



July 22, 2022

NOTICE

The Board of Directors of the Kaweah Delta Health Care District dba Kaweah Health will meet in an open Human Resources Committee meeting at 3:00PM on Tuesday July 26, 2022 in the Kaweah Health Specialty Clinic Conference Room (325 S. Willis Street, Visalia, CA).

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.kaweahhealth.org>.

KAWEAH DELTA HEALTH CARE DISTRICT
Mike Olmos, Secretary/Treasurer

A handwritten signature in black ink that reads 'Cindy Moccio'.

Cindy Moccio
Board Clerk, Executive Assistant to CEO

DISTRIBUTION:
Governing Board
Legal Counsel
Executive Team
Chief of Staff
<http://www.kaweahhealth.org>



KAWEAH DELTA HEALTH CARE DISTRICT BOARD OF DIRECTORS HUMAN RESOURCES COMMITTEE

Tuesday July 26, 2022

Kaweah Health Specialty Clinic Conference Room
325 S. Willis Street, Visalia, CA

ATTENDING: Directors: Lynn Havard Mirviss (chair) & Garth Gipson; Keri Noeske, Chief Nursing Officer and Acting CEO, Dianne Cox, Chief Human Resources Officer, Brittany Taylor, Director of Physician Recruitment/Relations, Raleen Larez, Director of Employee Relations, George Ortega, Recording

1. **OPEN MEETING – 3:00PM**
2. **CALL TO ORDER** – *Lynn Havard Mirviss, Committee Chair*
3. **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@kaweahhealth.org to make arrangements to address the Board.
4. **LEADERSHIP PRESENTATION** – Ideal Work Environment, July – *Dianne Cox, Chief Human Resources Officer*
5. **2022 HEALTH CARE WORKFORCE REPORT** – Review of the 1st quarter report relative to turnover and vacancy information – *Dianne Cox, Chief Human Resources Officer*
6. **PHYSICIAN RECRUITMENT** - Review of the physician recruitment report – *Brittany Taylor, Director of Physician Recruitment/Relations*
7. **POLICIES**
 - 7.1. HR.01 - [Purpose and Scope of Manual](#)
 - 7.2. HR.02 - [District Commitment & Staff Member Relations](#)
 - 7.3. HR.04 – [Special Pay Practices](#)
 - 7.4. HR.15 - [Request for Reconsideration of Work Assignment Based Upon Religious and/or Cultural Reasons](#)
 - 7.5. HR.16 – [Reasonable Accommodation](#)
 - 7.6. HR.17 - [Language Resource Assistant Program](#)
 - 7.7. HR.34 - [Employment of Relatives](#)
 - 7.8. HR.47 - [Professional License & Certification](#)

- 7.9. HR.49 – [Education Assistance](#)
- 7.10. HR.65 - [Payment of Wages](#)
- 7.11. HR.74 - [Telecommuting](#)
- 7.12. HR.95 - [Job Descriptions](#)
- 7.13. HR.96 - [Personnel Files and Employee Health Records](#)
- 7.14. HR.98 - [Employment References and Personnel File Access](#)
- 7.15. HR.131 – [Employee Recognition](#)
- 7.16. HR.141- [Employee Parking](#)
- 7.17. HR.148 - [Personal Leave of Absence](#)
- 7.18. HR.149 – [Bereavement Leave](#)
- 7.19. HR.156 - [Witness Duty](#)
- 7.20. HR.169 – [Jury Duty](#)
- 7.21. HR.173 - [Employee Emergency Relief](#)
- 7.22. HR.183 – [ID Badges](#)
- 7.23. HR.184 – [Attendance and Punctuality](#)
- 7.24. HR.188 - [Personal Property and Valuables](#)
- 7.25. HR.216 - [Progressive Discipline](#)
- 7.26. HR.234 - [PTO](#)
- 7.27. HR236 - [Computer and Communication Devices and Social Media Code of Conduct](#)
- 7.28. HR.239 - [Extended Illness Bank \(EIB\) Donations](#)
- 7.29. HR.243 – [Leaves of Absence](#)

8. ADJOURN – *Lynn Havard Mirviss, 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.

Ideal Work Environment

July 2022



[kawahhealth.org](https://www.kawahhealth.org)



Employee Engagement

Work Environment Pulse Results Rollout Plan

- Gather and organize the results
- Present results/key takeaways to ET
- Roll out to Directors to share with their leaders/teams
 - Complete and send results recap document
 - Incorporate takeaways into Stoplight Report
 - Follow up on progress quarterly



Learning & Development

Introducing OpenSesame

- New resource for all employees/physicians rolling out in September
- Access to 19k+ courses that can be uploaded to NetLearning
- Variety of publishers, formats, and topics including:
 - Leadership development, business skills, personal skills, compliance, wellness, technology, safety, diversity, and more
 - Will send a survey on specific topics you would like to see included
- Replaces LinkedIn Learning for Leaders, which will end on 8/15



Regulatory Compliance

2022 MAT II Coming Soon

- Enrolled on 9/1 and due 10/12
 - MAT II letter emailed to all staff on 8/15
 - Letters mailed to per diems and LOAs
 - Due date applies to per diems, but LOAs have 30 days from their return
- Same content in more focused modules to support learning/reinforcement
- Topics covered:
 - Cultural Competency, Cybersecurity Awareness, Quality & Patient Safety, Infection Prevention, COVID-19 Precautions Update, Risk Management, Stroke Awareness and Falls Prevention

Regulatory Compliance

Harassment & Discrimination Prevention

- CA requires a 1-hour staff and 2-hour supervisor course every 2 years
- Wave of renewals from the original staff assignments creating challenges
- Working on a new process starting in August:
 - Assignments made monthly on the first Friday two months prior to due date
 - Employees receive enrollment notifications from NetLearning and OD
 - Employees receive automated NetLearning reminders weekly until complete
 - Leaders receive a list of enrolled staff and instructions on how to run reports
 - Compliance reports run the Friday following the due date
- Reminder: Non-compliance is subject to the Progressive Discipline Policy

Benefits

PTO Cap Extended

- Cap in place at 500 hours until 8/6
- As of 8/7, cap lowers to 400
- Anything over 400 will freeze without further accrual
- Encourage anyone eligible for the July PTO Cash Out to do so
- See email from Nicole Phanthavong for more information



Now is the time to elect your
PTO Payout for July 1, 2022

HOW TO ACCESS:

To request the payout:
Log in to HR Online
=> Click on 

=> Click on HR Online
Employee Self Service

My Dashboards My Reports
Dashboards

Finance Online MyHR Team **Click on HR Online Self Service**

=> Locate "My Payroll" section
=> Click on PTO Payout
=> Click on PTO Payout Eligibility

My Payroll

- Year to Date Paycheck
- Pay Rate History
- View Paychecks
- PTO Pay Out

This page will provide you with the information needed to make your election for your PTO Payout.

FINAL STEP

=> Click on the text box agreeing to the payout prior to clicking on the Submit button.

=> You will receive an email confirmation after entering your PTO Payout hours. If you do not receive your email confirmation, contact the Help Desk x2280

**Last day to elect a PTO Payout is
June 26, 2022 at 8:00 p.m.**

Since you elected to cash out PTO hours in 2021, this is your second opportunity to receive a payout.

You can take any part of your elected hours during July or November. Remember, you **MUST** leave a balance of 40 hours in your PTO bank after cashing out each time. You will not receive your full elected amount if your balance is less than 40 hours after cashing out; you may receive a partial amount.

Log into HR Online to access your PTO Options:
(See side panel)

Total PTO Balance Hours—indicates how many hours were elected during Open Enrollment.

Balance Available for Pay Out Hours—indicates how many hours are available to pay out.

Number of PTO hours to Pay Out Hours—indicates how many hours you are electing to be paid out at this time. The amount of hours you would like to be paid needs to be indicated in this box; if it is left at zero no hours will be paid out unless it is the last payout for the year (November).

Note:

- No cash out requests will be processed after the regular payroll process if you cannot provide a copy of your email confirmation.

Retention Committee

- Committee members
 - Christine Aleman, Amy Baker, Jag Batth, Clint Brown, Shannon Cauthon, Dianne Cox, Sonia Duran-Aguilar, Lawrence Headley, Liliana Hinojos, Jamie Hopper, Kari Knudsen, Raleen Larez, Renee Lauck, Hannah Mitchell, Jaime Morales, Molly Niederreiter, Keri Noeske, Alicia Rodriguez, Tracy Salsa, Luke Schneider, Amy Shaver, Karen Tellalian, Amy Valero, Deborah Volosin, and Tendai Zinyemba
- Met four times to discuss and set strategy
- Created a list of possible actions based on Leadership Team feedback
- Developed a Prioritization Matrix by comparing impact to effort/cost
- Spreadsheet will be sent following meeting

Kaweah Kids

Expanding Infant Care

- Enrolling infants as current students leave to start kindergarten
- Also adding another staff, which opens room for another group
- Average four new waitlist forms weekly
- Recommend joining the waitlist as soon as you find out you are expecting
- Can always pass on the opening or be removed later



Chaplain Services

Schwartz Rounds

- Coming in August
- Designed for all disciplines and all levels
- Opportunity to talk in a supportive environment about the stressors of working in healthcare
- More details coming soon



the schwartz center
FOR COMPASSIONATE HEALTHCARE

Volunteer Program

Inspiring a Future Workforce

- Thank you to each leader for their invest in our future workforce
- Nearly 75 students from various Central Valley communities gave close to 8,000 hours
 - Supported us
 - Learned from us
 - Now have a story to tell of why they want to work in healthcare



Other Division Updates

- Employee Connection
 - Kaweah Health Events Survey - open now
 - Continue recognizing depts/units/jobs!
 - Logo Fridays
 - December Holiday Events
 - National Hospital Week
- Kaweah Health School of Nursing
 - BRN approval pending October/1st cohort Jan 2023
- COS Part-Time Program
 - COS seeking BRN approval for next cohort (unsure of timing)



2022

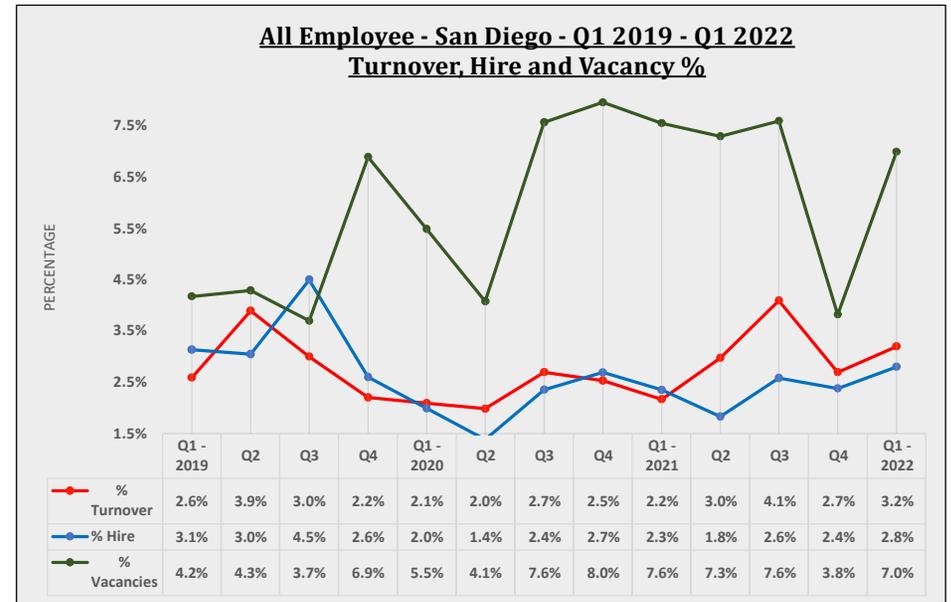
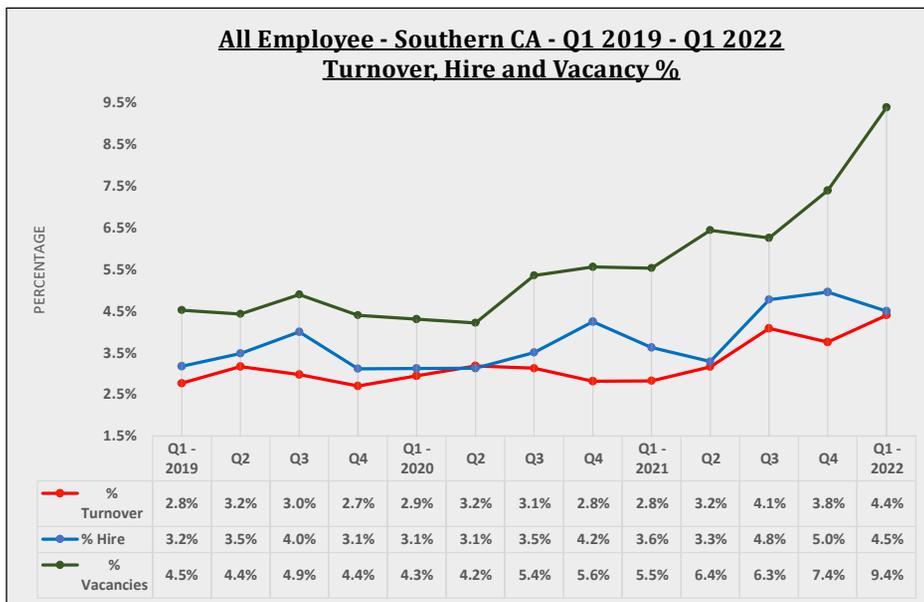
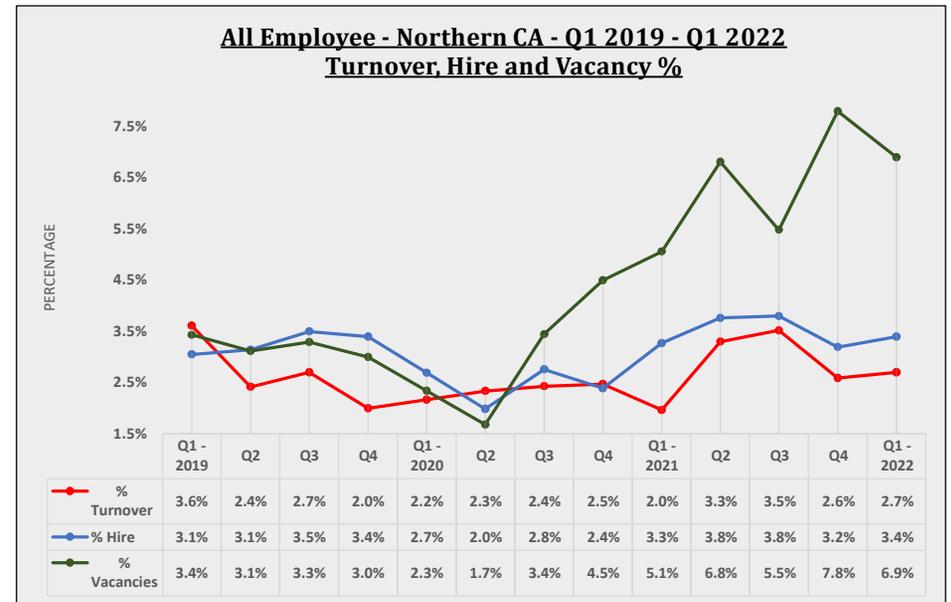
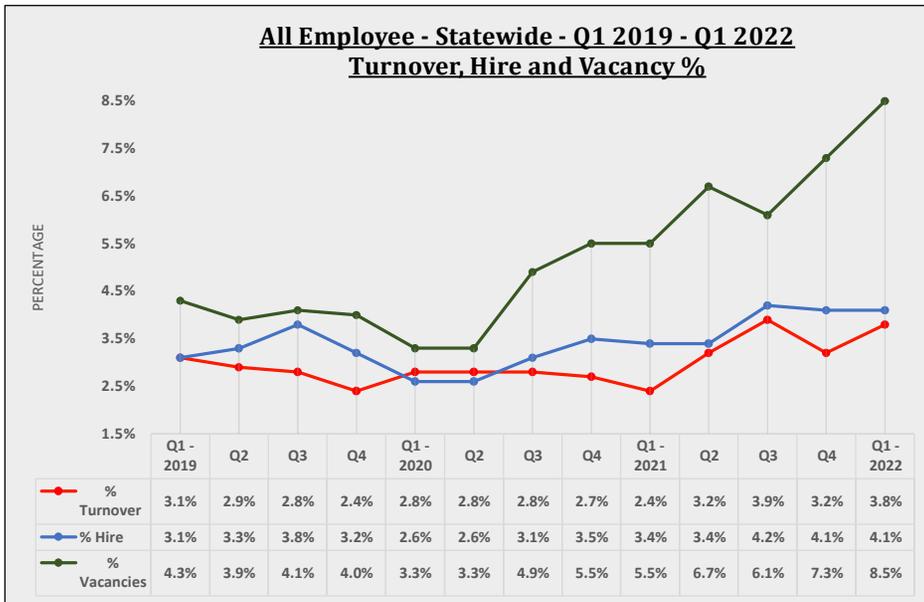
Health Care Workforce Report 1st Quarter

Data Effective Jan. 1 -Mar. 31

Allied for Health

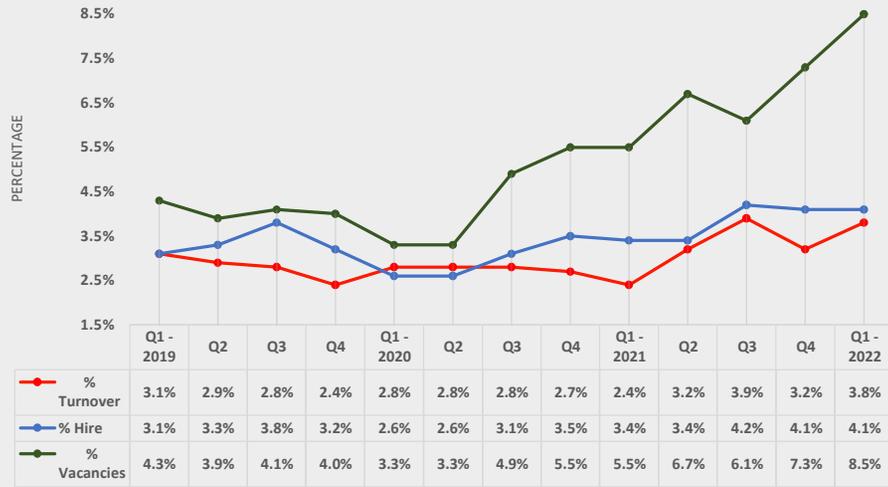


Regional 3-Year Quarterly All Employee Charts

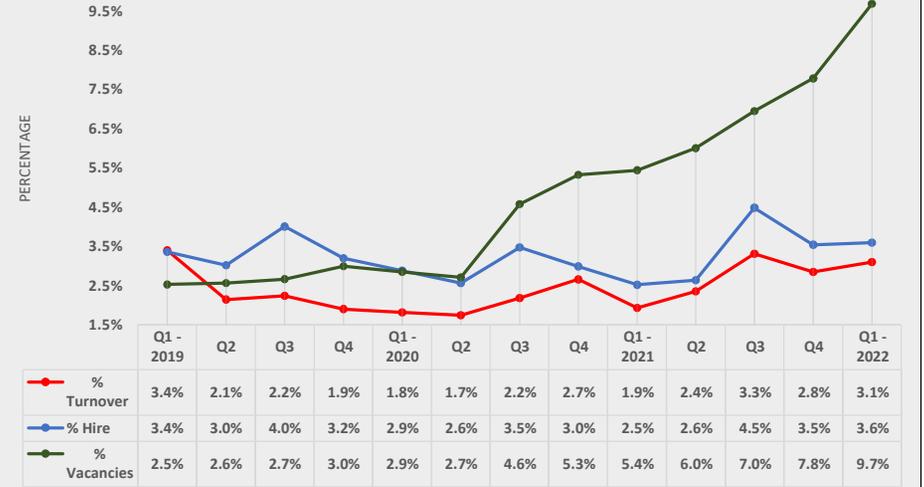


Regional 3-Year Quarterly Registered Nurses (Staff, Specialty, Other, New Grad) Charts

