



December 10, 2021

NOTICE

The Board of Directors of the Kaweah Delta Health Care District will meet in an open Human Resources Committee meeting at 4:00PM on Wednesday December 15, 2021 in the Support Services Building Copper Conference Room 520 W. Mineral King Avenue, Visalia, CA 93291.

All Kaweah Delta Health Care District regular board meeting and committee meeting notices and agendas are posted 72 hours prior to meetings (special meetings are posted 24 hours prior to meetings) in the Kaweah Health Medical Center, Mineral King Wing entry corridor between the Mineral King lobby and the Emergency Department waiting room.

The disclosable public records related to agendas are available for public inspection at Kaweah Health Medical Center – Acequia Wing, Executive Offices (Administration Department) {1st floor}, 400 West Mineral King Avenue, Visalia, CA and on the Kaweah Delta Health Care District web page <https://www.kawahhealth.org>.

KAWEAH DELTA HEALTH CARE DISTRICT
Garth Gipson, Secretary/Treasurer

A handwritten signature in black ink that reads "Cindy Moccio". The signature is written in a cursive, flowing style.

Cindy Moccio
Board Clerk, Executive Assistant to CEO

DISTRIBUTION:
Governing Board
Legal Counsel
Executive Team
Chief of Staff

<http://www.kawahdelta.org>

KAWEAH DELTA HEALTH CARE DISTRICT BOARD OF DIRECTORS HUMAN RESOURCES COMMITTEE

Wednesday December 15, 2021

Support Services Building Copper Conference Room
520 W Mineral King Ave., Visalia, CA 93291

ATTENDING: Lynn Havard Mirviss (Chair); Garth Gipson; Gary Herbst, CEO; Dianne Cox, VP Chief Human Resources Officer; Keri Noeske, VP Chief Nursing Officer; Brittany Taylor, Director Physician Recruitment/Relations; Raleen Larez, Director of Employee Relations; George Ortega, Recording

OPEN MEETING – 4:00 PM

CALL TO ORDER – *Lynn Havard Mirviss, Human Resources Committee Chair*

PUBLIC PARTICIPATION – Members of the public may comment on agenda items before action is taken and after it is discussed by the Board. Each speaker will be allowed five minutes. Members of the public wishing to address the Board concerning items not on the agenda and within the jurisdictions of the Board are requested to identify themselves at this time. For those who are unable to attend the beginning of the Board meeting during the public participation segment but would like to address the Board, please contact the Board Clerk (Cindy Moccio 559-624-2330) or cmoccio@kawahhealth.org to make arrangements to address the Board.

- 1) **Physician Recruitment Update** – Medical staff recruitment efforts update- *Brittany Taylor, Director Physician Recruitment/Relations*
- 2) **Human Resources Updates**- Retention Discussion – *Dianne Cox, VP Chief Human Resources Officer*
- 3) **Policies**- Discuss changes to current policies-*Dianne Cox, VP Chief Human Resources Officer*
 - (a) **HR.14 Non-English/Limited English {no revision, only statement at the end of the document}**
 - (b) **HR.49 Education Assistance {revised}**
 - (c) **HR.62 Exempt Employees Pay {revised}**
 - (d) **HR.70 Meal Periods, Rest Breaks, Breastfeeding {revised}**
 - (e) **HR.128 Employee Benefits Overview {revised}**
 - (f) **HR.241 Paid Time Off (PTO) {revised}**

ADJOURN – *Lynn Havard Mirviss, Human Resources Committee Chair*

In compliance with the Americans with Disabilities Act, if you need special assistance to participate at this meeting, please contact the Board Clerk (559) 624-2330. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Kaweah Delta Health Care District Board of Directors meeting.

*Mike Olmos – Zone I
Board Member*

*Lynn Havard Mirviss – Zone II
Vice President*

*Garth Gipson – Zone III
Secretary/Treasurer*

*David Francis – Zone IV
President*

*Ambar Rodriguez – Zone V
Board Member*

MISSION: Health is our Passion. Excellence is our Focus. Compassion is our Promise.



**Physician Recruitment and Relations
Medical Staff Recruitment Report - December 2021**

Prepared by: Brittany Taylor, Director of Physician Recruitment and Relations - btaylor@kaweahhealth.org - (559)624-2899

Date prepared: 12/8/2021

Central Valley Critical Care Medicine	
Hospitalist	2
Intensivist	3

Delta Doctors Inc.	
OB/Gyn	1

Frederick W. Mayer MD Inc.	
Cardiothoracic Surgery	2

Kaweah Delta Faculty Medical Group	
Family Medicine Core Faculty	1

Kaweah Health Medical Group	
Advanced Practice Provider - Quick Care	1
Audiology	1
Dermatology	2
Family Medicine	3
Internal Medicine	1
Gastroenterology	2
Neurology	1
Orthopedic Surgery (Hand)	1
Otolaryngology	2

Kaweah Health Medical Group (Cont.)	
Pulmonology	1
Radiology - Diagnostic	1
Rheumatology	1
Urology	3

Oak Creek Anesthesia	
Anesthesia - Cardiac	1
Anesthesia - Critical Care	1
Anesthesia - Obstetrics	1

