

Kaweah Delta Health Care District Board of Directors Meeting

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



DATE POSTED: July 24, 2026

NOTICE

Date: Tuesday, July 28, 2026 – HR Board Committee Meeting

Location: Kaweah Health Medical Center – Executive Office Conference Room

Address: 305 W. Acequia Avenue, Visalia, California 93291

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/KelsieD/kaweahdeltahealthcaredistrictboardofdirectorsmeet>

You can also dial in using your phone.

Access Code: 460-561-181

United States: [+1 \(646\) 749-3122](tel:+16467493122)

SCHEDULE:

- **4:00 PM** – Open Session

AMERICANS WITH DISABILITIES ACT (ADA) NOTICE:

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

POSTING NOTICE:

All Kaweah Delta Health Care District regular Board and committee meeting notices and agendas are posted at least **72 hours** prior to the meeting (and **24 hours** prior to special meetings) in the Kaweah Health Medical Center, Mineral King Wing, near the Mineral King entrance, in accordance with Government Code §54954.2(a)(1).

PUBLIC RECORDS:

Disclosable public records related to this agenda are available for public inspection at:

Kaweah Health Medical Center – Acequia Wing, Executive Offices (1st Floor)

400 West Mineral King Avenue, Visalia, CA 93291

Mike Olmos • Zone 1
Board Member

Jonna Schengel • Zone 2
Board Member

Dean Levitan, MD • Zone 3
Secretary/Treasurer

David Francis • Zone 4
President

Armando Murrieta • Zone 5
Vice President

Kaweah Delta Health Care District

Board of Directors Meeting

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



You may also request records by contacting the Board Clerk at (559) 624-2330 or kedavis@kaweahhealth.org, or by visiting the District's website at www.kaweahhealth.org.

KAWEAH DELTA HEALTH CARE DISTRICT

David Francis, Secretary/Treasurer

Prepared by:

A handwritten signature in blue ink, appearing to read "Kelsie K. Davis".

Kelsie K. Davis
Board Clerk / Executive Assistant to the CEO

DISTRIBUTION:

Governing Board, Legal Counsel, Executive Team, Chief of Staff, www.kaweahhealth.org

Mike Olmos • Zone 1
Board Member

Jonna Schengel • Zone 2
Board Member

Dean Levitan, MD • Zone 3
Secretary/Treasurer

David Francis • Zone 4
President

Armando Murrieta • Zone 5
Vice President

Kaweah Delta Health Care District Board of Directors Meeting

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



This agenda is posted in compliance with the Ralph M. Brown Act, including amendments enacted under Senate Bill 707.

KAWEAH DELTA HEALTH CARE DISTRICT BOARD OF DIRECTORS HUMAN RESOURCE COMMITTEE MEETING

Kaweah Health Medical Center – Executive Office Conference Room
305 W. Acequia, Visalia, CA

Wednesday July 28, 2026 {Committee Meeting}

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/KelsieD/kaweahdeltahealthcaredistrictboardofdirectorsmeeti>

You can also dial in using your phone.

Access Code: 460-561-181

United States: [+1 \(646\) 749-3122](tel:+16467493122)

OPEN SESSION 4:00 PM

ATTENDING: Directors: Jonna Schengel (Chair) & Armando; Marc Mertz, Chief Executive Officer; Dianne Cox, Chief Human Resources Officer; Brittany Taylor, Director of Human Resources; Raleen Larez, Director of Employee Relations; Hannah Mitchell, Director of Organizational Development; Jaime Morales, Director of Talent Acquisition; JC Palermo, Director of Physician Recruitment; Dr. Paul Stefanacci, Chief Medical Officer/Chief Quality Officer; Kelsie Davis, Recording

- 1. CALL TO ORDER**
- 2. PUBLIC COMMENT ON CLOSED SESSION ITEMS ONLY** – 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 jurisdiction of the Board are requested to identify themselves at this time.
- 3. MINUTES**- Review of open minutes from May 2026.
Recommended action to send minutes to the Board of Directors.
- 4. MEDICAL STAFF RECRUITMENT**– Overview and discussion of the monthly physician recruitment report.
- 5. LEADER RECRUITMENT UPDATE**- An update on the progress and ongoing recruitment.
- 6. KAWEAH CARE STEERING COMMITTEE** - Presentation and Engagement Update.

Wednesday July 28, 2026

Mike Olmos • Zone 1
Board Member

Jonna Schengel • Zone 2
Board Member

Dean Levitan, MD • Zone 3
Secretary/Treasurer

David Francis • Zone 4
President

Armando Murrieta • Zone 5
Vice President

Kaweah Delta Health Care District

Board of Directors Meeting

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



7. **HUMAN RESOURCE POLICIES-** Revised policies to be forwarded to the Board of Directors.
Recommended action to send minutes to the Board of Directors.

8. ADJOURN

ADA Notice

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Board Clerk at (559) 624-2330 at least 48 hours prior to the meeting.

Agenda Posting and Public Records

Agendas are posted at least 72 hours in advance of regular meetings. Disclosable public records may be obtained by contacting the Board Clerk at 400 W. Mineral King Avenue, Visalia, CA, or by email at kedavis@kaweahhealth.org, or on the District website.

Wednesday July 28, 2026

Mike Olmos • Zone 1
Board Member

Jonna Schengel • Zone 2
Board Member

Dean Levitan, MD • Zone 3
Secretary/Treasurer

David Francis • Zone 4
President

Armando Murrieta • Zone 5
Vice President

MINUTES-



KAWEAH DELTA HEALTH CARE DISTRICT BOARD OF DIRECTORS HUMAN RESOURCES COMMITTEE MINUTES

Wednesday May 20, 2026
Kaweah Health Medical Center
305 Acequia Avenue, Executive Office Conference Room

PRESENT: Directors: Armando Murrieta (chair) and Jonna Schengel; Marc Mertz, CEO; Dianne Cox, Chief Human Resource Officer; Raleen Larez, Director of Employee Relations; Hannah Mitchell, Director of Organizational Development; JC Palermo, Director of Physician Recruitment; Paul Stefanacci, M.D., Chief Medical & Quality Officer; Kelsie Davis, recording

CALLED TO ORDER – at 4:01pm by Jonna Schengel

PUBLIC PARTICIPATION –None.

MINUTES- Reviewed from March 10, 2026.

MEDICAL STAFF RECRUITMENT – JC gave a verbal updated overview and discussion of the Monthly physician recruitment report. The report is attached hereto the minutes.

IDEAL ENVIRONEMNT STRATEGIC INITIATIVE- Dianne gave a high-level overview of the attached strategic initiative.

KAWEAH CARE STEERING COMMITTEE- Hannah, Jaime and team reviewed the attached slides on initiatives.

HUMAN RESOURCES POLICIES – Raleen reviewed the Human Resources policies as revised and recommended to be presented to the Board for approval. Attached hereto the minutes.

ADJOURN – at 4:59pm by Jonna Schengel

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.

KAWEAH CARE STEERING COMMITTEE

Kaweah Care

Employee Engagement &
Experience

July 2026 Update



Mission, Vision, and Kaweah Care Communication



- August/September
 - Performance review conversations
- January/February
 - Executive rounding
- April/May
 - Kaweah Care video remake

Employee Engagement & Experience – FY26 Recap

- 7/1 - 7/15: National Anthem Singing Contest
- 7/3 - 7/4: Red, White, and Blue Dress-Up Day
- 7/16: Kaweah Health Skate Night @ Roller Towne
- 7/31: Just Culture Scenario Review
- 7/31: Certification Mentorship Program Kickoff
- 8/1: Schwartz Rounds “My Best Day at Work”
- 8/4: Kaweah Health Choir Formed
- 8/8: KHU Scholars Luncheon Kickoff
- 8/16: Kaweah Health Rawhide Night
- 8/18: International Day of Charity Drive Kickoff
- 8/22: Leaving Austin Ticket Giveaway
- 8/29: Rawhide Toy Story Night Ticket Giveaway
- 9/1 - 9/30: School Photo Gallery on Compass
- 9/5: International Day of Charity Drive Collection
- 10/1 - 10/31: Pink Wednesdays
- 10/3: Schwartz Rounds – Embracing Our Differences, Connecting with Compassion
- 10/30: Dia de los Muertos Event
- 10/31: Halloween Festival, Pumpkin Showdown, and Dress-up Day
- 11/4 - 12/12: Street Medicine Holiday Giving Drive
- 11/11: Veteran’s Day Recognition Ceremony
- 11/17 - 11/21: Cobber & Ice Cream
- 12/1: Holiday Cheer
- 12/5: Schwartz Rounds – Why I Do What I Do
- 12/8 - 12/12: Holiday Meal
- 12/31: New Year New TV Giveaway
- 1/7: Emerging Leaders cohort 7 starts
- 1/15: Service Awards Luncheon
- 1/23: First Unitek Cohort Graduation
- 2/1 – 2/28: Red Fridays
- 2/11: Leadership Academy cohort 6 starts
- 2/13: Schwartz Rounds
- 2/20: Employee Art Show
- 3/2-3/6: Resident Appreciation Week
- 3/4: Lauch of We Give Wednesdays
- 3/6: Staff Appreciation Day
- 3/17: Wear Green for St. Patrick’s Day & Gold Coin Hunt
- 3/25: Rawhide Ticket Giveaway Launch
- 3/27: Celebration of Life
- 3/30: Doctor’s Day
- 3/31: TJC Food Truck Celebration
- 4/1: Emerging Leaders Cohort 8 Start
- 4/23: Starlight Awards
- 5/4 – 5/8: Nurses Week (observed)
- 5/7: 75th National Day of Prayer at the Reflection Garden
- 5/11 – 5/15: Hospital Week & Compassion Selfie Activity
- 5/21: Rawhide Night
- 6/1: Wear Rainbow Colors for Pride & Compass Gallery
- 6/1 - 6/19: Employee Engagement Survey
- 6/5: Schwarts Rounds
- 6/15: Annual Ducky Race
- 6/19: Wear Red for Juneteenth & Compass Gallery