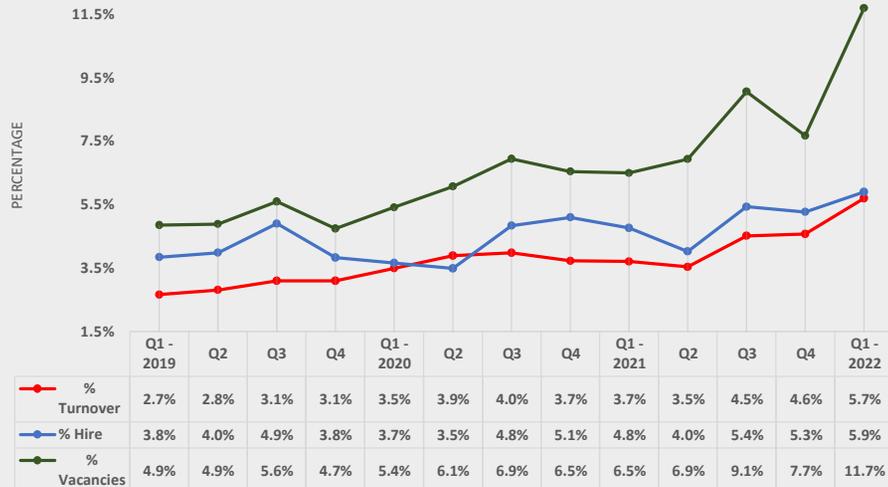
Registered Nurses - Statewide - Q1 2019 - Q1 2022
Turnover, Hire and Vacancy %



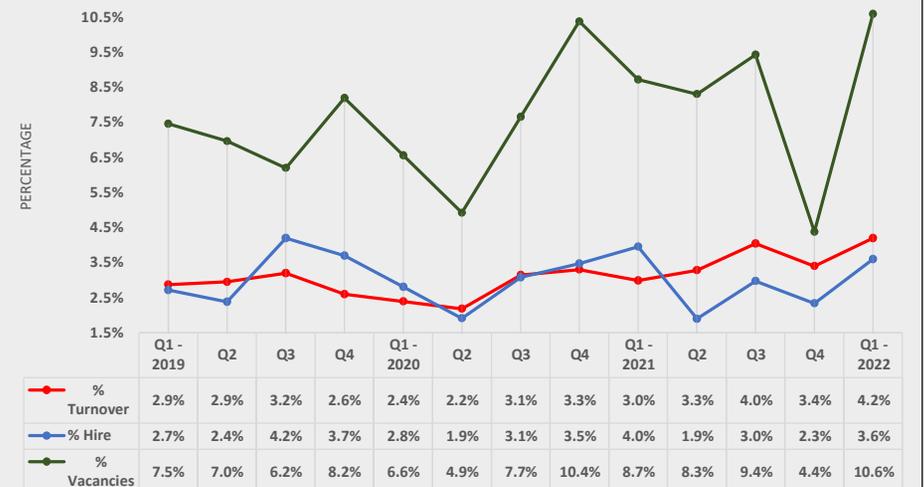
Registered Nurses - Northern CA - Q1 2019 - Q1 2022
Turnover, Hire and Vacancy %



Registered Nurses - Southern CA - Q1 2019 - Q1 2022
Turnover, Hire and Vacancy %



Registered Nurses - San Diego - Q1 2019 - Q1 2022
Turnover, Hire and Vacancy %



REGIONAL TOP TEN POSITIONS WITH THE HIGHEST VACANCY AND TURNOVER

Top 10 Hospital Professions With the Highest Employee Vacancy			
Statewide	Northern	Southern	San Diego
Medical Technologist	Nurse Midwife	Medical Technologist	Certified Nurse Assistant
Clinical Nurse Specialist (CNS)	Occupational Therapy Assistant - Certified	Sterile Processing Technician	RN - Critical Care
Certified Registered Nurse Anesthetist (CRNA)	Employed Physicians	Cook	RN - Emergency Department
Sterile Processing Technician	Clinical Nurse Specialist (CNS)	Certified Registered Nurse Anesthetist (CRNA)	Patient Care Technician
RN - Emergency Department	Licensed Vocational Nurse - Clinic	Clinical Nurse Specialist (CNS)	RN - Case Manager
RN - Critical Care	Mammography Technologist	RN - Critical Care	Housekeeper
Surgical Technician	RN - New Graduate (less than 6 months experience)	RN - Emergency Department	RN - Perioperative (OR)
Licensed Vocational Nurse - Clinic	Surgical Technician	RN – Other	Clinical Nurse Specialist (CNS)
RN – Other	Licensed Vocational Nurse	Patient Care Technician	Surgical Technician
Patient Care Technician	Certified Registered Nurse Anesthetist (CRNA)	Nursing Assistant	RN - New Graduate (less than 6 months experience)

Top 10 Hospital Professions With the Highest Employee Turnover			
Statewide	Northern	Southern	San Diego
Registered Dietician	Certified Registered Nurse Anesthetist (CRNA)	Registered Dietician	Patient Care Technician
RN - Critical Care	Nurse Midwife	RN - Critical Care	RN - Emergency Department
Licensed Vocational Nurse	Occupational Therapy Assistant - Certified	RN - Emergency Department	RN - Critical Care
Food Service Worker	Cook	Sterile Processing Technician	Certified Nurse Assistant
RN - Emergency Department	Licensed Vocational Nurse	Certified Nurse Assistant	Housekeeper
Sterile Processing Technician	Patient Care Technician	CT Technologist	Surgical Technician
Surgical Technician	Surgical Technician	Licensed Vocational Nurse	RN - New Graduate (less than 6 months experience)
Medical Laboratory Technician	Medical Laboratory Technician	Food Service Worker	RN - Perioperative (OR)
Medical Assistant - Certified - Clinic	Food Service Worker	Surgical Technician	RN - Labor and Delivery
Patient Care Technician	Medical Assistant - Certified - Clinic	RN - Perioperative (OR)	Cook

Note: charts are sorted by highest Vacancy/Turnover at the top.



**Physician Recruitment and Relations
Medical Staff Recruitment Report - July 2022**

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

Date prepared: 7/18/2022

Central Valley Critical Care Medicine	
Intensivist	1

Delta Doctors Inc.	
Family Medicine	2
OB/Gyn	1

Frederick W. Mayer MD Inc.	
Cardiothoracic Surgery	2

Kaweah Health Medical Group	
Audiology	1
Dermatology	2
Endocrinology	1
Family Medicine	3
Gastroenterology	2
Neurology	1
Orthopedic Surgery (Hand)	1
Otolaryngology	2
Pulmonology	1
Radiology - Diagnostic	1
Rheumatology	1
Urology	3

Key Medical Associates	
Adult Hospitalist	1
Dermatology	1
Family Medicine/Internal Medicine	3

Key Medical Associates (Cont.)	
Gastroenterology	1
Pulmonology	1

Oak Creek Anesthesia	
Anesthesia - Critical Care	1
Anesthesia - General	2
Anesthesia - Obstetrics	1
CRNA	3.5

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

Other Recruitment	
EP Cardiology	1
Neurology - Inpatient	1

Sequoia Oncology Medical Associates Inc.	
Hematology/Oncology	1

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

Valley Hospitalist Medical Group	
Adult Hospitalist	1

Candidate Activity

Specialty/Position	Group	Last Name	First Name	Availability	Referral Source	Current Status
Anesthesia	Oak Creek Anesthesia	Aijaz, M.D.	Tabish	08/23	Medicus Firm - 5/1/22	Currently under review
Anesthesia	Oak Creek Anesthesia	Goldenmerry, M.D.	Yoaul	10/23	Medicus Firm - 4/5/22	Site Visit: 6/24/22
Anesthesia	Oak Creek Anesthesia	Kim, D.O.	Christopher	08/23	Medicus Firm - 3/16/22	Site visit pending
Anesthesia	Oak Creek Anesthesia	Olalemi, M.D.	Hafeez	08/23	Comp Health - 5/10/22	Site visit pending
Anesthesia	Oak Creek Anesthesia	Sanguino, M.D.	Luis	08/23	Curative - 3/30/22	Site visit pending dates; Tentative: August/September 2022
Anesthesia	Oak Creek Anesthesia	Sinha, M.D.	Ashish	05/22	Medicus Firm - 2/16/22	Site Visit: 4/5/22; Hospital credentialing in progress; Tentative Start Date: August 2022
Cardiothoracic Surgery	Independent	Williams, M.D.	Julio	08/22	Direct - 4/19/22	Initial Screening: 4/22/22; Providing locums/temp coverage in September 2022.
Certified Registered Nurse Anesthetist	Oak Creek Anesthesia	Liu	Jia	03/23	Comp Health - 5/16/22	Currently under review
Certified Registered Nurse Anesthetist	Oak Creek Anesthesia	Evans	Sarah	08/22	Direct - 6/20/22	Offer accepted
Certified Registered Nurse Anesthetist	Oak Creek Anesthesia	Havlicak	Ashley	01/23	Direct/Referral	Offer accepted
Certified Registered Nurse Anesthetist	Oak Creek Anesthesia	Petersen	Lucille	07/22	Direct - 6/15/22	Offer accepted
Certified Registered Nurse Anesthetist (Part-Time)	Oak Creek Anesthesia	Mendoza	Mayra	ASAP	Direct	Hospital credentialing in progress
Chief Medical Officer/Medical Director	Kaweah Health Medical Group	Quackenbush, M.D.	Todd	ASAP	Direct - 3/1/22	Interview: 3/28/22; Start Date: 7/1/2022
Endocrinology	Kaweah Health Medical Group	Min, M.D.	Lie	ASAP	Direct - PracticeLink	Site visit pending dates
Family Medicine	Kaweah Health Medical Group	Vanegas, M.D.	Alvin	ASAP	Direct email	Currently under review
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 accepted; Start Date: 8/1/22
Hospitalist	Valley Hospitalist Medical Group	Kaur, M.D.	Kamalmeet	08/22	Direct	Offer accepted; Start Date: 9/1/22
Hospitalist	Key Medical Associates	Lim, M.D.	Francis	ASAP	Direct - Spouse is Endocrinologist, Dr. Lei Min	Currently under review
Intensivist	Central Valley Critical Care Medicine	De Freese, M.D.	Marissa	TBD	Direct/referral - 1/18/22	Site visit pending dates

Candidate Activity

Specialty/Position	Group	Last Name	First Name	Availability	Referral Source	Current Status
Intensivist	Central Valley Critical Care Medicine	Khanuja, M.D.	Simrandeep	TBD	Comp Health - 6/2/22	Currently under review
Intensivist	Central Valley Critical Care Medicine	Sourial, M.D.	Mina	09/22	PracticeMatch - 4/11/22	Offer accepted
Internal Medicine	Kaweah Health Medical Group/Key Medical Associates	Virk, D.O.	Harman	09/23	Direct email	Currently under review
Interventional Radiology	Mineral King Radiology Group	Youssef Ali, M.D.	Mahmoud	09/23	PracticeLink - 6/6/22	Currently under review
Internal Medicine/Sleep Medicine	Kaweah Health Medical Group	Sarrami, M.D.	Kayvon	08/22	Direct - 11/27/21; Fiancé is current 2nd Year Anesthesia Resident at KH.	Site Visit: 1/10/22; Offer accepted; Start Date: 8/15/22
Medical Oncology	Sequoia Oncology Medical Associates	Mohammadi, M.D.	Oranus	08/23	PracticeMatch - 3/31/22	Site Visit: 9/16/22
Medical Oncology	Sequoia Oncology Medical Associates	Palla, M.D.	Amruth	08/22	Direct/referral - 1/26/22	Site visit pending dates (Nov/Dec 2022 - Tentative)
Neonatology	Valley Children's	Agrawal, M.D.	Pulak	08/23	Valley Children's - 5/14/22	Site Visit: 6/30/22
Neonatology	Valley Children's	Al Kanjo, M.D.	Mohamed	08/23	Valley Children's - 3/14/22	Site Visit: 4/7/22; Offer extended
Neonatology	Valley Children's	Nwokidu-Aderibigbe, M.D.	Uche	08/23	Valley Children's - 5/14/22	Site Visit: 6/17/22
Neonatology	Valley Children's	Sharma, M.D.	Amit	TBD	Valley Children's - 3/1/22	Site Visit: 3/29/22; Offer extended
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
Pediatric Cardiology	Valley Children's	Ozdemir, M.D.	Ege	08/22	Valley Children's - 3/1/22	Site Visit: 3/23/22; Offer extended
Pediatric Hospitalist	Valley Children's	Mittal, M.D.	Daaman	07/22	Valley Children's - 2/17/22	Site visit: 2/21/22; Offer accepted; Start Date: 8/1/22
Pediatrics	Kaweah Health Medical Group	Galindo, M.D.	Ramon	09/22	Direct/referral - 6/28/21	Site visit: 9/14/21; Offer accepted; Tentative Start Date: 08/2022
Psychiatry	Precision Psychiatry	Kumar, M.D.	Rachna	07/22	Kaweah Health Resident	Offer accepted
Psychiatry	Precision Psychiatry	Sangani, M.D.	Arul	07/22	Kaweah Health Resident	Offer accepted

Candidate Activity

Specialty/Position	Group	Last Name	First Name	Availability	Referral Source	Current Status
Radiology - Diagnostic	Kaweah Health Medical Group	Noorani, D.O.	Azeem	TBD	Staff Care - 6/13/22	Site Visit: 7/18/22; Offer extended
Radiology - Diagnostic	Kaweah Health Medical Group	Zurick, M.D.	Vernon	TBD	Current locum	Currently under review
Rheumatology	Kaweah Health Medical Group	Li, M.D.	Zi Ying (Kimmie)	08/22	Direct - 11/27/21	Phone Interview: 12/15/21; Site Visit: 4/5/22; Will decide on location in November 2022.
Urology	Kaweah Health Medical Group	Aram, M.D.	Pedram	07/23	PracticeMatch - 3/1/22	Site Visit: 5/26/22; 2nd site visit pending (August/September)



NEW MEDICAL STAFF

April 1, 2022 to May 31, 2022

- Sarah Briggs, FNP-C
- Henry Gonzalez, M.D.
- Robert Maxey, M.D.
- Joseph Kallini, M.D.
- Carola Van Eck, M.D.
- Samih El-Akkad, M.D.
- Nashwan Obad, M.D.

2022 OUTSTANDING PHYSICIAN WINNERS

- **Teacher:** Leland Beggs, M.D.
- **Professional Collaboration:** Christian Borberg, M.D.
- **Communication:** Ryan Howard, M.D.
- **Compassionate Care:** Michael Tedaldi, M.D.
- **Patient Advocacy:** Christopher Bencomo, M.D.

2022 OUTSTANDING RESIDENT WINNERS

- **Teacher:** Richard Nho, D.O. Emergency Resident
- **Professional Collaboration:** Barre Guillen, M.D. Surgical Resident
- **Communication:** Jacob Kirkorowicz, M.D. Surgical Resident
- **Compassionate Care:** Clayton Starnes, D.O. Emergency Resident
- **Patient Advocacy:** Amanda Khouri, M.D. Surgical Resident

KAWEAH CARE

- Yasser Barsoum, M.D.
- Rehan Kanji, M.D.
- Byron Tran, M.D.

RECENTLY PUBLISHED

Andrea Van Beek, RN, DNP
<https://pubmed.ncbi.nlm.nih.gov/35579732/>

July 2022

THE MED STAFF MINUTE

Welcome to our inaugural Provider Engagement Newsletter! With this bi-monthly publication, we hope to give all medical staff an opportunity to get to know their colleagues on a more personal level, while highlighting different achievements and endeavors. You'll see recognition of both medical and non-medical accomplishments of our members, as well as various community events that provide ways to get involved with your peers outside of District grounds. Enjoy!

Dr. Madeleine Alexeeva
 Dr. Kimberly Sokol

Physician Engagement Committee Update

Dr. Steve Carstens, Medical Director of Physician Engagement

Welcome to the first edition of Kaweah Health's Medical Staff Minute. Our team is excited to give you a broad overview of news and stories at Kaweah Health as well as upcoming events.

One of the most common questions physicians ask me (besides when are we getting charging stations) is: "what is physician engagement?" Simply put, in a 2019 Clinical Medicine piece (Royal College of Physicians) - "Engaged physicians are more productive than their less engaged colleagues. Organizations with physicians who find it rewarding and proud to be a part of their institution significantly outperform organizations with physicians missing these sentiments." One of our goals in the physician engagement committee is to link you with your colleagues and to offer resources to help your work life. If there is anything the committee or I can do for you – please let me/ us know.



**Health is our passion.
Excellence is our focus.
Compassion is our promise.**

Graduate Medical Education

Amy Shaver, Director of GME

Please join us in welcoming the newest Resident Physicians to Kaweah Health. This year's incoming class includes 47 resident physicians in our six residency programs: Anesthesiology, Emergency Medicine, Family Medicine, Psychiatry, Surgery and Transitional Year. We are also welcoming our first class of Child and Adolescent Psychiatry Fellows.

As part of their training, Residents will rotate through almost all service lines to gain knowledge and training from the Medical Staff. In addition, residents actively participate in quality improvement, research and other scholarly activity. Over the past nine years, Kaweah Health's GME programs have graduated 148 physicians, 40% of whom have stayed in the Central Valley of California to practice.

Community Service

Brittany Taylor, Director of Physician Recruitment/Relations

Kaweah Health Street Medicine partners with other local agencies to offer holistic support to the homeless patients they meet. The team is looking for supervising physicians to participate in this program. For more information or to get involved, reach out to Ana Lopez at

aslopez@kaweahhealth.org.

