





huffmanfamilyeyecare

OFFICE MANUAL

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OFFICE PHILOSOPHY

Our office is dedicated to serving its patients with utmost QUALITY, CARE AND SINCERITY. We want our office to be at the forefront of our profession. Every decision and every action by our employees should be aimed toward these goals.

We believe that our patients are very special. They have selected us over many others. We place great importance on remembering our patients' names and on treating them with COURTESY, FAIRNESS, RESPECT AND COMPETENCE.

We believe that our employees are the heart of the practice. The skills and attitudes which they convey to our patients have a much greater impact than our office décor, our building or our office instruments.

We expect our staff to be punctual and at their work stations **at least ten minutes** prior to their starting time. We expect our staff to provide our patients with a level of care and concern above and beyond what they expect. Extending ourselves this extra-measure is what will set our practice apart from all the others. Every member of our staff shall strive to communicate concern and sensitivity in a pleasant and professional way, while functioning as a member of a team which exemplifies excellence.

We will not tolerate rudeness, neglect or indifference by any member of our staff. The ability to remain composed under pressure is equally important as attaining technical expertise.

Since it is not possible to devise a set of policies to cover every action and situation expected to arise in the course of a practice, every employee must expect to assume the responsibility of exercising discretion and sound judgment in the performance of their duties in instances where no specific policies have been developed.

It is our desire to have only staff members who will work together with a sincere spirit of cooperation, team work and mutual respect. We believe these are the key ingredients not only in the success of our practice but in promoting a pleasant, rewarding and stimulating work environment for our employees as well.



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WHAT IS OPTOMETRY

Optometrists are the MAJOR PROVIDERS OF PRIMARY CARE in the United States. Education includes four years of pre-medical undergraduate education, earning a Bachelor of Science Degree and four years of Optometric education, earning a Doctor of Optometry Degree.

A DOCTOR OF OPTOMETRY IS A PRIMARY HEALTH CARE PROVIDER, who diagnoses, manages and treats eye conditions and diseases of the human eye and visual system. Optometrists detect and treat vision problems, eye disease and general health problems revealed by the eye -signs and symptom. In accordance with state law, they prescribe, fit and dispense ocular medications, glasses and contact lenses, providing total eye health and vision care for all ages from infancy through old age. This includes eye surface disorders and glaucoma as well.

An Optometrist is the doctor of choice FOR ROUTINE EYE HEALTH AND VISION EXAMINATIONS. An Ophthalmologist is an eye surgeon. The eye is such a specialized organ it has many sub-specialties within Ophthalmology. These include Retinal Specialist, Glaucoma Specialist, Corneal Specialist, Oculoplastic Specialist, Cataract Surgeon, and now LASIK Specialist.



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OFFICE DETAILS

LITTLE THINGS CAN MAKE A BIG DIFFERENCE. Hundreds of little details added together can produce a wonderful impression or a disappointing one. Let's make our office sparkle with those small extras that convey **QUALITY!**

- ❖ **Keep your uniform clean and well pressed.**
- ❖ **Practice excellent grammar.**
- ❖ **Never ignore bits of trash on the carpet.**
- ❖ **Give a friendly greeting to everyone.**
- ❖ **Call people by their preferred names.**
- ❖ **Prompt attention must be given to each patient who enters the office.**
- ❖ **No food or drinks should be visible to patients.**
- ❖ **Chewing gum is not allowed in the office.**
- ❖ **If you see a building maintenance need or unsightly conditions around the office that you cannot solve, please report these to the office manager, immediately.**
- ❖ **All trash cans should be emptied at least once a day.**
- ❖ **Wash your hands before working with a patient.**
- ❖ **Never COMPLAIN in front of patients.**
- ❖ **Dust your area at least once a week.**
- ❖ **Don't try to explain things that you do not understand.**



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OFFICE DETAILS....CONTINUED

- ❖ **Don't be satisfied with your present technical skills-insist on learning more.**
- ❖ **Every item in the office should have a proper place and should be kept there.**
- ❖ **Express gratitude to each patient for coming to our office.**

CARE OF THE OFFICE

All employees are required to care for the contents and the furnishing of the office as if they were their own. Much pride, time and great expense has gone into the design and contents of our office so as to create a special environment for both patients and staff.

THE FOLLOWING ARE A FEW EXAMPLES OF REQUIRED OFFICE CARE!

