



DrewMemorial
HEALTH
SYSTEM

Employee Handbook

Published April 18, 2016

Message from the C.E.O.



Congratulations on being selected to the team of Drew Memorial Health System. You are a very important part of our organization. Whatever your job, you have a great responsibility to assist Drew Memorial Health System in delivering the best quality patient care and services possible. Drew Memorial's commitment to quality patient care is not only a goal but a necessity, and it requires the employment and retention of strong and committed employees.

Because we firmly believe that Drew Memorial's success is primarily due to the efforts of its employees, we constantly strive to provide those policies and benefits programs, which are superior to our competitors. With this in mind, the human resource policies and benefits contained in this handbook have been developed. The language in this handbook is not intended to create a contract between you

and Drew Memorial Health System, but rather to serve as a reference for you whenever you have questions about company policies and procedures. Please read it carefully. We encourage you to talk to your manager or to the Human Resources director if you have questions about the handbook's content or interpretations.

It is with pleasure I welcome you to Drew Memorial Health System and I look forward to working with you to make Drew Memorial Health System the Premier center for community health and wellness.

Sincerely,

Scott Barrilleaux; CEO

Who is Drew Memorial Health System?

Mission

Committed to enhancing healing, health and wellness in Southeast Arkansas

Vision

To be the trusted healthcare destination for Southeast Arkansas

Values

Trust

We earn confidence in our institution by building relationships with providers, patients, and the community, and through providing competent, quality care.

Compassion

We are kind, caring, and willing to help others.

Stewardship

We contribute to our organization and community through responsible planning and management of resources.

Integrity

We demonstrate high ethical standards through our actions, the services we provide, and the perceptions and experiences of patients, employees and the community.

Respect

We are courteous and sensitive to others' wishes and feelings and act without bias.

Innovation

Pursue excellence in everything we do with continuous improvements in quality, value, service and cost-effectiveness.

Quality

We ensure safe, high-quality care by combining competent, well-trained staff and advanced technology.



Table of Contents

ADA	5	Media Inquiries	24
Appeal Procedure	20	Medical Alert Procedure	26
Appendix A	28	Military Leave	16
Attendance Policy	24	Mission	3
Cell Phone Use	25	New Employee Orientation	9
CEO Welcome	2	Overtime Compensation	9
Classification of Employees	8	Parking	25
Compliance Program	5	Pay Periods/ Pay Days	10
Confidential Information	23	Payroll Deductions	9
Disaster Plan	26	Performance Evaluation	9
Dress Code	21	Personal Leave of Absence	15
Drug Free Workplace	5	Progressive Disciplinary System	18
Education and Tuition Assistance	16	Paid Time Off (PTO)	10
Employee Files	9	Resignations	23
Employee Health Program	17	Rest Periods	16
Employee Hotline	7	Retirement Plans	16
Employment at Will	7	Safety Program	25
Employment of Relatives	8	Security	27
Equal Employment Opportunity	5	Service Awards	17
Exit Interview	24	Shift Differential	9
Fair Treatment Policy	17	Sick Leave Reserve (SLR)	12
Fire Safety	26	Solicitation/Distribution Policy	23
FMLA (Family Medical Leave Act)	13	Tobacco Usage	24
Garnishments	25	Tornado Alert Procedure	26
Handbook Acknowledgement	35	Use of Time Clock	9
Harassment	6	Values	3
HIPAA	6	Vision	3
Identification Badge	24	Weapons Policy	24
Introductory Period	8	Work Uniforms	17
Job Posting	8	Workers Compensation	13
Jury Duty	16		
Lost and Found	25		
Meal Time	17		

EMPLOYEE HANDBOOK DREW MEMORIAL HEALTH SYSTEM

EQUAL EMPLOYMENT OPPORTUNITY:

It is the policy of Drew Memorial Health System to provide equal employment opportunity for all employees. Accordingly, Drew Memorial Health System will not engage in any form of employment discrimination based on race, color, creed, national origin, sex, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Drew Memorial Health System hereby affirms its desire to maintain a work environment for all employees that is free from all forms of unlawful employment discrimination.

