



June 10, 2020

NOTICE

The Board of Directors of the Kaweah Delta Health Care District will meet in an open Human Resources Committee meeting at 1:30PM on Thursday June 18, 2020 in the Kaweah Delta Chronic Disease Management Center– Conference Room, 325 S. Willis Street, Visalia, CA 93291 or via GoTo Meeting from your computer, tablet or smartphone <https://global.gotomeeting.com/join/348750893> or **Via phone - 1 (408) 650-3123 / Access Code: 348-750-893.**

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 Delta Medical Center, Mineral King Wing entry corridor between the Mineral King lobby and the Emergency Department waiting room.

Due to COVID 19 visitor restrictions to the Medical Center - the disclosable public records related to agendas can be obtained by contacting the Board Clerk at Kaweah Delta Medical Center – Acequia Wing, Executive Offices (Administration Department) {1st floor}, 400 West Mineral King Avenue, Visalia, CA via phone 559-624-2330 and on the Kaweah Delta Health Care District web page <http://www.kaweahdelta.org>.

KAWEAH DELTA HEALTH CARE DISTRICT
David Francis, 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.kaweahdelta.org>

**KAWEAH DELTA HEALTH CARE DISTRICT - BOARD OF
DIRECTORS
HUMAN RESOURCES COMMITTEE**

Thursday June 18, 2020 – 1:30PM

Kaweah Delta Chronic Disease Management Center Conference Room
325 S. Willis St., Visalia, CA 93291

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/348750893>

Via phone - 1 (408) 650-3123 / Access Code: 348-750-893

Attending: Board: Lynn Havard Mirviss (Chair), Garth Gipson; Gary Herbst, CEO, Dianne Cox, VP Human Resources; Regina Sawyer, VP Chief Nursing Officer; Linda Hansen, Director Human Resources; Brittany Taylor, Director Physician Recruitment/Relations; George Ortega, Recording

OPEN MEETING – 1:30PM

Call to order – *Lynn Havard Mirviss, Human Resources Committee Chair*

Public / Medical Staff participation – Members of the public wishing to address the Committee concerning items not on the agenda and within the subject matter jurisdiction of the Committee may step forward and are requested to identify themselves at this time. Members of the public or the medical staff may comment on agenda items after the item has been discussed by the Committee but before a Committee recommendation is decided. In either case, each speaker will be allowed five minutes.

- 1) **Physician Recruitment Update** – Medical staff recruitment efforts update- *Brittany Taylor, Director Physician Recruitment/Relations*

- 2) **Policies-** Discuss tentative changes to current policies - *Dianne Cox, VP Human Resources*
 - a. HR.70 Meal Periods, Rest Breaks and Breastfeeding and/or Lactation Accommodation {Revised}
 - c. HR.72 Standby & Callback {Revised}
 - e. HR.80 Docking {Revised}
 - f. HR.221 Employee Reduction in Force or Reassignment Resulting in Demotion {Revised}
 - g. HR.13 Anti-Harassment & Abusive Conduct {Revised}
 - h. HR.244 Paid Family Leave {Revised}
 - i. AP.160 Mobile Device and Mobile Voice and Data Services {Revised}

- 3) **Human Resources Updates-** Discussion of potential changes relating to Kaweah Delta employees – *Dianne Cox, VP Human Resources*
- a. Market compensation and minimum wage for FY2021
 - b. Merit increases for FY2021
 - c. Guild/Volunteers

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

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

**Kaweah Delta Physician Recruitment and Relations
Medical Staff Recruitment Report - June 2020**

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

Date prepared: 6/10/20

Central Valley Critical Care Medicine	
Adult Hospitalist	2
Intensivist	2

Delta Doctors Inc.	
OB/Gyn	2

Kaweah Delta Faculty Medical Group	
Family Medicine Associate Program Director	1
Family Medicine Core Faculty	2

Key Medical Associates	
Internal Medicine/Family Medicine	2

Other Recruitment	
Palliative Medicine	1
Colorectal Surgery	1

Somnia	
Anesthesiology - Cardiac	1

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

Valley Hospitalist Medical Group	
GI Hospitalist	1

Visalia Medical Clinic (Kaweah Delta Medical Foundation)	
Dermatology	1
Gastroenterology	1
OB/GYN	3
Gynecology	1
Orthopedic Surgery (Hand)	1
Otolaryngology	1
Radiology - Diagnostic	1
Rheumatology	1
Urology	2

