subject to change at the sole discretion of Gaston Hematology & Oncology Associates. From time to time, you may receive updated information as policy changes occur. If you have questions, please ask you Practice Administrator for the answer.

It takes a very special and professional person to provide the quality services to which we are committed. The position you hold is an important part of a team comprised of the men and women who join together for the purpose of making a difference in the lives of the many people for whom we provide services. We are endeavoring to create a "TEAM" who desires to build a company and a future in which working conditions and opportunities will be exceptional. You have been selected because we believe you to be one of those people. We hope that you will find your association pleasant, challenging and satisfying. Welcome!

Effective personnel administration may be realized only if there are sound policies on which decisions and other actions are based. While policies are essential, their application through established procedures by all concerned is just as important.

It is not feasible to supply a rule for every conceivable contingency. Hopefully, each individual will conscientiously endeavor to follow and carry out both the letter and the spirit of these policies.

Committee on Personnel Purpose and Function

The Committee on Personnel is comprised of the physicians, and office management.

The Committee on Personnel shall primarily concern itself with the overall administration of the personnel program, which shall apply to all members of the office. The Committee shall be responsible for recommending changes in personnel policy, and maintaining employee relationships consistent with good management practices. It is also responsible for maintenance of established personnel policies and procedures.

Although each employee's supervisor is responsible for day-to-day performance and needs, the Practice Administrator shall counsel with all employees at least once each year concerning the clear definition of their duties, facilities for their work, salaries and other forms of compensation, vacation, sick leaves and other absences, bringing to the Committee on Personnel any matters which need attention.

The Practice Administrator shall be responsible for providing and maintaining, for the Committee on Personnel, descriptions of duties for all staff positions, bringing to the committee recommendations concerning the creation of new staff positions and resulting redistribution of duties. They shall be responsible for seeking out qualified persons to fill vacancies with the exception of physicians. However, in seeking staff members in the clinical and financial areas, the Practice Administrator will serve jointly with the Committee on Personnel and other designated individuals.

The financial package for any vacancy shall be coordinated with the Practice Manager and presented to the Committee on Personnel for approval prior to recruitment efforts and subsequent offers.

General Principals and Requirements

In the Gaston Hematology & Oncology Associates Office, there is one team, not several. The entire program shall be planned and correlated under the direction and leadership of the Practice Administrator. Staff members have the right and privilege of disagreement, but shall recognize the responsibility of the Practice Administrator to make decisions.

Staff members are expected to maintain confidences and to refrain from discussing confidential matters relating to staff work and patient relationships. They are expected to work together in a harmonious and cooperative spirit as a team.

By virtue of their position, a staff member loses the privilege of working contrary to an adopted policy of the office. When the office has acted regarding this matter, it is the responsibility of a staff member to maintain a cooperative attitude, whether they agree or disagree with the action.

Staff members are expected to set an example in professionalism to maintain the highest standards of conduct and courtesy at all times.

EMPLOYMENT STANDARDS

Equal Employment Opportunity

Gaston Hematology & Oncology Associates is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, marital status, age, national origin, veteran status, or disability. In addition, Gaston Hematology & Oncology Associates complies with applicable federal and state law governing nondiscrimination in employment. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, rehire, transfer, leaves of absence, compensation and training.

Reasonable Accommodations for Individuals with Disabilities

Gaston Hematology & Oncology Associates is committed to employing all individuals on the basis of ability rather than disability, and complies with the Americans With Disabilities Act and applicable federal and state law prohibiting discrimination in employment against qualified individuals with disabilities. Gaston Hematology & Oncology Associates also provides reasonable accommodation for such individuals in accordance with these laws.

Compliance with the Immigration Reform and Control act

Gaston Hematology & Oncology Associates complies with the Immigration Reform and Control Act which means we will only hire those individuals who are legally authorized to work in the United States. Within the first three days of your employment, you will be required to submit documentary proof of your identity and employment authorization, and complete the Immigration and Naturalization Service Form 1-9.