- ❖ EACH EMPLOYEE IS EXPECTED TO ORGANIZE AND MAINTAIN THEIR RESPECTIVE WORK AREA. This includes counter tops being cleaned and wiped down weekly.
- ❖ Office décor is not to be rearranged without approval of the Administrators.
- ❖ Trash collection is the daily responsibility of each employee.
- ❖ The reception room and optical rooms get special attention on a daily basis from all staff members.
- ❖ If a staff member walks by a small piece of paper on the floor, it is expected the staff member will dispose of it.

CARE OF OFFICE INSTRUMENTS

Our office contains the most sophisticated examination instrumentation, computers and laboratory instrumentation available. These special tools allow us to examine eyes, run our office efficiently and fabricate eyewear precisely. These instruments are very costly, very delicate and they REQUIRE EXTRA-SPECIAL CARE.

All employees are required to care for and maintain all office instruments as if they were their own. ABUSE and/or NEGLECT of any office instrument will not be tolerated.

If any instrument fails to function properly, notify the Administrators at once. All instruments that have protective dust covers must be covered at the end of a patient day and uncovered at the beginning of the patient day.

All employees are urged to ask for assistance if they are unfamiliar or uncomfortable with operation and maintenance of an office instrument.



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PETTY CASH REGULATIONS

The petty cash box is for OFFICE USE ONLY. At no time is the use of the petty cash box or office money for employee personal use.

If an employee's money is spent for an office expense, a receipt is stapled to an explanation of petty cash spent. Reimbursement will be given from the petty cash box to the employee by the Office Manager and/or Doctor.

HIRING POLICY

The organization is an EQUAL EMPLOYMENT OPPORTUNITY. We do not discriminate on the ground of race, color, religion, sex, marital status, age, handicap or national origin in the hiring, retention, or promotion neither of employees; nor in determining their rank, or the compensation of fringe benefits paid them.

The first three months of your employment are considered a “PROBATIONARY PERIOD”. During this three month period, you will have the opportunity to determine whether you have selected an employment position that you like as well as feel comfortable with your co-workers and your employer. Conversely, your employer will have the opportunity to evaluate whether you are suited for your position and meet all requirements for permanent employment.

During this time, there is not compensation for scheduled office holidays, sick leave, or vacation pay. No severance pay will be paid to any employee dismissed during or at the conclusion of the probationary period.

At the end of the three-month probationary period, the employee’s performance is reviewed and he or she may be hired as a regular employee or dismissed.

PROBATIONARY EMPLOYEMENT...IS FOR THE MUTUAL BENEFIT OF AN EMPLOYEE AND AN EMPLOYER.



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CONFIDENTIALITY

- A. All information gained during the course of employment regarding patients, office business, the doctors' personal and professional activities, and office strategies are considered privileged information and thus may not be revealed to anyone outside of the office staff. All staff members must adhere to strict standards of confidentiality.
- B. Salary information is an individual and personal matter. It is considered unprofessional to discuss salaries among staff members.
- C. Staff members should not discuss office business with friends, members of the media, government officials or others without the expressed permission of doctors.
- D. Staff members should never eavesdrop on conversations being held in the Doctors' or Business Managers' office.

Patient and Business Records

- A. All patient and business records are confidential and are the property of Dr. Huffman or any additional doctor whom performs services in our office. None shall be removed from the office without written permission from a doctor.
- B. Great care should be used in filing patient records to avoid miss-filed charts.
- C. Every staff member should take efforts to safeguard all office records and documents, including returning them to their proper places after each use.
- D. A patient is entitled to a record of his or her own glasses prescription, insurance claim information and financial account history. These may be given to a patient at any time, if requested. However, no other written description of a patient's ocular or medical records shall be given to anyone without either a signed patient records release for or the expressed permission of one of our doctors. In any case, the original copy of all patient records shall remain in our office.
- E. Never give copies or original office documents or patient information to friends, family members of the media, government officials or others without the expressed consent of the doctors.
- F. Never rummage through files or records in the Doctors' or Business Managers' offices.



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CONFIDENTIALITY...CONTINUED

- G. In case of termination, an employee must return all office documents and copies of documents in his or her possession to the office manager.

EMPLOYEE WORK HOURS

If a patient is scheduled at 8 am, for example, an employee is expected to open the office at least 15 minutes before the arrival of the first patient.

If your start time is 9:00 am, then you are expected to be at your desk / station prior to that start time, so that you are ready to begin work at your start time. It is our recommendation that all staff arrive **at least** 10 minutes prior to their work time.