KAWEAH HELPS is a volunteer program that helps with service projects and needs in the community. By offering a variety of opportunities such as clean up, beautification, refurbishments, planting trees, etc., we hope to offer programs that will give you an opportunity to give back outside of our hospital setting. **Sign up here!**



**Have suggestions or want to get involved?
Email us at engagement@kaweahhealth.org.**

Creative Corner

Welcome to Creative Corner! Part of the joy of medicine is incorporating ways to express yourself outside of medicine. This helps create a healthy work-life balance, and we'd love to highlight you and your work. We are looking for submissions to be highlighted in the newsletter: think poetry, short stories, art, photography, favorite food and cocktail recipes, or anything else you'd like to share - the sky's the limit! Send your pieces to:

engagement@kaweahhealth.org.

To kick us off, here's a depiction of two of our Medical Staff (Drs. Lucero and Hipskind) in a grueling battle for the finish line, as painted by EM PGY-3 Dr. Andre Lee:



EDUCATION & EVENTS

General Medical Staff meeting
July 12 at 6PM

Networking at BarrelHouse
3rd Thursday of every month at 5PM





Policy Number: HR.01	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: Not Approved Yet
Approvers: Board of Directors (Administration)	
Purpose and Scope of Manual	

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

POLICY:

This manual provides Kaweah Health management, supervisors, and staff with a single reference source for all policies and benefits information relating to Human Resources management. Current policies will supersede all previous policies.

Deleted: Kaweah Delta Health Care District ("the District")

Policies and procedures contained in additional Kaweah Health manuals and relating to topics covered in this manual will be consistent with the policies stated herein. To the extent there is a conflict between this manual and Kaweah Health policies stated in other sources, the policies stated in this manual will override all such inconsistent policies.

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In the interest of addressing its mission to provide high quality, comprehensive, cost effective health care services for its community, Kaweah Health reserves the right to direct the supervision of its personnel; to discipline personnel appropriately, including termination of employment; to assign staff to different schedules, working hours, and/or job responsibilities; and to establish and modify its policies and procedures.

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PROCEDURE:

I. The policies outlined in this manual apply to all Kaweah Health facilities and personnel. The Employee Handbook and this manual provide detailed information in the following areas:

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- Recruitment
- Employment
- Transfer
- Employee Relations
- Compensation
- Benefits
- Attendance
- Leaves Of Absence

- General Information

II. Definitions

An employee is an individual who is hired directly by Kaweah Health to work for wages or salary to perform services subject to the will and control of Kaweah Health, including both management and non-management personnel. These individuals may be eligible to receive District-provided benefits. An employee may be full-time, part-time, per diem, or temporary.

Although the exact title of a job classification may vary, a manager is an individual who, on a regular basis, has supervisory responsibility for a department or a distinct operation similar to a department.

Personnel include employees, students, interns, volunteers, and other non-employees who provide work via a controlled basis. Policies that refer to personnel may reference benefits or rights. The mere inclusion of personnel in policies does not constitute a right by non-employees to the benefits or rights of an employee.

III. Policy Additions/Changes and Updates

This manual cannot anticipate every situation or answer every question about employment; it is not an employment contract or a legal document. To retain necessary flexibility in the administration of policies and procedures, Kaweah Health reserves the right to change or revise policies, procedures and benefits described in this manual, other than the employment-at-will provisions, without notice whenever Kaweah Health determines that such action is warranted.

Any questions regarding the interpretation of this manual should be referred to the Chief Human Resources Officer.

"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."

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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.02	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: 10/23/2017
Approvers: Board of Directors (Administration), Board of Directors (Human Resources), Dianne Cox (VP Human Resources)	
District Commitment & Staff Member Relations	

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

POLICY:

The District believes that the best and most rewarding employment atmosphere results from a direct relationship between management and staff members. The District prefers to deal with staff members directly. It is the responsibility of management to encourage staff members to bring their problems and suggestions to their department management team or another member of management, listen to staff member's concerns with respect, make every effort to help solve staff member's problems, and accept constructive criticism with an open mind and without any retribution.

The District will implement fair and effective Human Resources policies and procedures to:

- employ individuals on the basis of their qualifications and with assurance of equal opportunity (Refer to policy HR.12).
- provide salaries and benefits which bear a fair and reasonable relationship to the work performed;
- establish reasonable hours of work; and,
- maintain a work environment that is safe, healthy, and free from harassment.

Kaweah Health promotes staff awareness of appropriate rest and fitness to provide patient care services.

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Kaweah Health recognizes that staff may be requested to work additional hours beyond their regularly-scheduled work hours in the event of a staffing short, patient emergency and/or activation of the District's disaster plan.

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Kaweah Health expects all personnel to:

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- work productively to the best of their abilities and skills;

- arrive at their assigned work area and begin work on time;
- demonstrate a considerate, friendly, and constructive attitude to other personnel, patients, and visitors; and,
- comply with Behavioral Standards and Code of Conduct.
- adopt and display the Organization Values in all interactions with others including:

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Vision - We plan for and act to produce an ever-improving future.

Integrity - We are completely honest, candid, and transparent in our dealings.

Care - The patient must be at the center of all we do.

Accountability - We are completely responsible for our results – no excuses.

Respect - We collaborate effectively with others and are socially and interpersonally skilled.

Excellence - We accept nothing less than our very best efforts and expect the same of others.

Kaweah Health retains the right to:

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- assign, supervise, discipline, and terminate employees at any time;
- determine and change working conditions, hours and schedules; and,
- establish, change, and delete its policies and procedures.

“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.”

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Policy Number: HR.04	Date Created: No Date Set
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: 09/29/2021
Approvers: Board of Directors (Human Resources)	
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 which 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.

Eligible Job Codes:

- House Supervisor 4000293 (hours)
- Pharmacy 7010360, 6010972, 7011940, 3002094 (hours)
- RN-Nurse Practitioner 7081541 (shift)
- Nurse Practitioner Manager 3001833 (shift)

Deleted: Clinical Pharmacists

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6011941, 7011940 (hours)¶

Emergency Services \$1.50 for active MICN cert

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\$1.50 for active TNCC cert

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Eligible job codes:

- RN 7020339 7020746
- Charge Nurse 6021615
- Assistant Nurse Manager 3000640 in ED

Preceptor Pay \$1.50 per hour- RN's and Cath Lab Techs

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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

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.

“Responsibility for the review and revision of this Policy is assigned to the ~~Chief~~ Human Resources ~~Office~~. 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.15	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: Not Approved Yet
Approvers: Board of Directors (Administration), Dianne Cox (Chief Human Resources Officer)	
Request for Reconsideration of Work Assignment Based Upon Religious and/or Cultural Reasons	

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

POLICY:

Through the appropriate staffing of a highly skilled and professional workforce, Kaweah Health will ensure that the needs of all patients are met. It is the responsibility of management to ensure that the needs of each patient are given the highest priority.

An employee of Kaweah Health may request not to participate in an aspect of patient care, including treatment, where there is a perceived conflict with the employee's cultural values, ethics, and/or religious beliefs.

Example: An employee whose religion does not believe in the transfusion of blood products may request to be removed from this aspect of care.

Example: An employee caring for a terminal vegetative patient may have personal ethical differences with a family's decision to remove nutrition support and may ask to be removed from this assignment.

To ensure that the needs of the patient are met, when an employee requests reconsideration of a work assignment based upon religious and/or cultural reasons it is expected that the employee will continue to provide care until arrangements can be made.

PROCEDURE:

- I. To provide uninterrupted quality care to our patients, a staff member is encouraged to speak directly with his/her department supervisor prior to being assigned or prior to any potential assignment about any aspect of patient care, including treatment s/he believes is in conflict with his/her cultural values, ethics, or religious beliefs.

This discussion will include:

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- A. The specific concern and aspect of patient care that the staff member finds in conflict with his/her cultural values, ethics, or religious beliefs;
- B. Possible alternative which may be put into place to allow the patient to remain assigned to the staff member;
- C. Reassignment of the patient to another staff member; and/or,
- D. Transfer of the staff member to a vacant position in another department where the conflict does not exist.

The staff member may be asked to put into writing any concern regarding the specific aspect(s) of patient care, including treatment, which are in conflict with his/her cultural values, ethics, or religious beliefs. Where this is the case, the written copy provided will become a part of the staff member's Human Resources record.

Management will ensure that any conflict will be resolved and any action taken pursuant to this policy will not negatively affect a patient's care, including treatment. To the extent necessary, this will be done by assigning another qualified employee to provide the patient's care.

- II. An employee does not have the right to refuse to care for a patient due to the patient's race, color, sex (including breastfeeding and related medical conditions), gender expression, sexual harassment, religion, religious creed (including religious dress and grooming), national origin, genetic information (GINA Act of 2008), pregnancy, age, physical or mental disability, sexual orientation, or any other characteristic protected by law;
- III. A staff member's request for reconsideration of work assignment will likely result in limiting or reducing the types of assignments and/or departments to which the employee may be scheduled. This limitation may result in fewer employment opportunities with Kaweah Health for the employee. Any such actions will be considered to be a voluntary choice on the employee's part.
- IV. Kaweah Health will make every effort to accommodate an employee's request for reconsideration of work assignment based on religious and/or cultural differences. However, there may be times when the employee's request may not be accommodated. Where this is the case, the employee will be required to continue to provide care to the patient in a courteous, caring, and professional manner.

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."

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Policy Number: HR.16	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: Not Approved Yet
Approvers: Board of Directors (Administration), Board of Directors (Human Resources), Dianne Cox (Chief Human Resources Officer)	
Reasonable Accommodation & Medical Fitness for Work	

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 comply with the Americans with Disabilities Act (ADA), the Fair Employment and Housing Act (FEHA), and the comprehensive civil rights laws that prohibit discrimination against a qualified applicant or employee because of his/her disability. Under the ADA and FEHA, qualified individuals with disabilities must have equal access to all aspects of employment that are available to employees without disabilities. The District also complies with the Labor Commissioner's office with regard to the rights of victims of domestic violence, sexual assault and stalking.

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Pursuant to the ADA and FEHA, Kaweah Health will provide reasonable accommodation to a qualified applicant and/or employee with a disability to allow him/her to perform the essential functions of his/her job, unless the accommodation would create an undue hardship for the employer.

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Kaweah Health will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

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Kaweah Health will take steps to ensure that all staff members are medically able, with or without reasonable accommodation, to perform the duties and responsibilities expected of and assigned to him/her. At any time during the employment relationship, if management has reason to believe that the District personnel is not free of communicable disease, or is not able to perform the duties and responsibilities to which s/he is assigned, s/he may be asked to report to Employee Health Services and/or to a licensed medical practitioner of the District's choice for a medical examination. The District will be responsible for the cost of this examination.

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DEFINITIONS:

Reasonable Accommodation: Reasonable accommodation can be considered as the logical adjustment to a job or work environment that enables a disabled person or an individual who is a victim of domestic violence, sexual assault or stalking to perform the essential functions of his/her job. Kaweah Health is required to provide reasonable accommodation for qualified individuals with physical or mental limitations including

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mental health conditions such as depression and post-traumatic stress disorder. Reasonable accommodation includes, but is not limited to:

- Modifications or adjustments to an application, examination, or interview process that will enable a qualified applicant with a disability to be considered for the desired position; or
- Modifications or adjustments to the work environment, or to the method under which the position held or desired is routinely performed, that enables a qualified individual with a disability to perform the essential functions of that position; or
- Modifications or adjustments that will enable an employee with a disability to enjoy the same benefits and privileges of employment as those enjoyed by similarly situated employees without disabilities.

Kaweah Health may choose to provide an alternative accommodation other than the one requested by the employee, as long as it is effective in assisting the employee in performing his/her essential job functions.

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Each reasonable accommodation situation is evaluated on a case-by-case basis; so that the accommodation provided meets the needs of the individual with the disability, and will allow him/her to perform the essential functions of his/her job. Examples of Reasonable accommodation may include any or all of the following:

- Purchase of an assistive device
- Worksite modifications
- Job restructuring
- Reassignment to another position
- Removal of an architectural barrier
- Purchase of assistive services
- Modified work schedule
- Removal of communication barrier
- Special testing/Interview arrangements
- Leave of absence

Essential Functions: Essential functions are the tasks that are fundamental to the job. A job function may be considered essential for any of the following reasons:

- The position exists to perform the function.
- The function is highly specialized and the employee in the position was hired for his/her expertise in performing the function.
- There are a limited number of employees to whom the performance of the function can be assigned.

Individual With a Disability: An individual is considered to be disabled if he/she:

- Has a permanent physical or mental impairment that limits the performance of one or more major life activities; or
- Has a record of such an impairment; or
- Is regarded as having such impairment.

Physical or Mental Impairment: Physical or mental impairment includes, but is not limited to any physiological disorder or condition, cosmetic disfigurement, anatomical loss affecting one or more of the body systems, or any mental or psychological disorder. Examples of conditions that would constitute disabilities because they limit a major life activity include paralysis, hearing or vision loss, epilepsy, and cancer.

Major Life Activities: Major life activities include self care, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. The list of major life activities is not exhaustive.

Functional limitations: Determining whether a functional limitation in performing essential functions exists due to a physical or mental impairment is the first step in establishing whether an individual is entitled to a reasonable accommodation. Many impairments do not impact a person's life to the extent of limiting a major life activity. An impairment rises to the level of limiting a major life activity when it makes the performance of a major life activity difficult. When evaluating a reasonable accommodation request, Kaweah Health considers several factors in assessing the functional limitation(s) a physical or mental impairment causes in performing essential functions:

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- The specific physical or mental limitation or medical condition which requires an accommodation;
- The duration or expected duration of the impairment; and
- The permanent or long-term impact, or the expected permanent or long-term impact of, or resulting from, the impairment.

REQUESTING REASONABLE ACCOMMODATION¹:

1. Notice: Kaweah Health has established procedures for requesting a reasonable accommodation to ensure there is an interactive process with the individual requesting such an accommodation. However, written requests for accommodation are not required.

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An applicant or employee who believes that s/he is in need of an accommodation must notify his/her department manager or director and/or a Human Resources Director. A department manager or director who receives a request for accommodation from an employee shall then notify a Human Resources and/or

¹ This procedure is neither exhaustive nor exclusive. The District is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA, FEHA and all other applicable federal, state, and local laws.

Employee Health. All requests for reasonable accommodation, whether written or verbal, must provide the following information:

- A. The type of accommodation requested;
- B. An explanation of the limitation for which the accommodation is needed; and
- C. A description of how the accommodation will allow the individual to perform the essential functions of his/her job.

If an employee notifies their manager or director of their disability without an explanation or request for a reasonable accommodation the manager/director must notify Human Resources and/or Employee Health to insure notice of the disability is appropriately documented and the employee is assessed to determine if an accommodation is appropriate or feasible. There may be times where the District may be unable to provide an accommodation, including situations which impose an undue hardship on the District or present an undue risk to the health and safety of the individual, other employees or patients.

If a manager or director encounters an employee situation where he/she suspects the employee has a problem that may require reasonable accommodation but, where there has not been a request for reasonable accommodation, the manager/director must notify Human Resources and/or Employee Health to assess the employee to appropriately document any disability and to determine if an accommodation is appropriate or feasible.

II. Medical Documentation

- A. The applicant or employee seeking reasonable accommodation may be required to provide Human Resources with medical documentation from his/her treating health care provider regarding the medical condition for which the employee is requesting accommodation in order to evaluate his/her eligibility for an accommodation. The documentation must include the following information regarding the employee's medical condition:
 - 1. major life activities hindered and the manner in which each activity is hindered;
 - 2. whether the medical condition is permanent or temporary;
 - 3. the estimated length of the medical condition (if the medical condition is temporary);
 - 4. the functional limitations as they relate to the employee's job duties and the impact on the individual's ability to perform the essential job functions; and
 - 5. the type(s) of reasonable accommodation requested for the employee and how it will help the employee to perform his/her essential job duties.

- B. The documentation should not include the underlying medical condition at issue unless specifically requested by a physician working on behalf of the District.
 - C. The medical documentation must be written/typed on the official letterhead stationary of the health professional or health professional's organization. The documentation must identify the health professional's credentials (e.g., M.D., D.O, N.P., P.A.) and practice specialty (e.g., Physician, Nurse Practitioner, Physical Therapist) and be signed and dated by the health professional.
- III. The Director of Human Resources and the Manager of Employee Health will provide guidance to managers, directors, and persons requesting reasonable accommodation at all stages of the process. The Director of Human Resources will evaluate each reasonable accommodation request on a case-by-case basis. The decision to grant or deny a request for accommodation will be made only after considering all essential information, including but not limited to input from the employee, his/her supervisor, and his/her health professional. The individual requesting an accommodation is not automatically entitled to the accommodation he/she requests; however, an individual may refuse an accommodation offered by Kaweah Health.

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Current employees are expected to continue to perform all essential job functions while a request for reasonable accommodation is being considered. If that is not possible, the employee may request a leave of absence. A request for a leave of absence which is granted is considered an accommodation.

- IV. Interactive Process: As soon as reasonably possible upon receiving a request for reasonable accommodation by a disabled employee or applicant, Kaweah Health and its representatives must engage in a timely, good faith, interactive process to determine effective reasonable accommodations. To ensure that all effective accommodations have been considered, the Director of Human Resources and the employee's manager must discuss the request with the employee. This is particularly important when the specific limitation, problem, or barrier is unclear; where effective accommodation is not obvious; where modifications to the request may be appropriate; where the parties are choosing between different possible reasonable accommodations; or in other situations where the interactive process can further promote resolution of the request for accommodation. The interactive process should take place in person, unless it is impractical to do so. The interactive process with the employee or applicant shall include, but is not limited to:
- A. Discussing the purpose and the essential functions of the specific position;
 - B. A review of the medical documentation and other documentation related to the request;
 - C. Reviewing how the functional limitations of the disability can be overcome with reasonable accommodation;
 - D. Identifying potential accommodation options;
 - E. Evaluating the effectiveness of each potential accommodation option;

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- F. Documenting all options discussed and reasons for selecting particular option(s);
- G. Implementing the most appropriate option(s), Keeping the applicant or employee informed until accommodation is provided or denied.
- H. Whether the reasonable accommodation would impose an undue hardship on the District or present an undue risk to the health and safety of the individual, other employees or patients.
 - 1. The applicant/employee is expected to cooperate in the interactive process, in good faith, by submitting medical information as necessary and participating in discussions regarding possible accommodations. Failure to comply with this policy will result in denial of an accommodation request and/or a determination that the employee is unable to perform the essential functions of his or her job.

V. THE ONGOING INTERACTIVE PROCESS

Kaweah Health is required to make reasonable accommodations for qualified persons with disabilities. The duty to accommodate is a continuing duty that is not exhausted by one effort. If Kaweah Health becomes aware that an accommodation is not working, it must consider alternative accommodations. The Vice President of Human Resources or his/her designee and the manager must further engage in the interactive process with the employee to identify appropriate accommodations, as discussed above. Prior to any substantive modification or adjustment of a previously granted accommodation, the Vice President of Human Resources must be consulted. Furthermore, prior to the denial of any newly requested accommodation, the Vice-President of Human Resources must also be consulted.