Employee Engagement & Experience – July & August

- 6/29 - 7/4: Red, White, and Blue Dress Up with Compass Gallery
- 7/1 - 9/1: “Pursuit of Healthiness” Compass Activity
- 7/24 - 8/6: Back to School Drive
- 8/7: Schwartz Rounds - *The Hero I Clock In With*
- 8/21: Kaweah Health Rawhide Night
- Ongoing opportunities and programs include
 - We Give Wednesdays, Employee Huddles, World-class Employee and Team of the Month, Kaweah Care recognitions, JWD funds, Kaweah Compass activities and team recognition week emails, service awards, retirement recognitions, Kaweah Shares, emergency relief, Jersey Fridays, food trucks and farmers’ market, Pet Therapy, Self-Care Calendars, KEEP, and more

Kaweah Health Presents

Employee Night at the Ballpark

Visalia Rawhide vs. Rancho Cucamonga Quakes

Friday, August 21, 2026
Game starts at 6:35 PM

★ **Ceremonial First Pitch**
Thomas Boggs, Chief Ambulatory Officer and Employee of the Year, Stacey Hehn, RN

★ **National Anthem**
Rebekah Foster, Director of Nursing Staffing/Operations

- Fan participation games between innings
- Dog-friendly venue

 **Tickets available while supplies last.**
\$7 per ticket (no limit). You will receive a \$7 food and drink voucher with each ticket purchased, redeemable at the August 21, 2026 game.
Payment will be deducted from the August 21 payday.
surveymonkey.com/r/RHTixPayrollDeduct

 Employee Connection

 **Kaweah Health**
MORE THAN MEDICINE. LIFE.

Observances & Recognition Days – June & July

- See quarterly email from Ariana Jasso for the full calendar year
- Team recognition writeups can be sent to Marketing for inclusion on Kaweah Compass/email
- Please email OD with JWD approval and code expenses to 8880 - Job Well Done

July		
Month-Long Observances	Week-Long Observances	Day Observances
Cord Blood Awareness Month		Independence Day (7/4)
National Minority Mental Health Awareness Month		World Hepatitis Day (7/28)
UV Safety Month		Chronic Disease Awareness Day (7/10)
Juvenile Arthritis Month		

August		
Month-Long Observances	Week-Long Observances	Day Observances
National Minority Donor Awareness Month	World Breastfeeding Week (8/1-8/7)	World Lung Cancer Day (8/1)
National Immunization Awareness Month	National Health Center Week (8/2-8/8)	Purple Heart Day (8/7)
Psoriasis Action Month	OSHA's Safe and Sound Week (8/10-8/16)	International Day of the World's Indigenous Peoples (8/9)
Neurosurgery Awareness Month	Health Unit Coordinator Recognition Week (8/23-8/29)	National Hawaiian Shirt Day (8/21)
Spinal Muscular Atrophy (SMA) Awareness Month		National Nonprofit Day (8/17)
National Breastfeeding Month		National Senior Citizen's Day (8/21)
Medic Alert Awareness Month		Health Unit Coordinator Day (8/23)
Digestive Tract Paralysis Awareness Month		Women's Equality Day (8/26)
Gastroparesis Awareness Month		International Overdose Awareness Day (8/31)
Autoinflammatory Awareness Month		
Children's Eye Health and Safety Month		

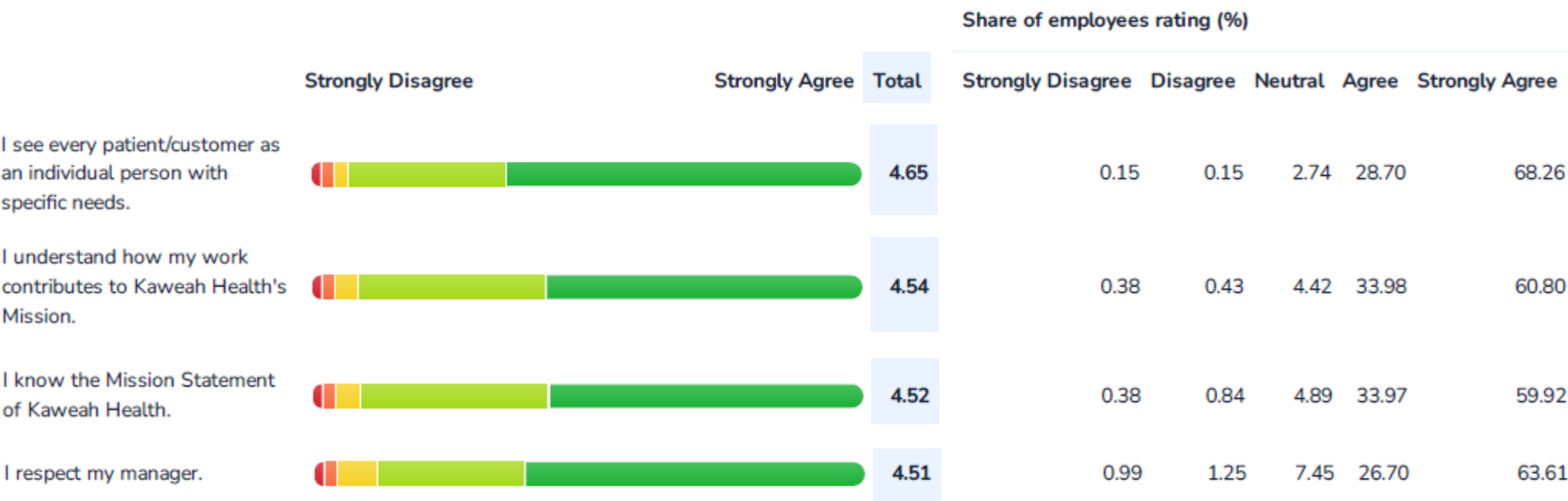
Employee Engagement Survey - Org Snapshot

2026 NRC Response Rates & Engagement	
Invited	4712
Responded	3953
Response Rate	84%
2026 NRC Engagement Score (%)*	54.62%
2026 NRC Engagement Benchmark (Level)**	Highly Engaged

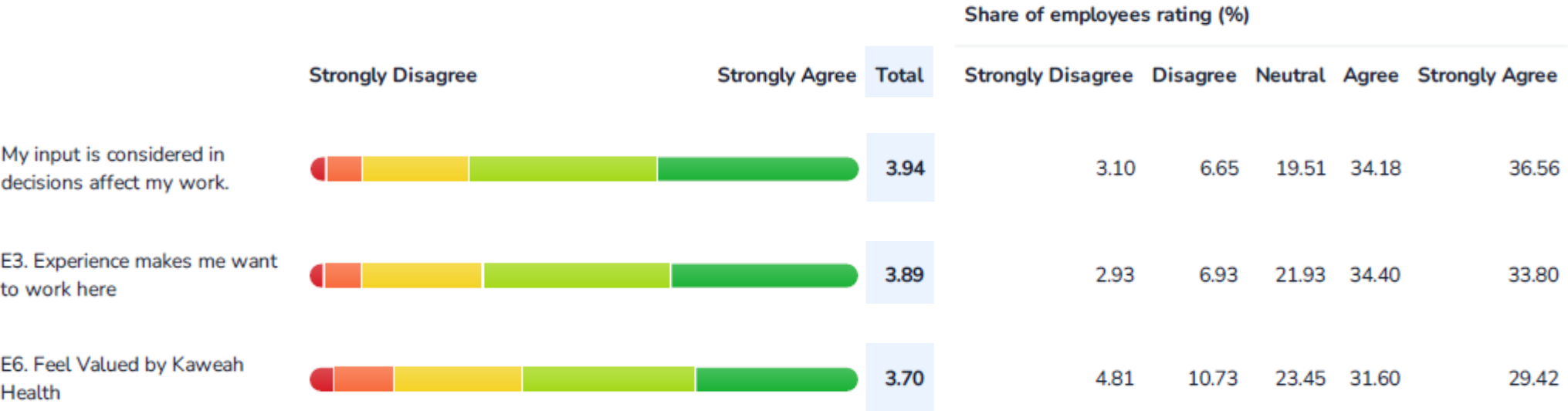
Press Ganey to NRC Crosswalk Engagement Scores	
2024 PG Engagement Indicator (5-Pt Scale)	4.07
2026 PG to NRC Crosswalk Engagement Metric (5-Pt Scale)***	4.11
2026 PG to NRC Crosswalk Engagement Metric Org Goal	4.11
2026 PG to NRC Crosswalk Engagement Metric - Org (4.11) v. WG Score (5-Pt Scale)	NA

Survey Averages	
2025 PG Work Environment Average (5-Pt Scale, 27 Items)	4.20
2026 NRC Survey Item Average (5-Pt Scale, 39 Items)	4.25
2026 Survey Avg - Org (4.25) v. WG (5-Pt Scale)	NA