Orthopaedic Associates Medical Clinic, Inc.	
Orthopedic Surgery (Trauma)	1

Other Recruitment	
Neurology - Inpatient	1

Sequoia Oncology Medical Associates Inc.	
Hematology/Oncology	1

Valley Children's Health Care	
Maternal Fetal Medicine	2
Neonatology	1

Candidate Activity

Specialty/Position	Group	Last Name	First Name	Availability	Referral Source	Current Status
Anesthesia - Cardiac	Oak Creek Anesthesia	Dahl, M.D.	Aaron	TBD	Direct Referral	Site Visit: 2/11/22
Anesthesia - Cardiac	Oak Creek Anesthesia	Wijesinghe	Isuru	06/22	MDStaffers - 11/9/21	Currently under review
Anesthesia - Cardiac	Oak Creek Anesthesia	Nagm, M.D.	Hussam	06/22	Direct Referral	Site Visit: 11/9/21; Verbally accepted offer
Anesthesia - OB	Oak Creek Anesthesia	Wang, M.D.	Allen	07/23	Direct - 11/26/21	Currently under review
Anesthesia	Oak Creek Anesthesia	Berg, M.D.	Lamont	TBD	Direct	Offer accepted
Anesthesia	Oak Creek Anesthesia	He, M.D.	Chaoying	ASAP	Direct	Site Visit: 9/21/21; Offer accepted; Tentative Start Date: January 2022
Anesthesia	Oak Creek Anesthesia	Lin, M.D.	Steven	ASAP	Direct	Site Visit: 9/21/21; Offer accepted; Tentative Start Date: January 2022
Certified Registered Nurse Anesthetist	Oak Creek Anesthesia	Knittel	Michael	03/22	Direct - 10/19/21	Offer accepted; contract in process
Certified Registered Nurse Anesthetist	Oak Creek Anesthesia	Lopez	Ramon	03/22	Direct - 11/2/21	Offer accepted; contract in process; Tentative Start Date: March 2022
Certified Registered Nurse Anesthetist	Oak Creek Anesthesia	Sobotka	Tyler	01/22	Direct - 6/1/21	Offer accepted; Tentative start date: January 2022

Candidate Activity

Specialty/Position	Group	Last Name	First Name	Availability	Referral Source	Current Status
Certified Registered Nurse Anesthetist	Oak Creek Anesthesia	Spolsdoff	Allison	12/21	Direct	Offer accepted; Start date: 12/13/21
Family Medicine	Kaweah Health Medical Group/Visalia Family Practice	Shin, M.D.	Chang-Sung	09/22	Kaweah Health Resident	Initial interview: 10/15/21; Offer with Visalia Family Practice Pending
Family Medicine Core Faculty	Kaweah Delta Faculty Medical Group	Rangel-Orozco, M.D.	Daniela	08/22	Kaweah Health Resident	Site Visit: 10/28/21; Offer extended
Gastroenterology - APP	Kaweah Health Medical Group	Almonte, NP-C	Wendy	01/22	Direct referral	Site Visit: 11/3/21; Offer accepted; Start Date: 01/03/22
Gastroenterology	Key Medical Associates	Eskandari, M.D.	Armen	11/21	Direct	Offer accepted; Tentative Start Date: January 2022
Hospitalist	Central Valley Critical Care Medicine	Grewal, M.D.	Sarbjot	07/22	Direct	Site Visit: 12/29/21
Hospitalist	Valley Hospitalist Medical Group	Kaur, M.D.	Kamalmeet	09/22	Direct - 9/21/21	Offer extended
Hospitalist	Central Valley Critical Care Medicine	Nagy, D.O.	Omar	08/22	Vista Staffing Solutions - 11/8/21	Site Visit: 11/13/21
Hospitalist	Central Valley Critical Care Medicine	Nguyen, M.D.	Hung	02/22	Vista Staffing Solutions - 11/18/21	Site Visit: 12/18/21
Hospitalist	Central Valley Critical Care Medicine	Zaidi, M.D.	Syeda	07/22	Direct - CareerMD Career Fair	Currently under review
Intensivist	Central Valley Critical Care Medicine	Sinha, M.D.	Nupur	TBD	CompHealth - 10/22/21	Site Visit: 11/23/21
Internal Medicine/Sleep Medicine	Central Valley Critical Care Medicine/ Kaweah Health Medical Group	Sarrami, M.D.	Kayvon	08/22	Direct - 11/27/21	Site visit pending dates
Interventional Cardiology	Sequoia Cardiology Medical Group	Singla, M.D.	Atul	01/22	Direct referral	Site Visit: 6/14/21; Offer accepted; Tentative Start Date: 2/2022
Neonatology	Valley Children's	Agu, D.O.	Cindy	TBD	Valley Children's - 9/1/21	Site Visit: 9/20/21; Offer extended

Candidate Activity

Specialty/Position	Group	Last Name	First Name	Availability	Referral Source	Current Status
Neonatology	Valley Children's	Kannekanti, M.D.	Naveem	07/22	Valley Children's - 12/7/21	Site visit pending (January 2022)
Neonatology	Valley Children's	Singh, M.D.	Himanshu	08/22	Valley Children's - 3/31/21	Site Visit: 4/19/2021; Offer accepted. Start date 8/29/2022
Pediatrics	Kaweah Health Medical Group	Galindo, M.D.	Ramon	09/22	Direct referral - 6/28/21	Site visit: 9/14/21; Offer accepted
Rheumatology	Kaweah Health Medical Group	Li, M.D.	Zi Ying (Kimmie)	08/22	Direct - 11/27/21	Currently under review
Physical Therapy	Kaweah Health Medical Group	Zigo	Dominique	Jan-22	CliniPost - 8/25/21	Offer accepted; Start date: 01/10/22

Ideal Work Environment

October 2021



kaweahhealth.org



Retention at Kaweah Health

**“Train people well enough so they can leave.
Treat them well enough so they don’t want to.”**

– Richard Branson

Press Ganey New Tools

- Anticipated onboarding and exit survey launch: January 1, 2022 (via emails and texts after information is updated during open enrollment).
- Create committee for buy-in and insights
- Desired committee:
 - Roughly 8 members
 - Ad hoc and only a few meetings
 - Include: Ancillary, Clinical Education, Nursing, KHMG, long term and new leaders for representation
 - Possible Nominees: Jaime Hopper, Molly Niederreiter, Michelle Peterson, Amy Baker, Emma Mozier, Tendai Zinyemba, Renee Lauck, Lily Hinojos, Tracy Salsa
- Residents and PHC/SHC are not currently included in exit interviews
- Anticipate stay interview survey launch February 14, 2022
 - May go for a wide reach, tied to length of service (e.g. all employees over 1 year)
- Pulse survey on employee benefits May 2022- benefited employees
- Pulse survey on 27 EES questions June 2022- all work groups

Retention at Kaweah Health

Note: We often get asked what we do to retain our employees. Retention is different for everyone.