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VI. GRIEVANCE PROCESS

Any persons who believe that he or she has been subjected to discrimination on the basis of disability and/or has been treated in a manner that is contrary to the policy stated above, may file a complaint with the Human Resources department. Complaints should be in writing and set forth the problem or action alleged to be discriminatory as well as the remedy or relief sought by the complainant. Human Resources will conduct an investigation of the complaint and take any and all necessary action arising out of the complaint. The District will not retaliate against anyone who files a complaint or cooperates in the investigation of a complaint.

"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."

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Subcategories of Department Manuals
not selected.

Policy Number: HR.17	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: Not Approved Yet
Approvers: Board of Directors (Administration)	
Language Resource Assistant Program	

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

POLICY:

Kaweah Health maintains interpretation options to facilitate communication in many languages. Kaweah Health staff members who have been evaluated for their bilingual skills are identified as Language Resource Assistants.

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PROCEDURE:

I. Language Resource Assistants (LRA)

If an employee or health care provider determines that an "in person" interpreter is either necessary or preferred when communicating with a patient or a member of a patient's family, the staff member may contact the Interpreter Services Department for a listing of participants in the Language Resource Assistant Program. This listing is also available through Kaweah Compass, Directories, Interpreter Directory.

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Kaweah Health provides a system to identify and compensate qualified interpreters who interpret in situations involving patient care and hospital services. To be eligible for participation the staff member must first fill out a Language Resource Application to Test to demonstrate their competence through:

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- A. Language assessment through Kaweah Health Interpreter Services Department; or,
- B. Language assessment through an identified agency qualified to provide assessment for any particular language.

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Once the staff member has gone through the evaluation process, he/she will be identified as having general or clinical/advanced skills. The new LRA will be issued an

orange pin for general skill level or a dark blue pin for clinical skill with the words Language Resource Assistant imprinted on it. This pin will be worn on their employee identification badge.

To be eligible for compensation for interpretation services, staff members must have been determined as qualified and as a participant in the Language Resource Assistant program prior to the interpretation.

This compensation will be provided only for actual time of interpretation if the LRA is pulled outside their regular line of work or work area. Interpretation must be directly related to patient care and/or hospital business. Staff members will record all time spent interpreting on LRA Log Sheet and secure the requesting supervisor's approval and signature on the sheet prior to submission to the Interpreter Services Department for data retrieval prior to it being sent to the Payroll Department for payment. The log must be submitted on a weekly basis; by 9am on Monday. An LRA will lose his/her ability to be paid if any fraudulent occurrences are documented.

The Language Resource Assistant will read and agree to abide by the National Code of Ethics and Standards of Practice which is available at

<https://www.ncihc.org/assets/documents/publications/NCIHC%20National%20Code%20of%20Ethics.pdf>

In addition, a Language Resource Assistant fully understands that they may be scheduled for or receive information for additional training and receive resources that will assist them in improving their bilingual skills.

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Policy Number: HR.34	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: Not Approved Yet
Approvers: Board of Directors (Administration)	
Employment of Relatives	

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 the most professional staffing possible by minimizing employment situations which may and /or has resulted in problems of supervision, safety, security, morale, or a conflict of interest. Employment of relatives, regardless of status, refers to the immediate family of an employee which, for the purposes of this policy, includes the following:

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- Wife Mother Mother-in-Law Aunt Son-in-Law
- Husband Father Father-in-Law Uncle Daughter-in-Law
- Daughter Sister Sister-in-Law Niece First Cousin
- Son Brother Brother-in-Law Nephew "Step" Relationships
- Grandparents Domestic Partners

An individual will not be hired, nor promoted or transferred into the same department in which one of the above family members would have supervisory authority over the other, evaluate the work performance, make or recommend salary decisions, or audit the work of the other. Relationships where employees are supervised by the same department management or supervisor will be considered on a case by case basis for appropriateness; final decisions will be made by the Department Leader and Vice President, in consult with the Vice President of Human Resources and the CEO.

PROCEDURE:

1. No individual will hold a job in which he/she would be supervised by a family member. If two employees marry or become related after being employed and the potential problems stated in this policy exist, a decision will be made by the Hospital on which employee will remain in the department. Criteria generally used may include performance, experience, department need and length of service.
2. The affected employee will have the following options:

- a. Transfer to another section of the department under a different supervisor (if there is a vacancy or the department is able to exchange employees), or
 - b. Transfer to a different shift (if the department has a vacancy or the department is able to exchange employees), or
 - c. Transfer from the department to a vacant position in another department, if qualified.
3. The employee must actively seek a transfer and must comply with the transfer procedure established by Human Resources. If none of the options listed above or if reasonable accommodations cannot be made to eliminate actual or potential problems that arise when two employees marry or become related in a reasonable time frame, the District reserves the right to terminate the affected employee. The Department Leader and the Chief Human Resources Officer will develop appropriate interim measures.

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"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."

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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.47	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: Not Approved Yet
Approvers: Board of Directors (Administration)	
Professional Licensure and Certification	

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

POLICY:

To ensure appropriate licensure and certification on all employees and contracted staff (not subject to the medical staff privilege process, e.g., Allied Health Professionals) in compliance with appropriate licensing agencies. Employee Health requirements for immunizations and PPD are available for Licensed Independent Practitioners and Physicians who practice at the Kaweah Health.

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It is the policy of Kaweah Health to employ only those individuals and/or to utilize contract services staff that meet all job requirements (TB Screening/PPD testing, etc.) and have proper licensure, certification or registration by the appropriate licensing agency in those jobs requiring such status. Current employees who provide direct patient care will have a Heart Saver card on file with Human Resources (or in the nursing office or applicable department if Contract Staff). Employees and Contract Staff working in positions with a requirement for ACLS, NRP, and PALS, etc., will also provide proof of certification. Employees driving their own vehicles for ongoing business will be required to produce proof of current California Driver's License.

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All job requirements and current status of documentation shall be maintained by the employee/contract staff member. The employee will furnish proof of this status with original documents before employment or service begins and Human Resources will photocopy the document which will be placed on record in the Personnel file. At each time the status requires updating and/or renewal, the employee will provide further documentation to Human Resources as proof of update and/or renewal.

For employees on a Leave of Absence, Kaweah Health may hold in abeyance the requirement to complete job requirement documentation (i.e., updated competencies, TB testing, etc.) until the employee returns from leave. The employee must complete all outstanding job requirements and documentation (licensure, CPR, ACLS, NRP, PALS, TB Testing, as applicable) prior to returning to work. Competency-related documentation must be completed within 30 days of the employee's return to work.

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Current job requirement documentation will be maintained by Human Resources and by those department heads responsible for such individuals.

Failure on the part of the employee to provide such documentation or proof of current status, or failure to meet any job requirement will result in Progressive Discipline, up to and including, termination of employment. In addition, the employee will be ineligible for participation in the Educational Assistance Program for one year.

PROCEDURE:

I. Definitions

Licensure/certification: Refers to any license/certifications required for an employee's job from the time of hire going forward. Examples are: CA RN License, Clinical Dietitian Registration, and Radiology Tech Certification. BLS (Basic Life Support for Healthcare Providers), Heartsaver AED (Automated External Defibrillator). Licensure /Certification requirements are listed in job descriptions, employee offer letters, and also can be found in HRIS.

II. Verification Licensure/Certification at Time of Hire/Transfer/Renewal

- a. It is the responsibility of the Human Resources Department to print the primary source verification prior to hire date. Renewals of Licensure/Certifications will be tracked, verified and printed by the Human Resources Department prior to the expiration date.
- b. Human Resources will process the hire/transfer/renewal of an employee to a job that requires valid licensure/certification only after obtaining printed or verbal clearance from the appropriate licensing board. This verification must be from a primary source website or documented if obtained by phone.
- c. Primary source verification applies only to licensure/certifications required to practice a profession. It is not required for organizational requirements such as advanced cardiac life support (ACLS) or pediatric advanced life support (PALS) or clinical certification such as peripherally inserted catheter (PICC) line certification.
- d. Only the American Heart Association (AHA) or American Red Cross (ARC) certification programs will be acceptable for employment or continued employment. KDHCD has established appropriate paid time for hourly employees, upon approval of your supervisor. Classes taken outside of Kaweah Health must be AHA or ARC courses and documentation of completion must include the following:

1. Course completion card from AHA or ARC training center

OR

2. Paperwork from the AHA or ARC training center stating the following:

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- i. Student's name
- ii. Type of course
 - 1. AHA HSAED (Heart Saver Automated External Defibrillator)
 - 2. AHA BLS for Health Care Providers
 - 3. ARC CPR/AED adult, child & infant
 - 4. ARC CPR for the Professional Rescuer or CPR for the health care provider
- iii. Date of Course
- iv. Successful Completion
- v. Name of Training Center
- vi. Signature of training center representative

For option 2 above, the provider course card must be submitted to Human Resources within 30 days of course completion to avoid suspension and disciplinary action.

- e. Employees are to give 24 hours' notice for cancellation of any Kaweah Health paid certification class. Employees must be on time to any Kaweah Health paid classes or will be considered a No Show, which are grounds for discipline. Refer to Progressive Discipline policy HR 216.

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- f. Any employee that allows their required licensure/certification to lapse for any reason will be given a Disciplinary Action and removed from the schedule.

Employees may return to work once they have shown proof of renewed licensure/certification from a primary source.

Exception for MICN Certification: If regional EMS agency cancels MICN certification class, the employee will be permitted to work without updated certification and no disciplinary action. Employee will be required to attend the next scheduled regional MICN class.

III. Manager's Responsibilities

- A. Management is responsible to ensure that all licensed/certified staff has current licensure at all times while working and is not working if license/certification has expired. If the employee has missed two weeks of work from the expiration date, the manager will place the employee on an administrative leave of absence and the employee is subject to termination.
- B. Managers and Directors may also be subjected to Disciplinary Action, including suspension and possible termination should licensed/certified employees within their responsibility be working without proper

licensure/certification.

IV. Employee's Responsibilities

Employees who have failed to renew their required license or certification, by the expiration date will not be permitted to work. In addition, if the employee has missed two weeks of work from the expiration date, the employee will be placed on a personal leave of absence and is subject to termination. Employees who allow required licensure/certification to expire will be given a written warning. Refer to Progressive Discipline policy HR 216.

V. Interim Permit or Temporary License Processing

Employees must obtain licensure in accordance with the requirements of the applicable licensing board. Employees whose temporary license or interim permit expires, or is otherwise invalidated will be placed on a personal leave of absence for a maximum of 12- weeks. During the 12-weeks period, if licensure is obtained, current employees may apply for a transfer to an open position. If licensure and/or transfer to an eligible position is not obtained, employment will be terminated at the end of the 12-week leave of absence.

VI. Employees on Leave of Absence

Employees on a Kaweah **Health** approved Leave of Absence are responsible for being in compliance with all license/certification requirements prior to their return to work. .

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VII. Display of License/Certification

As required by law, some licensure/certifications must be displayed in the department.

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Policy Number: HR.49	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: 05/27/20
Approvers: Board of Directors (Administration), Dianne Cox (Chief Human Resources Officer)	
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 	

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**Kaweah Delta
Health Care District**

Subcategories of Department Manuals
not selected.

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

POLICY:

Kaweah ~~Health~~ 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 ~~Health~~ offers a number of programs and opportunities as described in this policy.

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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 ~~Health~~. 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

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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 Health.
- 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.
 - Note: Nurse Practitioner reimbursement will be offered only if employed by Kaweah Health in the three years post licensure (\$5,000 per year).
- 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 Health. These include, but are not limited to:

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

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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 Health 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.

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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 Health or the employee to any period of employment with the other. Each party recognizes that employment is terminable at the will of either party.

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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 Health 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 Health established guidelines.

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Mandatory Education

- Programs may be designed as mandatory by Kaweah Health, 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

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be compensated by Kaweah ~~Health~~. 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.)

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- 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 ~~HEALTH~~ ASSIGNED JOB REQUIREMENTS

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- ***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 Health employees on a continuous and on-going basis. Continuing education includes all forms of job-related training, whether offered by Kaweah Health or by an outside organization.

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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 Health Library, KDCentral and/or KNet and resources online.

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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 Health 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.

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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 Health and if mandatory, the costs and time for attendance will be paid.

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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 Health is not eligible under this program.

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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 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."

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Exhibit A

REQUEST FOR PROFESSIONAL CERTIFICATION BONUS AND/OR REIMBURSEMENT

Kaweah Health Health Care District

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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 Health

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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 herby 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.
2. A Cook who earns Phlebotomy Certification is not eligible to receive reimbursement for obtaining or maintaining this certification because it

If you have any questions, please contact Human Resources.



Policy Number: HR.65	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: Not Approved Yet
Approvers: Board of Directors (Administration)	
Payment of Wages	

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

POLICY:

Employees of Kaweah Health are paid bi-weekly for all the time worked during the past pay period the Friday after the end of each 14-day work period. There are 26 pay periods per year. Employees may elect to receive their paycheck by direct deposit, pay card, or paper check. The preferable payment method is direct deposit.

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PROCEDURE:

- I. All employees receive their pay stub notification via email shortly after the bi-weekly payroll process is complete on Wednesday evenings or Thursday morning before pay day. The notifications are emailed per the pay stub delivery set up employees have entered in HRONLINE.

Supplemental pay given to employees is paid with paper checks unless a pay card has been agreed upon between the employee and the payroll department. All Employees that possess a pay card are instructed to keep their cards for future use if the need arises. The issuance of pay cards is determined by the payroll department.

- II. When payday falls on a holiday observed by Kaweah Health and banking institutions, paychecks will be distributed one-day earlier

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- III. Employees who resign providing at least seventy-two (72) hours-notice will receive their final pay after the end of their last worked shift. If termination occurs on a weekday, the final pay will be ready for pick up at Human Resources by 4:00 pm. If termination occurs on a weekend or legal holiday and the required notice has been submitted by the employee, payroll will process the check and the manager or supervisor on duty will deliver the final payment to the employee after the end of their last work shift. Employees who provide less than seventy-two (72) hours-notice will have their final pay available within forty-eight (48) hours of their last hour worked.

Employees who are terminated, as a result of disciplinary action will receive their final pay upon notice of termination.

Final pay will include all hours worked and accrued Paid Time Off bank. Deductions from final pay will include statutory deductions, insurance premiums, voluntary deductions and any amounts the employee owes the District through sign-on bonus, etc. that the employee has agreed to repay in writing.

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Policy Number: HR.74	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: Not Approved Yet
Approvers: Board of Directors (Administration)	
Telecommuting	

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

POLICY

This policy on telecommuting applies to affected employees and provides for security for all records by limiting and monitoring access to the communication and computer systems.

Kaweah Health considers telecommuting to be a viable work option for certain employees which, benefits both Kaweah Health and the telecommuter. A telecommuter is an employee who works for Kaweah Health from a home, or other remote office for some part of the regularly scheduled workweek. Telecommuting does not change the basic terms and conditions of employment with Kaweah Health. All Kaweah Health employees, including telecommuters, are subject to Kaweah Health's employment policies and procedures. A telecommuter will be required to sign a copy of this Policy as a condition of being a telecommuter. These documents will be kept in the employee's Personnel file.

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Kaweah Health may change the conditions under which the telecommuter is authorized to telecommute or it may cancel the privileges of telecommuting with or without cause and with or without notice.

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PROCEDURE:

The employee may request to be considered for telecommuting privileges and/or department leadership may request the employee to work remotely according to the needs of the department.

General

1. Employees entering into a telecommuting agreement may be required to forfeit use of a designated onsite workstation in favor of a shared arrangement to maximize office space needs.
2. Telecommuters who request a change in telecommuting status to return to work onsite must provide a written notice to their manager before returning to work onsite in order to provide management time to arrange for a work station. Kaweah Health will consider the request and if agreed, will ensure a transition within a reasonable timeframe. Kaweah Health reserves the right to deny the request.

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Eligibility

The management team will determine which position/roles qualify for telecommuting. Telecommuters must be able to perform functions of their job in a remote setting.

1. The telecommuter must be proficient in all aspects of their assigned job functions. Department quality and productivity standards may be a condition of approval for telecommuting.
2. The telecommuter must have the ability to work independently with minimal assistance and/or supervision.
3. The telecommuter must demonstrate familiarity with computer operations and software and must be able to troubleshoot computer and technical issues and communicate effectively with the management team, ISS Helpdesk and other technical support personnel.
4. Remote opportunities may not be extended/offered to employees who are currently in disciplinary action or have low scores on a performance evaluation.
5. Department management will establish the manner and frequency of communication.

Telecommuter Scheduled Workweek:

1. The telecommuter agrees that he or she will be accessible during their regularly scheduled hours while working from his or her home office or any other remote office. A non-exempt telecommuter must also take his or her required meal periods and rest breaks and must obtain pre-approval to work any overtime in accordance with Kaweah **Health** policy. Changes to the telecommuter's work schedule must be approved by department management.
2. Telecommuters may be scheduled a portion of their time to routinely work onsite at the discretion of management.
3. Telecommuters will continue to utilize KRONOS to clock in and out or other timekeeping protocol as per existing policies. Worked hours may be verified by examining the production reports as well as computer log-in and log-out times. Falsification of any records will be grounds for progressive discipline up to and including termination of employment.
4. Telecommuters will request management approval for time off by completing the department PTO process.

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Telecommuter Workplace:

1. The telecommuter is responsible for designating and maintaining a workplace

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that is free from recognized hazards and that complies with all occupational safety and health standards, rules and regulations.

- 2. To ensure that safe work conditions exist, the telecommuter will allow representatives of Kaweah Health to have prompt access to and to inspect the telecommuter's designated workplace at any reasonable time on any regularly scheduled workday. The telecommuter is responsible for setting up and maintaining an ergonomically correct workstation. Employees requiring assistance in this regard should contact Human Resources.
- 3. The telecommuter agrees that he or she is responsible for any tax implications related to his or her home workspace.

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Telecommuter Equipment:

- 1. Kaweah Health may provide the telecommuter with equipment to be used in his or her home office. The telecommuter agrees to use all equipment for its intended purpose, in accordance with the manufacturer's instructions and in a safe manner, and in accordance with the Kaweah Health Equipment Use Security Agreement, and Acceptable Use Policy (ISS.001)
- 2. Kaweah Health may install one or more telephone lines in the telecommuter's designated work space to be used by telecommuter for making and receiving business phone calls and for use with the computer and facsimile machine that may be provided by Kaweah Health. All phone lines installed in the telecommuter's home office by Kaweah Health shall be in the name of Kaweah Health, unless another arrangement has been made. The telecommuter shall have no right in, or title to, Kaweah Health phone lines.
- 3. Kaweah Health shall be responsible for the installation, repair and maintenance of all organization-owned telecommuting equipment, office equipment, and furniture. The telecommuter agrees to promptly notify Kaweah Health if any of the office equipment described above malfunctions or performs improperly or unsafely.
- 4. All office equipment, telecommuting equipment, furniture and any other items used in the performance of Kaweah Health business shall be located within the work space designated by the telecommuter and may be used only by authorized employees. Kaweah Health shall not be liable for any loss, damages, or wear of any equipment, furniture, or supplies owned by the telecommuter. The telecommuter is responsible for insuring their equipment under his or her homeowner's or renter's insurance policy.

