



September 22, 2022

NOTICE

The Board of Directors of the Kaweah Delta Health Care District will meet in an open Human Resources Committee meeting at 2:00PM on Monday September 26, 2022 in the Kaweah Health Specialty Clinic Conference Room 325 S. Willis St., Visalia, CA 93291.

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

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

KAWEAH DELTA HEALTH CARE DISTRICT
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.kawahhealth.org>



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

Monday September 26, 2022

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

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

1. **OPEN MEETING – 2:00PM**
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. **PHYSICIAN RECRUITMENT** – Review of the physician recruitment report – *JC Palermo, Director of Physician Recruitment/Relations, Sarah Bohde, Physician Recruiter*
5. **HUMAN RESOURCES WORKFORCE SCORECARD** – Review of the Human Resources Workforce Scorecard - *Dianne Cox, Chief Human Resources Officer*
6. **CONTRACT LABOR/TRAVELERS** – Discussion – *Jaime Morales, Director of Talent Acquisition*
7. **EMPLOYEE CONNECTION** – Review of upcoming events – *Raleen Larez, Director of Employee Relations and Engagement*
8. **POLICIES**
 - 8.1. **HR.04 – Special Pay Practices {revised}**
 - 8.2. HR.28 – Recruitment and Selection of Staff Members {no changes, up for review}
 - 8.3. HR.36 – New Hire Processing {no changes, up for review }
 - 8.4. HR.37 – Introduction Period {no changes, up for review }

- 8.5. [HR.47 – Professional Licensure and Certification {revised}](#)
- 8.6. HR.71 – Overtime Pay { no changes, up for review }
- 8.7. [HR.70 – Meal Periods, Rest Breaks and Breastfeeding, and/or Lactation Accommodation {revised}](#)
- 8.8. HR.78 – Salary Administration Program {no changes, up for review }
- 8.9. [HR.131 – Employee Recognition {revised}](#)
- 8.10. [HR.184 – Attendance & Punctuality {revised}](#)
- 8.11. HR.220 – Separation of Employment {no changes, up for review }
- 8.12. HR.233 – Non-Employees {no changes, up for review }

9. **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.



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

Prepared by: Sarah Bohde, Physician Recruiter - sbohde@kaweahhealth.org - (559) 624-2772

Date prepared: 9/19/2022

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
Gastroenterology	1
Pulmonology	1

Oak Creek Anesthesia	
Anesthesia - Critical Care	1
Anesthesia - General	2
Anesthesia - Obstetrics	1
CRNA	3

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

Other Recruitment	
EP Cardiology	1
Hospice & Palliative Medicine	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
Nocturnist	1

Candidate Activity

Specialty/Position	Group	Last Name	First Name	Availability	Referral Source	Current Status
Anesthesia - Critical Care	Oak Creek Anesthesia	Malamud, M.D.	Yan	08/22	Direct - PracticeMatch	Site Visit: 10/17/22
Cardiothoracic Surgery	Independent	Coku, M.D.	Lindita	ASAP	Delta Locums	Currently under review
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	Cummins	Anna	05/23	Comp Health - 8/25/22	Site visit pending in November 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	Coelho	Carly	TBD	Direct - 8/11/22	Offer accepted - contract in progress
Certified Registered Nurse Anesthetist	Oak Creek Anesthesia	Enriquez	Richard	12/22	Direct - 9/1/22	Offer accepted - contract in progress
Certified Registered Nurse Anesthetist	Oak Creek Anesthesia	Havlicak	Ashley	01/23	Direct/Referral	Offer accepted
Endocrinology	Kaweah Health Medical Group	Min, M.D.	Lie	ASAP	Direct - PracticeLink	Site visit pending dates
Endocrinology	Key Medical Associates	Nemati, M.D.	Maryam	09/23	Curative - 9/16/22	Currently under review
EP Cardiology	Independent	Cheema, M.D.	Kamal	08/23	Direct - PracticeLink	Currently under review. Has family in Fresno
EP Cardiology	Independent	Dhir, M.D.	Sumer	08/23	Direct - PracticeLink	Currently under review
EP Cardiology	Independent	Tsimploulis, M.D.	Apostolos	08/23	Direct - PracticeLink	Currently under review
Family Medicine	Delta Doctors/Key Medical Associates	Whitlach, M.D.	Sandra	08/23	Kaweah Health Resident	Currently under review
Hospitalist	Key Medical Associates	Lim, M.D.	Francis	ASAP	Direct - Spouse is Endocrinologist candidate, Dr. Lei Min	Currently under review. Needs to work for a 501(c)(3)