Employee Engagement Survey - Highest Scoring



Employee Engagement Survey - Lowest Scoring



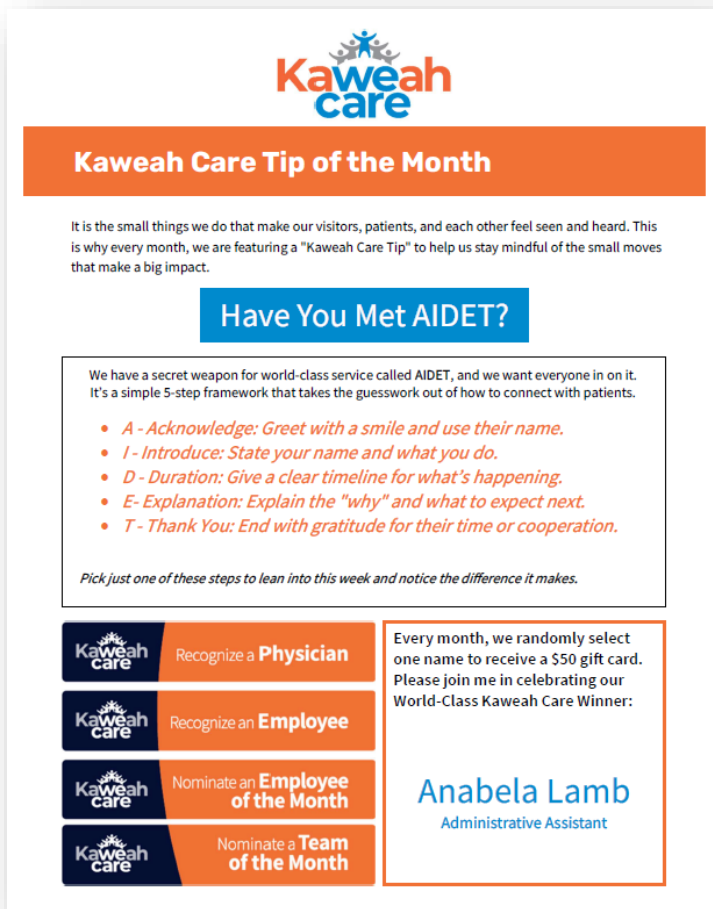
Employee Engagement Survey - Next Steps

- Pull remaining reports and create templates
 - Key Metrics Report for ET with scores by workgroup by item along with key metrics
 - Comments by workgroup
 - Workgroup snapshots with comments
 - Review and action planning resources
 - Process overview for Directors
 - Results & Action Planning PPT for meetings
 - Results & Action Planning Flier for Communication Boards/email
 - Stoplight Report template
- Send workgroup and org reports and templates to Directors (cc or SharePoint?)
- Create ET results binders to aid in-person discussions
- Present results at July LTM (7/14)
- Conduct SME Lunch & Learn (7/16)

Employee Engagement Survey - Next Steps

- Chiefs meet with leaders on their results and proposed action plans
- Leaders meet with their teams to review results and proposed Stoplight Reports
- Final Stoplight Reports due to Chief/OD by 8/31
- ET deep dive into results with NRC
- ET to create Org Stoplight Report and communicate progress
- Update Ideal Environment Strategic Plan tactics and metrics
- Work with PX on score crosswalk
- Present results to BOD
- Stoplight Report check-in(s)
 - January 2027
 - May 2027
- Work with QPS on score crosswalk following safety survey
- Next Employee Engagement Survey (June 2027)

Kaweah Care Tip of the Month



The graphic features the Kaweah Care logo at the top, followed by an orange header bar with the title "Kaweah Care Tip of the Month". Below this is a paragraph explaining the purpose of the tip. A blue box asks "Have You Met AIDET?". A white box lists the AIDET steps: Acknowledge, Introduce, Duration, Explanation, and Thank You. Below this is a call to action to pick one step to focus on. At the bottom, there are four nomination buttons: "Recognize a Physician", "Recognize an Employee", "Nominate an Employee of the Month", and "Nominate a Team of the Month". To the right of these buttons is a box announcing the "World-Class Kaweah Care Winner" as Anabela Lamb, Administrative Assistant.

Kaweah Care

Kaweah Care Tip of the Month

It is the small things we do that make our visitors, patients, and each other feel seen and heard. This is why every month, we are featuring a "Kaweah Care Tip" to help us stay mindful of the small moves that make a big impact.

Have You Met AIDET?

We have a secret weapon for world-class service called AIDET, and we want everyone in on it. It's a simple 5-step framework that takes the guesswork out of how to connect with patients.

- **A - Acknowledge:** Greet with a smile and use their name.
- **I - Introduce:** State your name and what you do.
- **D - Duration:** Give a clear timeline for what's happening.
- **E - Explanation:** Explain the "why" and what to expect next.
- **T - Thank You:** End with gratitude for their time or cooperation.

Pick just one of these steps to lean into this week and notice the difference it makes.

Kaweah Care Recognize a **Physician**

Kaweah Care Recognize an **Employee**

Kaweah Care Nominate an **Employee of the Month**

Kaweah Care Nominate a **Team of the Month**

Every month, we randomly select one name to receive a \$50 gift card. Please join me in celebrating our World-Class Kaweah Care Winner:

Anabela Lamb
Administrative Assistant

- Monthly publication with winner and tips
- All employee email and Communication Boards
- Mindful of the small things that make a big impact
- Focus on Kaweah Care and Behavioral Standards topics
 - Every person, every time
 - Teamwork makes the dream work
 - Small acts of kindness
 - Answering the phone
 - Managing up
 - Blameless apology
 - Service recovery
 - Keeping our space looking its best

KHU Scholars Program

- Free, self-paced, curated learning paths in Workday
- Earn a KHU certificate
- 33 KHU Scholars Programs available
 - Search LRN: KHU in Workday for the full list
- New program for July
 - Purposeful & Effective Meetings
- Open to topic suggestions



Join the Kaweah Health University Scholars Program!

The KHU Scholars Program is free for all employees—self-paced, flexible, and designed for your growth. Earn a certificate and an invite to our exclusive Scholars Luncheon.

Sign up in Workday Learning (search LRN: KHU).

- Leadership Foundations
- Microsoft Office
- Customer Service
- Public Speaking
- Financial Wellness
- Clinical Excellence (CE Eligible)
- Emotional Intelligence & Communication
- Healthcare Billing, Coding & Documentation
- Pharmacy Excellence I (ACPE CE Eligible)
- Spanish for Healthcare
- Lean Six Sigma (Certification Prep & Exam)
- Professional in HR (PHR®) Exam Prep
- Innovative Thinking & Creativity
- Anger and Conflict Management
- ...and many more!

 Kaweah Health University

Kaweah Care

Physician Engagement Initiatives

Last updated: July 6, 2026



Current Areas of Focus

- Onboarding
- Communication
- Technology
- Physical spaces and resources
- Retention of Resident Physicians

Onboarding

Priority: Onboarding timeline for Kaweah Health Residents & New Physicians

Recent actions:

- Subcommittee Mtg held with key stakeholders – June 10, 2026 – Chair Teresa Boyce
 - Review of workflows and common barriers with key stakeholders
 - Collaboration between recruitment, Med Staff and service line
 - Discussion of GME graduate fast-track process
- **Meeting outcomes:**
 - New Onboarding EMR policy development in process
 - Review and revision of Med Staff Bylaws that create delays in credentialing
 - Monthly meetings with Director of Physician Recruitment established
 - Medical Staff Office added to site visit agenda
 - Collaborating with Residency Program to provide education re: credentialing to graduating

Communication

Priority: Frequent communication between MEC, Providers & Kaweah Health

Recent actions:

- Nursing & Physician Council Meetings (Scott Baker/Dr. Randolph)
- Weekly GME Briefing Email from GMEC Chair and DIO

The Weekly GME Briefing



This weekly news briefing from Dr. Candice Lovelace, GME Committee Chair, and Angel Smith, GME DIO, is intended to increase communications between GME and the Medical Staff. Please let us know if there are any specific areas where you would like broader visibility at a summary level.



Highlights

We graduated a total of **47 residents and fellows** on June 8th! The ceremony was attended by the residents' families and loved ones, program faculty, hospital leadership, Board members, and the GME Office staff, who organized the well-received event. We honored **Dr. Richard Pantera** for his many years of service and dedication to GME at Kaweah Health, awarded **Dr. Ulysses Sanchez**, a Family Medicine graduate, the **Kleist Award** for compassionate care, and recognized **Interpreter Services** with the **Sequoia Award** for their positive impact on the residents' education and training.



Faculty & Programs

- **Family Medicine** received its full accreditation letter from the ACGME this week. While the

Technology

Priority: Improve physician experiences related to technology

Recent actions:

- Oracle Clinical AI Agent Rollout
 - Ambulatory Rollout success (71 physician participants created 9,600+ notes)
 - ED pilot complete (5 physicians) → Expansion of ED pilot launched
 - Hospitalist pilot launched
- Cerner messaging usage
 - Meeting scheduled for July 14 with GME & ISS Teams to discuss areas of focus and data needs
 - Will include GME QI Team to determine if resident projects can assist with improving engagement