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Telecommuter Internet/Intranet Access:

- 1. Internet or Kaweah Health intranet access may be provided by Kaweah Health to the telecommuter for the benefit of Kaweah Health and its customers, vendors and suppliers. This access enables the telecommuter to connect to information and other resources within and outside Kaweah

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- 2. When accessing Kaweah Health's own intranet, the telecommuter agrees to do so only for business purposes. Accordingly, all such communications should be for professional, business reasons and should not be for personal use. Electronic mail may be used for non-confidential business contracts. Kaweah Health's intranet should not be used for personal gain or advancement of individual views. Solicitation of non-Kaweah Health business is strictly prohibited.
- 3. The Telecommuter will be given an Active Directory user name and password when granted access to Kaweah Health's intranet. The Human Resources and the Information Systems department will further be able to access all Kaweah Health computer equipment and electronic mail. All passwords issued will be kept confidential and are not be used by any other person. Any employee found to knowingly allow their password to be used by anyone else, or who is found to be using another's password will be subject to disciplinary action up to and including termination of employment.

Equipment Ownership and Usage:

- 1. All telecommuting systems provided by Kaweah Health, including the equipment and the data stored in the system, are and remain at all times, whether located on Kaweah Health premises or even though located in the telecommuter's home or at another remote location, the property of Kaweah Health. As a result, all messages created, sent or retrieved over Kaweah Health's electronic mail system or via voicemail are the property of Kaweah Health, and should be considered public information. Kaweah Health reserves the right to retrieve and read any message composed, sent or received on Kaweah Health's computer equipment electronic mail system or voicemail system. The telecommuter should be aware that, even when a message is erased, it is still possible to recreate the message; therefore, ultimate privacy of messages cannot be ensured. Accordingly, the telecommuter expressly consents to electronic monitoring of these systems. Furthermore, all communication including text and images can be disclosed to law enforcement or other third parties without the prior consent of the sender or receiver.
- 2. Kaweah Health will provide access to all necessary programs, systems, and software necessary to perform job functions.

Telecommuter Confidentiality:

- 1. The telecommuter agrees that all trade secrets, confidential information, and business records that come into his or her possession, or that he or she prepares, are the property of Kaweah Health. During his/her employment with Kaweah Health the telecommuter agrees not to disclose, directly or indirectly, any of the trade secrets, confidential data, or business records of Kaweah Health to any other individual or entity, including the telecommuter's

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family, except as required in the course of his/her employment. In addition, the telecommuter agrees not to use, directly or indirectly, any of the trade secrets, confidential data, or business records of Kaweah Health for the benefit of any other individual or entity, including the telecommuter's family, except as required in the course of his or her employment. In furtherance of these principles, telecommuter agrees to file all business records in a locked filing cabinet or otherwise take all other steps necessary to protect the confidentiality of information.

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2. The telecommuter is responsible to protect any and all Patient Health Information from disclosure to anyone that does not have a business or clinical reason to have such information.

3. Only email via Kaweah Health email system shall be utilized for purposes of communicating patient information to and from the facility.

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Telecommuter Liability for Injuries:

1. Kaweah Health and the telecommuter agree that any injury that occurs while the telecommuter is performing work on behalf of Kaweah Health from his/her home office shall be covered by Kaweah Health's Workers' Compensation insurance. The telecommuter agrees to promptly report any work-related injuries to his or her manager or Employee Health.

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2. The telecommuter agrees that he or she will conduct all business meeting at Kaweah Health's offices. The telecommuter further agrees not to invite third parties to visit his or her home office for the purpose of conducting Kaweah Health business.

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3. The telecommuter shall hold harmless and otherwise indemnify Kaweah Health for any injuries that occur to third parties, including members of telecommuter's family, on the telecommuter's premises.

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Telecommuter Harassment and Discrimination:

1. The telecommuter understands that any form of discrimination or harassment is strictly prohibited. The telecommuter further agrees to take all reasonable steps to prevent discrimination and harassment from occurring while conducting Kaweah Health business or while acting on behalf of Kaweah Health. The telecommuter also agrees that he or she will immediately report all instances of discrimination or harassment occurring at the telecommuter's workplace to Kaweah Health.

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Workplace Violence:

The telecommuter agrees that he or she will immediately report all instances of violence, harassment, sexual or otherwise, occurring at the telecommuter's workplace to Kaweah Health.

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Scheduled/Unscheduled System Downtime:

1. Equipment malfunction must be reported immediately to management, and if applicable, the ISS Help Desk. The technician on duty will inform the telecommuter when systems are back and running.
2. Telecommuters may not be paid for equipment/system downtime. The telecommuter must be available to work onsite during an equipment failure expected to exceed two hours, unless other arrangements are approved by management. Other options may include a flex schedule to make up this time, or used Paid Time Off at the discretion of management.

Leave of Absence or Termination of Employment:

1. Upon extended leave of absence or termination of employment, the telecommuter agrees to return or have returned Kaweah ~~Health~~-owned office equipment, furniture, business records, files and supplies.
2. The Information Systems Department will be notified immediately of the leave of absence or termination by Human Resources. The employee's access will be deactivated upon an extended leave of absence or date of termination.

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Terms and Conditions of Participation Agreement

1. The Department Director must review any telecommuting requests with their Vice President and the Vice President of Human Resources before telecommuting begins.

"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."

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Policy Number: HR.95	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: Not Approved Yet
Approvers: Board of Directors (Administration), Dianne Cox (Chief Human Resources Officer)	
Job Descriptions	

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

POLICY:

This policy provides department heads with appropriate guidelines for defining the qualifications and performance expectations for all staff positions. The Job Description is combined with and used as a part of the annual Performance Evaluation form.

Department heads are responsible to create and maintain current Performance Evaluation/Job Descriptions for each position in their department. Each job description will contain a job summary, job duties and performance standards, and minimum position qualifications including education, experience, required certification and/or registration, and the position's essential functions and physical demands.

PROCEDURE:

1. Each employee is entitled to a copy of the most recent Job Description for his/her position and will be required to sign an Acknowledgment of receipt upon hire and upon a change in position.
2. Human Resources will assist department heads in updating existing Job Descriptions and creating Job Descriptions for new positions.
3. Human Resources will maintain the most current copy of each Job Description in the Human Resources' system. Department heads must notify Human Resources of any changes in Job Descriptions in order to update these files.

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Policy Number: HR.96	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: Not Approved Yet
Approvers: Board of Directors (Administration), Dianne Cox (Chief Human Resources Officer)	
Personnel Files and Employee Health Records	

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

POLICY:

This policy provides guidelines on the appropriate retention and review of Personnel Files and Employee Health Records, ensures the confidentiality of same, and indicates access requirements for an employee or previous employee of their own Personnel File and/or certain Employee Health Records.

Kaweah Health maintains a system for retaining employee Personnel Files and Employee Health Records to assure compliance with all Federal and State regulatory requirements and to serve as reference documents when needed. Personnel Files are retained after an employee leaves employment; Employee Health records, including Workers' Compensation Files, are retained for at least 30 years post-employment.

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The Human Resources and Employee Health departments maintain a Personnel File and separate Employee Health Record for each employee. The Personnel File includes such information as the employee's job application, resume, W-4's, records of training, records of benefit plan enrollment, documentation of performance appraisals and salary increases, and other employment records. The Employee Health Record includes the post-offer health history and related documentation as well as ongoing immunization records, such as TB screenings.

Personnel Files and Employee Health Records are the property of Kaweah Health and are confidential. Access to the information contained in these files is restricted. Only supervisors and management personnel of Kaweah Health who have a legitimate reason to review information in a file are allowed to do so. Employee Health Records are maintained by the Employee Health Manager or designee. These records are available to employees of the Human Resources and Employee Health departments for purposes of responding to employee requests for documentation or other job-related reasons. Review and/or removal of a Personnel File from Human Resources will be controlled within Human Resources; the same for Employee Health Records which are controlled by Employee Health. A File may only be requested and/or removed from Human Resources or Employee Health by authorized individuals.

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Authorized Individuals:

1. The following individuals are authorized to review an employee's Personnel file within Human Resources:
 - a. Current or former employee - review and research, may request a copy
 - b. Human Resources or Employee Health staff for their respective files and records - review, research, filing
 - c. Supervisor or department management – review of their staff or if considering an employee for transfer to their department
 - d. Kaweah Health legal counsel - review for appropriate legal action
 - e. State and Federal agencies - for subpoena of records, inspection of file for compliance with regulations as and law; The Joint Commission, CMS, and the State Department of Health.

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PROCEDURE:

The following procedures apply to files of current and terminated employees:

1. The employee may request to inspect or have a copy made of his/her Personnel file by completing the form "Request to Inspect or Copy Personnel File" in Human Resources. For copies of Employee Health Records, the employee must complete the "Employee Health Records Information Release" Form. For current employees, Human Resources has 48 hours to complete the request. For terminated employees, Human Resources attempts to provide the copied files within 4-5 days, but reserves the right to complete the request within 30 days. The employee must review the file in Human Resources and is not allowed to remove the file under any circumstances.
2. Employee Health Records are not contained in the Personnel File. These records are confidential; Kaweah Health will safeguard them from disclosure and will disclose such information only as allowed by law or as required for Workers' Compensation or regulatory agency purposes.
3. A file removed from Human Resources or Employee Health must be hand carried to the requesting party by the authorized individual or designee. A representative from Human Resources or Employee Health will typically remain with the file and ensure the return.
4. Files and records must be returned within a timely manner. A Human Resources Representative or designee will monitor the tracking form to ensure the file is returned.
5. To keep Personnel records up to date, employees are required to notify the Human Resources department in writing of any changes in personal status including:

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- a. name
- b. address
- c. telephone number
- d. marital status and dependents if covered under employee benefits
- e. beneficiary designation for any of the insurance plans
- f. persons to be notified in case of emergency

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Policy Number: HR.98	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: Not Approved Yet
Approvers: Board of Directors (Administration)	
Employment References and Personnel File Access	

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

POLICY:

Kaweah Health is concerned with protecting confidential information on current and former employees. Human Resources will respond to all requests for employment references and verifications. All inquiries for information, whether verbal or written, concerning current or former employees are to be directed to Human Resources. Human Resources will not release any information (except as noted below) regarding current employees without their prior written authorization.

Any supervisor or employee may give a personal reference for another employee, provided the reply is not on Kaweah Delta stationary and that the individual states that the opinions expressed are solely those of the employee. All communications from government agencies that affect the Human Resources area will be referred to the Chief Human Resources Officer.

PROCEDURE:

1. Routine references checking job title and length of time on the job can be verified only by a representative of Human Resources.
2. Human Resources will report employee incidents, issues, or misconduct as required to State or Federal licensing or other agencies.
3. Kaweah Health will cooperate with Federal, State, and local government agencies which are investigating an employee if the investigators furnish proper identification and proof of their legal authority to conduct the investigation.
4. Employees, supervisors and department heads are required to refer all inquiries or requests for Personnel information from any governmental agency to the Vice President of Human Resources. Where appropriate, Human Resources will respond to inquiries, requests for data, claims, charges, etc., received from an agency.

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Policy Number: HR.131	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: Not Approved Yet
Approvers: Board of Directors (Administration), Dianne Cox (Chief Human Resources Officer)	
Employee Recognition and Acknowledgment Programs	

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

POLICY:

Kaweah Health values competent and caring employees and maintains programs for recognizing excellent performance and achievement through the use of rewards and recognition. Kaweah Health has a number of employee recognition programs and incentives based on goals and objectives and these may be changed or discontinued at any time.

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Taxability of Rewards and Recognition:

All employee recognition and rewards must be processed through Human Resources. The appropriate payroll taxes will be withheld through payroll during the normal bi-weekly payroll cycle for employees receiving rewards as follows:

- a. Cash and gift cards (combined amount of \$25 or more per day)
- b. Non-cash items given to or won by an individual in excess of \$100 (the entire value is taxable; not just the amount over \$100)

Non-Taxable:

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- a. occasional snacks or meals provided to a department or area
- b. holiday gifts, other than cash, with a low fair market value
- c. occasional movie tickets or small event tickets

Types of Recognition:

- II. Job Well Done – Taxable (cash equivalent award of \$25 or more)

Budgeted Funds used by departments for recognizing exemplary performance. Goods and services purchased for the benefit of employees and staff appreciation must be within preapproved budget fund limits.

- a. Employee may redeem voucher at Kaweah Korner.

- b. Once voucher is redeemed, gift cards or gift certificates with a value of \$25 or more in aggregate, will be included as income on the employee's next paycheck and regular income taxes will apply.

III. Employee of the Month – Taxable (cash equivalent award of \$25 or more)

A monthly employee service excellence award wherein selected employees are awarded a monetary gift and recognized by the Board of Directors for their outstanding performance.

- a. The winner receives a packet that may include gift cards and/or gift certificates. The value of these will be grossed up to the recipients current tax exemptions to allow for the recipient to receive the net reward.

IV. Kaweah Care – Non-Taxable (cash equivalent award of \$15)

Recognition of fellow employees who have exemplified Kaweah Care Values. A monthly drawing is held with five individuals recognized.

- a. Employees are nominated by fellow employees via paper application or the District Daily.
- b. Human Resources selects five random monthly winners.
- c. Winners receive \$15 in gift cards.

V. Service Awards

Longevity is awarded through the Service Awards program recognizing Employees' service to the District.

- a. All employees are eligible for and will be presented service awards upon completion of five (5) years thereafter.
- b. Service awards are presented bi-annually for employees who meet those anniversary dates during the year (15 or more years of service).
- c. The Human Resources Department is responsible for determining and identifying those employees to be honored and for ordering and ensuring the arrival of service awards prior to the presentation date.

VI. Departmental Programs

Organization-wide or departmental programs where selected employees are presented with various types of awards for outstanding performance.

Individual divisions and/or departments of Kaweah Health are encouraged to develop and maintain award programs recognizing outstanding performance. Awards, including, dinner certificates, gift certificates, award certificates,

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<#>There are various District-wide events or incentives that present employees with awards, prizes, raffles, etc.¶

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movie tickets, etc. may be presented to the selected employees on a quarterly and/or annual basis.

In addition, the District promotes special recognition programs by which employees can recognize co-workers special contributions or outstanding work.

VII. Retirement Recognition

Kaweah Health observes the retirement of its employees. The manager of the retiring employee, with the assistance of Human Resources, coordinates the observance, which is to be held within the department of the retiree.

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a. A reception or recognition may be held for an employee with 10 or more years of service, and at least 62 years of age, retiring from Kaweah Health (not leaving for another position) with the employees agreement.

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b. If a reception is planned, management is responsible for arranging a room, making catering arrangements with Dietary Services, issuing appropriate invitations and serving as host or hostess.

c. A Kaweah Health provided tangible gift may be given by management based on \$10 for each year of service by the employee. Management will need to request the tangible gift from HR. (NO GIFT CARDS, GIFT CERTIFICATES)

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d. HR will prepare a Board Resolution Plaque and the retiring employee will be invited to a Kaweah Delta Board Meeting for presentation. If the employee chooses not to attend, the plaque will be mailed to the employee's home address.

Employees may be excluded from participating in any of these programs if they are on a Leave of Absence of any duration.

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Policy Number: HR.141	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: Not Approved Yet
Approvers: Board of Directors (Administration)	
Employee Parking	

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

POLICY:

Parking permits are issued to each employee entitling them to park in designated Kaweah Health employee parking lots at no cost. Additionally, various parking lots owned and operated by the City of Visalia are available for all day parking. As a condition of employment, all Kaweah Health employees must properly utilize lots that are designated for employee parking. Kaweah Health assumes no responsibility for theft or damage involving vehicles parked in the District or City parking areas.

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PROCEDURE:

I. Parking permits are available through Human Resources.

Permits shall be hung from the rear view mirror. Employees may obtain two parking permits if they have two vehicles. Employees must submit their license plate number(s) to obtain each permit. Carpool slots will be designated. A Carpool permit will be required.

Employees who do not have permits on their rear view mirrors are not permitted to park in any District lot while working. Violations will result in citations and/or towing of the vehicle as well as disciplinary action. There will be a \$5.00 charge to replace lost permits.

II. Bike racks are available for employees arriving to work via bicycle.

III. Non-Employees

Non employee's, with the exception of GME Residents and Medical Students must obtain parking permits from the GME Coordinator and may park in designated Kaweah Delta spaces.

IV. Parking spaces specifically marked for physicians are not to be utilized by staff.

V. Employees are not permitted to park in the visitor parking lots.

- VI. If appropriate, employees who are temporarily disabled may apply to the Security Services Manager for a temporary pass to permit parking near their place of work.

- VII. Questions concerning parking rules and regulations should be addressed to the Security Services Manager. (See AP policy 142, Traffic and Parking Regulations and AP 143 Parking Citation Appeal).

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Policy Number: HR.148	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: Not Approved Yet
Approvers: Board of Directors (Administration)	
Personal Leave of Absence	

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

POLICY:

To allow employees time off for personal reasons and time off not covered by legislative requirements.

Leaves not covered under legislative requirements may be considered to be personal leaves of absence and are subject to approval by the department head. Leaves may be approved for a period of up to one month, in the case of pending licensure, leave may be extended up to 12-weeks, based on the employee's length of service, performance, level of responsibility, reason for the request, and Kaweah Health's ability to obtain a satisfactory replacement during the time the employee will be away from work.

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PROCEDURE:

1. Employees requesting a personal leave of absence are required to complete a request for Leave of Absence form. Requests and approvals for a personal leave of absence must indicate the specific beginning and ending dates. This request will be given to the employee's department head for approval. The employee will be send a pamphlet from the state Employment Development Department ("EDD") entitled "For your Benefit: California's Program for the Unemployed."
2. Employees have the option to use accrued Paid Time Off (PTO) during a personal Leave of Absence, and need to coordinate this with their timekeeper if they would like to utilize their accrued PTO time.
3. Efforts will be made to hold the employee's position open for the period of the approved leave. However due to business needs, there will be times when positions cannot be held open and it is not possible to guarantee reinstatement. If an employee's former position is unavailable when he/she is to return to work, a reasonable effort will be made to place the employee in a comparable position for which he/she is qualified. An employee who does not accept the position offered will be considered to have voluntarily terminated his/her employment effective the date the refusal is made. If Kaweah Health does not have any

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positions available for which the employee is qualified, the employee will be terminated.