Candidate Activity

Specialty/Position	Group	Last Name	First Name	Availability	Referral Source	Current Status
Hospitalist	Valley Hospitalist Medical Group	Chovatiya, M.D.	Jasmin	08/23	Direct - Practice Link	Currently under review
Hospitalist	Valley Hospitalist Medical Group	Gautum, M.D.	Monika	ASAP	Direct - Practice Link	Currently under review
Hospitalist	Valley Hospitalist Medical Group	Issa, M.D.	Angela	08/23	Direct - Practice Link	Currently under review
Hospitalist	Valley Hospitalist Medical Group	Khan, M.D.	Marjan	08/23	Direct - Practice Link	Currently under review
Intensivist	Central Valley Critical Care Medicine	Barmaan, M.D.	Benjamin	08/23	Direct - Practice Link	Currently under review
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. Start date: 9/6/22
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	Direct email	Currently under review
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

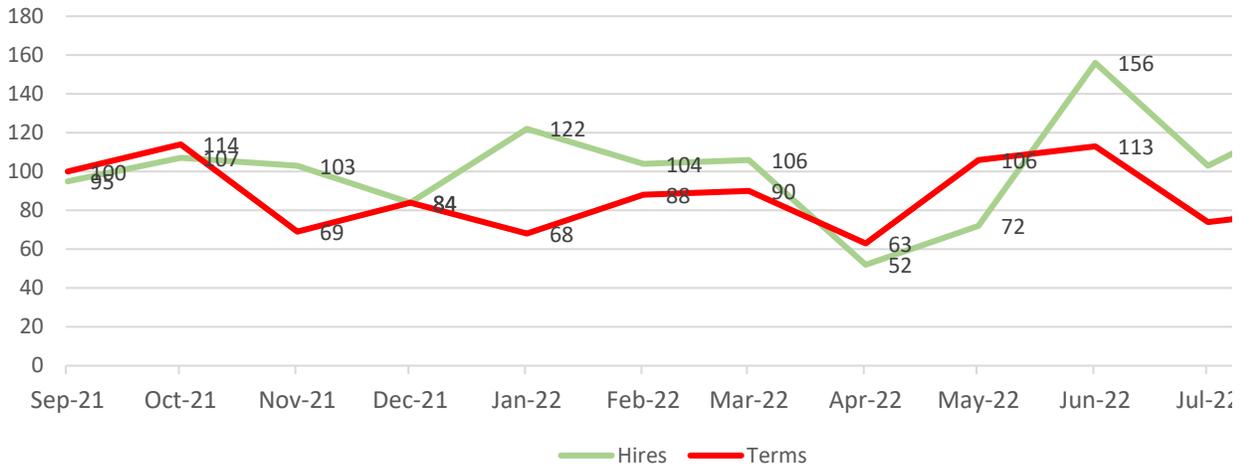
Candidate Activity

Specialty/Position	Group	Last Name	First Name	Availability	Referral Source	Current Status
Orthopedic Surgery - Trauma	Orthopaedic Associates Medical Clinic, inc.	Quacinella, M.D.	Micahel	08/24	Direct	Currently under review
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: TBD
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	Garg, M.D.	Arina	TBD	Enterprise Medical Recruiter - 8/16/22	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 (September)
Urology	Kaweah Health/USC Urology	Rosenberg, M.D.	Shilo	10/22	USC Urology	Offer Accepted: USC Urology clinic opens 10/11/22