Physical spaces & resources

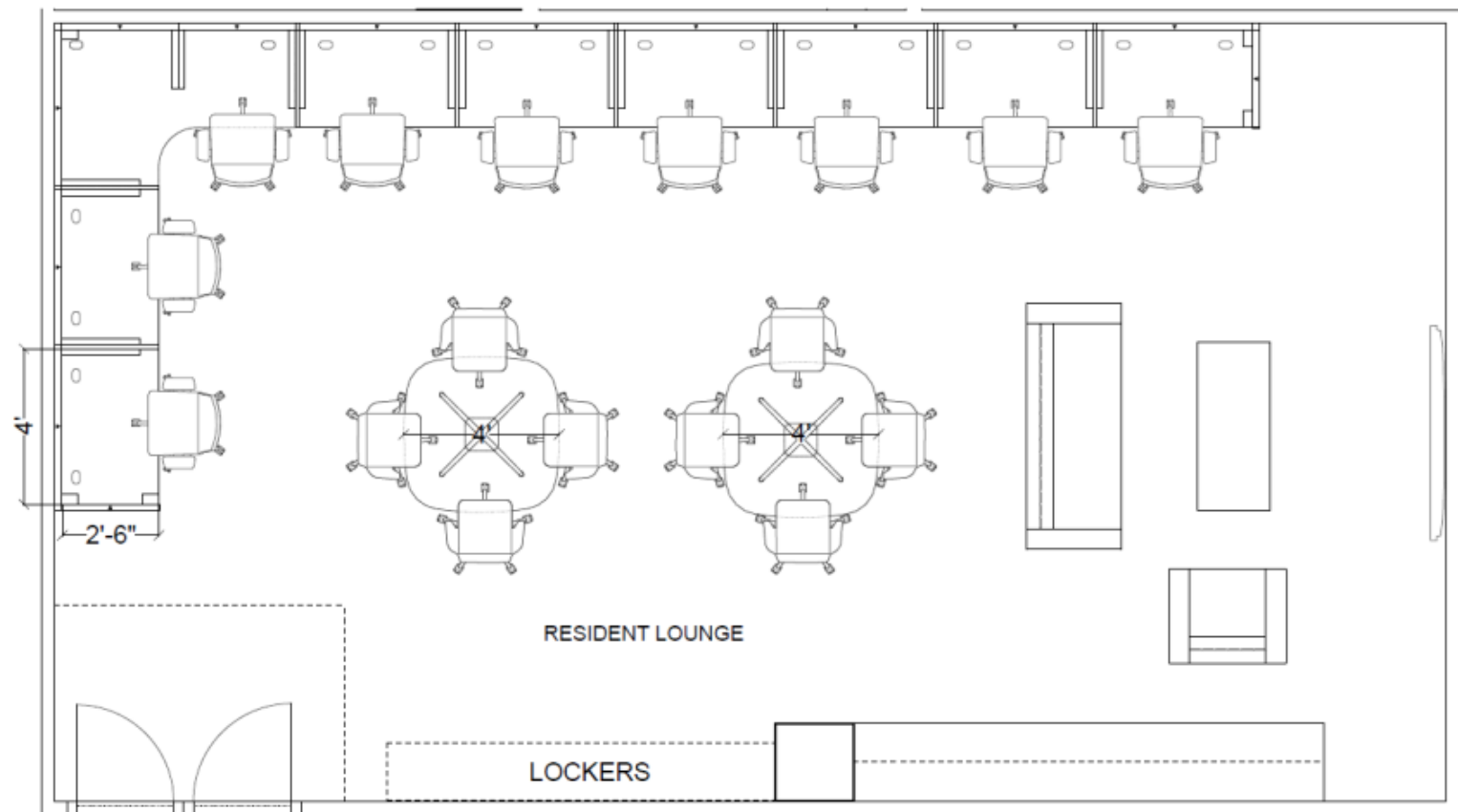
Resident Lounge

Recent action:

- Phase 1 started on June 15th
- 12-14 weeks to complete
- Remodel of space

Next action:

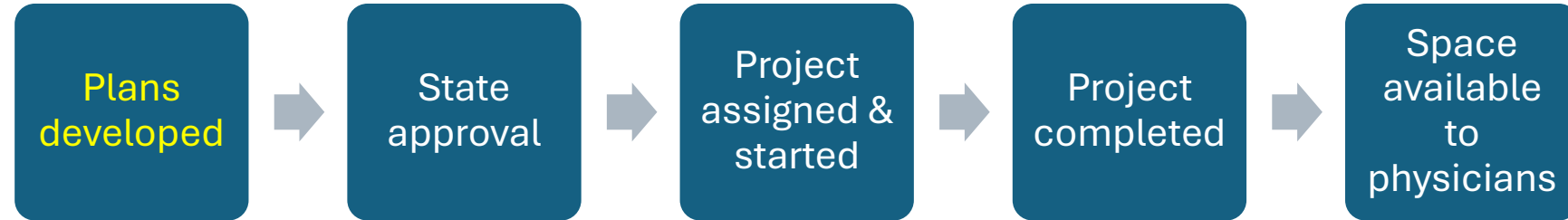
- Phase 2 Medical Resource Ctr



Physical spaces & resources

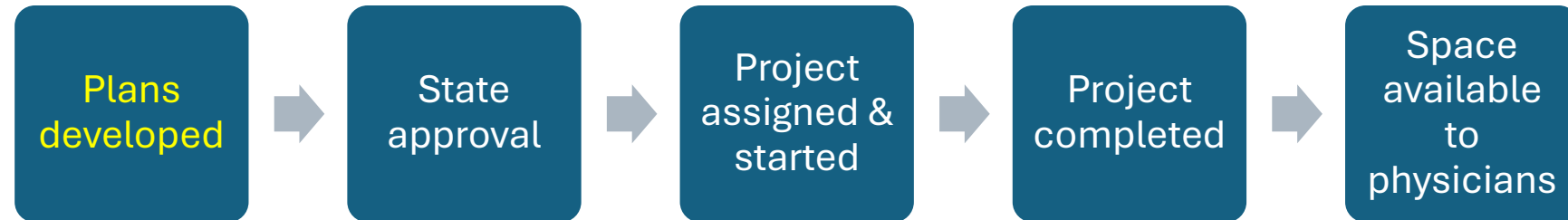
Medical Staff Lounge

- May 2026 – pending new floor plans and renderings
- Pending State approval



Surgery Locker Room

- Pending State approval



Resident Retention

Academic Year 26-27

Priority: Retain Kaweah Health Residents

Program	Expected Graduates (June 2027)	# signed with KH	# signed w/in Tulare County	Notes
Anesthesiology	6			
Emergency Medicine	11			
Family Medicine	7			Initial conversations with 3 grads identified by PD; one J1 Visa challenge
Psychiatry	4			
Surgery	3			
Child & Adol Psychiatry	3			

HUMAN RESOURCE POLICIES-

HR Committee Board Meeting: July 2026 Policy Updates:

1. HR.04 Special Pay Practices: Added section regarding degree differential pay for bedside Registered Nurse jobs. Removed zone pay and on-call practice for Private Home Care to reflect the change in practice.
2. HR.13 Antil-Harassment & Abusive Conduct: Updated policy to indicate that employees who have supervisory, managerial, or decision-making authority over another employee are prohibited from engaging in a romantic or dating relationship with any employee they directly or indirectly supervise. If such a relationship develops or exists, both employees must promptly disclose it to Human Resources so that appropriate steps can be taken to eliminate any actual or perceived conflict of interest, favoritism, or abuse of authority. Violation of this policy may result in corrective action, up to and including termination of employment.
3. HR.62 Exempt Employees Pay/Salary Basis Safe Harbor Provision: Removed “flex time” for eligible jobs. Flex time ended as of June 30, 2026.
4. HR.63 Timekeeping of Payroll Hours: Added section regarding compensable time during travel for business purposes.
5. HR. 70 Meal and Rest Breaks: Updated language from rest “periods” to rest “breaks” and removed language with specific timing to submit request for premium pay in the timekeeping system. Added language regarding the new meal attestations.
6. HR.75 Differential Pay-Shift, Holiday, and Weekend: Updated weekend differential to include eligible non-licensed jobs that support our inpatient nursing teams.
7. HR.234 Paid Time Off (PTO), Extended Illness Bank (EIB) and Healthy Workplace, Healthy Families Act of 2014: Minor corrections made; no change to the content in the policy.

Policy Number: HR.04	Date Created: 12/19/2019
Document Owner: Laura Pena (Employee Relations Manager)	Date Approved: 05/27/2026
Approvers: Board of Directors (Administration)	
Special Pay Practices	

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

Designated departments may have special pay practices that provide for competitive compensation and/or incentives for employees to work varying shifts or additional shifts. All special pay practices are approved by the Hospital and are subject to change at any time. In all cases, Wage and Hour Law will apply.

Pay Practices:

Other Hours- Base rate of pay for additional hours or shifts worked for certain exempt positions approved by HR.

MICN: and TNCC\$1.50 for each active certification(s). when primary cost center is 7010 – Emergency Department. Effective upon pay period following submission/validation of certification to Human Resources.

- RN-Emergency-ED: 2217/2247
- Charge Nurse-Emergency-ED: 2277
- Assistant Nurse Manager-Emergency-ED: 2187

Donning and Doffing Sterile Scrubs

Employees who work in surgical services or sterile procedural areas are entitled to up to 10 minutes to change into provided sterile scrubs before and after their shift.

Sleep Pay

Hourly rate paid to Surgery and Cath Lab employees for those who require an 8-hour gap between the current shift worked and the next scheduled shift. The employee will be paid at the start of the next scheduled shift but is not expected to work until the 9th hour after finishing prior shift

Advanced Practice Provider Incentives

Refer to policy OCP.01 for volume, extra shift, and patient experience initiatives.

Nursing Education Recognition Program

Employees in eligible bedside Registered Nurse jobs below are eligible for a \$1 pay differential added to their base pay for a Bachelor of Science in Nursing (BSN) and \$2 pay differential added to base pay for a Master of Science in Nursing (MSN). Employees who have a BSN or MSN submit their degree to Human Resources for primary source verification. Effective upon pay period following submission/validation of degree.

- Registered Nurse
- Registered Nurse (driving)
- RN Intern
- RN-Oncology Office
- RN-Lead Mentor
- RN-Rapid Response Nurse
- Charge Nurse
- RN-First Assistant
- RN-Cardiac First Assistant

Cell Phone Allowance

Staff who are required to use their personal cell phone for work purposes will receive a monthly mobile phone allowance. The amount of the allowance is dependent upon the usage. Staff who use their personal cell phone for multi-factor authentication (MFA) to log in to their systems while at work will receive a \$5/monthly allowance. All supervisors and above, and staff who are required to use their personal cell phone for anything work-related beyond multi-factor authentication (MFA), will receive a \$23/monthly allowance.

Special Pay Practices

2

Private Home Care Holiday

~~Rate is based on where the employee travels.~~ Holiday differential is received for Kaweah Health observed holidays, in addition to Mother's Day and Easter.