4. Employee Benefits:

a. An employee taking leave will continue to receive coverage under Kaweah Health's employee benefit plan for up to a maximum of four (4) months per 12-month period at the level and under the conditions of coverage as if the employee had continued in employment continuously for the duration of such leave. Kaweah Health will continue to make the same premium contribution as if the employee had continued working.

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b. Insurance premiums (health, vision, dental, life, etc.) are to be paid by the employee and Kaweah Health, under the same conditions as existed prior to the leave, for a maximum period of four (4) months in a 12-month period.

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c. If on paid status (utilizing PTO), an employee may continue his/her normal premiums through payroll deduction. If on unpaid status, he/she is required to pay Kaweah Health his/her portion of the premiums monthly while on a leave of absence for a total of four months. After four months, employees will be offered COBRA Continuation Coverage for applicable benefits.

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d. An employee whose insurance is canceled due to nonpayment of premiums will have to satisfy a new waiting period after returning to work and will be considered a "new employee" for insurance purposes. The employee may have to provide proof of insurability.

e. An employee may cancel his/her insurance(s) within thirty (30) days of the end of his/her paid leave and will be re-enrolled upon return without a waiting period. Cancellation must be done in writing to the Human Resources Department. The employee must reinstate coverage within thirty (30) days of his/her return to work.

f. 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.

g. If the employee fails to return to work at the expiration of the leave, he/she must repay any health insurance premiums paid by Kaweah Health while on leave, unless failure to return to work is due to a continuation of his/her own serious health condition or other reasons beyond his/her control.

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Policy Number: HR.149	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: Not Approved Yet
Approvers: Board of Directors (Administration)	
Bereavement Leave	

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

PURPOSE:

To allow employees who have experienced a death in the immediate family to take the time to make necessary arrangements and to observe a period of grieving.

POLICY:

All Full-Time and Part-Time Benefitted employees shall be granted paid bereavement time in the event of a death in their immediate family. Eligibility occurs on the date of hire. Unpaid bereavement time or use of accrued Paid Time Off may be granted to employees with prior approval of their Director or designee.

PROCEDURE:

1. Immediate family can be defined with the list below; however, there may be instances where a loss of a significant other or close relative would be considered. These instances will be left up to the discretion of each department head.

Mother	Reg. Domestic Partner	Mother-in-law	Daughter-in-law
Father	Child	Father-in-law	Step Child
Sister	Grandchild	Sister-in-law	Step Parent
Brother	Grandparent	Brother-in-law	Step Brother
Spouse	Legal Guardian	Son-in-law	Step Sister

2. The employee must notify the department head of the need for time off.
3. Full-time and part-time benefitted employees will be granted up to three consecutive scheduled workdays off (up to 24 hours) with pay with the approval of management. Bereavement time may be delayed for a future date with a reasonable explanation for the delay and with the approval of management.
4. Additional leave utilizing Paid Time Off (PTO) or unpaid time off may be arranged upon request and with approval of management.
5. Bereavement time is to be recorded via timekeeping.

6. Where a pattern of use is established, documentation of death may be required. Failure to provide such documentation upon return to work may result in the leave being considered as an unauthorized absence without pay.

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Policy Number: HR.156	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: Not Approved Yet
Approvers: Board of Directors (Administration)	
Witness Duty	

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

POLICY:

An employee who is required by law to appear in court to testify on behalf of Kaweah Health will be paid for this time. If required to appear as a witness in a case unrelated to his/her employment the employee, may elect to take this time as unpaid or paid through his/her Paid Time Off (PTO) bank. A request for time off should be submitted to the employee's department management as soon as possible.

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PROCEDURE:

1. Evidence of the subpoena to testify on behalf of Kaweah Health is to be presented to the Risk Management or Human Resources Department as soon as the employee receives the subpoena and becomes aware of a court date. The employee will be paid for this time if the attendance is related to his/her employment at Kaweah Health. A KH-affiliated attorney may meet with the employee in advance and/or represent the employee when testifying.
2. At no time will the employee receive compensation for regular work duty and witness duty for the same hours.
3. If the witness duty is not related to employment, the employee must notify his/her department management or supervisor of the need for time off as soon as a notice or summons from the court is received.
 - a) The employee may be requested to provide written verification from the court clerk of having served.
 - b) If not related to employment, the employee may elect to be paid through his/her Paid Time Off (PTO) bank or take the time as unpaid.

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Policy Number: HR.169	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: Not Approved Yet
Approvers: Board of Directors (Administration)	
Jury Duty	

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

PURPOSE:

To provide employees with guidelines regarding time off and pay for jury duty.

POLICY:

All Full-Time and Part-Time benefit eligible employees may be granted pay to serve as a juror. Kaweah Health will provide up to 10 days per calendar year. Employees will be paid at their base rate and without differentials. Employees are not required to reimburse any monies received by the court for Jury Duty.

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PROCEDURE:

1. An employee summoned for Jury Duty should notify their management team as soon as the summons is received.
2. If the absence for jury service would impose a significant hardship on Kaweah Health, the employee will seek to be excused from service, or have such service deferred, as determined by the employee's department head. Letters to request to be excused may be obtained from Human Resources.
3. Employees who take time off for Jury Duty must present a certificate of attendance for each day served to his/her manager upon return to work. At no time will an employee receive compensation for regular work duty and Jury Duty for the same hours.
4. On the days that the employee is not in a courtroom or in the Jury room, he/she must report to work if scheduled. In the event the court dismisses the employee, the employee must call their department management to determine if they are to report to work.
5. Depending on length of service on a particular day, an evening shift employee may or may not be required to work their scheduled shift. Generally, an employee should not serve Jury Duty and work more than 10 hours in one day combined. If the employee fails to contact their department manager or designee

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regarding their work schedule, the hours paid for Jury Duty will be the actual hours at the Court, rather than a full evening shift.

6. Night shift employees must have a minimum of eight (8) hours between Jury Duty service before or after their shift. Employees normally scheduled to work 12-hour shifts will receive 12 hours of jury duty pay for each day served, up to the annual allowable amount.
7. If Jury Duty service extends beyond the time originally estimated, the employee will be responsible for keeping their department head informed and may use Paid Time Off (PTO) for such time.
8. Jury duty service is not considered time worked for the purpose of computing overtime pay.

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Policy Number: HR.173	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: Not Approved Yet
Approvers: Board of Directors (Administration)	
Employee Emergency Relief	

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

POLICY:

This policy was developed to assist employees in time of personal financial emergency. The funding of this program is through unused Section 125 funds and donations by employees of Kaweah Health. The unused Section 125 funds will be donated to the Kaweah Health Hospital Foundation and restricted to use for the Kaweah Health Employee Emergency Relief and STARRS Committee.

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PROCEDURE:

To seek assistance from the emergency fund, an application (attached Exhibit) must be fully completed and signed by the employee and department manager/director. The application must be submitted to the Human Resources Department.

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The STARRS Committee meets monthly or as needed to process applications. At least five members of the STARRS Committee must be present at the meeting to approve any disbursements.¶

Applications for assistance shall be reviewed by Chief Human Resources Officer. The decision as to whether to make an award as well as the amount of the award is solely within the discretion of the Chief Human Resources Officer.

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I. Eligibility

- A. All full-time and part-time employees are eligible after successfully completing the introductory period of employment. Employees may not be in the Disciplinary Action Process with a Level II counseling or higher.
- B. One application per household.
- C. Requests must be submitted to Human Resources in writing by the employee needing assistance. A Manager/Director acknowledgment of submission for Human Resources review is required.
- D. Employees requesting assistance must meet at least one of the required criteria.

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E. Application must be submitted to Human Resources within sixty (60) days of the emergency event or condition resulting in a need for assistance.

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F. Application expires after 90 days of submission. If all required documentation is not provided within the 90 day timeframe the application must be resubmitted.

G. Any misrepresentation on this application may be sufficient cause for rejection of the application, and disciplinary action up to and including termination of employment.

II. Criteria

The requesting employee may be asked to provide documentation for any of the criteria listed below (i.e. direct financial impact that creates a hardship for the household):

1. Expenses associated with a major medical emergency or condition of the employee or an immediate family member;
2. Expenses associated with the death of an immediate family member; and,
3. Expenses associated with a catastrophic event affecting the employee.

III. Definition of Immediate Family

For the purpose of this policy, immediate family is defined as current spouse, mother, father, sister, brother, child, (natural or legal guardian, domestic partner, current mother- or father-in-law, grandchildren and employee's grandparents.)

IV. Disbursement

Awards will be disbursed as approved by the Chief Human Resources Officer or designee provided funds are available.

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Awards are not to exceed a maximum of \$2,000.

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Employees are eligible to reapply for assistance every five (5) years. Exceptions to the policy can be approved by the Chief Human Resources Officer after review and approval.

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V. Committee¶

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Committee members will consist of representatives from the STARRS Committee. The Committee will be chaired by the Vice President of Human Resources or designee. Each member of the Committee has an equal vote. A vote of majority by Committee members is required for any award.

V. Donations

Should the Employee Emergency Relief program be discontinued, the Kaweah Health Hospital Foundation and Human Resources will determine the use of the funds. No additional donations to the Employee Emergency Relief Fund will be accepted.

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Kaweah ~~Health~~
Employee Emergency Relief Application
(Submit to the Human Resources Department)

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Employee Name: _____ Date: _____ Department: _____
Title: _____ Employee # _____ Phone # _____
Amount of Request \$ _____

Emergency Criteria (Please check one)

- () Major medical emergency of the employee or an immediate family member.
- () Death of an immediate family member.
- () A catastrophic event affecting the employee. (Example: Fire or Natural Disaster)

**Funds may take up to one month to be distributed.*

(Brief explanation of your situation): _____ Date of Incident: _____

Our goal is to pay some of your expenses to help assist you with this unforeseen emergency. Please list expenses that you need assistance with as well as the amount of assistance needed. Please attach unpaid invoices. (Unfortunately, we can only make payments to third parties. We cannot write a check directly to you. Funds cannot be used to pay **Medical Insurance Premiums.**)

I certify that all statements above are true and correct. Any misrepresentation on this application may be sufficient cause for rejection of the application. I also certify that I have read the Employee Emergency Relief Policy HR 173.

Requestor's Signature _____ Date _____ Department Director/Manager Verification _____ Date _____

Human Resources use only

Date Received: _____ ~~Approval Date:~~ _____

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Has employee applied and been awarded in the past three (3) years? ___ Date: _____ Amount: _____

Approved: (Amount) _____ Denied (Reason): _____

Given to the Foundation (Date): _____ Check to be ready on (Date): _____

Funds distributed to (Co. Name): _____ Date: _____

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Policy Number: HR.183	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: Not Approved Yet
Approvers: Board of Directors (Administration)	
Identification Badges	

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

POLICY:

Employees and contract staff are required to wear the official Kaweah Health ID badge at all times while on duty. Students, sales and service representatives, temporary help, contractors and construction workers, and volunteers will wear identification badges as a condition of being on District property. The badge is to be worn chest high or above, with the name and picture clearly visible to patients, visitors, co-workers, physicians, and volunteers. No other badges, buttons or insignias, other than the official I.D. Badge may be worn while on duty. Unauthorized stickers or pins cannot be placed on the ID Badge. In the event of a disaster, the official Kaweah Health Hospital identification badge must be worn to gain admittance to the property.

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Some badges issued by Human Resources include access control. These badges are programmed for each employee to have access to certain locations of the District. Employees who do not have access via their badge may not enter these protected areas without specific permission from a member of management. Employees with specific access may not provide access to anyone else.

A \$10.00 replacement charge will occur if an employee requests an ID badge due to it being lost or forgotten. The \$10.00 charge is the actual cost of the badge, including the attachments that must also be replaced. There is no charge to replace a damaged or worn badge.

PROCEDURE:

1. Human Resources will prepare ID badges indicating the name and title.
2. Employees can make purchases using their ID Badge in the Gift Shop, Kaweah Korner, Pharmacy, and Cafeteria. All amounts will be paid via payroll deduction, including a final check if leaving employment.
3. If an individual loses his/her badge or the badge is damaged or worn, he/she must report to Human Resources immediately to have a new badge prepared. Individuals will be held financially responsible for purchases made with their ID Badge, even if the badge is lost or stolen. A \$10.00 replacement charge will occur if an employee requests an ID badge due to it being lost or forgotten. The \$10.00 charge is the actual cost of the badge, including the attachments that must also be replaced. There is no cost to replace a damaged or worn badge.

4. A new badge will be issued when an employee has a name change or title change. A name change will only be issued upon presentation of a Social Security Card with the new name, and required licensure is verifiable with the new name.
5. The Purchasing Department, via a Vendormate kiosk, will issue temporary badges to all sales representatives.
6. Upon termination of employment or if work or service will no longer be provided to the District, the ID badge must be turned in to the department. All ID badges must be returned to Human Resources.

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Policy Number: HR.184	Date Created: No Date Set
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: 12/21/2020
Approvers: Board of Directors (Administration)	
Attendance & Punctuality	

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

POLICY:

Attendance and punctuality is important to Kaweah Health's mission to deliver high quality service to our patients and the community. It is each employee's responsibility to maintain a good attendance record. Employees with excessive absenteeism may be subject to Progressive Discipline.

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Regular attendance and promptness are considered part of an employee's essential job functions. Employees with disabilities may be granted reasonable accommodation to assist them in meeting essential functions under any provision in this policy. In cases of disability, appropriate documentation from a healthcare provider in compliance with Kaweah Health Leave Policies. A Leave of Absence may be considered as a reasonable accommodation. Please refer to Leave of Absence and the Reasonable Accommodation Policy for more information.

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All absences will be recorded on an attendance record (timecard or timekeeping, utilizing specific comments in the KRONOS system), which will be used to identify acceptable or unacceptable attendance patterns. The focus of this policy is on the frequency of absences and is to ensure reliability of employees to their work schedule and/or work requirements.

All employees are expected to maintain good attendance with minimal absenteeism. Employees are also expected to report to work punctually at the beginning of the scheduled shift and when returning from meals and breaks. An employee who misrepresents any reason for taking time off may be subject to disciplinary action up to and including termination of employment. See HR.216 Progressive Discipline.

PROCEDURE:

Absenteeism is not being at work or at a Kaweah Health paid class when scheduled unless the absence is protected by law.

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The following number of occurrences, including full shift absences, tardies and leaving early, will be considered excessive and will be grounds for counseling and disciplinary action up to and including termination. During the new hire introductory period (see HR.37 Introductory Period), unacceptable attendance may result in the employee being

placed in an advanced step of disciplinary action up to and including termination of employment.

Occurrence:

- An occurrence is defined as a full day or consecutive days of unscheduled, unapproved, unprotected time off. If makeup time is authorized on the same day or within the week of the occurrence, the absence is still counted as an occurrence.
- For the purpose of this policy, a "tardy" results when an employee fails to report to their work area ready for work at the start of their shift or fails to return from lunch or break at the appropriate time.
- Two tardies or leaving early that have not been pre-approved count as one occurrence. One tardy and one time leaving early can also count as one occurrence, as well as two unscheduled events of leaving early will count as one occurrence.
- An employee is required to call in absences at least two hours prior to the start of their scheduled shift.
- Please note that attendance and punctuality is considered an important factor of overall performance and will be considered in performance evaluations and disciplinary actions. As such, if an employee has or is to receive disciplinary actions other than attendance, the levels as noted below will escalate. The entire performance of an employee is considered when establishing levels and Kaweah Health may apply any level or immediate termination if warranted due to the circumstance.

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Number of Occurrences in a Rolling 12-Month Period

<i>Counseling</i>	<i>Occurrences</i>	<i>Introductory Period</i>
<i>Verbal Warning</i>	<i>4</i>	<i>4</i>
<i>Level I Written Warning</i>	<i>5</i>	<i>NA</i>
<i>Level II Written Warning</i>	<i>6</i>	
<i>Level III Written Warning</i>	<i>7</i>	
<i>Termination</i>	<i>8</i>	<i>5</i>

Pattern Absenteeism:

Employees will be considered to have a pattern of unscheduled absences if their absences tend to occur immediately before or after scheduled days off, before or after holidays or weekends, occur at regular intervals or on consistent days, occur immediately following disciplinary action, or occur on days that the employee requested off but were denied such request. Patterned absences will be considered misconduct and will be grounds for Progressive Discipline.

Absences not to be considered under this policy are noted below. Reasonable notice of these absences is requested and in some cases required. Progressive Discipline

may apply where reasonable notice or requested proof of time off documentation is not provided.

- a. Work-related accident/illness.
- b. Pre-scheduled Paid Time Off (PTO).
- c. Pre-scheduled personal time.
- d. Time off to vote or for duty as an election official. This provision will be limited to federal and statewide elections exclusively and shall not be extended to include local, city or county elections. Employees requesting time off to vote will submit the request in writing. The request should state specifically why the employee is not able to vote during non-working hours. Unless otherwise agreed, this time must be taken at the beginning or ending of the employee's shift to minimize the time away from work.
- e. Time off for adult literacy programs.
- f. Time off if a victim of a crime, or if a family member is the victim of a crime, when they take time off following the crime. Protections are for an employee who is a victim of domestic violence, sexual assault, or stalking for taking time off from work for any specified purpose, including seeking medical attention, for injuries caused by the domestic violence, assault, or stalking and appearing in court pursuant to a subpoena. In addition, protections include taking time off from work to obtain or attempt to obtain any relief. Relief includes, but is not limited to, a temporary restraining order, restraining order, obtaining psychological counseling, engaging in safety planning, seeking other injunctive relief, and to help ensure the health, safety or welfare of the victim or their child. Furthermore, protections include if the employee provides certification that they were receiving services for injuries relating to the crime or abuse or if the employee was a victim advocate.
- g. Time off to attend judicial proceedings as a victim of a crime, the family member, registered domestic partner or child of a registered domestic partner who is a victim of a crime. Victim means any person who suffers direct or threatened physical, psychological, or financial harm as a result of the commission or attempted commission of specified crime or their spouse, parent, child, sibling, or guardian.
- h. Employees who enter uniformed military service of the Armed Forces of the United States for active duty or training.
- i. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a

contingency operation.