What the Employee Can Expect

At Gaston Hematology and Oncology Associates, we know that before our business needs can be met, we must first provide a positive and satisfying work environment. Gaston Hematology & Oncology Associates strives to provide leadership and support in the form of:

- Competitive wages, benefits and performance incentives;
- Standards, policies, procedures and systems to help you accomplish your job;
- Recognition programs that honor individuals and teams;
- A work environment free of discrimination and harassment;
- A work environment that is safe, healthy and hazard-free;
- Opportunities to build your skills and knowledge to meet our business needs;
- Expanding job opportunities as we continue to grow our business and the quality of our services; and
- Leadership that makes fair and equitable decisions.

Employee Health Requirements

Governmental authorities having jurisdiction over medical facilities require, as a condition of employment, that each employee is free from communicable diseases and is physically and emotionally capable of performing the essential functions of his/her job, with or without reasonable accommodation. Therefore, employment is contingent upon, among other things, satisfactory completion of screening.

It is your responsibility to immediately notify your supervisor of any change in you health which might affect you work, including but not limited to; medications, fevers, boils, rashes, fever blisters, excessive sneezing or coughing, temporary disabilities such as sprains, infections, illness or pregnancy. You will be allowed to continue working as long as it is medically safe for you to do so and poses no danger to you, you co-workers or our patients. Also, employees with infections of contagious diseases that could present a threat to our patients will not be allowed to work until the condition is no longer infectious or contagious.

If your job duties can be temporarily modified without posing risk or placing undue hardship on your co-workers or the business operation, we will do so. With so much at stake, temporary modified duty is not always practical, safe or appropriate. Physician statements may be required upon management request to insure your ability to carry out your responsibilities.

Orientation Process

During the first few weeks of your employment, you will participate in an orientation program. There are five steps to complete the full orientation process:

- Post Hire/Pre-Placement; completing all necessary paperwork such as tax forms, benefit enrollment forms, Form 1-9,etc., and successfully passing of the pre-placement health screening.
- To the Company and Office: Information orienting you to Gaston Hematology & Oncology Associates and basic polices and standards.
- To the Department: Information orienting you to your department, which includes policies and procedures, quality work standards, organization structure, etc.
- To the Job; Specific orientation which includes your job responsibilities, tasks, and standards for competence performance.
- Completing the Orientation Period: Receiving a competent performance evaluation at the end of you orientation period.

Orientation Period

It is expected that you will become a regular member of our health care team. However, to give you and the Practice Administrator an opportunity to evaluate your interest in the job and ability to perform the work, continued employment will be based on the competency of your performance during an orientation period.

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For non-exempt positions, the orientation period is three (3) months. For exempt positions, the orientation period is six (6) months.

Your performance will be evaluated three times during this orientation period. If your performance is unsatisfactory during this period you will be informed of the performance areas through the scheduled reviews with Practice Administrator. The following options are available for unsatisfactory performance during this period:

- your orientation period may be extended, or
- your employment may be terminated without advance notice and without recourse to the Problem Resolution Procedure.

If your performance is determined to be competent by the Practice Administrator at the end of your orientation period, you will become a regular employee, entitled to the provisions outlined in this handbook.

Accident Prevention and Safety

Gaston Hematology & Oncology Associates is committed to providing a safe, healthy, and hazard-free work environment for our employees, as well as for our patients and visitors. Accident prevention requires a continuous effort on the part of everyone. Your participation and support is essential in maintaining a safe working environment.

Our office has a Safety committee, which is responsible for making recommendations on ways we can work more safely. We encourage your participation with this committee.

Reporting Procedures:

If an Employee is injured:

All work-related accidents, injuries and illnesses, no matter how slight, must be immediately reported to your Practice Administrator and a written incident report filed.

If a Patient is injured:

All patient-related accidents and injuries no matter how minor must be immediately reported to your Practice Administrator.

General Safety Rules:

The following general safety guidelines apply to all job classifications and every employee, failure to follow these safety guidelines may be cause for disciplinary action up to and including termination of employment.