Private Home Care On-Call

Eligible Job Codes:

- ~~PHC Staffing Coordinator: 0123 (Base rate of pay for a minimum of 1 hour for on-call)~~

"Responsibility for the review and revision of this Policy is assigned to the Chief Human Resources Officer. 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.13	Date Created: 06/01/2007
Document Owner: Laura Pena (Employee Relations Manager)	Date Approved: 12/18/2024
Approvers: Board of Directors (Administration), Kelsie Davis (Board Clerk/Executive Assistant to CEO)	
Anti-Harassment and Abusive Conduct	

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

POLICY:

It is the policy of Kaweah Health to provide a work environment free from abusive conduct, sexual or unlawful harassment, and/or any behaviors that undermine a culture of safety. This includes, but is not limited to, race, color, ancestry, religion, religious creed (including religious dress and grooming), sex (including breastfeeding and related medical conditions), sexual orientation (including those who identify as transgender, transgender transitioning, gender expression, gender roles, gender identity), citizenship, primary language, or immigration status (for these purposes as including a perception that the person has any particular characteristic or characteristics within the listed categories or that the person is associated with a person who has, or is perceived to have, any particular characteristic or characteristics within the listed categories), sexual harassment, victim of domestic violence, sexual assault or stalking, national origin, disability, medical condition, mental health conditions such as depression and post-traumatic stress disorder, genetic information (GINA Act of 2008), marital status, same-sex marriage, pregnancy, age, military and veteran services, or any other characteristic protected by law.

This policy applies to all employees and individuals involved in the operations of Kaweah Health, including but not limited to, employees, vendors, independent contractors, individuals working through a temporary service agency, unpaid interns, students, or volunteers, and others doing business with Kaweah Health.

Harassment and Abusive Conduct as defined is prohibited by Kaweah Health and is against the law. All must be aware of:

- a. What Sexual Harassment and Abusive Conduct is;
- b. Steps to take if harassment occurs;
- c. Prohibition against retaliation for reporting

Kaweah Health management and supervisors have a responsibility to maintain a workplace free of all forms of abusive conduct and sexual or unlawful harassment. Kaweah Health will take all reasonable steps to prevent abusive conduct and harassment from occurring.

Sexual harassment is defined as any unwelcome sexual advances, or visual, verbal, or physical harassment of a sexual nature. It is critical to note that it is the perception of the receiver rather than the intention of the offender that will define behavior which constitutes Sexual Harassment. This definition includes various forms of offensive behavior:

1. Verbal Harassment Examples:

Sexual comments, derogatory comments or slurs, epithets, name-calling, belittling, sexually explicit or degrading words to describe an individual, sexually explicit jokes, comments about an employee's anatomy and/or dress, sexually oriented noises or remarks, questions about a person's sexual practices, use of patronizing terms or remarks, verbal abuse, graphic verbal commentaries about the body.

2. Physical Harassment Examples:

Physical touching, assault, impeding or blocking movement, pinching, patting, grabbing, brushing against or poking another employee's body, hazing or initiation that involves a sexual component, requiring an employee to wear sexually suggestive clothing, any physical interference with normal work or movement, when directed at an individual.

3. Visual Harassment Examples:

Displaying sexual pictures, derogatory posters, cartoons or drawings, displaying sexual media or electronic information, such as computer images, text messages, emails, web pages, or multimedia content, displaying sexual writings or objects obscene letters or invitations, staring at an employee's anatomy, leering, sexually oriented gestures, mooning, unwanted love letters or notes.

It is impossible to define every action or all words that could be interpreted as Sexual Harassment. The examples listed above are not meant to be a complete list of objectionable behavior nor do they always constitute Sexual Harassment.

Sexual Harassment does not typically refer to behavior or occasional compliments of a socially acceptable nature. Sexual harassment refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, and unreasonably interferes with work effectiveness.

Employees who have supervisory, managerial, or decision-making authority over another employee are prohibited from engaging in a romantic or dating relationship with an employee they directly or indirectly supervise.

Such relationships create actual or perceived conflicts of interest.

If such a relationship develops or exists, both employees must promptly disclose it to Human Resources so that appropriate steps can be taken to eliminate any actual or perceived conflict of favoritism or abuse of authority.

Violation of this policy may result in corrective action, up to and including termination of employment.

Abusive Conduct is conduct of an employer or employee, in the workplace, with

malice that a reasonable person would find hostile, offensive and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating or the gratuitous sabotage or undermining of a person's work performance.

Abusive conduct behaviors foster medical errors, contribute to poor employee and patient satisfaction, contribute to adverse outcomes, increase the cost of care, and cause employees, and individuals to seek new positions in more professional environments.

Those who are affected or witnesses of Abusive Conduct are encouraged to report any such incidences.

Examples of abusive conduct, intimidating and/or disruptive behaviors include but are not limited to:

- a. Condescending language or voice intonation;
- b. Profane or disrespectful language;
- c. Angry outbursts or yelling, raised voice, name calling;
- d. Disruption of meetings;
- e. Refusal to complete a task or carry out duties;
- f. Intentional failure to follow Kaweah Health's policies;
- g. Retaliation against any person;
- h. Derogatory remarks about others;
- i. Inappropriate touching or assault;
- j. Starting false rumors about others; gossip
- k. Exclusion or social isolation;
- l. Throwing instruments, charts or other things;
- m. Bullying or demeaning behavior;
- n. Abusive treatment of patients or coworkers;
- o. Sexual harassment; sexual comments/innuendos;
- p. Racial, ethnic, or socioeconomic slurs;
- q. Physical attacks, pinching, patting, slapping, or unwanted touch;
- r. Non-constructive criticism to intimidate, undermine confidence, belittle;
- s. Persistent hostility toward a co-worker;
- t. Blames or shames others for possible adverse outcomes;
- u. Threatening to get someone fired;
- v. Unnecessary sarcasm or cynicism;
- w. Threats of violence or retribution;
- x. Criticizing other caregivers in front of patients or others

Overt and passive behaviors undermine team effectiveness and can compromise the safety and satisfaction of patients and employees. Disruptive behaviors are unprofessional, and are subject to Progressive Discipline (see HR.216) up to and including termination.

Unlawful harassment or abusive conduct in any form, including verbal, physical, or visual behaviors, threats, demands or harassing conduct that affect tangible job benefits, that interfere unreasonably with an individual's work performance, or

that create an intimidating, hostile, or offensive working environment, is strictly prohibited. Retaliation for reporting such conduct is also prohibited.

KAWEAH HEALTH'S RESPONSIBILITY

Kaweah Health has an affirmative duty to take reasonable steps to prevent and promptly correct discriminatory, abusive and harassing conduct.

Every department must assure that the work environment is free from all types of unlawful discrimination – including abusive conduct and sexual harassment. Awareness of sexual harassment and abusive conduct requires prompt corrective action from supervisors and managers.

By law, management is held responsible and has personal liability regardless of whether the employer knew or should have known and/or did not do anything about the harassment, and for the actions of their staff members.

In accordance with California AB 1825, all management will receive at least two (2) hours of Sexual Harassment prevention training every two (2) years. Management who is hired, or personnel promoted to management positions will complete the training within six (6) months of hire or promotion.

In accordance with California AB 2053, abusive conduct training has been incorporated into the sexual harassment prevention training for Kaweah Health management in order to prevent abusive conduct in the workplace. In addition, in compliance with SB1343, all employees are required to complete a dedicated one-hour training module every other year.

In accordance with SB425- Kaweah Health will report any written complaint of sexual abuse or misconduct to the appropriate licensing board within 15 days of receiving the written complaint. Individuals may not be aware that their behavior is offensive or potentially harassing.

GENERAL INFORMATION

Once advised of the offending behavior the problem may resolve. If an employee is found to have engaged in sexual harassment, or if a manager is aware of harassing conduct of an employee or individual doing business with the company and does nothing, condones or ratifies it, they may be personally liable for monetary damages. Kaweah Health will not pay damages assessed against an individual personally. Kaweah Health takes seriously its obligation to take all reasonable steps to prevent discrimination and harassment from occurring and recognizes its own responsibility and potential liability for harassment by its supervisors or agents.

If harassment does occur, Kaweah Health will take effective action to stop any further harassment and to correct any effects of the harassment. Whenever possible personnel who feel harassed should inform the harasser that the

behavior is unwelcome and unwanted. If this does not resolve the problem, or if the person feels uncomfortable in expressing their concern, they should follow the following procedure:

PROCEDURE:

- I. Any individual who believes that the actions or words of management, fellow personnel, or another person in the workplace constitutes unlawful harassment or abusive conduct, even if there is no loss of job or economic benefit, has a responsibility to report or complain as soon as possible to their chain of command or to the Chief Human Resources Officer or designee or Chief Executive Officer.

Anyone with knowledge and certainly anyone in a supervisory or management role has a responsibility to inform the Chief Human Resources Officer or designee as soon as possible of any complaint made consistent with this policy.

Individuals can raise concerns and make reports without fear of reprisal or retaliation. All allegations of sexual harassment will be investigated. To the extent possible, confidentiality of the reporting personnel and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure.

- II. The Chief Human Resources Officer or designee will inform the complainant of their rights under appropriate law and the staff member's obligation to secure those rights. Staff members can contact the Department of Fair Employment and Housing for additional information at 800-884-1684 or at www.dfeh.ca.gov
- III. The Chief Human Resources Officer or designee will conduct a thorough, objective, timely and complete investigation of the complaint and recommend imposition of appropriate disciplinary actions, up to and including immediate termination of employment, against violator(s).

The investigation process will include but not be limited to the following:

- A. A timely response;
 - B. An investigation performed by qualified personnel in a timely and impartial manner;
 - C. Documentation and tracking for reasonable progress;
 - D. Appropriate options for remedial actions and resolutions;
 - E. Closure in a timely manner
- IV. Results of the investigation will be communicated to the complainant, to

the alleged harasser, and, as appropriate, to all others directly concerned.

