

Astrocare CLASS, Inc.
Astrocare Visiting Health Professionals, Inc.
Astrocare CDS, LLC
New Employee Handbook Acknowledgement

As a valued employee of the Astrocare Family, we are pleased to announce and provide you with a copy of our new Employee Handbook. Please be aware that this handbook replaces any and all earlier personnel or employee handbooks, benefit statements, and memoranda, whether written, oral or established by practice. This handbook covers the Houston Independent School District Schedule. HISD Contract Nurses and Medical Assistants are personally responsible for employment outside of the School Year's schedule.

This handbook is an important resource and is intended to provide you with a general understanding of our personnel policies. The objective of this employee guide is for Astrocare to communicate its' needs and expectations to all employees. You are encouraged to familiarize yourself with the contents in this handbook as it will answer many common questions concerning your employment with Astrocare. Should you have any concerns and/or questions, employees are urged to ask questions and request clarification of any of the policies and procedures by either their supervisor or Dean Hunt.

All employees are asked to acknowledge receipt by either:

1. Printing, signing and returning this Employee Handbook acknowledgment
2. Responding to this notification via email acknowledging receipt and understanding of the newly revised Employee Handbook.

IMPORTANT NOTE:

All employees will be held accountable for following and complying with the policies and procedures in the new Employee Handbook.

Failure to sign and/or acknowledging receipt of the Employee Handbook Acknowledgement Form will not preclude Astrocare from holding employees responsible for all policies included in the Employee Handbook. By continuing your employment with us, you acknowledge that you understand the updated policies and procedures set forth in this handbook and will abide by them.

_____ Print Name

_____ Signature

_____ Date



**Astrocare Class, Inc.
Astrocare Visiting Health Professionals, Inc.
Astrocare CDS, LLC**

EMPLOYEE HANDBOOK

"Families Helping Families Since 1984"

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PURPOSE OF HANDBOOK

In joining Astrocare Class, Inc., Astrocare Visiting Health Professionals, Inc., and/or Astrocare CDS, LLC ("Astrocare"), you are becoming part of a dynamic group of individuals whose collective talents enable us to move forward as an industry leader and innovator. This handbook is an important resource for you during your employment with Astrocare. This handbook is intended to provide employees with a general understanding of our personnel policies. You are encouraged to familiarize yourself with the contents in this handbook as it will answer many common questions concerning your employment with Astrocare. Naturally, you won't find answers to all your questions in this handbook. If you have questions about Astrocare's policies and procedures, please ask your supervisor. This handbook replaces any and all earlier personnel or employee handbooks, benefit statements, and memoranda, whether written, oral or established by practice.

The objective of this employee guide is for Astrocare to communicate its' needs and expectations to all employees. Our goal is that by treating each employee fairly and with respect, we can then challenge our employees to exceed expectations and provide memorable service to our clients, other employees and service partners.

Circumstances will obviously require that the policies, practices and benefits described in the handbook change from time to time. Astrocare reserves the right to amend, modify, rescind, delete, supplement or add to the provisions of this handbook as it deems appropriate from time to time in its sole and absolute discretion. However, no amendment or modification of the "Terms of Employment" provisions of this handbook shall be effective unless made in writing and signed by the Authorized Officer of Astrocare. Astrocare will provide you with notification of any other changes as they occur. Once you are provided notice, you are expected to follow the changed policies and procedures.

AT-WILL EMPLOYMENT AND TERMS OF EMPLOYMENT

Your employment with Astrocare is at-will. This means that neither you nor Astrocare has entered into a contract regarding the duration of your employment. You are free to terminate your employment at any time, with or without reason. Likewise, Astrocare has the right to terminate your employment at any time, with or without reason or notice.

Nothing in this handbook, or any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment, or for continued or indefinite employment at a specific position or rate of pay.

Only an officer of Astrocare has any authority to enter into any agreement contrary to the Employment At-Will relationship, and such an agreement would have to be in writing and signed by both the employee and principal with Actual Authority to enter into such an agreement.