At Kaweah Health	In The Works	For Consideration
Engaged Leaders Linked In Learning	Continued Development of Leaders and Executives	Lead Academy
Competitive Pay Career Ladders/Clinical Ladders for Growth and Development	Competitive Pay – Ongoing Market Adjustments More Career Ladders/Clinical Ladders	Preceptor Program Weekend Differential Retention Bonuses for years of service
Annual Merit Increases	On Time Performance Evaluations	Meaningful time on Performance Evaluations
Health, Dental, Voluntary Vision Insurance	Open Enrollment Communication	Benefits Day 1
Life Insurance/ADD; Long Term Disability	Open Enrollment Communication	
Voluntary Benefits	Open Enrollment Communication plus Corporate Discounts	
Education Assistance (Reimb, Loan Payback, Certs) Conferences/GTM's	COS/WIB close to offering PT RN program with up to 7 seats for Kaweah Employees – Nominations Pending Develop Volunteers for Future Employment	Flexible Schedules; PT for FT Benefits Education Coach Shadowing for New Roles
Employee Emergency Relief Fund		Scholarships
401k (match increases with service)	December Communication	3-year vesting or 20% over five years
457b (not offered elsewhere)		
PTO/EIB (PTO accrual increases with service up to 10 years)	Accrual Limit 500 through June 30, 2022 and Cash Out of 120 hours for 2022	Portion of EIB Accrual to 401k Review of Accrual Amounts
EIB Donation Program		
Flexible Schedules – Working from Home		LVN Break Nurses Shift Length
Employee Engagement Surveys and SAQ's	Press Ganey New Tools (Exits, Onboarding, Stays, Pulse)	
Department/Unit Based Councils – Teamwork Pay It Forward – Dept to Dept	Kaweah Care – Recognition of Milestones, service or otherwise, personal or professional. Monthly birthday celebrations, weddings, babies, degrees, certs, etc.	RN floating; four-week rotation to another unit Input on diversity and inclusion/health equity

Retention at Kaweah Health

Note: We often get asked what we do to retain our employees. Retention is different for everyone.

At Kaweah Health	In The Works	For Consideration
Mentorship Programs	Expanded Mentorship Programs – new hires/transfers Formal Succession Planning Program Emerging Leaders Program	
Employee Recognition (Employee Connection Team)	Job Well Done, email thanks, gift cards	
Executive Rounding	Structured Leader Rounding	
Food	Targeting 1/1/2022 to open Ambrosia and full café/gift shop in 2022	Café Hours – breakfast to night Free Coffee in café's
Values Based Culture	Kaweah Helps	Paid Volunteerism Missionary Trips
Kaweah Kids		Expanded Day Care Options and Autism Support Adoption and Fostering Support
Transitions Benefit Group – assists with Medicare/SS for employees, parents, and grandparents		Elder Care
Employee Assistance Program		Financial Wellness Classes, Stress Mgt, Work-Life Balance, Child Rearing, Caregiving and Career Planning (Education Coach)
		Housing Assistance



Policy Number: HR.14	Date Created: 06/01/2007
Document Owner: Dianne Cox (VP Chief HR Officer)	Date Approved: Not Approved Yet
Approvers: Board of Directors (Administration), Cindy Moccio (Board Clerk/Exec Assist-CEO)	
Non-English/Limited English Speaking, and/or Hearing Impaired Individuals- Non Discrimination	

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

POLICY:

It is the policy of Kaweah Delta that no otherwise qualified individual shall, solely by reason of his/her inability to either speak English, or solely as a result of his/her hearing impairment, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any Kaweah Delta program or activity. This policy is pursuant to Section 504 of the Rehabilitation Act of 1973.

PROCEDURE:

I. Employees and Applicants for Employment

All aspects of employment with Kaweah Delta will be governed on the basis of merit, competence, and qualifications. However, because instant and coherent communication skills are mandated by the critical nature of patient care needs, fluency in the English language will be required of all employees having patient contact or with the potential of having patient contact. All employees, however, are free to speak in the language of their choice during meal and break periods.

II. Complaints and/or Reports of Discrimination

Complaints and/or grievances regarding this policy from applicants for employment and/or from employees should be directed to the Vice President of Human Resources or designee. Complaints and/or grievances regarding this policy from patients, their family members, and/or members of the public should be reported in accordance with the guidelines outlined in the Administration Policy Manual, AP.88.

“Responsibility for the review and revision of this Policy is assigned to the Vice President of Human Resources. In some cases, such as Employee Benefits Policies, Summary Plan Descriptions and Plan Documents prevail over a policy. In all cases, Kaweah Health will follow Federal and State Law, as applicable, as well as Regulatory requirements. Policies are subject to change as approved by the Governing Board and will be communicated as approved after each Board Meeting. It is the employee’s responsibility to review and understand all Kaweah Health Policies and Procedures.”