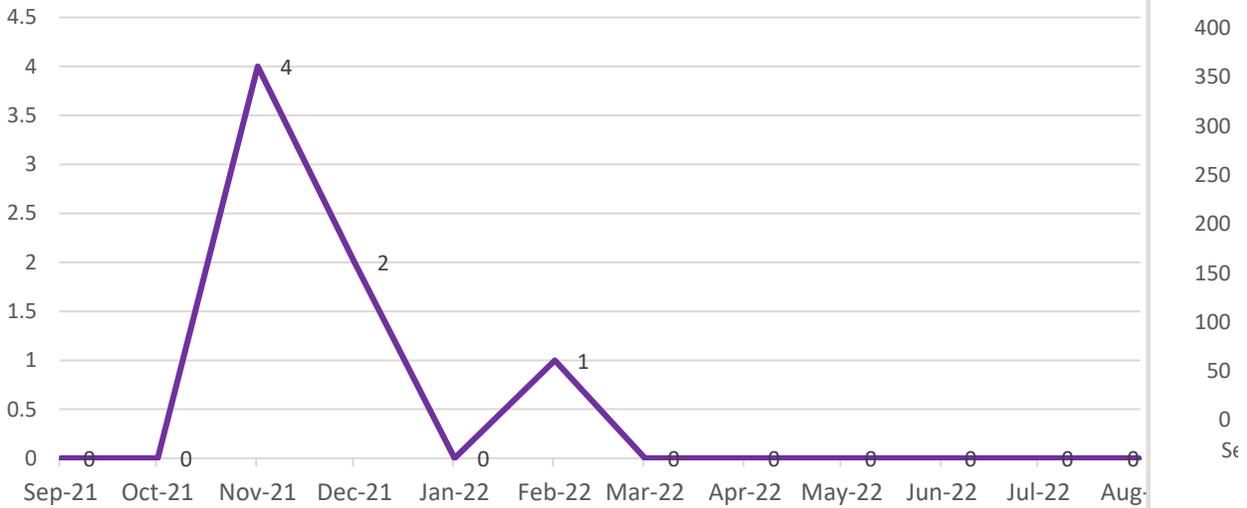
Workforce Statement	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	HCY Total	Comment	
# Employees	5353	5325	5345	5373	5377	5344	5345	5371	5390	5349	5345	5398	5365	5398	5388	5281	As include OAMP	
Hires*	157 (46 on OAMP positions)	83	145	90	107	103	86	112	104	106	52	72	126 (43 OAMP positions)	100	133	1281		
External Bedside RN Hires-15		External Bedside RN Hires-18	External Bedside RN Hires-27	External Bedside RN Hires-18	External Bedside RN Hires-4	External Bedside RN Hires-9	External Bedside RN Hires-11	External Bedside RN Hires-20	External Bedside RN Hires-9	External Bedside RN Hires-15	External Bedside RN Hires-5	External Bedside RN Hires-9	External Bedside RN Hires-17	External Bedside RN Hires-12	External Bedside RN Hires-10			
New RN Transfers-25		New RN Transfers-11	New RN Transfers-22	New RN Transfers-2	New RN Transfers-2	New RN Transfers-8	New RN Transfers-8	New RN Transfers-4	New RN Transfers-5	New RN Transfers-3	New RN Transfers-0	New RN Transfers-11	New RN Transfers-8	New RN Transfers-9	New RN Transfers-4			
Total new RNs-24		Total new RNs-30	Total new RNs-30	Total new RNs-20	Total new RNs-6	Total new RNs-20	Total new RNs-20	Total new RNs-24	Total new RNs-14	Total new RNs-18	Total new RNs-3	Total new RNs-25	Total new RNs-25	Total new RNs-21	Total new RNs-24			
Active RN Transfers-57		Active RN Transfers-68	Active RN Transfers-71	Active RN Transfers-74	Active RN Transfers-68	Active RN Transfers-83	Active RN Transfers-112	Active RN Transfers-149	Active RN Transfers-218	Active RN Transfers-221	Active RN Transfers-207	Active RN Transfers-205	Active RN Transfers-218	Active RN Transfers-225	Active RN Transfers-242			
Active LVN Transfers-3		Active LVN Transfers-1	Active LVN Transfers-1	Active LVN Transfers-0	Active LVN Transfers-0	Active LVN Transfers-1	Active LVN Transfers-1	Active LVN Transfers-1	Active LVN Transfers-1	Active LVN Transfers-1	Active LVN Transfers-0	Active LVN Transfers-0	Active LVN Transfers-1	Active LVN Transfers-1	Active LVN Transfers-0			
Open Positions	451	350	333	352	355	354	352	350	350	352	355	355	355	351	326			
# of new Net positions	47	106	66	36	130	86	79	31	86	16	32	79	72	38	66			
Positions Cancelled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Terms*																		