OPEN DOOR POLICY

Astrocare promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their supervisor any problems so appropriate action may be taken. If your supervisor cannot be of assistance, please speak with the President of Astrocare. Astrocare is interested in all of our employees' success and happiness with us. We, therefore, welcome the opportunity to help employees whenever feasible.

EQUAL EMPLOYMENT OPPORTUNITY

We live in a society rich with culture and among individuals of diverse backgrounds. As an Equal Opportunity Employer, Astrocare will provide equal consideration to all employees and job candidates without regard to gender, age, race, color, pregnancy, genetic information, marital status, sexual orientation, religion, national origin, citizenship status, physical or mental disability, political affiliation, service in the Armed Forces of the United States, status as a veteran or special disabled veteran, or any other characteristic protected by federal, state, or local law. Our EEO Policy covers areas including, but not limited to:

- Recruitment and employment;
- Advancement and promotion;
- Salary and wage consideration;
- Layoff and termination; and
- Employee benefits.

As a Astrocare employee, you are expected to embrace our corporate philosophy that supports fairness, decency, and respect for everyone. It is the responsibility of ALL employees to conduct themselves in a manner that reflects the high standards of quality and professionalism our customers have come to expect. Equally important is the fair and equitable treatment of fellow employees and of our clients. The Astrocare will not permit, condone, or tolerate discrimination in any form.

Astrocare is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, we will not tolerate harassment of employees by anyone, including any supervisor, manager, co-worker, vendor, client, contractor, customer, or other visitor.

Harassment consists of unwelcome conduct — whether verbal, physical, or visual — that is based upon a person's protected status, such as sex, color, race, ancestry, national origin, age, disability, genetic information, or other legally protected group status. Astrocare will not tolerate harassing conduct that affects tangible job benefits; that interferes unreasonably with an individual's work performance; or that creates intimidating, hostile, or offensive working environment. Such harassment may include, for example, jokes about another person's protected status, kidding, teasing, or practical jokes directed at a person based on a protected status. The prohibited conduct also includes the following:

- ☐ Epithets, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status.
- ☐ Written or graphic material circulated within or posted within the workplace that shows hostility toward a person or persons because of their protected status.
- ☐ Sexual harassment deserves special attention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when any of the following occur:
 - ☐ Submission to the conduct is an explicit or implicit term or condition of employment.
 - ☐ Submission to or rejection of the conduct is used as the basis for an employment decision.
 - ☐ The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment is conduct based on sex — whether directed towards a person of the opposite or same sex — and may include explicit discussions or descriptions of sexual positions, sexual innuendo, suggestive comments, sexually oriented kidding, teasing, practical jokes, or jokes about obscene printed or visual material, and physical contact such as patting, pinching, or brushing up against another person's body.

All employees are responsible for ensuring that all types of harassment are avoided. If you feel that you have experienced or witnessed harassment, you are to immediately notify your supervisor, the human resources manager, or any other member of Astrocare management.

Astrocare will investigate all complaints of harassment thoroughly and promptly. To the fullest extent practicable, Astrocare will keep complaints and the terms of their resolution confidential. If an investigation confirms that a violation of this policy has occurred the organization will take all appropriate and corrective action ranging from discipline to immediate termination of employment.

REPORTING REQUIREMENTS

If you believe you have been subjected to any form of unlawful discrimination or harassment, or become aware of any discrimination/harassment towards others, please provide a written or oral complaint to your Supervisor, the President or to any manager with whom you feel comfortable within forty-eight (48) hours of the incident. To better assist our investigation, your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. Astrocare will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

The availability of this complaint procedure does not preclude you from promptly advising the offender that his or her conduct is unwelcome and requesting that such behavior be discontinued. In fact, if appropriate, we encourage you to advise the offender that the conduct is unwelcome and should be discontinued.

If Astrocare determines that unlawful discrimination or other inappropriate conduct has occurred, effective remedial action will be taken in accordance with the severity of the offense. Appropriate action will also be taken to deter any future discrimination. Confidentiality will be maintained to the extent reasonably possible and appropriate. Astrocare will not retaliate against you for filing a complaint in good faith, and will not knowingly permit retaliation by management, or your employees.