Policy Number: HR.49	Date Created: 06/01/2007
Document Owner: Dianne Cox (VP Human Resources)	Date Approved: 05/27/20
Approvers: Board of Directors (Administration), Dianne Cox (VP Human Resources)	
Education Assistance	
<ul style="list-style-type: none"> - Tuition, Books and Fees Reimbursement or Loan Repayment - Educational Programs and Compensation - Continuing Education and Conferences - Professional Certification Fee Reimbursement and Awards 	

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

POLICY:

Kaweah Delta recognizes the important of growth and development of all employees to improve work performance and increase job knowledge and skill. As an employee benefit and to support the recruitment and retention of qualified employees, Kaweah Delta offers a number of programs and opportunities as described in this policy.

Certain amounts reimbursed up to \$5,250 in a calendar year received under this Educational Assistance program are excluded from wages and other compensation; monies are reimbursed without being subject to taxes. These programs include reimbursement for tuition, books and fees and for fees related to obtaining certifications. Other amounts paid are included as taxable wages, such as Loan Repayment and the Certification Award. Refer to IRC Section 127 for more information. Employees are responsible to ensure their annual tax withholdings and disclosures are appropriate.

Education Assistance - Tuition, Books and Fees Reimbursement or Loan Repayment

Full-time and part-time employees may apply for reimbursement of tuition, books and fees or loan repayment for educational programs which apply to positions at Kaweah Delta. An employee must have completed 2080 hours (1872 hours for 12-hour shift employees) of active employment and have received at least one performance evaluation before the start of the program in which they are enrolling or before submitting a Loan Repayment Form. Current employees as of 1/1/20 have to meet the above conditions and must wait until after their 2020 performance evaluation to apply for any remaining monies under the Loan Repayment Program. Employees who have received a performance

evaluation below a 2.5% rating or a Level II or III Performance Correction Notice within the 12 months prior to the beginning of the program or eligibility for the Loan Repayment are not eligible for that year, even if they had been previously eligible. If performance in the subsequent year meets expectations and there are no Performance Correction Notices, the employee is eligible again for reimbursement or loan repayment. No retroactive payments are made; the lifetime amounts remain the same as long as eligibility and all requirements are met.

Lifetime maximum amounts for reimbursement or outstanding student loan repayments combined for each degree:

- Up to \$2,500 for Associates Degree or educational programs leading to a certification required for a position at Kaweah Delta.
- Up to \$10,000 for a Baccalaureate Degrees, limited to \$2,500 per calendar year. Payments are made over four or more years if employee remains employed in an active full-time or part-time status.
- Up to \$15,000 for a Masters' Degree, limited to \$5,000 per calendar year. Payments are made over three or more years if employee remains employed in an active full-time or part-time status. If receiving reimbursement for a Baccalaureate Degree, reimbursable monies for a Master's Degree will begin once the Baccalaureate Degree reimbursement is completed.
- Up to \$20,000 for Doctoral Degree (Pharmacy, Physical Therapy and Nursing Director or Manager, DNP or PhD in Nursing, or RN with BSN in a program for Nurse Practitioner that requires DNP), limited to \$5,000 per calendar year. Payments are made over four years if employee remains employed in an active full-time or part-time status. If receiving reimbursement for a Bachelors' or Masters' Degree, reimbursable monies for a Doctoral Degree will begin once the Masters' Degree reimbursement is completed.

For all reimbursements or loan repayments, employees are required to exhaust all school, program, federal or state grant, scholarship and loan repayment opportunities offered prior to submitting a Reimbursement Form or Loan Repayment Form to Kaweah Delta. These include, but are not limited to:

- Nurse Corps
- Health Professions Education Foundation
- CSLRP Loan Repayment Program

In no case will an employee receive more than \$5,000 in a calendar year.

An employee may want pre-approval for the Tuition Reimbursement portion of this policy. If so, the employee must submit the form two weeks prior to the beginning of class or the program. A letter of approval/disapproval will be sent to the employee. If pre-approval is issued, all conditions of successful completion of the class or program must still be achieved to remain eligible for reimbursement. Reimbursement or Loan Repayment Forms are due within 30 days of each course completion or annually each year following the successful completion of the

performance evaluation.

The Reimbursement Form and original receipts as well as grades verifying course completion must be submitted to Human Resources. A grade of C or better in graded courses and/or a grade of "Credit" in a Credit/No Credit course indicates successful completion. For loan repayment, a current outstanding educational loan statement must be attached to the application. If prior loan repayments have been issued, at least 2/3 of the monies received from Kaweah Delta must show as a credit on the statement for the prior period. If not, there is no future eligibility for any Tuition, Books or Fee reimbursement nor Loan Repayment.

All signatures on applications are required to be obtained prior to submitting the application to Human Resources, including the employee's Director or Vice President for Directors submitting for reimbursement, and the Director of Human Resources.

Terms and Conditions

Nothing in this policy shall be construed to bind either Kaweah Delta or the employee to any period of employment with the other. Each party recognizes that employment is terminable at the will of either party.

Class attendance and completion of study assignments will be accomplished outside of the employee's regularly scheduled working hours. It is expected that educational activities will not interfere with the employee's work.

EDUCATIONAL PROGRAMS AND COMPENSATION

Kaweah Delta provides various educational programs and opportunities for employees including but not limited to formal hospital/departmental/unit specific orientation, annual requirements, in-services related to new equipment or procedures, maintenance of certifications as required for identified positions, and staff meetings. Appropriate compensation must be provided in accordance with regulatory and Kaweah Delta established guidelines.

Mandatory Education

- Programs may be designed as mandatory by Kaweah Delta, a Vice President, a Director or a Manager. These programs may be offered during scheduled working hours or outside of scheduled working hours.
- Mandatory programs such as meetings, courses, and orientations will be compensated by Kaweah Delta. Education hours will be considered productive time and as such will be paid in compliance with overtime as applicable and are subject to adherence to the policies and procedures that govern productive time, i.e. – dress code, attendance, etc. (Refer to Policies HR.184— Attendance and Punctuality, HR.197 Dress Code - Professional Appearance Guidelines.)
- Courses may consist of instructor led training, computer based learning/testing, or blended learning defined as computer based learning followed by instructor led discussion or skills testing.