Candidate Activity

Specialty/Position	Group	Last Name	First Name	Availability	Referral Source	Current Status
Colorectal Surgery	Visalia Medical Clinic (Kaweah Delta Medical Foundation)/IQ Surgical Associates	Ota, M.D.	Kyle	09/21	Current KD General Surgery resident	Interview with VMC: 6/15/2020
Diagnostic Radiology	Visalia Medical Clinic (Kaweah Delta Medical Foundation)	Fonte, M.D.	Joseph	TBD	Pacific Companies - 4/13/20	Site visit pending dates
Family Medicine	Visalia Medical Clinic (Kaweah Delta Medical Foundation)	Bland, D.O.	Scott	08/21	Direct - 9/15/19	Pending site visit in Summer 2020
Family Medicine	Key Medical Associates	Castillo, M.D.	Fausto	08/20	Direct - 5/3/20	Currently under review
Family Medicine	Visalia Medical Clinic (Kaweah Delta Medical Foundation)	Geiger, D.O.	Michael	08/21	Direct - UCSF Fresno Career Fair	Site visit pending dates
Family Medicine	Key Medical Associates	Solis, M.D.	Trinidad	08/20	Vista Staffing - 6/5/20	Currently under review; considering Tulare Clinic
Family Medicine - Core Faculty	Kaweah Delta Faculty Medical Group	Ananth, M.D.	Mina Parvati	08/20	Direct - Referred by previous community physician	Site visit pending dates
Family Medicine - Core Faculty	Kaweah Delta Faculty Medical Group	Roepcke, M.D.	Faye	08/20	Direct - Prior UCSF Fresno resident	Currently under review
Family Medicine	Key Medical Associates	Janvelian, M.D.	Vladimir	09/20	Carson Kolb - 11/28/18	Site Visit: 2/15/19; Offer accepted; Start date pending
Family Medicine	Visalia Medical Clinic (Kaweah Delta Medical Foundation)	Patty, M.D.	Christina	08/20	Direct - Local Candidate	Site Visit: 2/5/19; Offer accepted; Start Date: 1/4/21
Family Medicine	Visalia Family Practice	Suleymanova, M.D.	Violetta	07/20	Direct -4/21/20 UCSF Fresno Career Fair	Offer accepted; Tentative Start Date: 7/2020

Candidate Activity

Specialty/Position	Group	Last Name	First Name	Availability	Referral Source	Current Status
GI Hospitalist	Valley Hospitalist Medical Group	Eskandari, M.D.	Armen	08/20	Direct Referral	Site Visit: 6/5/20; Interested in a 3-4 month trial period. MOU pending.
Hospitalist	Central Valley Critical Care Medicine	Aung, M.D.	Khin	TBD	Vista Staffing - 2/15/20	Site visit pending dates
Hospitalist	Central Valley Critical Care Medicine	Ching, M.D.	Steven	TBD	Direct 5/11/20	Currently under review
Hospitalist	Central Valley Critical Care Medicine	Elagnaf, M.D.	Mohamed	TBD	PracticeLink	Currently under review
Hospitalist	Valley Hospitalist Medical Group	Gazi, M.D.	Tawhid	TBD	PracticeMatch 4/28/20	Currently under review
Hospitalist	Central Valley Critical Care Medicine	Lee, M.D.	Wilson	TBD	Vista Staffing Solutions 3/9/20	Currently under review
Hospitalist	Central Valley Critical Care Medicine	Moers, D.O.	Diana	08/20	Direct - PracticeLink 3/24/2020	Offer pending
Hospitalist	Central Valley Critical Care Medicine	Patadia, M.D.	Sasha	08/20	Direct email	Currently under review
Hospitalist	Central Valley Critical Care Medicine	Portgual, M.D.	Lesley	TBD	Vista Staffing - 2/6/2020	Site visit pending dates
Hospitalist	Central Valley Critical Care Medicine	Rattan, M.D.	Bharat	TBD	PracticeLink 5/1/20	Pending references
Hospitalist	Central Valley Critical Care Medicine	Rayale, M.D.	Mahad	TBD	Direct	Currently under review
Hospitalist	Key Medical Associates	Sakkalaek, M.D.	Adeeb	TBD	Direct email	Currently under review
Hospitalist	Central Valley Critical Care Medicine	Sherpa, M.D.	Meena	TBD	PracticeLink 5/7/20	Currently under review

Candidate Activity						
Specialty/Position	Group	Last Name	First Name	Availability	Referral Source	Current Status
Hospitalist	Central Valley Critical Care Medicine	Diramerian, M.D.	Liza	08/20	Referral - Dr. Umer Hayyat	Site Visit: 12/17/19; Offer accepted
Hospitalist	Central Valley Critical Care Medicine	Hayyat, M.D.	Umer	08/20	Practice Link	Site Visit: 8/14/19; Offer accepted
Hospitalist	Valley Hospitalist Medical Group	Kalsi, M.D.	Ramneek	08/20	Direct - UCSF Fresno Residency Program	Offer accepted
Hospitalist	Valley Hospitalist Medical Group	Kim, M.D.	Matthew	08/20	Direct - Current KDH Resident	Offer extended
Hospitalist	Valley Hospitalist Medical Group	Manalaysay, D.O.	April	08/20	Direct - UCSF Fresno Residency Program	Offer accepted
Hospitalist	Valley Hospitalist Medical Group	Mann, M.D.	Jasneet	08/20	Direct - Current KDH Resident	Offer accepted; Start date: 8/4/20
Hospitalist	Central Valley Critical Care Medicine	Ramakuri, M.D.	Monica	08/20	Vista Staffing - 7/19/2020	Offer accepted
Hospitalist	Central Valley Critical Care Medicine	Upton, M.D.	Tracy	07/20	Vista Staffing - 9/12/19	Site Visit: 10/17/19; Offer accepted; Start Date: 7/15/20
Hospitalist	Valley Hospitalist Medical Group	Zhao, D.O.	Lu	08/20	Direct - UCSF Fresno Residency Program	Offer accepted
Intensivist	Central Valley Critical Care Medicine	Arab, M.D.	Talal	08/20	Vista Staffing - 1/18/20	Site visit pending dates
Intensivist	Central Valley Critical Care Medicine	Athale, M.D.	Janhavi	TBD	PracticeLink - 4/10/20	Offer extended
Intensivist	Central Valley Critical Care Medicine	Hanna	Sameh	08/20	Vista Staffing Solutions	Currently under review
Intensivist/Cardiac Anesthesia	Central Valley Critical Care Medicine	Huh, M.D.	Marc	TBD	Comp Health 4/2/20	References pending