If you believe you have been the subject of employment discrimination, you should **immediately** report the problem to your supervisor and the Human Resources Director. A complaint involving your supervisor should be reported to the Human Resources Director, or any member of executive management **immediately**. Your complaint will be promptly investigated. You will be advised of the findings and conclusions. All employees are expected to cooperate fully in such investigations. To the extent feasible, all internal investigations and/or actions taken to resolve complaints of employment discrimination shall be confidential. The proper measures to remedy any employment discrimination will be taken by Drew Memorial Hospital, up to and including termination of employment. Retaliation against any employee for making a complaint under this policy or for providing information during an investigation is strictly prohibited, will not be tolerated, and will subject an employee to severe discipline, up to and including termination.

ADA (Americans with Disabilities Act):

It is Drew Memorial Hospital's policy that we will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. Drew Memorial Health System is committed to complying with the American with Disabilities Act and its amendments. Drew Memorial Health System recognizes that some individuals with disabilities may require accommodations at work. If you are currently disabled or become disabled during your employment, you should contact the Human Resources Director to discuss reasonable accommodations that may enable you to perform the essential functions of your job.

DRUG FREE WORKPLACE:

Drew Memorial Health System prohibits the illegal use, possession, manufacture, dispensing or distribution of alcohol, drugs, or controlled substances in the workplace, on its premises, or as a part of any DMH sponsored activity. Employees are required to notify his/her department director in writing of a criminal conviction for drug or alcohol related offenses no later than five calendar days following conviction; Employees are prohibited from working while a prohibited drug is in his/her System . DMH enforces a drug-testing program for all employees in four instances: pre-employment, for cause, random and post-accident. Failure to pass a drug test may result in disciplinary action including termination.

COMPLIANCE PROGRAM: Drew Memorial Health System is committed to compliance with all laws and regulations that apply to it. Drew Memorial Health System expects each employee to recognize and avoid activities and relationships that involve or might appear to involve conflict of interest and behavior that may cause embarrassment to the hospital or compromise its integrity. The Drew Memorial Health System compliance program is outlined in our Code of Conduct. You will receive a copy for your review during orientation. For more information, contact our Compliance Officer.

HIPAA: DMH employees must never disclose confidential information that violates the privacy right of our patients. No DMH employee, affiliated physician, or other healthcare partner has a right to any patient information other than that necessary to perform his or her job. Patients can expect that their privacy will be protected and that patient specific information will be released only to persons authorized by law or the patient's written consent. In an emergency situation, when requested by an institution or physician then treating the patient, the patient's consent is not required, but the name of the institution and the person requesting the information must be verified. This should be done as a call back process. For more details, see Drew Memorial Hospital's HIPAA policies.

HARASSMENT: It is the policy of Drew Memorial Health System to provide a workplace free from harassment. Harassment of any employee, whether engaged in by managers, supervisors, co-employees, or third parties, will not be tolerated. Violation of this policy will be grounds for immediate and severe disciplinary action up to and including termination of employment for any employee of Drew Memorial Hospital.

Harassment is a form of employee misconduct. All employees must be allowed to work in an environment free from harassment based on race, color, creed, national origin, sex, religion, age, disability, veteran or military status or any other legally protected status.

Harassment in general includes any verbal or other conduct that demeans, insults, or intimidates an employee or group of employees because of their race, color, creed, national origin, sex, religion, disability, military status, or other legally protected status. Prohibited conduct includes, but is not limited to, jokes, labels, names, genetic information, verbal abuse, ridicule or stories offensive to a particular group of persons.

Sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment includes threats or insinuations, made explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

Other sexually harassing conduct in the workplace, whether committed by supervisors, co-employees or third parties, is also prohibited. This includes:

1. Offensive sexual flirtations, advances, propositions.
2. Verbal abuse of a sexual nature.
3. Graphic verbal comments about an individual's body.
4. Sexually degrading words or statements used, to describe an individual.
5. The display in the workplace of sexually suggestive objects or pictures.
6. Unwelcome touching or physical contact.

Responsibility and Procedure for Reporting Harassment:

- A. **Management:** Each manager and supervisor has an affirmative duty to maintain his/her workplace free of sexual or other harassment and intimidation. Therefore, it is the responsibility of managers and supervisors to **immediately** report to the Senior Department Manager, or the Human Resources Director any complaint(s) received from their employees concerning sexual or other harassment.