Bedside Terms (RN, RNFA, Cardiac RNFA, Intern, Onc, Lead Mentor PCCC, Acute Wound, CN, Rapid Response)	Overall Terms: 132 Vol-131 Invt-1	Overall Terms: 118 Vol-117 Invt-1	Overall Terms: 113 Vol-112 Invt-1	Overall Terms: 100 Vol-100 Invt-0	Overall Terms: 114 Vol-113 Invt-1	Overall Terms: 69 Vol-67 Invt-2	Overall Terms: 84 Vol-84 Invt-0	Overall Terms: 68 Vol-68 Invt-0	Overall Terms: 88 Vol-85 Invt-3	Overall Terms: 90 Vol-85 Invt-5	Overall Terms: 63 Vol-62 Invt-1	Overall Terms: 106 Vol-105 Invt-1	Overall Terms: 113 Vol-108 Invt-5	Overall Terms: 74 Vol-73 Invt-1	Overall Terms: 81 Vol-81 Invt-0			
Bedside Nurse Terms (act)-31	Bedside Nurse Terms (act)-29	Bedside Nurse Terms (act)-24	Bedside Nurse Terms (act)-31	Bedside Nurse Terms (act)-31	Bedside Nurse Terms (act)-20	Bedside Nurse Terms (act)-27	Bedside Nurse Terms (act)-18	Bedside Nurse Terms (act)-18	Bedside Nurse Terms (act)-20	Bedside Nurse Terms (act)-16	Bedside Nurse Terms (act)-29	Bedside Nurse Terms (act)-16	Bedside Nurse Terms (act)-13	Bedside Nurse Terms (act)-14	Bedside Nurse Terms (act)-14			
PT/PN to PRN-14	PT/PN to PRN-12	PT/PN to PRN-11	PT/PN to PRN-12	PT/PN to PRN-12	PT/PN to PRN-12	PT/PN to PRN-12	PT/PN to PRN-12	PT/PN to PRN-12	PT/PN to PRN-12	PT/PN to PRN-12	PT/PN to PRN-12	PT/PN to PRN-12	PT/PN to PRN-12	PT/PN to PRN-12	PT/PN to PRN-12			
PRN to FT/PT-4	PRN to FT/PT-4	PRN to FT/PT-4	PRN to FT/PT-4	PRN to FT/PT-4	PRN to FT/PT-4	PRN to FT/PT-4	PRN to FT/PT-4	PRN to FT/PT-4	PRN to FT/PT-4	PRN to FT/PT-4	PRN to FT/PT-4	PRN to FT/PT-4	PRN to FT/PT-4	PRN to FT/PT-4	PRN to FT/PT-4			
Transfers to another dep-68	Transfers to another dep-56	Transfers to another dep-61	Transfers to another dep-64	Transfers to another dep-67	Transfers to another dep-67	Transfers to another dep-67	Transfers to another dep-67	Transfers to another dep-67	Transfers to another dep-67	Transfers to another dep-67	Transfers to another dep-67	Transfers to another dep-67	Transfers to another dep-67	Transfers to another dep-67	Transfers to another dep-67			
Transfers																		
Non Employees																		
RF's*	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	
Far/leaver	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
# Filed for Unemployment	29	43	50	76	39	30	35	42	35	41	45	58	64	55	42	105		
Mandatory Dock (PTO & No Pay combined) (# of employees/# of hours)	PPE 6/1/2: 321/674 PPE 6/26: 299/1400	PPE 7/30: 750/303 PPE 7/24: 262/1344	PPE 8/7: 253/1206 PPE 8/21: 324/1598	PPE 9/4: 282/1325 PPE 9/18: 215/887	PPE 10/2: 190/863 PPE 10/16: 802/387 PPE 10/30: 196/905	PPE 11/13: 222/904 PPE 11/27: 274/1300	PPE 12/1: 220/1107 PPE 12/15: 260/1369	PPE 1/8/22: 251/1433 PPE 1/22/22: 220/1111	PPE 2/1/22: 65/960 PPE 2/15/22: 64/3184	PPE 3/1/22: 81/1305 PPE 3/15/22: 71/334	PPE 4/1/22: 81/2140 PPE 4/15/22: 81/1340 PPE 4/29/22: 81/2191	PPE 5/14/22: 76/3742 PPE 5/28/22: 66/949	PPE 6/1/22: 70/1247 PPE 6/15/22: 64/993	PPE 7/6/22: 70/1355 PPE 7/20/22: 76/1340	PPE 8/6/22: 74/1278 PPE 8/20/22: 72/1056			