Candidate Activity						
Specialty/Position	Group	Last Name	First Name	Availability	Referral Source	Current Status
Intensivist	Central Valley Critical Care Medicine	Nishi	Gregg	07/20	PracticeLink-4/1/20	Currently under review
Intensivist	Central Valley Critical Care Medicine	John, D.O.	Avinaj	08/21	Vista Staffing - 10/25/19	Site visit: 12/13/19; Offer accepted
Intensivist	Central Valley Critical Care Medicine	Rubinchkova, M.D.	Yelena	07/20	Fidelis Partners - 8/14/19	Site Visit: 10/21/19; offer accepted; Tentative Start Date: July 2020
Internal Medicine	Visalia Medical Clinic (Kaweah Delta Medical Foundation)	Malik, M.D.	Sara	08/21	Direct - Dr. Umer Hayyat's spouse	Site visit pending dates - Summer 2020
General Surgery - Hand	Visalia Medical Clinic (Kaweah Delta Medical Foundation)	Whitaker, M.D.	Garrison	TBD	MD Staffers 6/2/20	Currently under review
Orthopedic Surgery - Hand	Orthopaedic Associates Medical Clinic, Inc.	Seiler, M.D.	Lucas	07/20	Direct - Referred by Orthopaedic & Associates Medical Clinic, Inc.	Site visit: 2/10/20; Offer extended
Otolaryngology	Visalia Medical Clinic (Kaweah Delta Medical Foundation)	Park, M.D.	Joshua	08/21	Loma Linda CareerMD Fair -12/5/19	Candidate on hold. Calendared to f/up in August.
Palliative Medicine	Independent	Tan, M.D.	Paul	08/20	Fidelis Partners - 5/14/20	Site visit pending - Tentative 7/20/20
Pediatric Hospitalist	Valley Children's Hospital	Loomba, M.D.	Ashish	06/20	Valley Children's - 3/26/2020	Virtual Interview and Site Visit: 4/12/20; Offer accepted; Tentative start date: June 2020
Psychiatry	Precision Psychiatry	Dailey, D.O.	Mark	07/20	Precision Psychiatry - 6/10/2020	Offer accepted
Psychiatry	Precision Psychiatry	Singh, M.D.	Jasbir	07/20	Precision Psychiatry - 6/10/2020	Offer accepted

Candidate Activity

Specialty/Position	Group	Last Name	First Name	Availability	Referral Source	Current Status
Radiation Oncology	Sequoia Radiation Oncology Medical Associates	Chang, D.O.	Tangel	06/20	ASTRO Conference 2017	Site Visit: 10/7/19; 2nd visit: 10/28/19; Offer accepted; Start Date: 6/15/20
Urology	Visalia Medical Clinic (Kaweah Delta Medical Foundation)	Hamdi, M.D.	Anas	08/22	Direct - Referral	Currently under review
Urology	Visalia Medical Clinic (Kaweah Delta Medical Foundation)	Patel, M.D.	Neil	TBD	Los Angeles Career MD Fair 5/7/20	Site visit pending dates
Urology	Visalia Medical Clinic (Kaweah Delta Medical Foundation)	Talanki, M.D.	Varun	08/21	HealthCareers - 1/24/2020	Site visit pending dates



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

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

PURPOSE:

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

MEAL PERIOD POLICY AND PROCEDURE:

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

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

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

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

REST BREAK POLICY AND PROCEDURE:

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

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

ADDITIONAL INFORMATION:

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

~~The District Kaweah Delta~~ will provide a reasonable amount of break time to allow an employee to express breast milk for that employee's infant child. The break time will run concurrently, if possible, with any break time already provided to the nursing mother. ~~If it is not possible for the break time that is already provided to the employee, the break time shall be unpaid. Please know that existing law exempts an employer from the break time requirement if the employer's operations would be seriously disrupted by providing that time to employees desiring to express milk.~~

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

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

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

~~In addition, the District will provide rest and recovery periods related to heat illness for occupations that may be affected by same (i.e. Engineering employees who work outdoors).~~

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

~~*"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.72	Date Created: 06/01/2007
Document Owner: Dianne Cox (VP Chief HR Officer)	Date Approved: 12/19/2019
Approvers: Board of Directors (Administration)	
Standby and Callback Pay	

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

PURPOSE:

To establish standards for Standby and Call Back requirements and to compensate employees who, at Kaweah Delta’s request, are required to make themselves available for work if called.

POLICY:

Employees assigned to take Standby will be available to work as needed. Standby pay is based on factors such as whether the employee is “sufficiently restricted,” supply and demand of the position, market pay for similar roles, and the frequency with which an employee may be called back to work. Standby is paid at 25% a percentage of the minimum of the position range unless there is another method established. Standby pay is not required if the employee is unrestricted, such as available by mobile phone.