- V. If an investigation reveals that a member of Kaweah Health's Medical Staff is involved or implicated, the matter will be investigated by the Chief Human Resources Officer or designee in consultation with the Medical Staff Leadership. The appropriate Kaweah Health Chief, Chief Medical Officer and Chief Executive Officer will be kept informed as appropriate.

“Responsibility for the review and revision of this Policy is assigned to the Chief 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.62	Date Created: 06/01/2007
Document Owner: Laura Pena (Employee Relations Manager)	Date Approved: 12/19/2025
Approvers: Board of Directors (Administration), Board of Directors (Human Resources), Dianne Cox (Chief Human Resources 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 Kaweah Health 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 are 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 Kaweah Health 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 for a short time, 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 only allowed for unpaid leave taken in accordance with the Family and Medical Leave Act. Managers/timekeepers have the ability to enter this time for payroll purposes.
- II. Deductions from an exempt employee's pay during a work week 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.
- 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 will accrue two days of flex time per year. The hours accrued are based on employee's shift length (8 vs. 10 hours). The first day is accrued and available on January 1st and the second day is accrued and available on July 1st annually and may be requested like PTO in Workday. New hires in qualifying positions will receive the accrual upon hire for the six-month window that they are hired in.~~
- V-IV. An exempt employee will be required to use accrued Extended Illness Bank (EIB) for time off from work when applicable (i.e. EIB-Kin and coordination with temporary disability or state disability insurance).

"Responsibility for the review and revision of this Policy is assigned to the Chief of Human Resources Officer. 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.63	Date Created: 06/01/2007
Document Owner: Laura Pena (Employee Relations Manager)	Date Approved: 08/23/2023
Approvers: Board of Directors (Administration)	
Timekeeping of Payroll Hours	

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

POLICY:

It is the policy of Kaweah Health to pay employees according to applicable State and Federal regulatory requirements. To ensure accuracy and timeliness of timekeeping, all Directors will be accountable for review of staff member's timecards each pay period, including the appropriate use of pay codes. Delegation of this accountability may only occur if Directors are certain their delegates are trained (pay codes and employee sign offs).

All employees must record their time worked for payroll and benefit purposes. Kaweah Health utilizes the automated time and attendance ~~TimeKeeper-Workday~~ system to clock in and out using a Kaweah Health computer or wall clock except for the in-home care workers in the Hospice, Private Home Care, and Home Health departments with the exception of Hospice, Private Home Care, Interpreters, and Home Health Employees.

The ~~Timekeeper-Workday~~ timekeeping system records all productive and non-productive hours for the pay period. Each staff member is required to verify these hours for accuracy. Access to the ~~TimeKeeper-Workday~~ timekeeping system is available through wall readers using the staff member's ID badge or network computers using their network login. Non-exempt staff members must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason. Staff members must clock out and in for off-duty meal periods. Staff members may also enter all non-productive time as preferred by the leader in the work area (PTO, Jury Duty, Bereavement, etc.).

Employees are not allowed to work off the clock. Work should not be performed until the actual start of the shift nor after the end of the shift. It is expected that employees will be ready to work at their expected work time. Clocking in early may be considered a violation of this policy. It is expected that employees will clock in and out as close to their start and end times as is physically possible. Clocking in late may be considered a tardy.

~~Clocking in late may be considered a tardy.~~

Staff members are not allowed to clock in or out for others. Altering, falsifying, or tampering with time records is prohibited and will result in disciplinary action up to and including termination of employment.

Exempt employees are required to record and report full days of absence from work for reasons such as Paid Time Off, etc.

PROCEDURE:

I. Payroll Period Calendar

The payroll period consists of two weeks. The pay period starts on Sunday at 00:00 and ends 14 days later at 23:59. Payday is the following Friday (unless it falls on a holiday). Each work week starts on Sunday at 00:00 and ends on Saturday at 23:59.

II. TimeKeeper-Workday Timekeeping

TimeKeeper-Workday shows the hours worked (regular time and overtime, callback time, etc.) that the staff member actually clocked in and out of the TimeKeeper-Workday system. When the TimeKeeper-Workday system is not functional, employees may not be able to clock using a computer, but will be able to clock using a wall reader.

If the TimeKeeper-Workday system is down, the wall reader is not available, or the staff member forgets to clock, they are required to submit a missed punch/time entry correction form in Workday. It is expected that employees use will use the wall readers or computers to clock in and out.

Leaders are expected to communicate their expectations of how to enter/code other unproductive hours; standby time, Paid Time Off/Extended Illness Bank, jury duty time, bereavement, other hours, ~~other dollars~~ etc. Employees can input their own PTO/PSL and EIB codes to ensure compliance with annual limitations.

III. Failure to Clock

Employees are required to use the TimeKeeper-Workday system consistently for recording their hours worked and for meal periods. After communication and education on the use of the system, more than one missed punch per pay period may be considered excessive. Continuous failure to clock may result in disciplinary action up to and including termination of employment.

IV. Authorizing Hours

Time must be approved utilizing the sign-off tab review and submit function by all employees at the end of their last shift for the pay period. Approval can be made at the wall reader but due to time it may take to review their pay period entries, it is encouraged to approve using the -Workday system on a computer. The authorizing leader must assure ensure that all time has been entered correctly.

All time must be approved by leaders or their designees by 12:00 ~~ap~~.m. on a payroll processing Monday. Final lockout for managers is 12:00 ~~pa~~.m. In special situations, payroll processing on weeks when holidays occur may require a different deadline to be established by the Payroll department.

Under regulatory requirements, employers must keep certain records for nonexempt employees, including hours worked each day and total hours worked each workweek. For this reason, employers have the ability to change staff member time records but must ensure that the records accurately reflect the time actually worked. Comments explaining the reason for making the changes are to be noted.

Discrepancies found after the time approving deadline will be reported through a payroll correction by the manager or designee. There may be no “red boxes” noted in any prior or current timecard of a staff member. Manual edit reports are to be reviewed each pay period by leaders. Failure to appropriately review, correct, and approve staff member timecards by leaders may lead to disciplinary action.

v. Guidelines for Travel Time to determine hours to be paid

Seminars, conferences, institutes or workshops inside or outside Kaweah Health’s setting that directly impact or contribute to the employee’s current job responsibilities may be compensated. If these meetings or courses are deemed “mandatory,” there are specific wage and hour laws pertaining to compensation and for compensation for travel time for non-exempt personnel. This time should be coded as “Travel Time”.

a Overnight Travel Out of Town for Non-Exempt Employees:

- **Leaving From Home:** Paid from the moment you leave until arrival at the destination. Normal daily commute time must be subtracted at the start and end of the trip.
- **Leaving From Worksite:** Paid for all travel time if you report to work first. Normal daily commute time is only subtracted at the end of the day.
- **Non-Compensable Time:** Time when the employee is free to engage in purely personal pursuits and sleep time are not compensable.

b Meal and Rest Period Policy:

- Regardless of the type of travel, if paid productive hours, employees are required to comply with the meal and rest period policies on any travel date.
- Applies to mandatory seminars, conferences, institutes or workshops inside or outside the District setting that directly impact or contribute to the employee’s current job responsibilities.
- Refer to HR.70 Meal Periods, Rest Breaks, and Breastfeeding, and/or Lactation Accommodation.

Time spent by employees attending training programs, lectures and meetings are not counted as hours worked if the attendance is voluntary on the part of the employee and all of the following criteria are met:

- Attendance is outside of regular working hours;

- Attendance is voluntary and employment will not be affected by non-attendance;
- The course, lecture, or meeting is not prescribed by Kaweah Health;
- The employee does not perform any productive work during such attendance.

“Responsibility for the review and revision of this Policy is assigned to the Chief of Human Resources Officer. 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.”



Human Resources

Policy Number: HR.70	Date Created: 06/01/2007
Document Owner: Laura Pena (Employee Relations Manager)	Date Approved: 05/27/2026
Approvers: Board of Directors (Administration)	
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 rest breaks. These assist staff in attending to personal matters as well as downtime. Kaweah Health will facilitate meal periods and rest breaks 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.

MEAL PERIOD POLICY AND PROCEDURE:

For non-exempt employees working more than five hours per day, including 8-, 9-, or 10- hour shift employees, Kaweah Health will provide, and employees are expected to take a 30-minute duty-free meal period. The meal period will be scheduled to start before the end of the fifth hour in the shift, i.e. the meal period must start no later than four hours and 59 minutes into the shift. An employee who works more than five hours, but less than six hours ~~or less per day~~ may voluntarily choose to waive the meal period in writing.

For non-exempt employees working more than ten hours per day, including 12-hour shift employees, Kaweah Health will schedule, and employees are expected to take a second 30-minute duty-free meal period. This meal period must start before the end of the tenth hour of the shift, i.e. nine hours and 59 minutes into the shift. Employees working more than ten hours may choose to waive, in writing, one of the two scheduled meal periods. If one of the two meal periods is waived, the single meal period will be scheduled approximately in the middle of the workday as practicable, but it should not be scheduled more than nine hours and 59 minutes into the shift.

30-minute uninterrupted meal periods are to be scheduled by Kaweah Health Leaders; it is each employee's responsibility to ensure that they are taking appropriate meal periods as scheduled and as set forth in the policy. Kaweah Health retains the right to set work schedules, including meal periods and rest break schedules. Employees must clock out for a full 30-minute meal period, unless work obligations require them to clock in early.

~~Meal periods will be unpaid only if the employee is relieved of all duty for at least 30 minutes and the employee is not interrupted during the meal period with work-related requests. Non-~~

~~exempt employees may leave the organization premises during meal periods but are to notify their supervisor if they do leave and inform them when they return.~~

Employees who are not provided with a 30- minute uninterrupted meal period in a timely manner as described are entitled to one hour of premium pay at their regular rate of pay (pay code MPRB1hour). An employee who is not provided with a meal period according to policy must ~~complete a time adjustment sheet by the end of the current pay period and~~ notify their leader. The leader will authorize payment of premium pay in the timekeeping system. ~~Note:~~ If an employee fails to take their meal period as scheduled, and work did not prevent them from taking their scheduled meal period, no penalty pay will be paid. Continued failure to comply with this policy may result in disciplinary action, up to and including termination as appropriate.