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- Know and be prepared to carry out office emergency procedures. Our patients rely on us for their safety and well being in the event of a fire or other disaster. Each and every staff member is expected to aid patients to the best of his/her ability.
- Use proper body mechanics when performing your job tasks. Know your own limits and get help when it is more than you can safely handle.
- Immediately clean up of foreign material and small liquid spills is the responsibility of the first employee on the scene.
- Immediately report any hazards, or broken/faulty equipment, such as loose floor tiles or carpeting, loose or broken handrails, leak in the bathroom or kitchen areas.
- Keep main halls and emergency exits clear.
- Horseplay and practical jokes are strictly prohibited,
- Smoking is strictly prohibited.
- Stay alert! Watch where you are going. Keep mentally and physically fit to carry out your job safely. You are encouraged to get adequate exercise, eat properly, and get sufficient rest.
- Use proper infection control procedures. Immediately report any inappropriate infection control practices to your Practice Administrator.

Absenteeism and Tardiness

Gaston Hematology & Oncology Associates commitment to provide quality service to our patients extends seven days a week. The work of all departments and their staff members is essential to providing this service. Gaston Hematology & Oncology Associates expects all employees to assume responsibility for their attendance and promptness.

We recognize that there will be times when you become ill. However, a poor attendance or tardiness record such as too many unscheduled absences or late arrivals, or patterned absences proceeding or following week-ends, holidays, payday, etceteras, is subject to disciplinary action up to and including termination of employment.

Absences for the reasons listed below are excused and are not counted against the employee's attendance record:

- approved Leave of Absence (medical, military, funeral)
- Holidays
- Vacations

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- Jury Duty
- Court Appearance (as a subpoenaed witness and not a principal of the court action itself)
- Lost time due to work related accident.

All other lost time will be considered as unexcused and recorded on your attendance record. A record of attendance for all employees will be maintained on a twelve-month revolving period. If you are absent for more than one consecutive day it will be recorded as one occurrence.

If you are going to be absent for work you must call in 30 minutes prior to your scheduled start time. If your Practice Administrator is at work, you must report to the Practice Administrator by telephone. As a last resort, you must call the answering service and leave a message for the Practice Administrator.

Employees are expected to be at work on a regular and consistent basis and otherwise maintain a satisfactory standard and will be subject to corrective action, including termination of employment.

Performance Standards and Evaluations

Each job has established areas of responsibility and performance standards. Clear communications of job performance standards and periodic evaluation of your performance in relation to those standards will help to make sure that you are able to perform your job to the best of your abilities.

Formal written performance reviews are conducted three times during your orientation period and 2 times per year thereafter, during the month of July and December. This evaluation will recognize your performance level and will provide you with appropriate suggestions for improvement when necessary. The performance evaluation assesses factors such as the quality and quantity of your work, your knowledge of the job, your initiative, your conduct and demeanor, and your attendance and tardiness.

Special written performance evaluations may be conducted by your Practice Administrator at any time to advise you of the existence of performance or disciplinary problems. Continued performance below acceptable job standards may result in the termination of your employment.

The evaluation process is a time for honest, open discussion between you and your Practice Administrator. You are encouraged to express your thoughts and concerns. It is also a time for you to offer general comments about your performance, position, department and Gaston Hematology & Oncology Associates.

Appearance and Dress

Gaston Hematology & Oncology Associates employees are expected to present themselves in a neat, clean and professional-looking manner. The way we look plays an important role in how others feel about us, and even how we feel about ourselves. Our appearance often is viewed as an extension of our work quality. Safety and hygiene are also important factors in our appearance and dress. The following guidelines apply to all employees:

- Hair styles must be clean and in good taste.
- Fingernails are to be clean and well manicured. Fingernails should not be more than a quarter inch long from the tip of the finger.
- Clothing should fit appropriately and be in good taste.
- No jeans, shorts, cut-offs, tanks or halter tops, see-through clothing or clothing with questionable graphics or language.
- Dangling earrings or other loose, protruding jewelry may not be worn when safety may be an issue.

Showing pride in your appearance and dress not only benefits you; it also contributes to the Company's image of providing quality services.

Personnel Records

A personnel file is established for you upon hire and contains all information pertinent to your employment. As such, this information is personal and confidential and Gaston Hematology & Oncology Associates takes precautions to ensure that your expectation of privacy is protected. These records are and remain the property of the Company. However, you may review your personnel File.