In addition, certain departments are eligible for Call Back and/or a minimum amount of time or monies, which will be paid in Call Back when on standby. Call Back pay will not apply if Call Back occurs on a previously scheduled regular shift. Kaweah Delta reserves the right to adjust the Standby rate and Call Back paid to specific positions as conditions warrant.

PROCEDURE:

1. While on Standby, an employee will not be required to remain on Kaweah Delta premises, but is required to leave word at his/her residence or where he/she can be reached, and/or carry a beeper/pager, or may voluntarily utilize their own cell phone in lieu of a provided beeper/pager. Because an employee who carries a beeper/pager or a cell phone for Kaweah Delta business is generally not “sufficiently restricted,” Kaweah Delta is not required to pay Standby; however, may do so if market demands warrant.
2. Standby and Call Back time will be recorded via regular timekeeping. Standby and Call Back will not be paid for the same hours. In addition, Standby should be not worked within 8 hours after the end of a shift for which the employee has claimed sick time.

3. If the employee has been called off from his/her regular schedule and placed on Standby:
 - a. The hours for which the employee will receive Standby payment will be determined by the department leader. In addition to recording Standby on the timekeeping system, PTO Mandatory Dock or Mandatory Dock- No Pay is to be recorded for the employee to receive Paid Time Off and EIB accruals.
 - b. If the employee is called back to work, the hours worked will be paid at the employee's base rate, unless the employee has met overtime requirements.

4. When on pre-scheduled Standby (primarily Cath Lab and Surgical Services), employees do not record Mandatory Dock pay codes, but are paid Call Back pay for work. Call Back begins when the employee arrives at and is ready to begin work.
 - ~~a. Travel time is not paid except in areas of Home Health and Hospice and in accordance with Federal law. The employee remains on Standby during travel to the workplace.~~
 - b.a. An employee answering questions by telephone for Call Back is paid for the actual hours worked only.
 - b.b. Call Back will not be paid for hours during which the employee is working his/her regular schedule.
 - b.c. Leaders who take Call Back must be assigned a second job as a clinical staff person. When called into work as a clinical staff person, they will be paid in accordance with the above stated rules, using their clinical staff base rate for calculating compensation for Call Back and Standby.
 - b.d. Surgical Services receive a minimum of two hours Call Back when called in and the need does not require them to be on site two hours. However, if the employee leaves and comes back within the same two-hour period, they may not double dip. The two-hour period will extend from the second time of arrival.
 - b.e. Travel time is not paid except in areas of Home Health and Hospice and in accordance with Federal law. The employee remains on Standby during travel to the workplace.

e.

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



Policy Number: HR.80	Date Created: 06/01/2007
Document Owner: Dianne Cox (VP Chief HR Officer)	Date Approved: 10/31/2019
Approvers: Board of Directors (Administration)	
Docking Staff	

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

POLICY:

The fluctuating workload and census inherent with hospitals and health care may occasionally cause need for a reduced workforce. When this situation occurs, non-exempt personnel may have their hours reduced in accordance with this policy. Exempt staff are not normally included in the docking rotation. Each department’s management will be responsible for recommending and implementing sound staffing decisions in accordance with Kaweah Delta’s goals for effective resource management. Employees who report to work, and are not provided any work, and are subsequently docked are guaranteed one (1) hour of pay.

PROCEDURE:

~~I.~~ At times the workload or census may require that employees who are scheduled to work but indicated to dock be put on Sstandby. In these cases employees will stay on Sstandby until called back into work or subsequently docked until their shift ends. Employees will not have the right to refuse Sstandby for regularly scheduled shifts. Pay for Sstandby and Ceallback will be in accordance with policy entitled STANDBY AND CALLBACK PAY (HR. 72). Additionally, dock time will be documented in the time-keeping ~~er~~ system to allow appropriate application of hours. ~~as described in Section~~

~~III.~~ ~~Employees may only be put on standby if they are in an eligible department and job classification as defined in the policy entitled STANDBY AND CALLBACK PAY (HR. 72).~~

Each department establishes a plan for docking that sets out the criteria by which decisions for docking are made, utilizing the prioritization noted below. When docking is indicated, the determination of which employees will be scheduled for docking will be made by the department leader or designee.

II. Mandatory dock time will be applied in the following order

A. Overtime shifts

A.B. Employees who volunteer to be docked

B.C. Per Diem

C.D. Part-Time Staff

D.E. Full-Time Staff

Prior to mandatory docking employees, leaders may ask if any employee wishes to take time off rather than work the shift or remainder of the shift.

~~Employees who volunteer for time off are not considered for mandatory dock hours under this policy. Instead, they are considered to have requested time off from work. Hours of work and use of Paid Time Off (if used) is recorded as usual for purposes of timekeeping.~~

If no employee desires time off, then leaders ~~will~~should apply the mandatory dock time ~~in order stated in Section II above~~ as it meets the functional needs of the department.

To ensure fairness, each department will rotate their employees through docking procedures as appropriate to their staffing needs.

~~III.~~ Timekeeping

Timekeeping is noted as PTO Mandatory Dock or Mandatory Dock/No Pay.

Dock hours are applied to:

- A. Hours required to maintain employee benefits eligibility.
- B. Accruals earned each pay period,
- C. Qualified service hours used to compute what level Paid Time Off accrual is earned.