Routine Office Hours (at this point) are:

Monday	10:00am – 7:00pm
Tuesday	10:00am – 7:00pm
Wednesday	9:00am – 5:00pm
Thursday	CLOSED
Friday	9:00am – 5:00pm
Saturday	9:00am – 1:00pm
Sunday	CLOSED

If you are unable to come into work

For any reason, if you are unable to come into work at your scheduled time, you are to contact, by a group text, Dr. Huffman (770-231-4707), Angela Jackson (770-380-7287), and Amanda Bennett (404-917-4061). With the exception of an emergency, this must be done prior to your scheduled time to work so that other staff members can come in to cover your absence.

The “absence request” form for PTO (Personal/Paid Time Off) (found on page 32) must be filled out prior to vacation, doctor’s appointments or any other miscellaneous times that you will need to miss work. This must be turned into Dr. Huffman and approved by your supervisor prior to you missing work.

Failure to follow this policy may be cause for immediate dismissal.

SALARIES / WAGES

- a) Starting salaries or subsequent raises will be set by Dr. Huffman according to the individual abilities and responsibilities of the employee.
- b) Paychecks will be distributed bi-weekly usually on Monday, unless special circumstances deemed justifiable by Dr. Huffman to allow earlier payment.
- c) State and federal regulations, Social Security, wage and hour regulations and withholding tax provisions will be enforced.
- d) Pay raises will not be automatic with longevity of service, but will be awarded at the discretion of Dr. Huffman, on the basis of conscientious service and loyalty.
- e) Overtime work is not encouraged. However, upon occasion, more than forty hours of work may be required.

PTO (Personal/Paid Time Off)

Personal /Paid Time Off – for full time employees

Date of hire to 1 year	40 Hours
1 Year to 7 Years	80 Hours
8 Years to 15 Years	120 Hours
16+ Years	160 Hours

PTO is accrued on a weekly basis and is calculated according to your PTO Service Date (the start date of full-time employment). Employees continue to accrue PTO every week that they are active or on a paid leave of absence.

Employees must request approval to use PTO from their immediate Supervisor as far in advance as possible. PTO will be approved in consideration of business operations. Failure to notify management when missing work constitutes an unexcused absence and may result in disciplinary action, even if you have PTO available and whether or not PTO is used to cover the absence.

PTO is accrued according to the following schedule:

- After completing 3 months of continuous full time work service until the completion of the 1st year – 1.026 hours per week (40 hours the first year).
- From the completion of the 1st year of service until the completion of the 7th year - 1.538 hours per week (80 hours or 2 weeks).
- From the completion of the 7th year of service until the completion of the 15th year – 2.038 hours per week (120 hours or 3 weeks).
- From the completion of the 15th year and going forward – 3.077 hours per week (160 hours or 4 weeks).

PTO (Personal/Paid Time Off)CONTINUED

Personal /Paid Time Off - for part time employees

Date of hire to 1 year	20 Hours
1 Year to 7 Years	40 Hours
8 Years to 15 Years	80 Hours
16 Years	120 Hours

PTO is accrued on a weekly basis and is calculated according to your PTO Service Date (the start date of full-time employment). Employees continue to accrue PTO every week that they are active or on a paid leave of absence.

Employees must request approval to use PTO from their immediate Supervisor as far in advance as possible, but no less than 2 weeks. You cannot “claim” PTO on days that you don’t normally work, or beyond your standard hourly load. PTO will be approved in consideration of business operations. Failure to notify management when missing work constitutes an unexcused absence and may result in disciplinary action, even if you have PTO available and whether or not PTO is used to cover the absence.

PTO is accrued according to the following schedule:

- After completing 3 months of continuous full time work service until the completion of the 1st year – .385 hours per week (20 hours the first year).
- From the completion of the 1st year of service until the completion of the 7th year - 1.026 hours per week (40 hours or 1 weeks).
- From the completion of the 7th year of service until the completion of the 15th year – 1.538 hours per week (80 hours or 2 weeks).
- From the completion of the 15th year and going forward – 2.308 hours per week (120 hours or 3 weeks).



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PTO (Personal/Paid Time Off)CONTINUED

These days are based annually. The PTO is transferable to the next year for three years. After the third year, you will lose the PTO that you have not used; your PTO will go to zero.

PAID HOLIDAYS

The following are paid holidays when they fall on a normal working day.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day*
- Christmas Day

New Hires are required to have 90 days of service to be eligible for holiday pay. Holidays are paid at regular hourly wage.

Full time employees receive a day off work with 8 hours pay. Regular part time employees receive a day off work with 4 hours of pay and less than 20 hours a week will receive no holiday pay.