- With the exception of illness, approved absence or scheduled vacation, all employees must attend mandatory meetings. Reasonable notice is to be provided to employees of upcoming mandatory meetings. If the employee is unable to attend, he/she should request an absence. An employee who is unable to attend may be required to read and initial the meeting minutes or attend an additional meeting or program.
- Employees are to give 48 hours' notice for cancellation of any class or program in which they are enrolled, whichever voluntary or mandatory. Failure to give advance notice or arrive on time may count as an occurrence under the Attendance policy. (See HR.184 – Attendance and Punctuality)
- Assignment to attend during regular work hours will be made at the discretion of the department leader. Any deviations from mandatory attendance will be made at the discretion of the department leader.

COMPENSATION FOR KAWEAH DELTA ASSIGNED JOB REQUIREMENTS

- ***Employees who participate in and pass courses will be paid for such time if the course is required for their position or they have obtained manager approval prior to participating in the course.***
- ***Courses should be scheduled on non-work days and overtime should be avoided to the extent possible.***
- ***If the course is offered at KDHCD, no reimbursement will be provided for programs taken elsewhere unless manager approval is obtained prior to attending an outside course.***
- ***Instructor led training will be paid for actual time spent in the classroom. Staff who arrive late or unprepared will not be allowed to participate in the course and will not be paid for the attempt to participate.***
- ***Computer based courses/testing completed onsite will be paid for actual time spent completing the course/test. Computer based courses/testing completed off-site will be paid based on a predetermined amount of time. Fees charged to access online courses will not be reimbursed unless management approval is obtained prior to purchasing the course.***
- ***Time spent by employees attending training programs, lectures and meetings are not counted as hours worked if attendance is voluntary on the part of the employee or the course is not related to the employee's job.***

Employees must use the current time keeping system to record actual time for instructor led training and previously established hours for online training in order to receive compensation for education hours.

Established compensation for successful completion of online training includes but is not limited to the following:

Online Training	Hours Paid
HeartCode BLS	3
ACLS/PALS required pre-course self-assessment	2
NRP	4
STABLE	2
NDNQI Pressure Ulcer Training	1 (per module/max 4 modules)
NIHSS Stroke Certification	4
Off Duty completion of performance evaluation – self evaluation	1
Off Duty completion of NetLearning Modules/Testing	Variable based on module length, TBD prior to module release
Completion of Peer Evaluations	Not eligible – Must be done on duty

CONTINUING EDUCATION AND CONFERENCES

With the assistance of Human Resources and Clinical Education, department leaders plan, develop, and present educational offerings to Kaweah Delta employees on a continuous and on-going basis. Continuing education includes all forms of job-related training, whether offered by Kaweah Delta or by an outside organization.

Many different methods are used for staff education such as formal continuing education classes, in-services, web-based education, one-on-one instruction, teleconferences, self-learning modules, and conferences. Reference materials for staff education are available within their respective departments, Kaweah Delta Library, KDCentral and/or KDNet and resources online.

Types of educational offerings are determined as a result of Performance Improvement and Risk Management activities, new and changing technology, therapeutic and pharmacological intervention, regulatory and accreditation bodies, and identified or stated learning needs of employees.

Continuing education events may be required by Kaweah Delta and if mandatory, the costs and time for attendance will be paid. If a program is voluntary, whether the expense and time for attendance will be paid or reimbursed is determined by the department leader.

Conferences

A department may budget for short-term conference or seminar-type trainings for employees. It is the responsibility of the employee to complete the Travel Reimbursement Form and secure approval in advance of the training for all anticipated expenses, including approval for the hours to attend and whether hours in attendance will be paid. Conferences may be required by Kaweah Delta and if mandatory, the costs and time for attendance will be paid.

Refer to AP19 Travel, Per Diem and Other Employee Reimbursements

PROFESSIONAL CERTIFICATION FEE REIMBURSEMENT AND AWARDS

As determined by the area Vice President, pre-approved professional certification fees are available to full-time and part-time employees attaining and/or maintaining professional certification(s) in their vocational area. Employees must have successfully completed six months of employment to be eligible for this reimbursement or awards.

Professional Certification Criteria: To be reimbursed for examination fees and to qualify for the monetary award, the professional certification attained by the employee must:

- Not be a requirement for the staff members job code;
- Be sponsored by a national professional organization
- Involve an initial written examination that is available nationally and tests a professional body of knowledge (i.e., not technical such as ACLS, BCLS, etc.);
- Specify a defined recertification interval

Professional Certification Exclusions: Certification necessary as a condition of employment or as a minimum requirement for the position in which the employee is employed with Kaweah Delta is not eligible under this program.

Employees may request reimbursement for exam and renewal fees associated with the examination up to a maximum of \$250; the maximum an employee may receive for all exam and renewal fees under this program is \$250 per calendar year. These fees are not taxable as long as the annual maximum received in reimbursement for tuition, books and fees is under \$5,250. Expenses which are not eligible for reimbursement, include but are not limited to travel, food, and lodging. The continuing education costs themselves and renewal fees without an exam or continuing education requirement are not eligible. Reimbursements must be submitted to Human Resources within 30 days of obtaining certification. Reimbursement monies will be included on the employee's next paycheck.

Employees receiving an initial certification or renewal are eligible for a monetary award in recognition of their accomplishment. Full-time and part-time employees will receive an award of \$500. The maximum amount of award per calendar year is \$500. Award monies are taxed in accordance with employee exemptions on file.

Employees requesting reimbursement for examination or renewal fees and/or a

monetary award may request the appropriate form through Human Resources.