~~IV.~~ Department management who routinely dock employees will review staffing needs. Those who are actively recruiting to fill vacancies within their department will analyze the need for extra staff and, when not justified, will notify Human Resources if it is determined that a current vacancy should not be posted or if a full-time opening should be changed to part-time or per-diem.

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



Policy Number: HR.221	Date Created: 06/01/2007
Document Owner: Dianne Cox (VP Chief HR Officer)	Date Approved: 11/21/2017
Approvers: Board of Directors (Administration), Board of Directors (Human Resources), Dianne Cox (VP Chief HR Officer)	
Employee Reduction in Force - or- Reassignment Resulting in Demotion	

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

POLICY:

~~The District~~Kaweah Delta is committed to continued growth and increased productivity and will make all reasonable attempts to avoid cutbacks and reductions in force (RIF) or demotions whenever feasible. However, when ~~the District~~Kaweah Delta experiences circumstances it cannot maintain the existing staffing levels in one or more departments, it may decide in its discretion to implement a reduction in force or realignment in accordance with the following guidelines. ~~The District~~Kaweah Delta reserves the right to deviate from the guidelines contained in this policy when it determines, in its sole discretion that such deviations(s) is/are appropriate.

GUIDELINES:

I. Appropriate Staffing

~~District~~Kaweah Delta Management will determine the appropriate number of employees needed to effectively staff their departments. Staffing patterns will include the number of employees needed by department number, job number and full or part time status. Full-time employees, part-time employees and per diems are considered separate classifications.

II. Attrition and or Hiring Freeze

The preferred method to reduce staffing ~~levels is~~levels is through attrition.

Attrition

occurs when employees terminate and are not replaced. Also staff currently on Personal Leave of Absence can be informed that their job has been eliminated.

A hiring freeze may be implemented on a ~~District~~Kaweah Delta-wide, division-wide, department-wide, or job classification-specific basis or any combination of such basis. Because there are areas where specific training and/or licensure are necessary, if in-service training and/or internal transfer cannot meet the staffing needs, it may be necessary to recruit from outside the current ~~District~~Kaweah Delta workforce. If a hiring freeze is implemented, and qualified employees are not available through internal transfer, jobs may be posted by going through the position control process.

III. Furlough

A furlough is a temporary lay-off/ leave of an employee due to special needs of an employer, generally due to economic conditions. A furlough will not generally be extended for longer than three months. However, Kaweah Delta reserves the right to deviate from this standard under extraordinary circumstances. When a furlough is applied, the employee may apply for Unemployment Benefits. The employee is required to be available to work when called back to duty. If the employee is not available to work, a voluntary termination may be applied. (See section IV for guidelines)

III.IV. Reduction in Force (RIF)

When a department ~~D~~irector and VP determine that there are more employees employed within a job classification or department or any unit or units of employment than is necessary to support ~~the District Kaweah Delta's~~ needs, ~~a~~ RIF may be proposed. All requests for RIF's must be approved by ~~the District Kaweah Delta's~~ Chief Executive Officer.

Once approved, Human Resources department will determine which employees will be reduced by following this policy. For the purposes of this policy each department is considered separately. Each job number in the department is considered separately. Managerial and lead positions will be considered separate job classifications from the positions held by employees that they manage/lead. Also part-time, full-time and per diem employee categories will be considered separately.

- A. Generally, employee reductions will be based on the following factors in the order listed below. However, ~~the District Kaweah Delta~~ may decide in its discretion to deviate from these guidelines, particularly where patient care or other important functions of ~~the District Kaweah Delta~~ may be affected:
1. Employees on Personal Leave of Absence will be reduced first and are not eligible for Reduction in Force benefits.
 2. Employees who have not successfully completed introductory period at ~~the District Kaweah Delta~~.
 3. Employees with documented job performance issues based on progressive discipline noted.
 4. Employees with the lowest documented job performance evaluations:
 5. In all other cases, where all considerations are equal, employees with the longest service based on date of hire with ~~the District Kaweah Delta~~ will be the deciding factor.
 6. Where special skills, licensure, qualifications, experience or other key attributes are important to assist in carrying out the functions of ~~the District Kaweah Delta~~, ~~the District Kaweah Delta~~ may deviate from the above criteria.
- B. Reduced employees will have some choices to make and deadlines in which to make them. The deadlines must be met.

1. The right to appeal the reduction (see section X);
2. The choice to take a three month RIF Personal Leave of Absence to look for a transfer (see section IV) while receiving salary continuance as reflected on the severance schedule below;
- or -
3. The choice to take a severance lump sum and terminate employment (see section V).

IV.V. Three month RIF Personal Leave of Absence

It is expected that employees will apply for a transfer to a new ~~District Kaweah Delta~~ job during their RIF Leave of Absence. Employees who have not been accepted into a new job with ~~the District Kaweah Delta~~ by the end of the three month RIF Personal Leave of Absence will be terminated their employment and they will become eligible for a severance lump sum. In addition, RIF employees who select the three month RIF Personal Leave of Absence, may choose at ~~anytime any time~~ within the three months to instead terminate their employment and take a severance lump sum. Employees who find a new ~~District Kaweah Delta~~ job within three months will retain their original date of hire and the severance salary continuance will end.