You are responsible for notifying the Practice Administrator of changes in your personal status or those which will affect your personnel records, including but not limited to:

- Marital status
- Home address and phone number
- Number of withholding exemptions claimed.
- Name and phone number of persons to be contacted in case of emergency
- Payroll deductions
- Enrollment changes in health insurance program

Licensure or Certification

Certain positions require a license or certificate as a condition of employment. If your position requires licensure or certification, it is your responsibility to acquire and provide documentation to the Company of the existence and current status of such information as a condition of being hired and continuing employment.

Termination of Employment

Employees desiring to terminate their employment relationship with Gaston Hematology & Oncology Associates are expected to give appropriate written notice of their intended resignation. Two weeks written notice is expected from all regular full and part-time staff. Four weeks written notice is expected from all exempt status employees. Failure to provide proper worked notice may affect the payment of certain benefits such as vacations.

Proper notice allows sufficient time to process final wages and benefit payment, if applicable. It also provides time to make sure you understand your conversion rights for other benefit plans you may be enrolled in such as health insurance, 401(k) and pension plan, etc. You are responsible for returning company property during this time such as keys, manual, equipment or other company property.

Gaston Hematology & Oncology Associates reserves the right to accept an employee's notice of resignation and to accelerate such notice and make the employee's intended last day of work that Gaston Hematology & Oncology Associates deems appropriate. In such instances, the employee will be paid through the date designated by the employee in the letter of resignation as his/her intended last day of work, or for a two week period, whichever is less.

All employee relationships with Gaston Hematology & Oncology Associates are on an at-will basis. Thus, although Gaston Hematology & Oncology Associates hopes that our relationships with employees are long term and mutually rewarding, Gaston Hematology & Oncology Associates reserves the right to terminate the employment relationship at any time, with or without cause.

Inclement Weather

In the event of inclement weather situations the following guidelines will be used in this office.

- The Practice Administrator will be in touch with the doctors regarding the decision to open or close the office. Under no circumstances should anyone else call the doctors.
- When the decision is made the Practice Administrator or charge nurse will notify everyone by phone.
- If the decision is made to open the office, everyone is expected to report to work as safely and quickly as possible. In the event that anyone cannot make it to the office, a PTO day off will be charged.
- As predictions are made regarding the possibility of inclement weather, a list of scheduled appointments with phone numbers will be distributed to the nurses and the appointment scheduler on the last day before the weather is to come. The nurse and the appointment scheduler will split the lists and call all patients to cancel appointments if the decision is made to close the office. At the time of the

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call, notify the patient that a call will be given to them on the next open office day to reschedule the appointment.

EMPLOYMENT CONDUCT

Standards

As an integral member of the Gaston Hematology & Oncology Associates team, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others but also demands that both in your work and in your personal life, you refrain from any behavior that might be harmful to you, your co-workers, and Gaston Hematology & Oncology Associates, or that might be viewed unfavorably by those we serve or by the public at large.

Whether you are on or off duty, your conduct reflects on Gaston Hematology & Oncology Associates. You are expected to observe the highest standards of professionalism at all time.

Work standards are necessary to make sure we all have a common understanding of what types of behavior and conduct are expected. This allows us to consistently enforce a set of standards that creates a positive work environment and earns the respect and confidence of ourselves, our patients, families, the medical community and the public at large.

Listed are some of the standards governing conduct and behavior. This list should not be viewed as being all-inclusive. Types of conduct and behavior that Gaston Hematology & Oncology Associates considers inappropriate includes, but is not limited to, the following.

- Refusing a job assignment
- Careless or willful destruction or misuses of the property of the Company, patients, or visitors.
- Giving unauthorized medical service
- Disclosing confidential information concerning employees, patients, the office, or the company.
- Theft or unauthorized possession of Company, patient, visitor or co-worker's belongings.
- Performing personal business on work time.
- Engaging in horseplay, destructive practical jokes, or other dangerous acts.
- Engaging in violent behavior of any kind.
- Using obscene, abusive or threatening language or behavior.
- Disruptive or distracting behavior in the work place while off duty.
- Leaving your work area or Company premises without permission during work time.
- Establishing a pattern of excessive absenteeism or tardiness.
- Falsifying employment or other Company records.
- Bringing a firearm or weapon onto Company property.