- j. Time off of up to fourteen (14) days per calendar year for volunteer firefighter, reserve peace officer, or emergency rescue personnel training or duties.
- k. Time off to attend school or child care activities for their children, grandchildren or guardians (limited to 40 hours per year not exceeding eight hours in any calendar month). Applies to children in grades 1 through 12 or in a licensed child care facility. Additional protections apply for required appearances after suspension of a child from school. Effective January 1, 2016, employees may take time off from work to find a school or a licensed child care provider and to enroll or re-enroll a child, and time off to address child care provider or school emergencies.
- l. Bereavement time related to Policy.
- m. Jury Duty or Witness Duty.
- n. Leaves pursuant to legislative requirements Family and Medical Leave Act of 1993 (FMLA); California Family Rights Act of 1991 (CFRA); Pregnancy Disability Leave (PDL); Organ and Bone Marrow Donation Leave; and Workers' Compensation (WC).
- o. Kin Care: Kin Care authorizes eligible employees to use up to one-half ($\frac{1}{2}$) of the Extended Illness Bank (EIB) that they accrue annually, in a rolling 12 months, to take time off to care for a sick family member. Employees who accrue EIB are eligible for Kin Care. Employees who are not eligible for EIB are not eligible for Kin Care. No more than one-half of an employee's EIB accrual in a rolling 12- month period can be counted as Kin Care. For example, for full-time employees this would mean no more than 24 hours can be utilized as Kin Care in a rolling 12-month period. An employee must have EIB available to use on the day of the absence for that absence to be covered under Kin Care. An employee who has exhausted his/her EIB and then is absent to care for a sick family member cannot claim that absence under 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, parents, parents-in-law, siblings, grandchildren and grandparents. A Leave of Absence form does not need to be submitted unless the employee will be absent and use sick leave for more than three continuous workdays. In addition, an employee taking Kin Care does not need to submit a doctor's note or medical certification. 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.

Absence for Religious Observation

Kaweah Health will attempt to accommodate employees requesting absence for religious observation, however, in certain circumstances accommodation may not be possible or reasonable.

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Notification of Late Arrival

An employee is required to call in absences at least two hours prior to the start of their scheduled shift.

Schedules

- a. Employees are scheduled to work during specified hours. Unless approved by management, those hours may not be adjusted to accommodate early or late arrival or departure.
- b. Employees who arrive for work early may not leave before the end of their scheduled work period unless authorized to do so by their management. Employees may be subject to discipline for incurring unauthorized overtime by reporting to work prior to their scheduled start time. Employees who arrive for work late may not remain on duty beyond the regular scheduled work time to make up the lost time unless authorized to do so by their management. Employees who are absent without approval but are allowed to makeup time will continue to be subject to disciplinary action for lack of reliability.
- c. Employees are only paid for actual hours worked.
- d. Employees may not shorten the normal workday by not taking or by combining full meal periods and rest break periods and may not leave before the end of their scheduled shift without the authorization of a supervisor.
- e. Any employee who leaves Kaweah Health premises during work hours must notify and obtain approval from management and/or their designee prior to departure. Employees must clock out and in for their absence.
- f. Employees are to give 48 hours' notice for cancellation of any class or program in which they are enrolled, whether voluntary or mandatory. Employees must be on time. Example: If class is Tuesday through Friday, cancel the day before by 8:00 a.m.. Class is on Wednesday at noon; cancel by Tuesday 8:00 a.m.. If class is on Monday, cancel anytime by Saturday 23:59 a.m.. Employees must communicate via email to their Manager of the need to cancel.
- g. Failure to give advance notice may count as an occurrence under the Attendance Policy HR.184. Refer to Progressive Discipline policy HR 216.
- h. Employees who are absent from work for three days and have not contacted their department manager or supervisor will be assumed to have voluntarily terminated their employment. Employees who are absent from work without

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authorization and without providing proper notification to management may be considered to have abandoned their job and will be terminated from employment.

- i. Weekend Makeup Policy – Employees who call in on weekends may be required to make up weekend shifts missed.^{1[1]} Weekend shifts will be scheduled for makeup on a successive schedule at the discretion of the scheduling coordinator/supervisor per staffing needs.
- j. Holiday Makeup Policy – Employees who call in on a ^{2[2]}holiday will be required to work another holiday or an extra weekend shift at the discretion of the scheduling coordinator/supervisor per staffing needs.

Loitering

Kaweah **Health** employees may not arrive to work greater than thirty (30) minutes prior to the start of their shift and may not remain within Kaweah **Health** facilities greater than thirty (30) minutes beyond the end of their shift without specific purpose and/or authorization to do so.

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Clocking

Employees should not clock in, may not begin work before the start of their scheduled shift and must discontinue work and clock out at the conclusion of their scheduled shift, unless instructed otherwise by their management. Employees may not work off-the- clock, including use of electronic communication.

Further information regarding this policy is available through your department manager or the Human Resources Department

^{1[1]} Weekend shift starts Fridays at 1800 and ends Mondays at 0600.

^{2[2]} Holiday is from 1800 the day before the holiday and ends 0600 the morning after the holiday.

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Policy Number: HR.188	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: Not Approved Yet
Approvers: Board of Directors (Administration)	
Personal Property and Valuables	

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

POLICY:

Kaweah Health does not assume responsibility for personal articles lost or stolen on or about the District premises. Personnel are responsible for safeguarding their personal property while at work and are advised not to bring large sums of cash or other valuables to the workplace.

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PROCEDURE:

I. Lost or Stolen Property

If personnel experiences loss of personal property while at work they should immediately notify department management and complete and submit the Occurrence Report form located on Kaweah Compass.

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The Occurrence Report form is reviewed by department management and forwarded to and discussed with the Director of Risk Management.

II. Found Property

If personnel finds what appears to be personal property, notice should be made to department management immediately.

III. Lockers

Lockers may be assigned to an employee. Kaweah Health maintains ownership of the onsite locker and with appropriate reason has the right to access an employee's locker at any time.

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Policy Number: HR.216	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: 06/28/2021
Approvers: Board of Directors (Administration)	
Progressive Discipline	

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

Kaweah Health uses positive measures and a process of progressive discipline to address employee performance and/or behavioral problems. Kaweah Health recognizes that the circumstances of each situation must be evaluated individually to determine whether to discipline progressively or to impose more advanced discipline immediately. This policy applies to all Organization employees, except residents enrolled in the Organization's Graduate Medical Education (GME) program. Disciplinary actions related to residents in the GME program are handled by the Office of the GME as described in the Resident Handbook.

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The primary purpose of Disciplinary Action is to assure compliance with policies, procedures and/or Behavioral Standards of Performance of the Organization. Orderly and efficient operation of our Organization requires that employees maintain appropriate standards of conduct and service excellence. Maintaining proper standards of conduct is necessary to protect the health and safety of all patients, employees, and visitors, to maintain uninterrupted operations, and to protect the Organization's goodwill and property. Because the purpose of disciplinary action is to address performance issues, it should be administered as soon after the incident(s) as possible. Therefore, depending on the seriousness of the offense and all pertinent facts and circumstances, disciplinary action will be administered promptly.

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Certain violations are considered major and require more immediate and severe action such as suspension and/or termination. Lesser violations will generally be subject to Progressive Discipline.

Any employee who is in Progressive Discipline is not eligible for transfer or promotion within Kaweah Health without review and approval by the hiring manager and Human Resources.

Progressive Discipline shall be the application of corrective measures by increasing degrees, designed to assist the employee to understand and comply with the required expectations of performance. All performance of an employee will be considered when applying Progressive Discipline.

In its sole discretion, Kaweah Health reserves the right to deviate from Progressive Discipline or act without Progressive Discipline whenever it determines that the circumstances warrant.

PROCEDURE:

I. The process of Progressive Discipline may include the following, depending on the seriousness of the offense and all pertinent facts and circumstances:

A. Warnings

1. Verbal Warning:

A Verbal Warning explains why the employee's conduct/performance is unacceptable and what is necessary to correct the conduct/performance. This written record of the verbal warning typically remains in the department manager's/supervisors confidential files unless more serious discipline follows.

B. Written Warning:

A Written Warning provides the nature of the issue and outlines the expectations of performance/conduct or what is necessary to correct the situation. This Warning becomes part of the employee's personnel file, along with any pertinent back-up documentation available, and will inform the employee that failure to meet the job standards/requirements of the Warning will necessitate further disciplinary action, up to and including termination.

The department management, in concert with Human Resources, determines the level of corrective disciplinary action that will take place based upon the seriousness of the offense, the existence of any prior disciplinary actions and the entirety of the employee's work record.

1. Level I

Any employee who receives a Level I is subject to further Written Warnings as stated in this policy.

2. Level II

Any employee who receives a Level II is subject to further Written Warnings as stated in this policy.

3. Level III

A Level III is considered Final Written Warning to the employee involved, and includes a written explanation of what is necessary to

meet the expectation of performance. A Level III Warning may be accompanied by a suspension. A suspension may be without pay and is generally up to five days or forty hours.

C. Administrative Leave

In the discretion of the Organization, an employee may be placed on Administrative Leave with or without pay at any time to give Kaweah Health time to conduct an investigation or for other circumstances considered appropriate by the Organization. Management may impose an Administrative Leave at any time for an employee(s) if they believe there is a risk to employee or patient safety. Management will notify Human Resources immediately if an Administrative Leave is enforced. When an employee is placed on Administrative Leave, Kaweah Health will make every effort to complete the investigation of the matter within five business days. If Kaweah Health is unable to complete an investigation of the matter within five days the Administrative Leave may be extended.

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After the investigation has been completed, the employee may be returned to work and, in the discretion of Kaweah Health and depending on the circumstances, may be reimbursed for all or part of the period of the leave. If it is determined that the employee should be terminated, compensation may, in the discretion of the Organization, be paid until the Post Determination Review process has been completed. (See policy HR.218).

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D. Dismissal Without Prior Disciplinary History

As noted, Kaweah Health may determine, in its sole discretion, that the employee's conduct or performance may warrant dismissal without prior Progressive Discipline. Examples of conduct that may warrant immediate dismissal, suspension or demotion include acts that endanger others, job abandonment, and misappropriation of Organization resources. This is not an exclusive list and other types of misconduct/poor performance, may also result in immediate dismissal, suspension or demotion. See Employee Conduct below. .

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E. Employee Conduct

This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare or the Organization's operations may also be prohibited. This includes behavior or behaviors that undermine a culture of safety. Employee conduct that will be subject to Progressive Discipline up to and including immediate involuntary termination of employment includes but is not limited to:.

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1. Falsifying or altering of any record (e.g., employment application, medical history form, work records, time cards, business or patient records and/or charts).
2. Giving false or misleading information during a Human Resources investigation;
3. Theft of property or inappropriate removal from premises or unauthorized possession of property that belongs to the Organization, employees, patients, or their families or visitors;
4. Damaging or defacing materials or property of the Organization, employees, patients, or their families or visitors;
5. Possession, distribution, sale, diversion, or use of alcohol or any unlawful drug while on duty or while on Organization premises, or reporting to work or operating a company vehicle under the influence of alcohol or any unlawful drug;
6. Fighting, initiating a fight, threats, abusive or vulgar language, intimidation or coercion or attempting bodily injury to another person on Organization property or while on duty. Reference policy AP161 Workplace Violence Prevention Program;
7. Workplace bullying which can adversely affect an employee's work or work environment, Reference policy HR.13 Anti-Harassment and Abusive Conduct.
8. Bringing or possessing firearms, weapons, or any other hazardous or dangerous devices on Organization property without proper authorization;
9. Endangering the life, safety, or health of others;
10. Intentional violation of patients' rights (e.g., as stated in Title XXII);
11. Insubordination and/or refusal to carry out a reasonable directive issued by an employee's manager (inappropriate communication as to content, tone, and/or language)
12. Communicating confidential Organization or Medical Staff information, except as required to fulfill job duties;
13. Sleeping or giving the appearance of sleeping while on duty;

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14. An act of sexual harassment as defined in the policy entitled Anti-Harassment and Abusive Conduct HR.13;
15. Improper or unauthorized use of Organization property or facilities;
16. Improper access to or use of the computer system or breach of password security;
17. Improper access, communication, disclosure, or other use of patient information. Accessing medical records with no business need is a violation of state and federal law and as such is considered a terminable offense by KDHCDC.
18. Unreliable attendance (See Attendance and Punctuality HR.184)
19. Violations of Kaweah Health Behavioral Standards of Performance.
20. Unintentional breaches and/or disclosures of patient information may be a violation of patient privacy laws. Unintentional breaches and/or disclosures include misdirecting patient information to the wrong intended party via fax transmission, mailing or by face-to-face interactions.
21. Access to personal or family PHI is prohibited.
22. Refusing to care for patients in the event mandated staffing ratios are exceeded due to a healthcare emergency.
23. Working off the clock at any time. For the convenience of the employees, Kaweah Health allows staff to clock in before their start time. However, employees are not permitted to work until their scheduled start time.
24. Failure to work overtime.
25. Use of personal cell phones while on duty if, unrelated to job duties anywhere in Kaweah Health.
26. Excessive or inappropriate use of the telephone, cell phones, computer systems, email, internet or intranet.
27. Any criminal conduct off the job that reflects adversely on the Organization.
28. Making entries on another employee's time record or allowing someone else to misuse the Organization's timekeeping system.

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29. Bringing children to work, or leaving children unattended on Organization premises during the work time of the employee.
30. Immoral or inappropriate conduct on Organization property.
31. Unprofessional, rude, intimidating, condescending, or abrupt verbal communication or body language.
32. Unsatisfactory job performance.
33. Horseplay or any other action that disrupts work,
34. Smoking within Kaweah Health and/or in violation of the policy.
35. Failure to report an accident involving a patient, visitor or employee.
36. Absence from work without proper notification or adequate explanation, leaving the assigned work area without permission from the supervisor, or absence of three or more days without notice or authorization.
37. Unauthorized gambling on Organization premises.
38. Failure to detect or report to Kaweah Health conduct by an employee that a reasonable person should know is improper or criminal.
39. Providing materially false information to the Organization, or a government agency, patient, insurer or the like.
40. Spreading gossip or rumors which cause a hostile work environment for the target of the rumor.
41. Impersonating a licensed provider.
42. Obtaining employment based on false or misleading information, falsifying information or making material omissions on documents or records.
43. Violation of Professional Appearance Guidelines
44. Being in areas not open to the general public during non-working hours without the permission of the supervisor or interfering with the work of employees.

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45. Failure to complete all job related mandatory requirements as noted on the job description and as issued throughout a year (i.e. Mandatory Annual Training, TB/Flu, etc.).

Further information regarding this policy is available through your department manager or the Human Resources Department.

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Policy Number: HR.234	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: 06/28/2021
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:

Paid Time Off (PTO), Extended Illness Bank (EIB) and Healthy Workplace, Healthy Families Workplace Act of 2014 – Paid Sick Leave (PSL) benefits are offered to all employees as defined in this policy. PTO is offered to full-time and part-time eligible employees for leisure, celebration of holidays, short-term illness and other personal needs. EIB is offered to full-time and part-time eligible employees for extended illness and Kin Care. Private Home Care staff, temporary staff/interims and Per Diem staff are not eligible for PTO or EIB but are eligible for Paid Sick Leave (PSL) as defined in this policy. Excessive occurrences of unapproved time off may result in disciplinary action. See Policy HR.184 Attendance and Punctuality.

PROCEDURE:

Eligibility and Accrual for PTO and EIB

Full-time and benefited part-time employees are eligible to receive PTO and EIB. If an eligible employee is changed to a non-eligible status, the PTO and EIB time accrual will cease. The employee will receive a lump-sum payment for all accrued PTO paid at 100% of their hourly rate of pay prior to the status change. During the non-eligible status, the employee will accrue PSL.

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; PSL accrual will cease. At no time will an employee accrue PTO and EIB as well as PSL. An employee accrues either PTO and EIB or PSL.

The rate of PTO and EIB accrual received is based on qualified service hours. Qualified service hours which count toward the accrual rate include the following: regular hours worked (non-overtime), Blood Donation, Education Reduced Shift, Flex Time Off, PTO FMLA, PTO unscheduled, PTO/PSL, PTO Sick/Pregnancy, PTO Holiday, PTO/Workers Compensation, Sitter Pay, Sleep Pay, PTO hours, bereavement hours, jury duty hours, training/workshop hours, orientation hours, and mandatory dock hours. Neither EIB nor PTO accruals will be earned while employees are being paid EIB hours.

Eligibility and Accrual for PSL

PSL eligible employees include Per-Diem, Private Home Care, and Part-Time non-benefit eligible employees. PSL eligible 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. A new employee is entitled to use PSL beginning on the first day of employment. Employees are limited to 24 hours of use of accrued time in each 12-month rolling period. PSL will carry over to the following calendar year not to exceed 48 hours of accrual in any calendar year.

Description	Service Hours	Approximate Yrs. of Service required to obtain this rate	Earned 1 st Pay Period: Accrual (8 & 10hrs up to 80 eligible hrs a pp) (12hrs up to 72 eligible hrs a pp)	Earned at 520 Eligible Hours of Employment: Additional Accrual earned on up to 72 eligible hours a pp.
8hr, 10hr, FT & PT Staff	0	5 years	.038461 (80) – Accrual rate during first 90 days in eligible status	.051282 (96hrs)
8hr, 10hr, FT & PT Staff	10400	5 – 10 years	.057692 (120)	.051282 (96hrs)
8hr, 10hr, FT & PT Staff	20800	10+ years	.076923 (160)	.051282 (96hrs)
12hr FT & PT Staff	0	5 years	.038461 (72)	.051282 (96hrs)
12hr FT & PT Staff	9360	5 – 10 years	.057692 (108)	.051282 (96hrs)
12hr FT & PT Staff	18720	10+ years	.076923 (144)	.051282 (96hrs)

Maximum Accruals

The Maximum PTO accrual allowed is 400 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 PSL accrual is 48 hours in a calendar year. No Payment is made for accrued EIB or PSL time when employment with Kaweah Delta ends for any reason.

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

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.

In addition, any request for PTO time, whether for traditional holiday, for vacation time, or otherwise must be approved in advance by management. Management will consider the employee's request 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 Delta. In such situations, Kaweah Delta 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 24 hours of PTO or PSL in a rolling 12-month period for the following purposes:

- a) Diagnosis, care, or treatment of an existing health condition, or preventative care for, an employee or an employee's 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. A spouse
 - iv. A registered domestic partner
 - v. A grandparent
 - vi. A grandchild
 - vii. A sibling
- c) For an employee who is a victim of domestic violence, sexual assault or stalking, as specified.

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 Delta and is rehired within one year, previously accrued and unused PSL will be reinstated.

PSL and PTO time shall be utilized at a minimum of 2-hour increments and no more than the length of the employee's shift.

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 24 hours and on the first day of surgery in an acute-care or outpatient surgery center or inpatient admission to the hospital ([any procedure under anesthesia](#)).

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.

Time Off Due to 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 rolling 12 months to take time off to care for a sick family member. Only employees who accrue EIB are eligible for Kin Care. No more than one-half of an employee's EIB accrual in a rolling 12-month period can be counted as Kin Care. For example, for full-time employees this would mean no more than 24 hours can be utilized as Kin Care in a rolling 12-month period. An employee must have EIB available to use on the day of the absence for that absence to be covered under Kin Care. An employee who has exhausted his/her EIB and then is absent to care for a sick family member cannot claim that absence under 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. A Leave of Absence form does not need to be submitted unless the employee will be absent and use sick leave for more than three continuous workdays. In addition, an employee taking Kin Care does not need to submit a doctor's note or medical certification. 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.

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 Delta 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 Kaweah Delta 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 bank to ensure that time off is with pay.