IV.VI. Severance Pay and Termination

Severance pay will be paid according to the schedule below. The pay will be based on straight time excluding any differentials or standby pay. Part-time employees will receive one-half the amount on the schedule below. Per diems are not eligible.

	Full-time Employees
Years of Service	Weeks to be Paid
0 - 1	1.00
2 - 4	2.00
5 - 9	3.00
10 - 14	4.00
15 - 20	5.00
More than 20	8.00

The average number of hours which the employee worked per pay period during the ~~six months~~~~six-month~~ period prior to the Reduction in Force will be reviewed and considered to determine the appropriate status (i.e. Full-time vs. Part- time).

Severance pay will be paid out upon termination of employment or if on a personal leave (see section IV). Employees with unpaid PTO accrued in their banks will be paid for those hours. EIB bank will not be paid out.

In consideration of the severance pay, there is no further financial obligation to the employee on the part of ~~the District Kaweah Delta~~ aside from earned retirement benefits.

IV.VII. Reassignment Resulting in Demotion

Based on staffing patterns it is sometimes necessary to change a employee's job duties. When this change results in a lower salary grade or salary, it is considered a demotion. Employees who are demoted are given the choice of transfer to the new role offered to them at a lower grade and salary, or take a ~~3-month~~~~3-month~~ Personal Leave of Absence as described in this policy or take severance terminating employment as described in this policy. An employee has the right to appeal the reassignment resulting in demotion (see

VII.VIII. Benefits

An employee with Group Health, Dental and Vision Insurance benefits who separates from employment as a result of RIF is entitled to continue his/her insurance benefits. For three months following separation from employment, the employee may continue group health, dental, and vision insurance at the active employee rates. An employee choosing to continue coverage beyond that period of time, may do so at full COBRA rates. For details, see policy entitled CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA) (HR.129), and/or the RxFlex Summary Plan Description available through Human Resources.

The benefits offered through this policy are only exclusively to employees who separate from employment with ~~the District Kaweah Delta~~ as a result of a RIF. They are not available to employees who separate from employment with ~~the District Kaweah Delta~~ for other reasons such as a resignation or involuntary termination.

VIII.IX. Re-Employment

Employees who separate from employment with ~~the District Kaweah Delta~~ as a result of a RIF and receive a severance payment are free to reapply for employment with ~~the District Kaweah Delta~~. However, if after separation has occurred a former employee is selected to fill a vacancy, their employment will be considered as any other newly hired employee.

IX.X. Appeal Rights for Reassignment Resulting in Demotion

Employees may not grieve or appeal termination of employment as a result of a reduction in force through the policy entitled GRIEVANCE PROCEDURE (HR.215). However, employees who have served greater than one hundred eighty (180) days employment with ~~the District Kaweah Delta~~ immediately prior to the termination and who have passed introductory period may access their rights under policy entitled NOTIFICATION REQUIREMENTS AND APPEAL PROCESS FOR INVOLUNTARY TERMINATION AND DEMOTION (HR.218).

X.XI. Appeal Rights for Employee Reduction in Force

You are entitled to appeal this separation orally, or in writing, by contacting your Vice President no later than the time indicated on your Layoff Notice (typically one business day).

XI.XII. Under special circumstances, alternative severance packages may be developed and offered to employees. Where this is the case, acceptance of an alternate severance package will cause the employee to be ineligible for

the benefits offered in this policy.

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Policy Number: HR.13	Date Created: 06/01/2007
Document Owner: Dianne Cox (VP Chief HR Officer)	Date Approved: 05/08/2019
Approvers: Board of Directors (Administration)	
Anti-Harassment and Abusive Conduct	

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

POLICY:

It is the policy of ~~the District~~Kaweah Delta to provide a work environment free from abusive conduct, sexual or unlawful harassment, and/or any behaviors that undermine a culture of safety. This includes, but is not limited to, harassment or abusive conduct as a result of one's race, religion, religious creed (including religious dress and grooming), color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition, marital status, age, sex (including pregnancy, childbirth, medical conditions related to pregnancy, childbirth, or breastfeeding), gender, gender identity, and gender expression, transgender, transsexual, sexual orientation, genetic information (GINA act of 2008), equal pay/compensation, military and veteran status or any other basis made unlawful by federal, state or local ordinance or regulation is prohibited. This policy applies to all phases of the employment relationship, including recruitment, testing, selection, hiring, promotion, demotion, transfer, layoff, termination, rate of pay, benefits, and selection for training.

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

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

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

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

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

1. Verbal Harassment Examples:
Sexual comments, derogatory comments or slurs, epithets, name-calling, belittling, sexually explicit or degrading words to describe an individual, sexually explicit jokes, comments about an employee's anatomy and/or dress, sexually oriented noises or

- remarks, questions about a person's sexual practices, use of patronizing terms or remarks, verbal abuse, graphic verbal commentaries about the body.
2. Physical Harassment Examples:
Physical touching, assault, impeding or blocking movement, pinching, patting, grabbing, brushing against or poking another employee's body, hazing or initiation that involves a sexual component, requiring an employee to wear sexually suggestive clothing, any physical interference with normal work or movement, when directed at an individual.
 3. Visual Harassment Examples:
Displaying sexual pictures, derogatory posters, cartoons or drawings, displaying sexual media or electronic information, such as computer images, text messages, emails, web pages, or multimedia content, displaying sexual writings or objects obscene letters or invitations, staring at an employee's anatomy, leering, sexually oriented gestures, mooning, unwanted love letters or notes.