In particular circumstances and based solely on the nature of the work, and with the approval of Human Resources, a revocable On-Duty Meal Period Agreement can be completed by the employee and Kaweah Health. This typically applies when there are few employees in a department or night shift is limited.

The beginning and end of each meal period must be accurately recorded on the timecard or in the timekeeping system. Employees must select “meal” as the reason for clocking out/in and answer attention question accurately.

At the end of each shift, non-exempt employees will answer an attestation question confirming whether work prevented them from taking a compliant meal period. If work did interfere with taking a compliant meal period, employee must notify their leader. The leader will add an hour of premium pay in the timekeeping system.

MEAL PERIOD WAIVER:

Employee or Kaweah Health may revoke a signed “Meal Period Waiver” at any time providing at least one day’s advance notice in writing to Human Resources and their manager. Otherwise, the waiver will remain in effect until revoked.

REST BREAK POLICY AND PROCEDURE:

By way of this policy, non-exempt employees are also authorized, permitted, and expected to take a 10-minute rest break for every four hours of work or major fraction thereof. 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 Kaweah Health; but it is each employee’s responsibility to ensure that they are taking appropriate rest breaks.

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

If for some reason, an employee’s rest break is not authorized or permitted, the employee will be entitled to one hour of pay at their regular rate of pay. An employee who is not authorized or permitted to take a rest break according to policy must ~~complete a time adjustment sheet by the end of the current pay period and~~ notify their leader and request one hour of premium pay in the timekeeping system. Only one premium payment per day will be paid for missing one or more rest breaks.

ADDITIONAL INFORMATION:

An employee may be entitled to no more than two hours of premium pay per day (one for a meal period that was not provided or interrupted and one for one or more rest breaks that were not authorized or permitted). Employees are required to ~~submit time adjustment sheets by the end of the current pay period~~ notify their leader for regarding the missed or interrupted meal ~~break period~~ or unauthorized rest break. Premium pay must be requested in the timekeeping system with a comment listing on the reason or reasons for a missed or shortened meal period or a missed rest break.

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. Non-Exempt employees are entitled to rest breaks as follows:

- Less Than 3.5 Hours: An employee who works less than three-and-a-half is not entitled to a rest break.
- 3.5 Hours or More: An employee who works three-and-a-half hours or more is entitled to one ten-minute rest ~~period~~break.
- More than 6 Hours: An employee who works more than six hours is entitled to two ten-minute rest ~~periods~~breaks, for a total of 20 minutes of resting time during their shift.
- More than 10 Hours: An employee who works more than ten hours is entitled to three ~~ten minute~~ten-minute rest ~~periods~~breaks, for a total of 30 minutes of resting time during their shift.
- An employee is entitled to another ten-minute rest period every time they pass another ~~four hour~~four-hour, or major fraction thereof, milestone.

How Many Meal ~~Breaks-Periods~~ Must be Taken:

- 5 Hours or Less: An employee who works five hours or less is not entitled to a meal ~~break~~period.
- More than 5 Hours: An employee who works more than five hours is entitled to one 30-minute meal ~~break~~period.
- More than 10 Hours: An employee who works more than ten hours is entitled to ~~a second~~two 30-minute meal ~~break~~periods.

BREASTFEEDING AND/OR LACTATION ACCOMMODATION

Kaweah Health is compliant with the Pregnant Workers Fairness Act (PWFA) requirements and the Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act). 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 rest break or meal period 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.

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.

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

- 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, in the X-Ray Dressing room (135)
- h) Mental Health Hospital, Breakroom Suite
- i) Visalia Dialysis, Conference Room, (Computer available)
- j) Exeter Health Clinic, Family Practice Department, (Computer available)
- k) Woodlake Health Clinic, (Computer available)
- l) Dinuba Health Clinic, (Computer available)
- m) Lindsay Health Clinic, (Computer available)
- n) Rehabilitation Hospital, next to Outpatient Speech Therapy Office
- o) Mental Health Hospital, Breakroom Suite
- p) Visalia Dialysis, Conference Room, (Computer available)
- q) Exeter Health Clinic, Family Practice Department, (Computer available)
- r) Woodlake Health Clinic, (Computer available)
- s) Dinuba Health Clinic, (Computer available)
- t) Lindsay Health Clinic, (Computer available)
- u) Rehabilitation Hospital, next to Outpatient Speech Therapy Office

"Responsibility for the review and revision of this Policy is assigned to the Chief Human Resources Officer. 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.75	Date Created: 06/01/2007
Document Owner: Laura Pena (Employee Relations Manager)	Date Approved: 2/28/2024
Approvers: Board of Directors (Administration)	
Differential Pay-Shift, Holiday, and Weekend	

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

POLICY:

Differentials will be paid to eligible employees who are scheduled for and work non-business-hour shifts.

PROCEDURE:

I. Employee Eligibility

Employees with qualifying job codes are eligible for differential pay. Job codes with M-F 8:00 am - 5:00 pm (or approximate) schedules are not eligible for any differentials, unless needed to work by leadership.

II. Shift Differential Eligible Hours

Evening: 10% of the minimum of the range will be paid to non-exempt eligible job codes. A differential will be paid if the majority (i.e., more than 50%) of hours worked fall between 3:00 p.m. and 11:00 p.m.

Nights: 15% of the minimum of the range will be paid to non-exempt eligible job codes. A differential will be paid if the majority (i.e., more than 50%) of hours worked fall between 11:01 p.m. and 6:30 a.m.

Weekends: 10% of the minimum of the grade will be paid to all eligible ~~licensed-clinical~~ job codes. This differential will be paid only for hours worked between 6:00 p.m.

Friday and 6:30 p.m. Sunday; and the employee must work more than one hour within that time period.

Exception:

Pharmacists are eligible for all shift differentials.

III. Holiday Differential

25% of the minimum of the range will be paid to employees who are required to work on the following holidays.

For New Years, Memorial Day, Labor Day, Thanksgiving and Christmas: Differential will only be paid for hours worked between 6:00 p.m. the night before the holiday until 6:30 p.m. the night of the holiday.
For Independence Day, the differential will only be paid for hours worked from 6:00 a.m. on July 4th through 6:30 a.m. July 5th.

Exception:

Private Home Care will receive a different hourly holiday differential based on where they travel. The differential will be paid for Mother's Day and Easter, in addition to all Kaweah Health recognized holidays.

"Responsibility for the review and revision of this Policy is assigned to the Chief of Human Resources Officer. 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.234	Date Created: 06/01/2007
Document Owner: Laura Pena (Employee Relations Manager)	Date Approved: 05/27/2026
Approvers: Board of Directors (Administration)	
Paid Time Off (PTO), Extended Illness Bank (EIB) and Healthy Workplace, Healthy Families Act of 2014	

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

POLICY:

This policy explains Paid Time Off (PTO), Extended Illness Bank (EIB) and- Paid Sick Leave (PSL) under the Healthy Workplace, Healthy Families Workplace Act of 2014. PTO is available to full-time and part-time employees who are benefit eligible and may be used for leisure, celebration of holidays, short-term illness and other personal needs. EIB is offered to full-time and parttime benefit eligible employees for extended illness and Kin Care.

Private Home Care staff, temporary staff/interims and Per Diem staff do not qualify for PTO or EIB but are eligible for Paid Sick Leave (PSL) ~~this policy~~.

Excessive occurrences of unapproved time off may result in disciplinary action. See Policy HR.184 Attendance and Punctuality.

This policy does not apply to Graduate Medical Education

PROCEDURE:

Eligibility and Accrual for PTO and EIB

Full-time and part-time employees who are benefits eligible begin earning PTO and EIB starting with the first pay period they become eligible such as, upon date of hire or transfer. If an eligible employee is changed to a non-eligible status, the PTO and EIB time accrual will stop. The employee will receive a lump-sum payment for any unused PTO they earned, paid at 100% of their hourly rate of pay before the status change.

If a non-eligible employee is changed to an eligible status, the employee begins accruing PTO and EIB as of the first pay period in which the status change became effective; at this time the separate PSL accrual will stop. An eligible employee accrues PTO (including PTO PSL) and EIB.

Effective 06/25/2025, EIB accrual will be reinstated for employees who leave Kaweah Health and are rehired as follows:

- a. If left as non-benefited and rehired as a non-benefited, we will reinstate the ending available EIB balance into a reserve bucket. These hours are available for use.
- b.
- c. If terminated as a benefited and rehired as benefited, we will reinstate the ending EIB balance.
- d. If terminated as non-benefited and rehired as benefited, we will reinstate the ending available EIB balance from the reserved EIB balance (if any).
- e. If terminated as a benefited and rehired as non-benefited, we will reinstate the ending available EIB balance up to the 80-hour maximum, placing the excess EIB balance into a reserve bucket. These hours are not available for use.

Employees accrue PTO and EIB based on years of service. Accruals are earned on up to 80 eligible hours per pay period. The bi-weekly pay period begins at 12 AM on a Sunday and ends at 11:59 PM on the last Saturday of the pay period. Qualified service hours which count towards a year of service for the accrual rate include the following: regular hours worked (non-overtime), Flex Time Off, PTO FMLA, PTO unscheduled, PTO/PSL, PTO Sick/Pregnancy, PTO/Workers Compensation, Sitter Pay, Sleep Pay, PTO hours, bereavement hours, jury duty hours, training/workshop hours, orientation hours, ~~and~~ mandatory dock hours, etc. Neither EIB nor PTO accruals will be earned while employees are being paid EIB hours.