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- Reporting to work intoxicated or under the influence of non-prescribed drugs.
- Illegally manufacturing, possessing, using, selling, distributing or transporting drugs.
- Committing any unlawful act on Company property or behavior outside the work place which brings discredit to or affects the normal operation of the Company.
- Disregarding safety or security regulations.
- Discussing rate of pay or bonuses
- Excessive personal phone calls

Disciplinary Procedure

The Practice Administrator is charged with the responsibility of making sure you adhere to our standards. The Practice Administrator may utilize a system of progressive discipline if it is believed that the problem can be remedied through counseling, issuance of warnings, suspension or other practice administration techniques. In addition, a Practice Administrator may immediately suspend an employee while an investigation is conducted or when an employee is considered a threat to the Company's operations.

The following is a list of steps the Practice Administrator may follow in administering disciplinary action. Please note that these steps are guidelines only and may not always be followed. Disciplinary action may be initiated at any step in the process, at the Company's discretion, depending on the performance problem, the type of conduct, or nature of offense involved. Termination may also result without any other prior warning being given, where the Company, in its discretion, deems such action appropriate.

Progressive Discipline Steps

First	Communication of standards and expectations. This includes information included in this handbook, your job description and other Company rules, regulations, policies and procedures.
Step One	Verbal feedback. Although verbal, documentation of the session may be entered in the personnel file for future reference.
Step Two	Written warning. This record goes into the personnel file.
Step Three	Termination of employment.

Communications

At Gaston Hematology & Oncology Associates, we believe communications is a two-way street that requires more than merely giving information. To us, communication is action as well as words. It is listening as well as talking, receiving as well as giving, and most of all...mutual understanding.

When you do business with a company, you expect courtesy, and the way you are greeted affects your impression about the company. Similarly, the people we serve and our co-workers judge us on how we respond to them and we may only get one chance to make

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the right impression. Treat every person with the same courtesy and consideration you would expect to receive.

As we work together day after day, we understandably need to keep each other well informed on a continuing basis. This is accomplished most effectively by simply talking things over as the need arises. These informal daily conversations are probably the most practical form of communication being used in our Company.

So that you will know and understand what is going on at Gaston Hematology & Oncology Associates, we are committed to:

- work team meetings where your participation is encouraged;
- in-services which provide you with information on health, safety, and other required rules and regulations pertaining to our business;
- Bulletin boards where pertinent Company information can be found such as industry news, policies and rule changes, company-sponsored functions, employee benefit information, etcetera;
- An employee handbook and other periodic communications considered necessary.

Harassment

It is our goal to provide a businesslike, professional environment not hampered by problems with no relation to company business. In particular, problems such as racial, sexist, religious, disability, or age based remarks; animosity, sexual advances, requests for sexual favors or other conduct of this nature have no place in our work place. Racial, disability, age religious or sexual considerations will not be used as the basis for employment decisions affecting any of our employees.

If for some reason problems of this nature arise resulting in an offensive hostile, intimidating, atmosphere that interferes with any individuals work performance you should notify the Practice Administrator immediately so that we can have the opportunity to investigate and deal with the problem. All inquires will be held in confidence, but the matter will be investigated and dealt with promptly.

Business Ethics

Gaston Hematology & Oncology Associates is committed to maintaining the highest ethical standards in all of our business dealing. We demand that our employees maintain strict compliance with the law, and conduct themselves in a manner that brings credit to the Company, to all our employees, and to the people we serve. Ethical standards will not be compromised: every employee must perform his/her responsibilities in accordance with the highest standards of ethical business practice.

Problem Resolution Procedure

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It is the policy of Gaston Hematology & Oncology Associates to provide a means for employees to bring work-related or personal concerns to the Company's attention. We encourage open communication so that problems can be resolved quickly and in a manner which enhances mutual understanding.

In most instances, an informal discussion with your Practice Administrator will solve a problem. If you and your Practice Administrator cannot reach a solution, following the chain of command, you may discuss the matter with the Practice Administrator, Practice Manager and ultimately, if the issue still has not been resolved to your satisfaction. You may request a meeting with the Committee on Personnel.