Open Continuous LOAs* (total at end of month)	402	447	430	337	303	357	372	368	306	332	287	310						
Personal or School Closure	FMLA: 158 PT: 36	179 37	191 25	119 26	111 10	104 10	145 17	130 12	152 16	69 8	88 11	105 18						
Medical Accommodation	40	46	72	46	32	33	40	39	37	17	29	34						
Work Comp	47	76	58	76	41	42	54	42	20	27	41	42						
Standby	46	41	28	36	41	34	34	41	27	27	41	42						
Military	5	3	5	3	3	4	4	4	4	4	4	4						
Open Intermittent LOAs (total at end of month)	417	417	413	379	384	384	388	401	364	370	367	371						
Employee Injuries TD/MO	TD-11 MD-11 Total-22	TD-10 MD-6 Total-16	TD-27 MD-13 Total-40	TD-13 MD-10 Total-23	TD-10 MD-13 Total-23	TD-6 MD-13 Total-19	TD-6 MD-15 Total-21	TD-4 MD-10 Total-14	TD-10 MD-10 Total-20	TD-8 MD-12 Total-20	TD-5 MD-6 Total-11	TD-7 MD-7 Total-14	TD-7 MD-7 Total-14	TD-8 MD-4 Total-12	TD-9 MD-9 Total-18			
Shift Bonus Cost	PPE 6/1/2: 1103,610 PPE 6/26: 4139,405	PPE 7/30: 191,050 PPE 7/24: 229,805	PPE 8/7: 192,150 PPE 8/21: 324,109	PPE 9/4: 748,200 PPE 9/18: 416,100	PPE 10/2: 1,213,900 PPE 10/16: 862,400 PPE 10/30: 1,018,000	PPE 11/13: 51,050,600 PPE 11/27: 1,644,100	PPE 12/1: 931,350 PPE 12/15: 170,350	PPE 1/8/22: 1,779,100 PPE 1/22/22: 1,096,000	PPE 2/1/22: 592,000 PPE 2/15/22: 529,200	PPE 3/1/22: 550,800 PPE 3/15/22: 500,700	PPE 4/1/22: 540,300 PPE 4/15/22: 1,474,600	PPE 5/14/22: 1,190,500 PPE 5/28/22: 1,272,600	PPE 6/1/22: 1,292,000 PPE 6/15/22: 1,240,700	PPE 7/6/22: 1,512,800 PPE 7/20/22: 1,186,400	PPE 8/6/22: 1,530,350 PPE 8/20/22: 1,120,100			
RN Short After staffing (AM&PM)	AM-118 PM-119 Total-637	AM-305 PM-199 Total-504	AM-380 PM-221 Total-601	AM-153 PM-188 Total-341	AM-308 PM-171 Total-479	AM-164 PM-214 Total-378	AM-279 PM-180 Total-459	AM-144 PM-214 Total-358	AM-279 PM-180 Total-459	AM-144 PM-214 Total-358	AM-53 PM-151 Total-204	AM-43 PM-151 Total-194	AM-104 PM-151 Total-255	AM-212 PM-155 Total-367	AM-211 PM-155 Total-366	AM-108 PM-155 Total-263		
RN Sick Calls (AM&PM)	AM-107 PM-142 Total-249	AM-194 PM-194 Total-388	AM-177 PM-170 Total-347	AM-137 PM-174 Total-311	AM-222 PM-241 Total-463	AM-216 PM-213 Total-429	AM-207 PM-272 Total-479	AM-242 PM-260 Total-502	AM-210 PM-205 Total-415	AM-214 PM-228 Total-442	AM-216 PM-231 Total-447	AM-216 PM-231 Total-447	AM-240 PM-222 Total-462	AM-291 PM-256 Total-547	AM-279 PM-213 Total-492			