PTO/PSL will accrue under PTO for benefited part-time and full-time employees, provided they meet these eligibility requirements:

- Must be employed for 30-days;
- May use beginning at 90-days of employment;
- Will be paid to the extent of an employee's accrued hours only
- Limited to use up to 40 hours or five (5) days whichever is greater of accrued time in each calendar year.

All Other Employees					Directors					Chiefs				
Beg Years	End Years	PTO Max Hrly Accrual Rate (Up to 80 elg hrs)	Max Hours accrued per pay period	PTO Days per year	Beg Years	End Years	PTO Max Hrly Accrual Rate (Up to 80 elg hrs)	Max Hours accrued per pay period	PTO Days per year	Beg Years	End Years	PTO Max Hrly Accrual Rate (Up to 80 elg hrs)	Max Hours Accrued per pay period	PTO Days per year
0.0	4.9	0.084625	6.77	22	0.0	4.9	0.103875	8.3	27	0.0	1.0	0.103875	8.3	27
5.0	9.9	0.103875	8.31	27	5.0	9.9	0.123000	9.8	32	1.1	4.0	0.123000	9.8	32
10.0	14.9	0.123000	9.84	32	10.0	14.9	0.142250	11.4	37	4.1	9.0	0.142250	11.4	37
15	19.9	0.126875	10.15	33	15	19.9	0.146125	11.7	38	9.1	13.5	0.146125	11.7	38
20	24.9	0.130750	10.46	34	20	24.9	0.150000	12.0	39	13.6	18.0	0.150000	12.0	39
25	26.9	0.134625	10.77	35	25	26.9	0.153875	12.3	40	18.1	22.5	0.153875	12.3	40
27	28.9	0.138500	11.08	36	27	28.9	0.157750	12.6	41	22.6	27.0	0.157750	12.6	41
29+		0.142375	11.39	37	29+		0.161625	12.9	42	27.1		0.161625	12.9	42

Eligibility and Accrual for PRN-PSL

PRN-PSL eligible employees include Per-Diem (PRN), Private Home Care, and PartTime non- benefit eligible employees. Eligible PRN-PSL employees will accrue at the rate of one hour per every 30 hours worked (.033333 per hour); accrual begins as of the first pay period.

To qualify for use of PSL leave an employee must:

- Must be employed for 30-days;
- May use beginning at 90-days of employment;
- Will be paid to the extent of an employee's accrued hours only.
- Limited to use up to 40 hours or five (5) days, whichever is greater of accrued time in each calendar year.

PRN-PSL will carry over to the following calendar year not to exceed 69.16 hours of accrual in any calendar year.

Maximum Accruals

The maximum PTO accrual allowed for exempt and non-exempt staff is 445 hours.

The maximum PTO accrual allowed for Directors and Chiefs is 505 hours.

The accrual will cease once the maximum accrual is reached until PTO hours are used or cashed out.

The maximum EIB accrual is 2000 hours.

The maximum PRN-PSL accrual is 120 hours in a calendar year.

No payment is made for accrued EIB or PRN-PSL time when employment with Kaweah Health ends for any reason.

Requesting, Scheduling, and Access to PTO, EIB and PSL

Employees are required to use accrued PTO for time off for illness or unexpected absence occurrences.

Routine unpaid time off is not allowed. Any requests for unpaid time should be considered only on a case-by-case basis taking into consideration the need for additional staffing to replace the employee and other departmental impacts. It is the responsibility of management to monitor compliance. Employees should be aware that unpaid time off could potentially affect their eligibility for benefits.

Any planned request for PTO time, whether for traditional holiday, for vacation time or otherwise must be approved in advance by management. Management will consider the employees' requests as well as the needs of the department. In unusual circumstances, management may need to change the PTO requests of employees based upon the business and operational needs of Kaweah Health. In such situations, Kaweah Health is not responsible for costs employees may incur as a result of a change in their scheduled PTO time.

AB 1522 Healthy Workplace Healthy Families Act of 2014

An employee may utilize up to five (5) days or 40 hours, whichever is greater, of PTO or PSL in a calendar year (January-December). For example:

- For employees who work 12-hour shifts, the employee will be entitled to use up to 60 hours of paid sick leave (5 days x 12 hours).
- An employee who works 10-hour shifts will be entitled to use up to 50 hours (5 days x 10 hours).
- An employee who works 8-hour shifts will be entitled to use up to 40 hours (5 days x 8 hours).
- Alternatively, if an employee works only 6 hours a day and takes five days of paid sick leave, for a total of 30 hours, the employee will still have 10 hours remaining.

Employees may use PTO, PSL or PRN PSL for the following purposes:

- a) Diagnosis, care, or treatment of an existing health condition, or preventative care for an employee or an employee's designated person, family member, as defined as employee's parent, child, spouse,

registered domestic partner, grandparent, grandchild, and siblings.

b) "Family Member" means any of the following:

- i. A child, which for purposes of this policy means a biological, adopted or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis; this definition of child is applicable regardless of age or dependency status.
- ii. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
- iii. Spouse
- iv. Registered domestic partner
- v. Grandparent
- vi. Grandchild
- vii. Sibling
- viii. "Designated Person": AB 1041 expanded the definition of family member to include a "designated person" who does not have to be a family member.

c) Designated Person means the following:

- i. Under the California Family Rights Act (CFRA) and California Healthy Workplaces Health Families Act (HWHFA) an employee will be able to identify a designated person for whom they want to use leave when they request unpaid CFRA or paid HWHFA.

d) AB 2499 and AB 406

- i. Employees who are victims of a qualifying act of violence or whose family member is a victim of a qualifying act of such violence, may be entitled to protected leave as provided by law. A qualifying act of violence includes domestic, sexual assault, and other acts, conduct or

threats involving injury, death, or the use of a firearm or another dangerous weapon.

- ii. Employees may use available PSL or PTO for medical care, counseling, victim-advocacy services, relocation or safety planning related to a qualifying act of violence. This includes time needed to attend or prepare for court or law-enforcement proceedings, obtain protective orders or participate in the criminal justice process related to the qualifying act of violence.

There is no cash out provision for the PSL accrual, including upon termination of employment or with a status change to a benefit eligible position. However, if an employee separates from Kaweah Health and is rehired within one year, previously accrued and unused PSL will be reinstated.

PTO and PSL time taken under this section is not subject to the Progressive Discipline Policy HR.216.

Time Off Due To Extended Illness

Employees who are absent due to illness for more than three (3) consecutive work days should notify their manager and contact the Human Resources Department to determine if they are eligible for a leave of absence. Accrued EIB can be utilized for an approved continuous leave of absence beyond three (3) days and if admitted to a hospital or have a medical procedure under anesthesia. However, in instances when an employee has been issued Disciplinary Action and directed to provide a doctor's note for all sick days, then an employee may need to submit a doctor's note. If applying for a continuous leave of absence, accrued PTO may be applied for the first twenty-four (24) hours at the employee's regular shift length, if leave is for your own medical condition.

Employees who are absent due to illness for more than seven (7) consecutive days should file a claim for California State Disability Insurance. Claim forms are available in Human Resources. State Disability payments will be supplemented with any accrued EIB time by the Payroll Department and PTO at the employee's request.

Employees who are absent due to a Worker's Compensation injury for less than 14 days, there is a three (3) day waiting period before TTD (Total Temporary Disability) will begin. The first three (3) days is paid using accrued EIB hours. If the employee is off work more than 14 days, TTD begins on day one (1).

Employees who are absent with an Intermittent Leave under FMLA/CFRA are required to use accrued PTO for their absences, at no less than one hour and no more than the regular length of the shift.

Time Off Due to EIB Kin Care

Kin Care allows eligible employees to use up to one-half (1/2) of the Extended Illness Bank (EIB) that they accrue annually in a calendar year to take time off to care for a sick family member.

Only employees who accrue EIB are eligible for EIB Kin Care. No more than one-half of an employee's EIB accrual in a calendar year period can be counted as Kin Care. An employee who has exhausted their EIB and then is absent to care for a sick family member cannot claim that absence under EIB Kin Care.

Kin Care can be used to care for a sick family member, to include a spouse or registered domestic partner, child of an employee, "child" means a biological, foster, or adopted child, a stepchild, a legal ward, a child of a domestic partner, or a child or a person standing in loco parentis, parents, parents-in-law, siblings, grandchildren and grandparents EIB time taken under this section to care for an immediate family member is not subject to the Progressive Discipline Policy HR.216.

Holidays

Kaweah Health observes 72 holiday hours each year. Eligible employees may be scheduled a day off and will be paid provided adequate accrual exists within their PTO bank account for each observed holiday. Time off for the observance of holidays will always be in accordance with Kaweah Health needs.

1. New Year's Day (January 1st)
2. President's Day (Third Monday in February)
3. Memorial Day (Last Monday in May)
4. Independence Day (July 4th)
5. Labor Day (First Monday in September)
6. Thanksgiving Day (Fourth Thursday in November)
7. Day after Thanksgiving Day (Friday following Thanksgiving)
8. Christmas Day (December 25th)
9. Personal Day

Business departments and/or non-patient care areas will typically be closed in observance of the noted holidays. Where this is the case, employees assigned to and working in these departments will be scheduled for a day off on the day the department is closed. Employees affected by department closures for holidays should maintain an adequate number of hours within their PTO banks to ensure that time off is with pay.

In business departments and/or non-patient care areas, holidays, which fall on Saturday, will typically be observed on the Friday preceding the actual holiday and holidays, which fall on Sunday, will be observed on the Monday following the actual holiday.

Employees who work hours on some of these holidays may be eligible for

holiday differential. For more information on eligibility, see policy HR.75 Differential Pay-Shift, Holiday, and Weekend.

"Responsibility for the review and revision of this Policy is assigned to the Chief 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 staff member's responsibility to review and understand all Kaweah Health Policies and Procedures."