- B. **Employees:** Any employee, who is the victim of harassment or abuse, whether from supervisors, co-employees, or third parties, should report the matter to his or her Manager, the Senior Department Manager, or the Human Resources Director **immediately**. The failure to make a timely report of harassment may be a factor used in determining the merits of the allegation. Any complaint will be promptly investigated. You will be advised of the findings and conclusions. All employees are expected to cooperate fully in such investigations. Any such complaint, to the extent feasible, will be handled with complete confidentiality. No employee shall have reason to fear retaliation from promptly reporting any matter concerning harassment.

- C. Retaliation against any employee for making a complaint under this policy or for providing information during an investigation is strictly prohibited and is a violation of this policy subject to severe disciplinary action up to and including termination of employment.

- D. Any employee who violates Drew Memorial Hospital's Harassment Policy will be subject to appropriate discipline, up to and including termination. Any management personnel who knowingly permit harassment to take place in their area of supervision will be subject to appropriate discipline, up to and including termination.

EMPLOYEE HOTLINE: A hotline number (877-472-2110) has been set up to allow employees to anonymously report activities that they feel may violate the business ethics and code of conduct of Drew Memorial Hospital. Calls made to the hotline are kept confidential and employees may report issues without fear of retaliation or retribution.

"EMPLOYMENT AT WILL": Employment by Drew Memorial Health System and any compensation and/or benefits received can be terminated, with or without cause, and with or without notice, at any time, at the option of either the employer or the employee so long as there is no violation of federal or state law. Neither the application for employment nor any past, present or future employee handbook or personnel policy manual is an employment agreement either expressed or implied. No employee or manager of the employer except the chief executive officer has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

Former employees who resigned and worked out their two (2) week (ten [10] working days) notice period may be considered for reemployment. Department heads require four-week (twenty [20] working days) notice period. Applicants for vacant positions will be considered strictly based on qualifications. No preference will be given to former employees. Former employees who were terminated for certain reasons or who resigned and did not complete their two (2) week (or four [4] week) notice period may not be eligible for reemployment.

EMPLOYMENT OF RELATIVES: Relatives of current employees will be considered for employment on their own merits, if they have qualifications for a vacant job. However, several rules that apply to this situation are:

- Immediate relatives are considered as: spouse, mother, father, brother, sister, child, grandmother, and grandfather and step-relatives.
- Individuals may be employed in positions where they will be under the direct supervision of an immediate relative, upon administrative approval.
- Individuals are not employed in positions that have access to confidential information concerning performance or qualifications of a relative. Departments that fall into this category are Accounting, Administration, Human Resource, Medical Records, or any position deemed so by the Administrator.
- Relatives are not employed in any hospital position that would result in weakening internal financial controls.

JOB POSTING: Job vacancies are posted for a minimum of three days on a bulletin board located in the hallway outside the Administration Offices. Information posted for each job includes the job title, basic qualifications and a job summary. To be eligible for a departmental transfer or promotion, you must meet the following conditions:

- Complete a “Notice of Internal Application” picked up in the Human Resource office.
- Possess the minimum qualifications for the position as determined by the job description.
- Have successfully completed the initial 90-day introductory period for the position currently occupied.
- Not be on disciplinary probation for any reason.

INTRODUCTORY PERIOD: As a new employee with Drew Memorial Health System, your first 90-days will be considered your introductory period. At any time during the introductory period an employee may leave DMH without notice and likewise an employee may be transferred, reassigned, or terminated without prior notice or obligation on the part of DMH.

Regular status will be granted to those who meet Drew Memorial Health System standards by the end of the 90-day introductory period. Before the end of your introductory period, your job performance will be evaluated.

CLASSIFICATION OF EMPLOYEES: All employees who complete their introductory period at Drew Memorial Health System will be classified into one of the following categories:

- Full-time employees, those who accept work assignments of 30 hours or more per week as scheduled by the hospital and are eligible for all employee benefits.
- Part-time employees, those who accept work assignments of 29 hours or less per week as scheduled by the hospital and are eligible for limited employee benefits.

Other classifications are:

- Salaried employees, including administrative, executive, and professional and any others exempt from overtime pay requirements under the Fair Labor Standards Act.
- Pool employees are those who work on an “as needed” basis. Pool employees accept their work assignments on a PRN basis as scheduled by the hospital.
- Temporary employees are those who agree to work for a limited period of time, to not exceed six months.