	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22
Hires	95	107	103	84	122	104	106	52
Terms	100	114	69	84	68	88	90	63
	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22
RIF's	0	0	4	2	0	1	0	0
	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22
Continuous	337	302	307	372	368	306	232	287

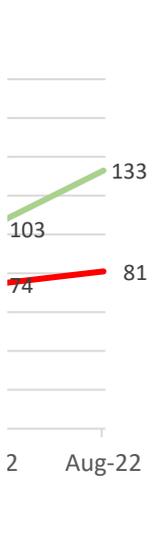
Hires VS Terms



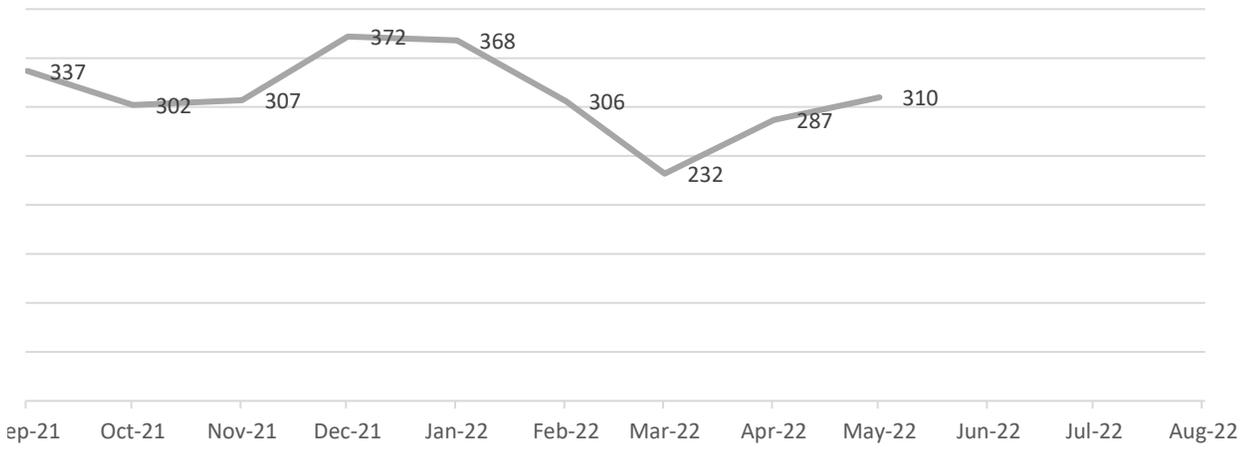
RIF's



May-22	Jun-22	Jul-22	Aug-22
72	156	103	133
106	113	74	81
May-22	Jun-22	Jul-22	Aug-22
0	0	0	0
May-22	Jun-22	Jul-22	Aug-22
310			



Continuous LOAs



]



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, 3002093 (hours)
- RN-Nurse Practitioner 7081541 (shift)
- Nurse Practitioner Manager 3001833 (shift)

MICN \$1.50 for active MICN cert
\$1.50 for active TNCC cert

Eligible job codes:

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

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.

Formatted: List Paragraph

Formatted: Font: (Default) Arial, 11 pt

Formatted: List Paragraph, Indent: Left: 3.17", No bullets or numbering

Deleted: <#>Clinical Pharmacists 7010360, 6010972, 7011317 (hours)¶ <#>Retail Pharmacists 6011941, 7011940 (hours)¶

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



Policy Number: HR.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 Delta.