RETALIATION IS PROHIBITED

Astrocare prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action up to and including termination of employment.

IMPORTANT NOTICE TO ALL EMPLOYEES:

Employees who have experienced conduct believed to be harassing have an obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation may affect his or her rights in pursuing legal action. Also, please note that federal, state and local discrimination laws establish specific time frames for initiating a legal proceeding pursuant to those laws.

IMMIGRATION REFORM AND CONTROL ACT

In compliance with the Immigration Reform and Control Act of 1986 (IRCA), it is against Astrocare policy to discriminate because of an individual's national origin, citizenship, or intent to become a United States citizen. But Astrocare will not and cannot, in accordance with U.S. law, hire any person who does not have the legal ability to be employed in the United States.

The employee must complete the Employment Eligibility Verification form (I-9) on the first day of employment and provide acceptable documents verifying employment eligibility as set forth in the I-9. Astrocare's Authorized Representative must inspect the documents provided by employee, complete and sign Section 2 of the I-9 within three business days of the date the individual is hired.

An employee's failure to complete the paperwork or provide approved/required documentation is cause for immediate termination of employment. Provision of false information for use in the paperwork is also cause for immediate termination. If an employee provides right to work authorization documentation with an expiration date, the employee must provide updated documentation to the Astrocare before the expiration date.

AMERICANS WITH DISABILITIES ACT (ADA)

Astrocare is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is Astrocare's policy not to discriminate against any individual in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. Consistent with this policy of nondiscrimination, Astrocare will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made Astrocare's Human Resources Department aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the operation of the Astrocare.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department. Astrocare encourages individuals with disabilities to come forward and request reasonable accommodation.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that mandates how Astrocare and its employees must protect patient health information. Astrocare has developed Privacy Policies and Procedures that explain how employees may use and disclose patient health information in accordance with the law. Regardless of training, all employees are required to comply with HIPAA at all times.

Employees found to be in violation of the privacy and confidentiality rules governing patient health information, through disclosure or otherwise, will be subject to disciplinary action, up to and including termination of employment. In addition, HIPAA provides for civil monetary penalties up to \$25,000 per person, per year for violations of patient confidentiality rules, as well as federal criminal penalties, which may include fines of up to \$250,000 and ten years in jail for intentional wrongful disclosures. If you violate HIPAA, you could be fined up to \$250,000 or go to jail for up to ten years, or both.

THE HIRING PROCEDURE

All persons seeking positions with Astrocare must complete an employment application. If hired, this application becomes a part of the employee's personnel file. Any false or deliberately misleading information is cause for immediate termination of employment.

To ensure that individuals joining Astrocare are qualified and have the potential to be productive and successful, Astrocare may check the employment references of all applicants. Every offer of employment is contingent upon the appropriate completion of a reference check. As well, Astrocare may conduct or cause to be conducted a background check on each applicant prior to offer of employment. It is essential that all information provided in the employment application be accurate, true and correct. Failure to disclose requested information or to falsify such information will be grounds for refusal to hire or immediate termination if hired. Should any information requested and provided within the employment application and necessary for background check become inaccurate at any time during employment, Employee must so advise Astrocare of changes. Failure to do so could result in disciplinary action up to and including termination.

EMPLOYEE CLASSIFICATIONS

Employees are classified as to type of employment depending upon the number of hours they are normally scheduled to work and upon the type of position authorized. Every Employee who is hired must complete an introductory/orientation/training period as described herein. Upon satisfactory completion of the introductory/orientation period, a new Employee becomes eligible for regular Employee status.

PERSONNEL RECORDS

Keeping your personnel file up to date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in personal status which causes you to need to change your Exemptions to your W-4 tax form, please contact your manager in order to amend this form. As well, please advise us of any change in your emergency contact information, and any change in your home address so that we may send you important state or federally required information such as W-2s. You may also be required to provide changes in your personal (and family) status relating to employee benefit matters in accordance with state and federal Continuation of Benefits Laws (ie COBRA and State Continuation). Please refer to your benefit materials for any such requirements.