NEW EMPLOYEE ORIENTATION: New employees must attend and complete the orientation session prior to beginning employment. Regular employment status will not be granted until the employee completes this program. In a general orientation program you will be given detailed information concerning your job, hospital- wide policies / procedures, and benefits programs. Portions of the program will deal with the hospital, its mission, customer service, compliance and its' role in the community. Your supervisor and/or department head will provide further orientation to department specific policies such as breaks and lunches.

EMPLOYEE FILES: Employee personnel files are kept in the Human Resource office. Employee Health files are kept in the Infection Control office. Both files are considered confidential information and are not subject to open access. An employee may review their personnel file during regular business hours in the Human Resource office. Ex-employees or spouses of current employees may not review personnel files or health files.

PERFORMANCE EVALUATION: Every employee is entitled to know and understand how well he/she is performing his/her job. The evaluation process includes counseling as to any areas in which improvement is indicated in order that you can work toward such improvement. Evaluation reports will be reviewed with you before they are filed in your personnel file. Evaluation reports will become a part of your personnel record and will be reviewed in connection with any proposed promotion, job transfer or merit wage increase.

USE OF TIME CLOCK: It is the employee's responsibility to clock in prior to beginning work, and to clock out at the end of each shift. You may NOT have another employee do this task for you. Once "clocked" in, an employee who leaves the hospital grounds for personal business must clock out. Your supervisor will instruct you on clocking and how to designate work hours. All time worked must be recorded. Hourly, non-exempt employees working "off-the-clock" will be subject to disciplinary measures, up to and including termination of employment.

PAYROLL DEDUCTIONS: Payroll deductions are divided into two (2) groups:
Mandatory deductions: Taxes, FICA, Garnishments
Voluntary deductions: Meal tickets, DMH hospital bills, insurance premiums

SHIFT DIFFERENTIAL: Shift differentials are paid to employees to compensate them for working less desirable hours. DMH pays differentials for night and weekend work. Your supervisor will inform you of the shift differentials that pertain to your department.

OVERTIME COMPENSATION: (Straight 40 Hour Method): unless otherwise agreed, your time will be calculated using the straight 40 hour method. The Fair Labor Standards Act requires overtime be paid for all hours worked in excess of 40 hours in a work week (Sunday thru Saturday). Overtime is calculated and paid at the rate of one and one-half times the regular rate of pay for all hours worked over 40 hours in a workweek regardless of the number of hours worked in a particular day. Some rules to keep in mind when determining if you will be eligible for overtime compensation are: A workweek is a fixed seven (7) consecutive day payroll computation period beginning at 6:45am on Sundays. Only hours actually worked are considered when computing overtime, PTO, etc., are not considered in the calculation of overtime when determining if an employee has worked over 40 hours in a week.

PAY PERIODS / PAYDAYS: Drew Memorial Hospital's payroll period begins on a Sunday at 6:45 am and ends two weeks later at the same time. Payday is the following Thursday at 4:30 pm. All payroll checks are direct deposited into the employees checking or savings account. Your supervisor can tell you where to pick up your check stub. These stubs will be issued to the employee or a properly authorized, identifiable person.

PAID TIME OFF (PTO): The Drew Memorial Health System PTO plan is a method of combining vacation and holiday hours into one program which allows each employee greater flexibility in scheduling time off with pay. Each employee is eligible for participation in the PTO program if:

- He/She has completed his/her 90-day introductory period.
- He/She is a full-time or part-time employee in a regular position.

PTO (Paid Time Off)
Accrual Rates in Hours

	0-10 years			10+ years		
	Per pay period	Annual	Max carryover	Per pay period	Annual	Max carryover
Directors	8.62	224.12	225	10.15	263.9	225
Full time	7.08	184.08	225	8.62	224.12	225
Part time	1.54	40.04	40	1.54	40.04	40
Pool	0		0	0		0

Additional info

Any employees who have more hours in PTO than the max carryover must take a cash payout of the hours that exceed the one-year accrual at a rate of 1 hours of pay for two hours of PTO.

Employees may cash in a portion of their PTO balance at any time at a rate of 1 hours of pay for two hours of PTO provided they keep a minimum of 80 hours in their bank.