It is the policy of Kaweah Delta 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.

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 Delta 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 two weeks of the employee's return to work.

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 Delta 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:

- 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 advanced notice for cancellation of any class or program in which they are enrolled, whether voluntary or mandatory. Advanced notice for cancellation defined as the following:
 - 1. If class is on Tuesday through Friday, cancel the day before by 8:00am. EXAMPLE: Class is Wednesday at noon- must cancel before Tuesday 8:00 am.
 - 2. If class is on Monday, cancel prior to 23:59 on Saturday
 - 3. Classes need to be cancelled through our Learning Management System (LMS)
 - 4. If the employee cannot cancel in our LMS or they are past the defined time for advanced notice, the employee must contact their manager via phone or email letting them know they cannot attend.

Formatted: Indent: Left: 0.5", Hanging: 0.5", No bullets or numbering

Formatted: Indent: Left: 1.25"

Formatted: Indent: Left: 1.5"

- 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.

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

Formatted: Indent: Left: 0.63", Hanging: 0.38", Tab stops: 1", Left

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 Delta approved Leave of Absence are responsible for being in compliance with all license/certification requirements prior to their return to work. .

VII. Display of License/Certification

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

"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."

Deleted: ¶

¶

Deleted: "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

Deleted: ¶



Subcategories of Department Manuals
not selected.

Policy Number: HR.70	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: 06/29/2021
Approvers: Board of Directors (Administration), Dianne Cox (Chief Human Resources Officer)	
Meal Periods, Rest Breaks and Breastfeeding, and/or Lactation Accommodation and/or Lactation Accommodation	

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

PURPOSE:

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

MEAL PERIOD POLICY AND PROCEDURE:

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

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

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

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

REST BREAK POLICY AND PROCEDURE:

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

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

ADDITIONAL INFORMATION:

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

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

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

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

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

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

Deleted: Vice President of



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

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:

De Minimis fringe benefits.

- 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. Wellness

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

VI. 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.

VII. Departmental Programs

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

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

VIII. Retirement Recognition

The District 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.

- 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 the District (not leaving for another position) with the employees agreement.
- 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 District 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)
- 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.

IX. Service Recognition upon Voluntary Resignation (not retiring)

- a. Upon voluntary resignation, an employee with 25 years' of service or more will qualify for a Board Resolution Plaque and the 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.

Formatted: Indent: Left: 0.75", No bullets or numbering

Formatted: Indent: Left: 2"

Deleted: ¶

Formatted: Indent: Left: 1.38", Hanging: 0.63"

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



Policy Number: HR.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.

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.

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.

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.

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.

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 advanced notice for cancellation of any class or program in which they are enrolled, whether voluntary or mandatory. Advanced notice for cancellation defined as the following:

- 1. If class is on Tuesday through Friday, cancel the day before by 8:00am. EXAMPLE: Class is Wednesday at noon- must cancel before Tuesday 8:00 am.
- 2. If class is on Monday, cancel prior to 23:59 on Saturday
- 3. Classes need to be cancelled through our Learning Management System (LMS)
- 4. Failure to give advanced notice may count as an occurrence under the Attendance Policy HR.184. Refer to Progressive Discipline policy HR 216.
- 5. If the employee cannot cancel in our LMS or they are past the defined time for advanced notice, the employee must contact their manager via phone or email letting them know they cannot attend.

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5", No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

Deleted: ¶

Formatted: Indent: Left: 0.5", No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

Deleted: <#>¶

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5", No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

Formatted: No bullets or numbering

g. Employees must be on time.

h. Failure to give advance notice may count as an occurrence under the Attendance Policy HR.184. Refer to Progressive Discipline policy HR 216.

i.

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

k. 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.

l. 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.

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

Deleted: <#>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. ¶

Deleted: Failure to give advance notice may count as an occurrence under the Attendance Policy HR.184. Refer to Progressive Discipline policy HR 216.

Formatted: Indent: Left: 0.5", No bullets or

^{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.

"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."