All signatures on applications are required to be obtained prior to submitting the application to Human Resources, including the employee's Director or Vice President for Directors submitting for reimbursement, and the Director of Human Resources.

Any exceptions to this policy must be approved by the Vice President of Human Resources.

"Responsibility for the review and revision of this Policy is assigned to the Vice President of Human Resources. In some cases, such as Employee Benefits Policies, Summary Plan Descriptions and Plan Documents prevail over a policy. In all cases, Kaweah Delta will follow Federal and State Law, as applicable, as well as Regulatory requirements. Policies are subject to change as approved by the Governing Board and will be communicated as approved after each Board Meeting. It is the employee's responsibility to review and understand all Kaweah Delta Policies and Procedures."

Exhibit A

REQUEST FOR PROFESSIONAL CERTIFICATION BONUS AND/OR REIMBURSEMENT

Kaweah Delta Health Care District

Name: _____ Employee Number: _____
 Job Title: _____ Department: _____
 Professional Certification: _____
 Certifying Organization: _____

Eligibility for Reimbursement:

- Full and part time must be employed for six (6) months
 - Must not be a requirement for employee's current job code
 - Must be a national certification
 - Must require a test to earn certification
 - Must be submitted within 30 days of obtaining certification
 - Must enhance the employee's current role with Kaweah Delta
- **For examples and information regarding payment, please see reverse side****

Reimbursement Details:

Examination Expenses: \$ _____
****RECEIPTS MUST BE ATTACHED****

This represents:

- Examination Expenses (Maximum \$250.00 for Full-Time and Part-Time employees)
- Certification Bonus (Maximum \$500.00 for Full-Time and Part-Time employees)

In accordance with the provisions of Human Resources policy HR.49, Professional Certification, I hereby request reimbursement for examination fees and/or payment of a one-time bonus. I certify that all statements and submissions in support of this reimbursement/payment are true and correct to the best of my knowledge. Further, I understand that the certification I've received and sponsoring certifying body must be on the approved listing in order to qualify for reimbursement.

Staff Member's Signature

Date

Approvals: (all signatures required)

Supervisor: _____ (sign) _____ (print) Date: _____
 Director: _____ (sign) _____ (print) Date: _____
 HR: _____ (sign) _____ (print) Date: _____

Taxable \$ _____ Non-Taxable \$ _____

IMPORTANT: You must attach a copy of the certification and receipts for the reimbursement amount!!!

Payment:
 Reimbursement Procedure: Reimbursements and bonuses will be included in your paycheck. A completed Professional Certification Reimbursement Form must be submitted to Human Resources. Once approved, your reimbursement will be included in your next paycheck.

Examples:

1. Imaging Tech is not eligible to receive reimbursement for obtaining or maintaining their CRT since this is required for all Imaging Techs.

If you have any questions, please contact Human Resources at 624-2644.



Policy Number: HR.62	Date Created: 06/01/2007
Document Owner: Dianne Cox (VP Chief HR Officer)	Date Approved: Not Approved Yet
Approvers: Board of Directors (Administration), Board of Directors (Human Resources), Dianne Cox (VP Chief HR Officer)	
Exempt Employees Pay/Salary Basis Safe Harbor Provision	

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

POLICY:

In accordance with the Fair Labor Standards Act exempt employees of the District are required to be paid on a salary basis. That means that an exempt employee must regularly receive a predetermined amount of compensation each week without regard to the number of days or hours worked in a day (subject to the exceptions below). The District has a general expectation that regular business hours are 8:00am-5:00pm Monday through Friday. Arrival and departure time for exempt staff is determined by business needs and schedules of each department. Exempt employees need not be paid for any workweek in which they perform no work.

Exempt employees may hold concurrent jobs within the District but may not work more than twenty (20) hours of non-exempt work in a week.

PROCEDURE:

I. Exceptions to the Salary Basis Rule

The requirement to provide a predetermined amount of compensation each week, is subject to the following exceptions:

- A. Accrued and unused Paid Time Off (PTO) must be utilized for absences of a full day. If the employee does not have PTO accrued to cover the absence the employee will be allowed to go into the negative, until accrual is earned back in successive pay periods.
- B. The District can offset any amounts received by the employee as jury or witness fees or military pay for a particular week against the salary paid that week by the District for the leave in question.
- C. Deductions from pay may be made for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule

infractions. Employees with accrued and unused PTO may utilize this benefit during a disciplinary suspension.

D. The District is permitted to pay a proportionate part of an exempt employee’s full weekly salary for the time actually worked in the first and last week of employment.

E. Partial day deductions are allowed.

1. The District is permitted to deduct from the salary of an exempt employee for unpaid leave taken in accordance with the Family and Medical Leave Act.

II. Deductions from an exempt employee’s pay cannot be made as a result of absences due to the circumstances listed below.

A. Jury duty.

B. Attendance as a witness in a court proceeding.

C. Temporary military leave.

D. Absences of less than a full week caused by the employer.

E. Absences of less than a full week caused by the operating requirements of the business.

III. All exempt employees accrue Paid Time Off (PTO) and Extended Illness Bank (EIB) time beginning on the first pay period of employment.

IV. ~~Managers, Directors, Executives, and Executive Assistants~~ may take one day of “flextime” between January 1 and June 30, and July 1 and December 31 of each calendar year.

V. An exempt employee may be required to use accrued Extended Illness Bank (EIB) for time off from work when applicable.

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"These guidelines, procedures, or policies herein do not represent the only medically or legally acceptable approach, but rather are presented with the recognition that acceptable approaches exist. Deviations under appropriate circumstances do not represent a breach of a medical standard of care. New knowledge, new techniques, clinical or research data, clinical experience, or clinical or bio-ethical circumstances may provide sound reasons for alternative approaches, even though they are not described in the document."