You may also wish to advise us of additional Training Certificates and Professional Licenses. This is your choice and not a requirement of Astrocare nor shall it necessarily result in any change in status of your employment compensation or position if you so advise of these changes.

Your personnel file is kept under lock and key for your protection and is considered sole property of Astrocare. You may see information which is kept in your own personnel file by appointment only. Your review of your personnel file will be in the presence of an office staff member.

WAGE POLICY

Employees will be paid bi-weekly. Non-exempt Employees must keep accurate time records of work performed and turn these records in to Astrocare in accordance with Astrocare policy. Astrocare may also implement a time clock system to track your hours of work such as an electronic visit verification (EVV). If this system is implemented, you will be trained on using this system and must use this system pursuant to Astrocare's requirements. Failure to do so, or misrepresenting your time worked is immediate cause for termination of employment. As well, recording time worked for others regardless of how these records are kept is cause for disciplinary action up to and including termination of both employees. In short, keeping your time worked is your responsibility and you are prohibited from having others perform this for you or performing this task for other employees.

The Fair Labor Standards Act requires that all hourly Employees (except employees exempt from the provisions of the Act) be paid on an hourly basis and be paid overtime as determined by Astrocare's time recording procedure. You are responsible for keeping an accurate record of your work hours. If you leave the premises during working hours, you must mark said time out unless you are on Astrocare business. Note when you return to work. All the time you work must appear on your time record. By law, you may not under any circumstances waive time worked or fail to report time worked.

Overtime

If you are a non-exempt employee, you shall be paid time and one-half of your regular rate of pay for any hours worked over 40 in a regular workweek. However, you are NOT authorized to work over 40 hours without pre-authorized written approval of your supervisor or a principal of Astrocare. If you work overtime without obtaining a pre-authorization, you will be subject to disciplinary action up to and including termination.

Regular Workweek

For purposes of the Fair Labor Standards Act and calculations of overtime owed, to the extent any overtime is owed Astrocare's Regular Workweek is defined as Monday 12:01 am through Sunday Midnight.

FAIR LABOR STANDARDS ACT COMPLIANCE SAFE HARBOR POLICY

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must record correctly all work time and review your paychecks promptly to identify and to report all errors. You also must not engage in off-the-clock or unrecorded work.

Review Your Pay Stub

We make every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we promptly will make any correction that is necessary. Please review your pay stub when you receive it to make sure it is correct. If you believe a mistake has occurred or if you have any question, please use the reporting procedure outlined below.

Non-exempt Employees

If you are eligible for overtime pay or extra pay (including pay due under our handbook or a collective bargaining agreement), you must maintain a record of the total hours you work each day. These hours must be accurately recorded on a timecard that will be provided to you. Each employee must sign his or her timecard to verify that the reported hours worked are complete and accurate (and that there is no unrecorded or "off-the-clock" work).

Your timecard must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals early or late departures and meal breaks. At the end of each week, you should submit your completed timecard for verification and approval. When you receive each paycheck, please verify immediately that you were paid correctly for all regular and overtime hours worked each workweek.

You should not work any hours outside of your scheduled workday unless your supervisor has authorized the unscheduled work in advance. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your time card. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your timecard. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

If you have questions about deductions from your pay, please contact Human Resources immediately. If you believe your wages have been subject to any improper deductions or your pay does not accurately reflect all hours worked, you should report your concerns to a supervisor immediately. If a supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply within three business days), you should immediately contact the Vice President of Human Resources [provide names, addresses and telephone numbers] or the Manager of Payroll. If you have not received a satisfactory response within five business days after reporting your concern to Human Resources and you are unsure who to contact to correct the problem, please immediately contact Astrocare.

Every report will be fully investigated and corrective action will be taken up to and including discharge of any employee(s) who violates this policy.