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

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

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

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

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

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

- a. Condescending language or voice intonation;
- b. Profane or disrespectful language;
- c. Angry outbursts or yelling, raised voice, name calling;
- d. Disruption of meetings;
- e. Refusal to complete a task or carry out duties;
- f. Intentional failure to follow District Kaweah Delta's policies;
- g. Retaliation against any person;
- h. Derogatory remarks about others;
- i. Inappropriate touching or assault;
- j. Starting false rumors about others; gossip
- k. Exclusion or social isolation;

- l. Throwing instruments, charts or other things;
- m. Bullying or demeaning behavior;
- n. Abusive treatment of patients or coworkers;
- o. Sexual harassment; sexual comments/innuendos;
- p. Racial, ethnic, or socioeconomic slurs;
- q. Physical attacks, pinching, patting, slapping, or unwanted touch;
- r. Non-constructive criticism to intimidate, undermine confidence, belittle;
- s. Persistent hostility toward a co-worker;
- t. Blames or shames others for possible adverse outcomes;
- u. Threatening to get someone fired;
- v. Unnecessary sarcasm or cynicism;
- w. Threats of violence or retribution;
- x. Criticizing other caregivers in front of patients or others

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

Unlawful harassment or abusive conduct in any form, including verbal, physical, or visual behaviors, threats, demands or harassing conduct that affect tangible job benefits, that interfere unreasonably with an individual's work performance, or that create an intimidating, hostile, or offensive working environment, is strictly prohibited. Retaliation for reporting such conduct is also prohibited.

DISTRICT KAWEAH DELTA'S RESPONSIBILITY

~~The District~~Kaweah Delta has an affirmative duty to take reasonable steps to prevent and promptly correct discriminatory, abusive and harassing conduct.

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

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

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

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

RESPONSIBILITIES OF DISTRICT KAWEAH DELTA PERSONNEL

In accordance with SB425- Kaweah Delta will report any written complaint of sexual abuse or misconduct to the appropriate licensing board within 15 days of receiving the written complaint. Individuals may not be aware that their behavior is offensive or potentially harassing. Once advised of the offending behavior the problem may resolve. If you as an employee are found to have engaged in ~~sexual~~ harassment, or if you as a manger know about the harassing conduct of an employee or individual doing business with the

company and do nothing, condone or ratify it, you may be personally liable for monetary damages.

The

~~District Kaweah Delta~~ will not pay damages assessed against you personally. ~~The District Kaweah Delta~~ takes seriously its obligation to take all reasonable steps to prevent discrimination and harassment from occurring and recognizes its own responsibility and potential liability for harassment by its supervisors or agents. If harassment does occur, ~~the District Kaweah Delta~~ will take effective action to stop any further harassment and to correct any effects of the harassment. _

Whenever possible personnel who feel harassed should inform the harasser that the behavior is unwelcome and unwanted. If this does not resolve the problem, or if the person feels uncomfortable in expressing their concern, they should follow the following procedure:

PROCEDURE:

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

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

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

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

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

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

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

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Policy Number: HR.244	Date Created: v
Document Owner: Dianne Cox (VP Human Resources)	Date Approved: v
Approvers: Board of Directors (Administration),	
Paid Family Leave	

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

Policy:

Paid Family Leave is a type of unemployment compensation paid to workers who have a wage loss when they take time off from work for up to eight (8) weeks to care for a seriously ill family member or bond with a new child. To be eligible for California PFL benefits for bonding with a new child or have welcomed a new child into the family in the past 12 months either through birth, adoption, or foster care placement. This benefit provides compensation through accrued Paid Time Off (PTO), Extended Illness Bank (EIB) and California sponsored Paid Family Leave (PFL).

NOTE: Due to coordination of information between departments and outside agencies, and the requirement that certain records be maintained to demonstrate compliance with State and Federal law, it is important that paperwork and documentation be completed and submitted to Human Resources in a timely manner by department leadership and employees.

Procedure:

This policy is based on the California Paid Family Leave (PFL) and is intended to provide eligible employees with all of the benefits mandated by the State of California Employment Development Department. However, in the event that these laws or the regulations implementing these laws are hereafter amended or modified, this policy may be amended or modified to conform with any change or clarification in the law.

1. Reason for Leave:

May be eligible under FMLA and CFRA please refer to the Family Medical Leave of Absence Policy.

2. Employee Eligibility:

a) Have paid into State Disability Insurance, (noted as "CASDI" on paystubs) in the past 5 to 18 months.

b) This benefit applies to all employees regardless of length of service. If an employee does not also qualify for a leave under the FMLA or CFRA guidelines, a Personal Leave of Absence may apply upon the

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Have welcomed a new child into the family in the past 12 months either through birth, adoption, or foster care placement.¶
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Add b. PFL is for bonding, care of child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling, or parent-in-law. Please visit www.edd.ca.gov Paid Family Leave for eligibility and requirements.
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<#>Fun fact: You can break up your six weeks of leave. You do not have to take it all at once!¶
<#>Note: If you are a mother who has a pregnancy related disability insurance claim, you will receive a transitional PFL claim form, Claim for Paid Family Leave (PFL) New Mother (DE 2501FP), with your final disability insurance payment. If your pregnancy related disability insurance claim ends prior to July 1, 2020, you can wait to submit the DE2501FP form until July 1, 2020, or any date thereafter to file your transitional PFL bonding claim to be eligible for the eight weeks of benefits.¶
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manager's discretion. Please review HR.148 Personal Leave Policy.