Policy Number: HR.70	Date Created: 06/01/2007
Document Owner: Dianne Cox (VP Human Resources)	Date Approved: 05/31/2018
Approvers: Board of Directors (Administration), Dianne Cox (VP Human Resources)	
Meal Periods, Rest Breaks and Breastfeeding and/or Lactation Accommodation	

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

PURPOSE:

It is important that Kaweah Health employees receive their meal periods and breaks. Kaweah Health will facilitate meal and rest periods by relieving employees of duties for specified amounts of time. In addition, Kaweah Health will provide rest and recovery periods related to heat illness for occupations that may be affected by same (i.e. Maintenance employees who work outdoors). Kaweah Health supports new mothers who desire to express milk for their infants while at work. Kaweah Health will provide the use of a room, or other location to the nursing mothers work area for expressing milk.

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MEAL PERIOD POLICY AND PROCEDURE:

For non-exempt employees working more than five hours per day, Kaweah Health will provide a 30-minute duty-free meal period. It is each employee's responsibility to ensure that they are taking appropriate meal periods as set forth in the policy.

Meal periods will be unpaid. Non-exempt employees may leave the premises during meal periods, but should notify their supervisor if they do leave, and inform them when they return.

An employee who is not provided with a meal period according to policy must notify their supervisor to attempt to reallocate resources to provide a meal period. Employees unable to take a meal period will be paid for the time.

The beginning and end of each meal period must be accurately recorded on the timecard or timekeeping system.

REST BREAK POLICY AND PROCEDURE:

Non-exempt employees are also authorized and permitted to take two 15-minute rest breaks along with the meal period. Employees must work at least 3.5 hours to be entitled to a rest break. Rest breaks should be taken in the middle of each 4-hour period in so far as it is practicable. These rest breaks are authorized by the department management; but it is each employee's responsibility to ensure that they are taking appropriate rest breaks.

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Rest breaks are considered paid-time, and employees should not clock-out and clock-in for taking such breaks. Leaving the premises is not permitted during a rest break.

ADDITIONAL INFORMATION:

Employees may not shorten the normal workday by not taking or combining breaks, nor may employees combine rest breaks and meal periods for an extended break or meal period

Kaweah Health will provide a reasonable amount of break time to allow an employee to express breast milk for that employee's infant child. The break time will run concurrently, if possible, with any break time already provided to the nursing mother. If it is not possible for the break time that is already provided to the employee, the break time shall be unpaid.

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Kaweah Health will make reasonable efforts to provide the nursing mother with the use of a room or other location in close proximity to their work area for the nursing mother to express milk in private. If a refrigerator cannot be provided, Kaweah Health may provide another cooling device suitable for storing milk, such as a lunch cooler.

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There are several designated lactation rooms that may be found throughout Kaweah Health. Their locations are the following:

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- a) Mineral King Wing, 1st Floor MK lobby by Lab Station
- b) Mineral King Wing, 2nd Floor on the left heading to ICU
- c) Mineral King Wing, 3rd Floor on the left just past the stairwell
- d) Acequia Wing, Mother/Baby Department
- e) Support Services Building, 3rd Floor, (Computer available)
- f) South Campus, next to Urgent Care Lobby
- g) Imaging Center, Dexa Exam Room (Computer available)
- h) Mental Health Hospital, Breakroom Suite
- i) Visalia Dialysis, Conference Room, (Computer available)
- j) KHMG, GYN Department
- k) Exeter Health Clinic, Family Practice Department, (Computer available)
- l) Woodlake Health Clinic, (Computer available)
- m) Dinuba Health Clinic, (Computer available)
- n) Lindsay Health Clinic, (Computer available)

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"Responsibility for the review and revision of this Policy is assigned to the Vice President of Human Resources. In some cases, such as Employee Benefits Policies, Summary Plan Descriptions and Plan Documents prevail over a policy. In all cases, Kaweah Health will follow Federal and State Law, as applicable, as well as Regulatory requirements. Policies are subject to change as approved by the Governing Board and will be communicated as approved after each Board Meeting. It is the employee's responsibility to review and understand all Kaweah Health Policies and Procedures."

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Policy Number: HR.128	Date Created: 06/01/2007
Document Owner: Dianne Cox (VP Chief HR Officer)	Date Approved: 06/28/2021
Approvers: Board of Directors (Administration)	
Employee Benefits Overview	

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

POLICY:

Eligible Kaweah Health Employees are provided a wide range of employee benefits. A number of the programs, such as Social Security, Workers' Compensation, and Unemployment Insurance, cover all employees in the manner prescribed by Federal or State law. Hospital-sponsored benefits eligibility is dependent upon a variety of factors, including employee classification. Human Resources maintains a listing of current benefits available. The controlling terms and conditions of all benefits are contained within the plan documents which define each benefits plan. In the event of discrepancies between other printed material and formal plan provisions describing Kaweah Health employee benefits programs, the official plan documents and instruments provisions govern.

Employees will be responsible for paying their insurance premiums and those for their enrolled dependents based on status and the date of eligibility. Enrollment in most plans must be completed within 30 days of the date of eligibility for the plan. Benefit eligible employees may also apply for offered benefits during Open Enrollment, normally offered in fall of each year for a January 1st effective date. If a full time employee does not elect or waive medical coverage, their coverage will default to the High Deductible Medical Plan [Employee Only](#). Please review Summary Plan Documents for each plan for complete information.

PROCEDURE:

General:

1. Insurance premiums for medical, dental, vision, supplemental life, dependent life, etc., are deducted each pay period (24 per calendar year) from paychecks.
2. Eligible employees may opt to cover eligible dependents with timely enrollment and financial responsibility for any dependent coverage. If a spouse or registered domestic partner has coverage through his or her own outside employer (not KH); the KH plan will pay only as a secondary insurance.
3. If an event occurs which will change the amount of premium the employee pays, the employee will either be required to pay back premiums or will receive reimbursement for premiums already deducted, depending on the nature of the event.