To receive holiday pay, employees must work their scheduled day before and after the scheduled holiday. For an absence due to illness or one or both of these scheduled days, a doctor's note must be provided to maintain eligibility for holiday pay.

*In the event that a holiday falls on a day the office is normally closed, you will be paid for that holiday (example: if the holiday falls on Thursday you will be given Friday off.)

If a holiday falls on a work day, each employee normally scheduled to work that day will be paid for the hours they routinely worked that day.

No religious holidays will be provided with pay, but may be applied against PTO, if desired.



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CIVIC RESPONSIBILITIES

JURY DUTY

Jury Duty is defined as a service or time spent away from the job as a result of a subpoena issued by the court. During the time you serve on jury Duty the office will pay you an adjusted salary. This is equal to your normal pay less dollars paid by the court. Employees will be paid up to 2 days per year for subpoena jury duty. Employees are required to return to work for the remainder of the work day after the dismissal from jury duty services.

VOTING

Employees are required to vote on election days before or after normal working hours or during their lunch break.



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MATERNITY LEAVE

Employees with disabilities caused by or contributed to by pregnancy, miscarriage, childbirth and recovery are considered temporary disabilities and will be granted a temporary leave of absence.

This leave of absence is without pay, however, unused PTO time may be taken before or after the maternity leave. Time taken for the leave of absence must be proportionate to the disability.

BAD WEATHER POLICY

In the event of adverse weather conditions making it inadvisable to open the office, you are to contact, by a group text, Dr. Huffman (770-231-4707), Angela Jackson (770-380-7287), and Amanda Bennett (404-917-4061).

All employees are expected to work unless otherwise notified.

The patient appointment schedule, including the patients' contact information, should be taken home the night before if inclement weather is anticipated.

If the office is closed by Dr. Huffman due to inclement weather, the scheduled staff will be paid for their normal schedules that day. However, if the office is open and you are not able to make it into the office, there shall be no compensation for that day. You may use PTO time.

STAFF MEETINGS

Staff meetings will be scheduled regularly. They will last for approximately 1 hour. All staff members are required to attend. There will be no excused absences without prior consent of Dr. Huffman. All staff members will be paid for their attendance.

The purpose is both educational and beneficial, discussions to be focused primarily on office policies as they relate to “patient” management only. All staff members are required to contribute and participate in a positive fashion. Staff meetings are not a time for employees to express grievances. Refer to grievances procedure in this manual.

Staff members will be periodically required to conduct an “in-service” in an area of their expertise or to report on material covered at a recent education seminar.

Staff meetings are for constructive positive interaction, to build office morale and pride and to maintain an office atmosphere of **MUTUAL RESPECT & COOPERATION**.



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OFFICE DRESS CODE

We expect our employees' appearance to enhance the health care image of the office, Employees' attire shall be clean, neat, pressed, and consistent with the professional atmosphere.

As the trends change and mainstream culture adapts to new fashion trends and movement, we will also adapt in our policy, but we will lean to a more on conservative dress code.

Scrubs are the preferred method of dress in the office for most days, but on Saturday, the staff will wear jeans. Staff will either wear a T-shirt that is the same for everyone or a nice top that is professional in appearance. Due to the various options available in jeans and tops, you need to choose what you decide to wear to work appropriately as you represent a family medical clinic. If any outfit is deemed not adequately professional, you may be asked to return home and change.

Personal jewelry must be worn in a more conservative fashion. This can be on very subjective area and what may seem conservative to one person may seem radical to others. No more than 4 earrings per ear is allowed. Jewelry worn through piercings of the nose, eyebrow are allowed but need to be the most discrete in size and appearance. Lip and tongue piercings are not allowed while at work.

Tattoos need to be covered by clothing at all times during work. An exception may be made for tattoos that are discrete and not offensive on a case by case scenario as this can be very subjective matter.

The office will provide you with 2 scrubs (see details on page 37), you will be responsible for the cost of additional uniforms. The scrubs are the property of the office and at the end of employment the 2 scrubs should be returned to the office, or the price of the scrubs will be subtracted from your final pay check.

EMPLOYEE VISION CARE

You are eligible for the following vision care benefits once you have completed your 90 day review with Dr. Huffman or Manager.

All employees receive Optometric examinations at no charge. The same applies to their spouses and children living at home (under the age of 18 and/or full time college student). Examinations are to be scheduled during an open slot on the appointment schedule when the employee is not currently working and there are no revenue patients.