In addition, the Astrocare will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the Astrocare's investigation of such reports. Retaliation is unacceptable. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

UNPAID LEAVES OF ABSENCE

Military Leave

In compliance with the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), all Employees are immediately eligible for a military leave of absence. A military leave will be granted if an Employee is absent in order to serve in the uniformed services of the United States for a period of up to 5 years (not including certain involuntary extensions of service). Employees who perform and return from service in the Armed Forces, the Military Reserves, the National Guard, or certain Public Health Service positions will retain certain rights with respect to reinstatement, seniority, layoffs, compensation, length of service promotions, and length of service pay increases as required by applicable federal or state law.

An Employee requesting a Military Leave must notify the HR Manager, when foreseeable, of the military leave at least 30 days in advance (unless unreasonable under the circumstances or precluded by military necessity). The Employee must also provide evidence of passing a pre-induction physical and must present written orders to report to military duty to the HR Manager.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. For more information regarding military leaves, please contact the HR Manager.

ATTENDANCE

You are only paid for the actual hour's work that are approved by Astrocare. It is your responsibility to record your hours and notes on the timesheets provided and to have them sign by the designated HISD employee.

JOB ASSIGNMENTS AND COMMUNICATION

If the employee declines a job assignment within his/her scope and knowledge of nursing, the employees forfeits their employment with Astrocare for the current school year.

Communication is critical for any successful relationship. Astrocare will work hard to effectively communicate our expectations to all employees and in return we expect courteous, time sensitive and professional communication from each employee.

By accepting the Astrocare job assignment you agree to follow the **"Astrocare No Child Left Behind"** performance requirements. Missed nurse assignments could mean a child is not able to attend school and this is unacceptable. If you do not follow the performance requirements, you may be subject to termination.

1. You must verbally communicate any job absence in plenty of time to find a replacement nurse. Call in before 9 pm if you cannot perform your entire route for the next day. Do not text job absence communication.
2. Frequently missing your route with less than 2 days' notice is unacceptable.
3. Signed timesheets are required weekly.
4. We encourage you to take vacation during the summer and school holiday schedule, so that you minimize missed routes.

Communication is essential for a successful partnership. Please call the Astrocare corporate office (between the hours of 8:00 a.m. and 5:00 p.m.) if any of the following situations occur:

1. Your assignment is complete or your assignment ends
2. Your assignment is extended or ends sooner than expected
3. You are going to be late, absent or if you have to leave early from your assignment
4. You wish to be replaced on your assignment and/or reassigned to another (two working days' notice is required)
5. Your availability changes
6. Your contact information changes (phone number, email address, mailing address, etc.)
7. You have a problem with or a question about your current assignment
8. You feel you are a victim of discrimination or sexual harassment (see our EEO and Harassment Policies)

Upon completion of an assignment, you are expected to come into the office and sign the availability log within 48 hours of the assignment being complete. Since we have no way of knowing if you have found an assignment we expect you to come into the office every 2 weeks to sign the availability log. We may then reassign you if we have assignments open at our sole discretion. In general, if you fail to come into the office and sign the availability log within 48 hours (two business days) of the completion of assignment, you will be considered to have voluntarily resigned your position. HISD Contract Nurses and Medical Assistants are personally responsible for employment outside of the School Year's schedule.

DRUG, ALCOHOL, AND WEAPONS

Astrocare is committed to providing a safe, healthy, and efficient working environment for all employees. To help achieve this goal, employees are prohibited from:

- Possessing, distributing, selling, manufacturing, or being under the influence of any illegal drug;
- Abusing prescription drugs or possessing prescription drugs that have not been prescribed for the employee by a physician;
- Use of prescription drugs while on duty that adversely affect job performance;
- Consuming alcoholic beverages while on duty; and
- Carrying weapons (concealed or not concealed) on Astrocare property which includes Astrocare vehicles. This does not include defensive tools such as mace.