Drug-Free Work Place

Gaston Hematology & Oncology Associates is committed to maintain a safe, healthful and productive work environment for its employees. It is our objective to provide employees and those we serve an environment free of the adverse effects of alcohol and drugs, such as work place accidents, absenteeism, substandard care for our patients, and security problems. A drug and alcohol-free work environment contributes to increased employee productivity and wellness, and the protection of Company property, equipment and operations.

Employees who violate any aspect of this policy may be subject to disciplinary action up to and including termination of employment.

Smoke-Free Work Place

Gaston Hematology & Oncology Associates is committed to providing a safe, healthy, and comfortable work environment for all its employees and patients. Our policy is to maintain a smoke-free environment.

Confidentiality

It is the policy of Gastonia Hematology & Oncology Associates to make sure that the operations, activities, and business affairs of Gastonia Hematology & Oncology Associates, our employees and those we serve are kept confidential to the greatest possible extent. This includes, but is not limited to, information concerning the condition of a patient, doctor's orders, or nursing care received. Such information is to be handled in strict confidence and not to be discussed with outsiders, other patients, or staff who have no business to need to know. Questions from patients, relatives or visitors about confidential matters are directed to the Practice Administrator or Physician.

Inquires regarding employee information should be directed to the Practice Administrator. Inquires regarding employee medical information should be directed to the designated employee health representative. Employee names, address, telephone numbers and other personal information should never be given to outside sources without the employee's expressed written consent or unless required by law,

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Employees found to be violating this policy are subject to disciplinary action, up to and including termination of employment, and may among other things, applicable securities laws.

EMPLOYEE BENEFITS

Office Hours

Office hours are 8:15 a.m. to 5:15 p.m. Monday through Friday. The physician may not necessarily be in attendance all work hours each day. Such occasions provide an ideal time for clinical staff to complete work that cannot be done while assisting the physician. All employees are expected to report for work, according to their defined schedules, regardless of the physician's schedule.

Working Hours

Working hours may vary according to individual job assignments and will not necessarily correspond to office hours. We reserve the right to stagger individual working hours to best meet the needs of the practice.

Overtime

Since this is a very busy medical practice, employees cannot expect to finish work exactly at 5 or 5:15, or any precise time. Problems associated with work-ins, late patients, staff shortages, etcetera, may make it necessary for employees to work beyond their scheduled quitting time on some days. Overtime is a requirement of your job and you are expected to work all overtime, which is assigned to you. The staff can help minimize the occurrences and allow the office to function more efficiently by being prompt and productive, and by following the physician's prescribed procedures for handling patients. The staff will be paid in accordance with Federal Wage and Hour Laws, which include pay for overtime worked. All practice employees in positions classified as non-exempt (from overtime) will be paid a rate of one and one-half times their hourly rate for hours worked in excess of forty (40) in any work week. The Federal Wage and Hours Laws provide that management, supervisory, professional and selected other positions can be classified as "exempt" from overtime.

The work schedules for each employee are established not to exceed working forty (40) hours in any other week. **Before an employee can deviate from that schedule and incur any potential overtime, the employee must receive the approval of the Practice Administrator.** An employee who repeatedly incurs overtime without approval will be subject to disciplinary probation and possible termination.

Generally, it is required for compensatory time-off to be arranged in the same workweek that overtime is expected. For instance, if an employee usually works 8:15 a.m. to 5:15 p.m. (40 hours), Monday through Friday, but in a particular week has to work 11 hours on Tuesday, then it is required the employee to only work a 5 hour day later in the same work week. In this way, the employee's hours will not exceed forty in the week and overtime will not be incurred. The Practice Administrator will work with all departments to schedule flexible time off for all necessary appointments, compensatory time off and flexile time off on Friday afternoon.

Lunch Break

All employees are entitled to a one (1) hour lunch break. This time should be taken between 12:00 noon and 2 p.m. Lunchtime away from the office should be arranged so that office coverage and physician assistance is provided. The Practice administrator and Clinical Manager will work with each department to schedule the lunch breaks.