Employee Benefits Overview 2

4. All premium contributions for medical, dental and vision are deducted on pre-tax basis. The conditions of Internal Revenue Service Code, Section 125, specifically prohibit employees from changing their insurance benefit coverage until an Open Enrollment period is offered or unless there is a major life change or qualifying

Employee Benefits Overview 2

event. Certain qualifying events may permit an employee to apply for late enrollment or changes in the employee's enrolled dependents.

Normal Waiting Period:

1. Coverage for health benefits ~~begin the first of the month following a status change~~ to a benefit eligible position.

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Status Change:

1. The department head will submit a Status Change Form to Human Resources when an employee changes employment status. The effective date of the status change is the first day of the pay period in which the status change occurs.
2. Human Resources will notify the employee of changes in eligibility and/or applicable premium levels for eligible benefits. If a full time employee does not elect or waive medical coverage, their coverage will default to the High Deductible Medical Plan Employee Only.
3. The premiums to be deducted are dependent on the date of the status change and may apply to the portion of the premium covering the employee as well as the dependent coverage.
4. If a Per Diem employee with coverage converts to Benefitted status, premiums deducted will be appropriately adjusted.
5. A newly eligible employee, i.e., one who converts from Part Time No Benefits or Per Diem (because of a qualifying event) to Benefitted or benefits eligible status, who has already satisfied the waiting period will not have to satisfy an additional waiting period.
6. An employee who was previously eligible and enrolled in the insurance plans and subsequently changed to a non-benefit eligible status, who has now converted to a benefits eligible status will not be subject to the waiting period.
7. An eligible employee who was eligible for, and declined benefits because of other coverage and then loses the other coverage is eligible to enroll in benefits with no waiting period under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The employee must enroll within 30 days of the loss of other coverage and provide a Certificate of Creditable Coverage from the other plan.
8. An employee who loses medical, vision, dental coverage or a medical spending account due to conversion to an ineligible status or termination of employment will be offered continuation coverage under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), except in the case of discharge for gross

misconduct. Eligibility, payment of premiums, and length of available coverage are determined by COBRA regulations.

9. In the case of a Leave of Absence, if an employee is on paid status (utilizing PTO/EIB), the employee may continue his/her normal premiums through payroll deduction. If on unpaid status, he/she is required to pay Kaweah Delta his/her portion of the premiums bi-weekly/monthly while on a leave of absence for a total of four months combined within a rolling 12 months. After four months, employees will be offered COBRA Continuation Coverage for applicable benefits. Group medical,

dental and vision insurance coverage will cease on the last day of the month in which an employee reaches four months of leave or employment ends except that continuation is allowed under COBRA regulations if applicable to the plan. In the case where Pregnancy Disability Leave (FMLA) combined with CFRA bonding leave applies, if an employee is on paid status (utilizing PTO/EIB), the employee may continue her normal premiums through payroll deduction. If on unpaid status, she is required to pay Kaweah Health her portion of the premiums monthly while on a leave of absence for a total of up to seven months; COBRA rules then apply.

Procedures for COBRA:

- a. At the time of the qualifying event, Human Resources or the COBRA Administrator will forward the Employee Notice and Election Form to the employee via US mail.

COBRA qualifiers: Death of a covered employee, divorce or legal separation, a covered employee becoming eligible for Medicare, or a covered dependent child who is no longer eligible for coverage under the group plan.
- b. The employee, the separated or divorced spouse, or covered dependent will have no more than 60 days from the date of receipt of the COBRA letter to apply for continuance of medical, dental, or vision coverage. Notification is accomplished by completing the Employee Notice and Election form. If the employee, separated or divorced spouse, or covered dependent wishes to continue with medical, dental, or vision coverage, the initial premium payment to the COBRA Administrator must be received within 45 days of the date the employee signs the Employee Notice and Election Form and must be paid in full, back to the date of COBRA coverage.
- c. Upon receipt of the initial payment, the COBRA Administrator will begin the COBRA coverage and will expect future premiums due. The employee or eligible dependent must continue payments each month in order to continue coverage. COBRA coverage will be terminated if payments are not made within the guidelines set forth.

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**Kaweah Delta
Health Care District**

Policy Number: HR.241	Date Created: 12/07/2021
Document Owner: Dianne Cox (VP Chief HR Officer)	Date Approved: 12/21/20
Approvers: Board of Directors (Administration), Cindy Moccio (Board Clerk/Exec Assist-CEO)	
Paid Time Off (PTO) Cash Out	

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Kaweah Delta encourages employees to take vacation time; however, Kaweah Delta recognizes that, in a 24-hour setting, employees may not take the amount of Paid Time Off (PTO) they are generally granted yearly, thus accruing maximum amounts in their PTO bank.

Procedure:

Employees who meet eligibility requirements have the option of cashing out a portion of their PTO. However, to meet Internal Revenue Service regulations, calendar year PTO cash-out elections are made during a special Open Enrollment in the December preceding each calendar year.

- I. All hours are cashed-out at the employee's base rate of pay.
- II. During the Open Enrollment, the employee must complete an irrevocable PTO Cash-Out Election in HROnline.
- III. The maximum cash-out for the calendar year is 120 hours. There are three dates available for cash-outs and any amount of hours may be requested so long as the minimum and maximum rules are met. PTO cash-outs are paid to the employee with their regular paycheck on the dates indicated in HROnline. Kaweah Delta requires that an employee keep available a "minimum utilization" of 40 hours of PTO in his/her accrual bank at the time of the cash-out, and cash-outs will be modified if 40 hours are not available.

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