An employee who violates this policy is subject to corrective action up to and including termination of employment. Use of some drugs is detectable for several days. Detection of such drugs or the presence of alcohol will be considered being 'under the influence'. The symptoms of influence are not confined to those consistent with misbehavior or to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance.

Employees who are arrested for off-the-job drug activity may be considered to be in violation of this policy. In deciding what action to take, management will take into consideration the nature of the charges, the employee's present job assignment, employee's record with Astrocare and other factors relating to the impact and circumstances of the employee's arrest.

WORKERS' COMPENSATION

Astrocare does not have workers' compensation insurance coverage. As an employee of a non-covered employer, you are not eligible to receive workers' compensation benefits under the Texas Workers' Compensation Act. However, a non-covered (non-subscribing) employer can and may provide other benefits to injured employees. You should contact your employer regarding the availability of other benefits for a work-related injury or occupational disease. In addition, you may have rights under the common law of Texas should you have an on-the-job injury or occupational disease. Your employer is required to provide you with coverage information, in writing, when you are hired or whenever the employer becomes, or ceases to be, covered by workers' compensation insurance.

SAFETY VIOLATIONS HOTLINE: The Division has a 24-hour toll-free telephone number for reporting unsafe conditions in the workplace that may violate occupational health and safety laws. Employers are prohibited by law from suspending, terminating, or discriminating against any employee because he or she in good faith reports an alleged occupational health or safety violation. Contact the Division at 1-800-452-9595.

PROGRESSIVE DISCIPLINARY POLICY

Astrocare has developed a discipline procedure to protect all its employees and to provide you with notice of any infractions and an opportunity to improve. The various rules are defined elsewhere in this Handbook as well as by general Astrocare policies outside of this handbook. You are expected to become familiar with all of these rules and observe them without exception. The rules set forth in this Handbook are not all inclusive and may be changed at Astrocare's discretion.

Penalties for any offense are defined below for regular full-time and regular part-time employees. However, some acts of misconduct are so severe as to be grounds for immediate termination at Astrocare's SOLE DISCRETION. Remember we have an At Will Employment relationship meaning that an employee can be terminated by Astrocare or terminate his/her employment with Astrocare for any reason or no reason whatsoever. Astrocare's decision to utilize or not to utilize this Positive Disciplinary Procedure is in its sole discretion and in no way obviates the Employment At Will relationship.

Step 1 Oral Warning:

Your supervisor or an officer of Astrocare will discuss the problem or misconduct with you. At this time, a notation regarding the discussion will be made in your personnel record for the sole purpose of documenting the oral warning. Depending on the nature of the violation, one or more oral violations may be given.

Step 2 Written Warning:

Consists of a discussion session with your supervisor, and an officer of Astrocare along with a written Memo which will be placed in your personnel file.

Step 3 Termination:

Self-evident. Employees who either (1) continue to ignore the rules and regulations through the progressive warning process; (2) fail to improve their performance and/or behavior; and (3) commit a very serious infraction will be terminated immediately.

PERSONAL CONDUCT AND APPEARANCE

Employees are representatives of Astrocare while they are working and even when they are off the job. People in the communities in which we live form opinions of Astrocare based on what each of us does and says. You should always conduct yourself in a manner that will reflect favorably on Astrocare. While you are at work, you are expected to give full and serious attention to your job duties.

Employees are always expected to present a professional, businesslike image to clients, prospects and the public. Favorable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with Astrocare. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

WORK EFFICIENCY

You should approach your job as a challenge. Organize yourself and plan your work ahead and make sure you have all the materials you need before you begin work. The quality of your service, as well as your efficiency, directly affect our Astrocare's financial results and thus job security and benefits.

TERMINATIONS AND RESIGNATIONS

If you find it necessary to resign from our Astrocare, we ask that you notify us in writing two weeks in advance. You will receive your final paycheck on the regularly scheduled payday for the final pay cycle. Any outstanding loans used but not accrued leave time, or unpaid obligations due Astrocare will be deducted from your final check in accordance with Texas and Federal law as applicable.

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_____ Print Name

_____ Signature

_____ Date