Wage and Salary Program

Gaston Hematology and Oncology Associates endeavors to pay wages competitive with those paid by other employers in our industry and in the applicable labor markets. Your total compensation at Gaston Hematology & Oncology Associates consists not only of the salary you are paid but also for the various benefits you are offered, such as group health and life coverage, retirement savings plan, and paid time off programs.

Wages and salaries will normally be reviewed at least annually. The timing of the reviews is typically scheduled for December of each year.

Pay Check

The pay periods are Monday through Sunday. Your salary is computed on a semi-monthly (twice a month) basis. Paychecks are issued on the 15th and last day of the month. If a paid holiday falls on your payday, you will receive your paycheck the preceding day. Discussing rate of pay with anyone other than the Practice Administrator **will** result in employee termination.

Group Insurance

All full-time employees are offered health plan coverage after 60 days after the first 1st of the month of employment. The benefits include major medical and life insurance. Family coverage may be provided at an additional charge to the employee. Please see the Practice Administrator for rates on family coverage. Information on these benefits will be provided during initial employment orientation.

PTO

PTO time will be used for the following situations:

- Vacations
- Short-term illnesses
- Personal business
- Family care
- Other needs which may require time off from work

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PTO Accrual Schedule

<i>Years of Service</i>	<i>>36 Hrs/Week Bi Monthly Accrual</i>	<i>>1872 Hrs/Year Annual Accrual</i>
0-1 year	5 hrs	120
1-4 years	5 hrs 50 min	140
5-9 years	6 hrs 40 min	160
10+ years	8 hrs 20 min	200

PTO Account Balance and Carry Forward Limits

Note that the first column is the maximum you can have in your PTO account. Any amounts exceeding this limit are forfeited with no compensation.

<i>Non-Exempt Staff</i>	<i>>1872 Hour Base Account Limit</i>	<i>>1872 Hour Base Carry Forward Limit</i>
<i>0-1 year</i>	<i>180 Total Hours</i>	<i>60 Total Hours</i>
<i>1-4 years</i>	<i>210 Total Hours</i>	<i>70 Total Hours</i>
<i>5-9 years</i>	<i>240 Total Hours</i>	<i>80 Total Hours</i>
<i>10+ years</i>	<i>300 Total Hours</i>	<i>100 Total Hours</i>
<i>All Exempt Staff</i>	<i>300 Total Hours</i>	<i>100 Total Hours</i>

PTO Payout Limits

Maximum amounts to be paid out in the event you are no longer working at Gaston Hematology & Oncology Associates. Even though the accrual is available as of the first of the year, the maximum payout would depend on the total number of months worked and payouts would be calculated based on the PTO Accrual Schedule above.

<i>Non Exempt Staff</i>	<i>Payout Maximum >36 Hr. Work Week</i>
<i>0-1 years</i>	<i>0 hours</i>
<i>1-4 years</i>	<i>70 hours</i>
<i>5-9 years</i>	<i>80 hours</i>
<i>10+ years</i>	<i>100 hours</i>
<i>All Exempt Staff</i>	<i>100 hours</i>

Holidays

We provide eight paid holidays to employees each year as listed below

Holiday Schedule

January-July	August-December
New Year's Day	Labor Day
Easter Friday	Thanksgiving Day Thursday
Independence Day	Thanksgiving Day Friday
Memorial Day	Christmas Day

401(k) Profit Plan

Gaston Hematology & Oncology & Associates offers an investment plan for its employees through our 401(k) Profit Plan. Those eligible employees (employed for 5 months, minimum age of 21 and 1000 hours of service) will be offered the opportunity to participate in the plan. Three types of contributions may be made to your plan account:

- voluntary employee contributions on a pre-tax, payroll deduction basis up to 9% of pay; and
- employer matching contributions to those choosing to make employee contributions to the plan, a contribution match off 33 cents on the dollar up to 6% of pay, and
- discretionary Profit Sharing contributions each year.

Employees, who have not met the age and/or one year service requirements will be allowed to join the plan on one of the two closest days following the completions the eligibility requirements (January 1 of July 1 of each year).