In the first 90 days of employment, benefit eligible employees who have not accrued sufficient PTO to cover holidays may be paid and their PTO accrual bank will go into the negative, until accrual is earned back in successive pay periods, unless otherwise specified by the employee.

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 of eligibility, see policy HR.75 Differential Pay-Shift, Holiday, and Weekend.

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Policy Number: HR.236	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: Not Approved Yet
Approvers: Board of Directors (Administration)	
Computer and Communication Devices and Social Media Code of Conduct	

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

POLICY:

This policy applies to all those who have access to Kaweah Health computer and electronic systems (i.e. telephones, Kaweah Health provided cell phones required for use while working, facsimile machines, computers, laptops, iPads, electronic mail, and internet/intranet access), whether on Kaweah Health premises or off site and regardless of employee status.

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Computer Systems:

Access to Kaweah Health's computer system is provided for business purposes. The system is not to be used for personal gain or advancement of individual views; employees need to exercise responsibility and not abuse privileges when sending or receiving messages for personal, non-business purposes. Solicitation of non-Kaweah Health business is strictly prohibited.

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Computer and Information Security:

Kaweah Health will maintain a secure computing environment, employing appropriate procedural and technical controls designed to safeguard information and supporting technologies. Kaweah Health provides security awareness education for staff members and implements workplace practices where staff understands their responsibilities for ensuring confidentiality and where their workflow encourages protection of information. All employees receive security awareness education during Orientation and annual through Mandatory Annual Training (MAT) e-learning. The underlying rule of information protection is 'the need to know,' i.e. one should only access information when access is required to fulfill one's responsibilities or perform an authorized and assigned business function. Access to patient records are tracked and recorded by the system. Users who violate security, confidentiality, and/or integrity of information intentionally or through carelessness will be subject to loss or restriction of use of the computer systems and/or disciplinary action up to and including termination of employment. Loss or restriction of the use of the computer systems may include loss of permanent access

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even if employed by another employer who has access to Kaweah Health systems.
(See AP64 Confidentiality Security and Integrity of Health Information)
Individual persons who access or use Kaweah Health information or data are expected to fulfill certain responsibilities according to the roles they are assigned.

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The expectation is to maintain a secure work area, protect computer access, to not divulge security codes or other confidential information to unauthorized persons, including to other staff members or employees of Kaweah Health. It is expected that staff or employees will report observed or suspected breaches of information to management, Corporate Compliance, and/or to the Information Systems Services department.

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Social Media:

This policy establishes the requirements for Kaweah Health employees in accessing, opening, viewing, and posting Social Media content, videos, and/or comments about Kaweah Health or related entities (including blogs, videos, pictures, podcasts, discussion forums, social networks, multi-media sites). Social Media sites may include, but are not limited to, Facebook, Twitter, Instagram, YouTube, LinkedIn, Snapchat, and the like.

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Kaweah Health understands that social media sites have joined the mainstream of day-to-day communications. It is expected that employees understand the impact that social media can have on Kaweah Health's reputation, co-workers, physicians, patients, and business relationships. We emphasize the importance of common sense and good judgment. Employees are to follow the same standards that apply to other activities and behavior when communicating on social media sites or online. Employees should know that postings and communications transmitted on social media sites are not private, and thus, should consider how any communication might be perceived.

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Kaweah Health's Media Relations Department has the responsibility to manage and monitor the information on Social Media sites, and will include Human Resources, Risk Management, Corporate Compliance, and other applicable departments or individuals if violations or concerns of violations of this policy occur.

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Internet Access:

Internet access is intended to support research, education and patient care, and is provided to enhance the ability to develop, design and implement improved methods for delivering patient care, information and related services. All staff are expected to use appropriate professional ethics and judgment when using internet or intranet access, including the use of Social Media, telephones and personal cell phones, including a prohibition on messaging or text messaging any Protected Health Information (PHI) or Personally Identifiable Information (PII). (See ISS.001

Information Security)
Electronic Communication Systems:

All electronic communication systems provided by Kaweah Health, including the equipment and the data stored in the system, are and remain at all times, whether located on Kaweah Health premises or if located at another remote location, the property of Kaweah Health. As a result, all messages created, sent or retrieved over Kaweah Health's electronic mail system or via voicemail are the property of Kaweah Health. Employees should not maintain any expectation of privacy with respect to information transmitted over, received by, or stored in any electronic communications device owned, leased, or operated in whole or in part by or on behalf of Kaweah Health.

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Kaweah Health reserves the right to retrieve and read any message composed, sent, or received on Kaweah Health's computer equipment, electronic mail system or voice mail system. Employees are informed that, even when a message is erased, it is still possible to recreate the message; therefore, ultimate privacy of messages should not be expected. Accordingly, employees expressly consent to electronic monitoring of these systems. Furthermore, all communications including text and images can be disclosed to law enforcement, licensing boards, or other third parties without the prior consent of the sender or the receiver. Kaweah Health can request and require an employee to disclose their username and/or password to gain access to any Kaweah Health-provided electronic device or software system.

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Kaweah Health Issued Mobile Devices:

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Only those individuals with a justifiable need, as determined by department leadership and the Director of ISS Technical Services, shall be issued Kaweah Health devices (i.e. phone, smartphone, tablet, laptop) and/or mobile voice and text/data services for the purpose of conducting business on behalf of Kaweah Health. The individual using Kaweah Health-owned devices is required to sign the "KDHC Equipment Use and Information Technology Security Agreement" at the time they are issued a device. The device must be kept in the employee's personal possession at all times. Kaweah Health may rescind the agreement and require the return of any devices at any time. When employment ends at Kaweah Health, all devices must be returned by the last day of work. Failure to return all property to Kaweah Health in the same working condition that it was received may be considered theft of property and may lead to criminal prosecution.

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Mobile phones may not be used while driving unless hands-free capability is utilized. This applies to use of the employee's personal vehicle and/or the use of Kaweah Health vehicles while on Kaweah Health business.

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PROCEDURE:

Electronic Communication:

1. Internet or the Kaweah Health intranet access may be provided by Kaweah Health to employees for the benefit of Kaweah Health and its customers, vendors and suppliers. This access enables the employee to connect to information and other resources within or outside of Kaweah Health. Contract services staff who work at Kaweah Health may be given access to the computer system and must comply with all provisions of this policy.

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The employee will be given a password when granted access to Kaweah Health's computer systems. The employee must change passwords to these systems when prompted to do so as define in Policy ISS.003. Because the system may need to be accessed by Kaweah Health, the Human Resources, Compliance, and Information Systems departments will further be able to access all Kaweah Health computer equipment and electronic mail. Any employee found to knowingly allow their password to be used by anyone else, or who is found to be using another's password will be subject to disciplinary action up to and including termination of employment.

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2. When accessing the internet or Kaweah Health's own intranet, employees agree to do so for business purposes. Accordingly, such communications should be for professional and business reasons; personal use must be limited to what may be considered regular break times.

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3. All staff are expected to use appropriate professional ethics and judgment when using internet or intranet access, including the use of Social Media, Kaweah Health provided cell phones, and telephones and personal cell phones, including a prohibition on messaging or text messaging any PHI or PII related information. Employees are expected to maintain employee, patient, customer, medical staff, and volunteer confidentiality (PHI and PII). (See ISS.015 Use of Portable Devices to "Text" ePHI or KDHCDC Proprietary Data) Employees may not post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or Kaweah Health when posting to sites. This policy applies to employees using Social Media while at work. It also applies to the use of Social Media when away from work, when the employees' or medical staffs' Kaweah Health affiliation is identified, known, or presumed. If employees acknowledge their relationship with Kaweah Health in an online community, they must include disclaimers in their online communications advising that they are not speaking officially on behalf of Kaweah Health.

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4. Unless an individual is serving as an approved, official spokesperson for Kaweah Health in online communications, such communications are the individual's personal opinions and do not reflect the opinion of Kaweah

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Health. Employees are personally responsible for his/her posts (written, audio, video, or otherwise). Communications must not contain Kaweah Health confidential, proprietary or trade-secret information.

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5. Kaweah Health urges employees to report any violations or possible or perceived violations to supervisors, managers or the HR Department or Compliance Department. Violations include discussions of Kaweah Health and its employees and clients, any discussion of proprietary information, and any unlawful activity related to blogging or social networking. Inappropriate use shall be subject to disciplinary action, up to, and including, termination. In addition, breach of patient information may also be subject to legal proceedings and/or criminal charges. (See HR.216 Progressive Discipline policy)

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6. All employees who have access to computer information will sign an Agreement. In addition, employees will be required to sign certain other Agreements that apply to their position. The electronic copy of these Agreements will be kept in ISS.

Employee Harassment and Discrimination:

1. Any form of discrimination or harassment is strictly prohibited and employees must take all reasonable steps to prevent discrimination and harassment from occurring while conducting business or while acting on behalf of Kaweah Health. No messages with derogatory or inflammatory remarks about an individual or group's age, disability, gender, race, religion, national origin, physical attributes, sexual preference or any other classification protected by Federal, State or local law may be transmitted using any type of telecommunications technology.

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2. Employees must immediately report all instances of discrimination or harassment to Kaweah Health. Please refer to HR.13 Anti-Harassment policy.

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3. Nothing in this policy is intended to prohibit employees from communicating with co-workers about the terms and conditions of their employment.

Termination of Employment:

Upon termination of employment, the Information Systems Services Department will be notified immediately by Human Resources. The employee's password and all accounts will be deactivated. All Kaweah Health devices, equipment, and other property must be returned by the last day of on-site work. Failure to return all property to Kaweah Health in the same working condition that it was received may be

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considered theft of property and may lead to criminal prosecution.

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Policy Number: HR.239	Date Created: 07/20/2022
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: 9/24/2018
Approvers: Board of Directors (Administration), Cindy Moccio (Board Clerk/Exec Assist-CEO)	
Extended Illness Bank (EIB) Donations	

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

POLICY:

To provide a program where employees can donate personal Extended Illness Bank (EIB) hours to other EIB eligible employees because of a life threatening or serious extended illness.

Upon review and approval of the Director, ~~Chief~~ and ~~Chief~~ Human Resources Officer, Human Resources will establish EIB Donation Agreements for those employees who wish to donate a portion of their accrued EIB hours to a EIB eligible employee who has need of additional time (salary continuation) because of a life-threatening or serious extended illness.

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PROCEDURE:

1. The request to establish EIB donation agreements will be made by a department director and vice president to the ~~Chief~~ Human Resources Officer.
2. EIB hours may be donated under the following guidelines:
 - a. The donor employee is limited to a donation of 25% of his/her EIB balance, up to 40 hours per calendar year. The donor employee must retain a minimum balance of 80 hours in his/her EIB bank. EIB donations used are non-refundable to the donating employee.
 - b. EIB hours will be utilized evenly by all donated employees each pay period to supplement the recipients wages, up to their normal status.
 - c. EIB donations are converted from the donor employee's rate of pay to the recipient's rate of pay, so that appropriate taxes are applied.

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**Kaweah Delta
Health Care District**

Policy Number: HR.243	Date Created: 02/22/2016
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: Not Approved Yet
Approvers: Board of Directors (Administration), Cindy Moccio (Board Clerk/Exec Assist-CEO)	
Leaves of Absence	

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

Purpose:

To allow time off to employees who have no other recourse than to be away from work. To establish a system to continue to receive compensation through accessible benefits, such as Extended Illness Bank (EIB), Paid Time Off (PTO), State Disability Insurance, and Workers' Compensation. To advise employees of their rights and responsibilities.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, Kaweah Health will make reasonable accommodations for known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship would result. A leave of absence may be considered as a type of reasonable accommodation. Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact their supervisor, department head, or Human Resources and make a request to participate in a timely interactive process to explore reasonable accommodations. The individual with the disability is invited to identify what accommodation he or she needs to perform the job. Kaweah Health will take steps to identify the barriers that make it difficult for the applicant or employee to perform his or her job, and will identify possible accommodations, if any, that will enable the individual to perform the essential functions of his or her job. If the accommodation is reasonable and will not impose an undue hardship, Kaweah Health will meet the request.

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Policy:

1. Leaves of absence may be granted to all employees on a non-discriminatory basis for health conditions, personal, or family medical needs. A leave of absence may be granted to or provided for an employee for periods of longer than three (3) consecutive calendar days. Leaves pursuant to legislative requirements (Family and Medical Leave Act of 1993 - FMLA; California Family Rights Act of 1991, amended 1993 - CFRA; Pregnancy Disability Leave - PDL; Workers' Compensation; Organ and Bone Marrow Donation Leave of 2011) will be granted in accordance with those Acts. In addition, Leave will be granted to "emergency rescue personnel" who are health care providers, including employees of a disaster medical response entity sponsored or requested by the

State. Employees must be designated as such and be activated for duty. All other requests for leave will be considered on the basis of the employee's length of service, performance, level of responsibility, reason for the request and Kaweah Health's ability to obtain a satisfactory replacement during the time the employee will be away from work.

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2. Employees on leave of absence continue to be bound by all other Policies and Procedures of Kaweah Health during the length of the leave. However, Kaweah Health may hold in abeyance the requirement to complete job requirement documentation (e.g. Competency Forms, TB testing, performance reviews, counselings, etc.) until the employee returns from leave. The employee must complete all outstanding job requirements and documentation (licensure, CPR, ACLS, NRP, PALS, and TB testing, as applicable) prior to a return to work. Competency-related documentation (i.e. NetLearning modules including Mandaroty Trainings (MAT) must be completed within 30 day of the employee's return. Requesting or receiving a leave of absence in no way relieves an employee of their obligation while on the job to perform job responsibilities and to observe all Kaweah Health policies, rules, and procedures.

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Deleted: Competency-related documentation must be completed within two weeks of the employee's return. Requesting or receiving a leave of absence in no way relieves an employee of his or her obligation while on the job to perform his or her job responsibilities and to observe all Kaweah Delta policies, rules and procedures.

3. At the start of leave, the employee's access will be suspended pending their return to work.
4. Employees on Leave for any reason will not be eligible to participate in employee recognition programs.
5. The following leaves of absence may be granted to or provided for employees. Separate policies, including information on allowable lengths of leave, pay and benefits during a leave of absence, are available on each of the following:
 - a. Personal Leave of Absence
 - b. Family Medical Leave of Absence
 - c. Paid Family Leave (2004)
 - d. Personal Medical Leave of Absence
 - e. Pregnancy Disability Leave of Absence
 - f. Military Leave (Active and Reserve) of Absence
 - g. Workers' Compensation Disability Leave of Absence
 - h. Organ and Bone Marrow Donation Leave

LEAVES OF ABSENCE

Leave Type (Eligibility)	Maximum Duration	Same or <u>Comparable</u> Job if Return By	The Leave May Run Concurrently With
Personal (30 days)	30 Days (in the case of pending licensure leave)	30 Days	All Leaves

	may be extended up to 12 weeks.)		
Medical Leave (Upon Hire)	4 Months	No Job Protection Rights	
Family Medical Leave of Absence (FMLA) (1,250 hours during the previous 12 months; 1 year of service)	12 weeks in a rolling 12-month period. Kaweah <u>Health</u> adds 4 weeks to equal 4 months.	12 weeks in a rolling 12-month period. Kaweah <u>Health</u> adds 4 weeks to equal 4 months.	CFRA Pregnancy Leave Workers' Compensation Leave ADA
California Family Rights Act Leave (CFRA) (1,250 hours during the previous 12 Months; 1 year of service)	12 weeks in a rolling 12-month period.	12 weeks in a rolling 12-month period.	FMLA Workers' Compensation Leave ADA
Pregnancy Leave (Upon Hire)	17 1/3 weeks	17 1/3 weeks	FMLA ADA
Military Leave (Upon Hire)	Per Requirements of the Military Service Order	Depends on the length of the leave, please refer to policy.	ADA
Workers' Compensation Disability Leave (Upon Hire)	Until released by Physician.	Until released by Physician.	FMLA CFRA ADA
Organ and Bone Marrow Donation Leave (Upon Hire)	30 days in a rolling 12-month period for each of Organ Donation and Bone Marrow Donation	30 days in a rolling 12-month period for each of Organ Donation and Bone Marrow Donation	

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6. REQUIRED FORMS:

The following forms are required and are available by contacting Human Resources.

- a. "Leave of Absence Policy" is a copy of this policy and provides required notice to the employee, and is referred to as "Notice" throughout this policy.
- b. "Request for Leave of Absence" provides notice of the need for leave to Kaweah Health, and is referred to as "Request" throughout this policy.
- c. "Certification of Physician or Practitioner" provides proof of need for leave and suitability for return to work to Kaweah Health for a leave related to a medical condition for the employee or a family member, and is referred to as "Certification" throughout this policy.
- d. "Request for Information" memo will be sent to the employee in the event the Human Resources department needs more information regarding the leave.
- e. "Leave Designation" memo and the Employment Development Department ("EDD") entitled "For Your Benefit: California's Program For the Unemployed" will be provided to the requesting employee to communicate the approval status and other important information related to leaves.

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PROCEDURE:

1. Employees must contact their department head and Human Resources as soon as they learn of the need for leave to obtain the Notice and related forms. Because of the complexity of the regulations, employees should consult with Human Resources to ensure they are knowledgeable about the process and how the leave may affect pay and benefits.
2. The employee requesting a leave of absence for more than three (3) days must submit to his/her department head or Human Resources, as soon as possible, the Request form and, if the leave is for a health condition, the Certification form or an Off-Work Notice.
3. If the Request is received by the department head, the department head will sign and date the Request, and submit it, along with the Certification form or Off-Work Notice, if applicable, to Human Resources.
4. Upon receipt of the Request and Certification form or Off-Work Notice, Human Resources can mail a copy of the Notice to the employee's home address, if the employee indicates he/she does not already have a copy of the Notice.
5. Based on the documentation provided by the employee, Human Resources will determine leave coverage, and notify the employee and his/her department head using the Leave Designation memo. The beginning date of the leave may be delayed or leave may be denied if Certification or an Off-Work Notice is not available or the employee does not provide Kaweah Health with sufficient notice

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of the need or leave. Additional information needed will be requested from the employee by phone or via the Request for Information memo.

6. A doctor's release and a clearance with Employee Health Services will be required when an employee is returning from a medical leave of absence.
7. The Kaweah Health will make reasonable accommodations for known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship would result. A leave of absence may be considered as a type of reasonable accommodation. Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact their supervisor, department head, or Human Resources and make a request to participate in a timely interactive process to explore reasonable accommodations. The individual with the disability is invited to identify what accommodation he or she needs to perform the job. This includes providing reasonable medical documentation confirming that the employee has a physical/mental condition that limits a major life activity and a description of why the employee needs a reasonable accommodation. Kaweah Health will take steps to identify the barriers that make it difficult for the applicant or employee to perform his or her job, and will identify possible accommodations, if any, that will enable the individual to perform the essential functions of his or her job. If the accommodation is reasonable and will not impose an undue hardship, Kaweah Health will meet the request.
8. Employees should review the Benefits Overview Policy for information on employee benefit eligibility and COBRA rights.

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