



Employee Handbook 2010 Effective 1/1/10, Revised 7/1/10
(Now available online at www.optionsfbl.com)

Updates for July 1, 2010

1. New emergency pager number (1-877-313-1989) (page 1)
2. Employee Handbook and policy updates available on Options website www.optionsfbl.com and WorkSmart's DarwiNet site www.worksmartpeo.com (page 4)
3. Whistle Blower Protection section in the Code of Conduct- remedy for suspected retaliation. (page 16)
4. Revised PTO Rate charts for all employees- accrual rates have been decreased due to reduced state reimbursement rates) (pages 39 and 40)
5. Update to Paid Time Off Donation Program- If employee is eligible for short term disability; they would be ineligible for PTO donations. (page 41)
6. Update to Family and Medical Leave Section- A start date for a FMLA leave or any leave of absence begins on the first day an employee is not present at work, to include paid and unpaid time off. (page 42)
7. Revised Retirement Benefits 401(k) match – The maximum annual match is 3% of gross wages. (page 46)
8. Revised Employee Referral Bonus Section- all bonuses are suspended due to state funding cuts. (page 46)
9. Education Incentive Section- all bonuses are suspended due to state funding cuts. (page 46)
10. Revised Employee Development Review (EDR) Section- The EDR form has been revised and is now available on the Options website or in the main office. Employees must collect at least one EDR per quarter from a source identified by their Employee Performance Review/Supervisor and present these 4 EDRs at their annual performance review to help with developing their individual goals for the next year. (page 48)
11. Whistleblower Protection policy- Employees should use the grievance procedure to report suspected retaliation. (page 59)
12. Revised Actions that warrant dismissal - # 7 Violations of Code of Conduct, including retaliation against those who report concerns per the agency's whistleblower protections. (page 61)
13. Revised form: Combined - Options Corporate Compliance/Fraud Waste and Abuse Concerns Report Form (page 67)