Full time employees are entitled to one free pair of ophthalmic glasses per year with up to \$400 on progressive lenses subject to change as per Doctor. Second pair of glasses, alternative use Rx of current technology or contacts are available at cost, anything additional is as per Doctor's discretion. Employee's spouses and children (under the age of 18 and/or full time college student) are eligible for a pair of glasses at cost each year.

Full Time Employees are entitled to \$300 allowance towards retail cost of contacts. Employee's spouses and children (under the age of 18 and/or full time college student) are eligible for a pair of glasses at cost each year.

Part time employees (10 to 20 hours) are entitled to one free pair of ophthalmic glasses per year with up to \$400 on progressive lenses subject to change as per Doctor. Part time employee's spouses and children (under the age of 18 and/or full time college student) are eligible for a pair of glasses at 50% off each year.

Part Time Employees are entitled to \$300 allowance towards retail cost of contacts. Part time employee's spouses and children (under the age of 18 and/or full time college student) are eligible for \$150 allowance towards retail cost of contact each year.

Employees working less than 10 hours a week will receive an exam only.

Parents of employees will receive 50% off ophthalmic wear and 40% off non-ophthalmic wear. All other family members (cousins, aunts, uncle, etc.) will receive 30% off all materials ordered.



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EMPLOYEE VISION CARE....CONTINUED

Any and all services/materials need to be approved by Dr. Huffman.

All services covered are not submitted through medical insurance.



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CONTINUING EDUCATION

Huffman Family Eye Care strongly encourages continuing education.

From time to time, continuing education will be offered by the office through education seminars. Employees may be compensated for travel, lodging, and course fees. Because of unpredictability of where these events occur and their locations, some of these fees will not be applicable. Employees will be notified, in advance, of the opportunities that exist and how they will be compensated. Employees must save all valid receipts in order to obtain reimbursement.

Dues and Licensing Fees

The practice will pay for any Georgia licensing fees required for any staff member in order to carry out his or her duties.

We will provide the Study Materials for you to acquire the higher level of certification.

We will pay for the test fees for the certification if you receive a “passing” grade.



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OFFICE BREAKS

Employees may take 10 minutes in the morning and 10 minutes in the afternoon as unproductive. This time off with pay includes restroom breaks, snack breaks, smoking out of the office breaks, staff social interaction, etc.

Each staff member is urged to use this time for the purpose intended and abuse will not be tolerated. Our office policy is that the patient comes first. On a busy day, when there is no relief in sight, each person is urged to limit office breaks so those patients are not inconvenienced.

Twenty minutes of paid unproductive time each full working day is allowed. Abuse of the privilege is unfair to your co-workers and to your employer.

Employees are not expected to work without compensation. Conversely, employees who are at work, not working, should not be expected to receive compensation.

Abuse of this privilege will be considered grounds for dismissal.



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LUNCH POLICY

Work Schedules for staff normally include an unpaid 30 minutes. Although every effort will be made to avoid it, should you be asked to help a patient during your break, please clock in when you do so and back out when you return to your lunch.

If conditions warrant, employees may be asked to work through the normally scheduled rest period. At such times employee cooperation is expected.

Meal breaks taken off property are considered unpaid unless it is categorized as a team meeting or staff training.

NO FOOD OR DRINK OF ANY KIND may be taken into “patient areas”. You may have drinks at your station.

PERSONAL TELEPHONE CALLS

Our office has a limited number of business telephone lines.

These telephone lines are our lifeline and they are to remain open at all times for business use only.

Except in case of emergency or special needs, you are asked not to make or accept routine personal phone calls during business hours.

Under no circumstances are employees allowed to charge personal phone calls to our office phone.

No long distance calls, unless for business uses only, are to be made from the office.

Personal cell phones are allowed to be with the employee and turned on in order for the employee to be available to be reached in case there is an emergency that needs their attention. **It is the employee's responsibility to let their friends and family know that they should only be called on their cell phone in emergency or special need situations.**

Texting on the cell phone is permitted to quickly communicate with a friend or family. More than 4 texts within 2 minutes is considered a conversation and should be restrained.



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EMPLOYEE TERMINATION

A difficult part of any business is the occasional reality of employee termination. When an employee is terminated for any cause, two weeks advance notice **may** be given by the employer and the same two weeks advance notice is expected by the employee.

**Note that this only applies after the ninety day probationary period has been completed.*

In lieu of two weeks advance notice, the employer **may** decide to grant two weeks' severance pay.