Educational Assistance

Gaston Hematology & Oncology Associates provides financial assistance to those employees electing to further their education and develop additional work-related skills which increase their opportunities for advancement. **Eligibility is established upon full-time employment for three months.** If you elect to take courses, request an Educational Assistance Form from the Practice Administrator. **If your courses are approved,** you will be reimbursed for your tuition and laboratory fees, if applicable. Textbooks, library fees, and other related costs are your responsibility. Reimbursement of tuition is based on successful completion of the course with a C or above grade. Documented successful completion of the course and receipts must be turned in to the Practice Administrator for reimbursement approval. You must remain employed for (1) year after receiving educational assistance, or reimburse the company for funds paid on education. Part-time employees receive 50% education assistance with the criteria met as described above.

Leaves of Absence

Gaston Hematology & Oncology Associates will grant a leave of absence for employees who qualify for a leave under the Federal Family and Medical Leave Act of 1993. Requirements are described below.

- the care of a child after birth or adoption or placement for foster care (eligibility for taking such leave expires twelve months after the child's birth, placement for adoption or foster care);
- the care of a covered family member (spouse, child, or parent) with a serious health condition; or
- in the event of an employee's own serious health condition.

Employees will be eligible for up to twelve weeks-unpaid leave in any twelve-month period. An employee must have completed at least one full year of service with Gaston Hematology & Oncology & Associates and have worked a minimum of 1,250 hours in the twelve-month period preceding the leave to be eligible for such leave.

However, you may elect, or the Company may require you to use your earned vacation and time during the leave period. Once benefits are exhausted, the balance of the leave will be without pay. If you wish to request a leave of absence based on the above criteria, please notify the Practice Administrator.

Health coverage will continue during the leave at your request and your payment responsibility.

If you have been employed for at least six months and worked 625 hours, you may request a personal leave of absence. Request for a personal leave of absence may or may not be approved at the discretion of the Company.

Leaves of absence are unpaid.

Jury duty Leave

Employees who are required to serve on a jury will receive the difference between their regular pay and jury duty pay up to a maximum of 30 workdays. Employees will be compensated for more than 40 hours in any week. In order to be eligible for reimbursement, the employee must provide written documentation of the days served on jury and the amount of pay received. If on any day during jury duty the employee is excused by the court and it is possible to complete at least four hours of a scheduled workday, he/she should report to work. Jury duty pay will also be granted if an employee is subpoenaed to appear in court as a witness, as long as he/she gives the Practice Administrator reasonable notice in advance, in writing.

Bereavement Leave

You will be granted paid leave for up to three days should a death occur in your immediate family. Immediate family members include your spouse, child, parent, sister, brother, grandparent, grandchild and parent-in law. You will be eligible for bereavement pay provided the necessary time off falls during the regular scheduled workweek. Pay for each day of bereavement will be made at the employee's current straight-time rate of pay for a scheduled day's work, not to exceed eight hours.

Employee Handbook Acknowledgement

Welcome to Gaston Hematology & Oncology Associates, PC! We hope that you will have a long and productive relationship with us. To help with this, we are providing you with your own copy of our employee handbook. Please read this handbook carefully. The information in it will acquaint you with company policies and will answer many of your questions.

Please keep in mind that this handbook does not contain all of the information you will need as an employee. You will receive other information through written memos as well as orally. When Gaston Hematology & Oncology changes a policy, it overrides the past policy.

This handbook is not an employment contract.

Receipt and Acknowledgement

I have received a copy of Gaston Hematology & Oncology Associates, PC Employee Hand Book. I have read the above information and I acknowledge that it is a correct statement of my employment status.

Date: _____

Employee's Printed Name

Employee's Signature

Supervisor's Signature

This page must be signed and returned to your appropriate Supervisor.

Employee Confidentiality Statement

I understand that in performance of my duties as an employee of Gaston Hematology & Oncology Associates, PC, I must hold medical information in confidence. I understand that any violation of the confidentiality of medical information including but not limited to information about patients, their family life, or their illnesses, salary information, rumor or inappropriate stories about fellow employees or doctors will result in termination.

Date: _____

Employee's Printed Name

Employee's Signature

Supervisor's Signature

This page must be signed and returned to your appropriate Supervisor.