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3. Compensation Available:

Refer to the Notice to Employees from the Employment Development Department (EDD) for more information.

a. Employees may use 24 hours of EIB/KIN (see b.) and/or PTO starting day one at integration of 30%-40% of their FTE status.

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b. Applying the Extended Illness Bank (EIB) utilization guidelines, EIB/Kin may be used to attend to the illness of a child, parent, spouse, grandparent, grandchild, sibling, registered domestic partner or parent-in-law. Up to 50% of the annual EIB accrual can be used if the employee has worked a full 12 months; otherwise the utilization will be limited to 50% of the employee's annual accrued EIB. A maximum of 50% of accrued hours in a 12-month period may be utilized. This is referred to as "Kin Care."

c. An employee may be paid up to eight (8) weeks of leave during a 12-month period. A 12-month period begins on the date of an employee's first use of PFL leave. Successive 12-month periods commence on the date of an employee's first use of such compensation after the preceding 12-month period has ended. If eligible, PFL runs concurrent with FMLA and CFRA Leaves of Absence.

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4. Certification:

Refer to the Family Medical Leave of Absence Policy in the Manual.

5. Periodic Reports:

Refer to the Family Medical Leave of Absence Policy in the Manual.

6. Benefits During Leave:

Refer to the Family Medical Leave of Absence Policy in the Manual.

7. Reinstatement:

Refer to the Family Medical Leave of Absence Policy in the Manual.

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Policy Number: AP160	Date Created: 12/19/2013
Document Owner: Cindy Moccio (Board Clerk/Exec Assist-CEO)	Date Approved: 08/28/2017
Approvers: Board of Directors (Administration)	
Mobile Device (cellular phone, smartphone, tablet, laptop) and Mobile Voice & Data Services	

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

POLICY: When an individual’s job duties require the use of a mobile device including a cellular phone, smartphone, tablet or laptop to conduct ~~Kaweah Delta Health Care District~~Kaweah Delta business, the following procedure shall apply.

PROCEDURE:

I. Only those individuals with a justifiable need, as determined by the department Director, and as approved by the Director of ISS Technical Services, shall use ~~District~~Kaweah Delta issued or personal mobile devices (phone, smartphone, tablet, laptop) and mobile voice & data services (text, data) for the purpose of conducting ~~district~~Kaweah Delta business.

~~II. Whenever possible, mobile devices needed for conducting District business shall be obtained through the District purchasing process (if minor capital, the device will be purchased through the ISS Technical Services operating budget, if a capital item, the purchase will be purchased through the ISS capital budget).~~

~~IV. With department Director approval, an individual may purchase a mobile device with an individual’s own funds and connect to District resources by following existing District standards for devices, connectivity, and security (contact ISS Helpdesk for latest supported configurations).~~

II. Only those individuals with a justifiable need which includes the use of their own personal mobile device(s) and service(s) away from ~~District~~Kaweah Delta work area(s) to conduct ~~District~~Kaweah Delta business, as determined by the department Director, shall ~~be reimbursed for the data and/or voice plan(s) at the District approved maximum reimbursement rates~~receive a monthly stipend for use of their personal phone.

~~VI. Reimbursements~~A list of eligible employees will be submitted by the Director at the end of each month to Payroll and will be paid on the employee’s first paycheck the following month. The list must include the employee’s ID number and name. The current stipend is \$23 per month. This will be a non-taxable stipend. using policy AP.19.

~~The monthly service plan(s) shall be reimbursed at following District approved~~

maximum reimbursement rates based up justified need of each service:

~~—Text \$ 10.00~~

~~B. Mobile Data \$ 30.00~~

~~B. Voice \$ 30.00~~

~~B. Home (remote) Internet \$ 35.00~~

- ~~VIII-III. Limited exceptions will apply to provide Kaweah Delta-owned mobile devices. The individuals using District Kaweah Delta-owned mobile devices agrees to sign and abide by an "Acknowledgment of Receipt of and Responsibility for District-Owned Equipment" Equipment Use and Security Agreement" at the time they are issued a mobile device, which will be recorded by ISS and is subject to change. the Service Center (formerly PBX/Telecommunications) department.~~
- IV. Mobile Cellular phones (hardware and service) are not provided for individual use by Kaweah Delta unless deemed appropriate by the Director of ISS Technical Services. ISS will maintain ownership and operations of such devices.
- V. Mobile devices are to be requested by Kaweah Delta leaders in HROnline system. The system access request "Laptop TAB" should be used.
- ~~IX-VI. Mobile phones shall not be used while driving unless hands free capability is utilized, and if the individual does not have a hands free capability, they need to pull safely to the side of the road to place a call. This policy is in adherence with SB 1613 which prohibits the use of cellular phones while operating a vehicle unless hands free capability is utilized.~~

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