No additional compensation will be granted to an employee until all keys, handout materials, office policy manual, etc. are returned to the employer. Dr. Huffman has the right to terminate an employee immediately with no severance or advance notice.

The following may be cause for immediate dismissal. This list is **NOT** to be constructed as all-inclusive:

- Excessive absenteeism or tardiness
- Poor personal hygiene
- Dishonesty
- Breach of confidentiality
- Breach of professional ethics
- Refusal to perform assigned duties
- Inability to perform assigned duties
- Poor work habits or efficiency
- Inability to work in harmony with co-workers
- Inability to work in harmony with patients
- Inability to work in harmony with your employer
- Lack of enthusiasm
- Lack of inventiveness
- Lack of office loyalty
- Disruption of office morale
- Stealing
- Alcohol/Drug Use or abuse



GRIEVANCES

Harmony among staff members is an important goal of our practice. If any staff member has a conflict with a fellow employee, the two should “take a break” away from patient’s views or hearing and try to resolve the problem in a positive way. If the resolution is not satisfactory to either of the two staff members, then a time should be scheduled to discuss with Dr. Huffman.

Any employee who voluntarily instigates unnecessary office controversy, disrupts office morale, or treats any office person with disrespect, will be looked upon as having caused sufficient reason for dismissal.

If any staff member has a job-related problem that does not involve a conflict with another employee, this should be reported directly to Dr. Huffman.

For any reported grievances, Dr. Huffman should have a conference with involved employees. Written report of the grievance will be placed in all parties’ employee files.

BEREAVEMENT

If a full-time employee who has completed his/her probationary period is absent from work because of the death of a family member or close friend, he/she will be reimbursed only for his or her normally scheduled work day or work week.

No more than 5 days may be taken with pay in the case of the death of an immediate family member (spouse, child or parent). No more than 3 days may be taken with pay in the case of a close relative such as a brother or sister. No more than 1 day may be taken with pay for more distant relatives or close friends.

Reimbursement will only be for funeral days that fall on an employee's normal work day. Except for the death of an immediate family member, no payment shall be made for any day of absence which is later than the day of the funeral. An exception to this is when the employee attends such funeral at a location where additional time for travel is necessary.

Up to three days of bereavement for the death of an immediate family member may be applied toward PTO.

SUBSTANCE ABUSE

Our policy is to employ a work force free from alcohol abuse or the use of illegal drugs. Any employee who violates this policy will be disciplined. This may include termination, even for the first offense.

We strive to provide a safe and healthy work environment, free from the use of illegal drugs and abuse of alcohol and set forth the following rules:

- A. Employees may not consume alcoholic beverages or take illegal drugs on our premises.
- B. Employees may not report to work under the influence of drugs or alcohol.

If you are convicted under any federal or state criminal drug statute, you must notify Dr. Huffman within five (5) days. This will be grounds for termination.

Legal drugs include prescribed and over-the-counter drugs which have been legally obtained and used for the purpose for which they were intended. Illegal drugs include any drug which is not legally obtainable, which may be obtainable but has not been legally obtained or which is being used in a manner of for a purpose other than as prescribed.



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SIGNATURE OF COMPLETION

I have read and understand completely the office manual.

_____ Signature of Employee.

_____ Printed Name of Employee.

Date: _____

Please return this page to Dr. Peter Huffman or Manager.



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PTO REQUEST FORM

Name: _____

Dates Requesting Off: _____

If I have PTO time available I would like to:

- Be paid for _____ # of hours, or
- Take without pay

Approval Signature: _____

Date: _____



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OFFICE DRESS CODE....CONTINUED

Huffman Family Eye Care supplies you with 2 uniforms in either colors of Ceil, Hunter, Indigo, Black or Royal. The price of one uniform is \$62.04, with a total of \$124.08. When you leave Huffman Family Eye Care the 2 uniforms need to be returned to the office. If they are not returned the amount of \$124.08 will be deducted from your last pay check.

We will need you to fill out the information below for the 2 uniforms provided.



Size: XX-Small ____, X-Small ____, Small ____, Medium ____, Large ____,

1X ____, 2X ____, 3X ____, 4X ____, 5X ____.

Tall ____, Regular ____, Petite ____

Color: Ceil ____, Indigo ____, Hunter ____, Royal ____, Black ____



Size: XX-Small ____, X-Small ____, Small ____, Medium ____, Large ____,

1X ____, 2X ____, 3X ____, 4X ____, 5X ____.

Tall ____, Regular ____, Petite ____

Color: Ceil ____, Indigo ____, Hunter ____, Royal ____, Black ____



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