PTO is to be used for Holidays, Funeral Days, Personal time off, and Sick Leave

Examples

An employee begins work on January 1 and accrues PTO at the rate of 7.08 hours per pay period.

The employee takes 128 hours of PTO during the year. Their carry over would be calculated like this:

PTO hours accrued per pay period	7.08
Times the number of pay periods in a year	<u>X 26</u>
Total PTO accrual	184.08
Less PTO hours taken	-128
PTO carry over hours	56.08

A 10 year Full Time Employee accrues PTO at the rate of 8.62 hours per pay period.

The employee takes 0 hours of PTO during the year because they are saving up to cash in at Christmas.

Their carry over would be calculated like this:

PTO hours accrued per pay period	8.62
Times the number of pay periods in a year	<u>X 26</u>
Total PTO accrual	224.12
Less PTO hours taken	0
Less cash in down to 80 hrs.	144.12
PTO carry over	80

Assuming this employee makes \$10.00/hour; their cash in of PTO would be worth...

	Cash in hours	144.12
	2 for 1 hours	72.06
Times \$10 rate	<u>720.60</u>	--quite a nice Christmas surprise!

USING PTO HOURS AS VACATION HOURS: Your department director is responsible for assuring that vacations are scheduled in such a way that causes a minimum of disruption to normal workflow. As a result, your department director may designate certain times of the year when vacations may not be taken or may limit the number of employees who are granted vacations at the same time. During the month of January, employees may designate the week(s) during which they wish to take their vacation. During this time, vacations are granted based on departmental workload and hospital seniority. After January, employees may still schedule vacations. However, vacations scheduled in this way are based on departmental workload and date of request. Vacation time in excess of two (2) consecutive weeks (ten [10] working days or fourteen [14] calendar days) requires approval of the Hospital Administrator in advance. PTO pay is paid on a regular payday and is not paid in advance.

USING PTO FOR HOLIDAYS: Drew Memorial Health System recognizes six (6) holidays. These holidays are New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. Your department director is responsible for scheduling holidays in such a way to insure minimum disruption to normal workflow. As a result, depending on the departmental workload, your department director may schedule any or all employees to be off duty for any or all six recognized holidays.

Drew Memorial Health System will pay time and a half for employees that work between 7 pm. Christmas Eve to 7 pm. Christmas Day.

Holidays falling on Saturday will be observed on the preceding Friday. Those falling on a Sunday will be observed on the following Monday.

Hospital management reserves the right to require any employee to work on a holiday if, in their judgement, this will be necessary in order to meet scheduling requirements and assure efficient and uninterrupted patient care.

If an employee, who has been scheduled to work on a holiday fails to report for work, such employee will be ineligible for PTO with respect to the holiday and may be subject to disciplinary action, unless the immediate supervisor has authorized the absence. Unauthorized absences on the last scheduled day

preceding a holiday or on the first scheduled day following a holiday will render an employee ineligible for PTO on that holiday.

USING PTO FOR PERSONAL TIME OFF: PTO hours may be used to take off with pay for personal reasons. Your department director is responsible for scheduling personal time off in such a way as to insure a minimum of disruption to normal workflow. As a result, depending upon the departmental workload, your department director may find it necessary to delay some requests for personal time off. With this in mind, there are three rules to remember about scheduling personal time off:

- PTO taken as personal time off must be requested in writing at least three working days in advance and will be granted depending on department workload. In case of personal emergency, the three-day notice requirement may be waived. However, repeated personal emergencies may be grounds for disciplinary action.
- Specific department rules may exist. For specific rules see your supervisor.
- PTO must be used in quarter hour (.15, .30, and .45) increments.

TERMINAL PTO: Employees who have at least one (1) year of full time service with Drew Memorial Health System and who terminated employment by reason of retirement, lay-off, resignation with proper notice, disability or death are eligible to receive payment from their PTO account equal to the number of hours in their account or one (1) year's accrual, whichever is less. PTO hours in the account over one (1) year's accrual are not paid.

Employees who terminate from Drew Memorial Health System by reason of resignation are required to give a full two (2) weeks (ten [10] working days) notice in order to be eligible for terminal PTO (department directors must give one (1) month or twenty (20) working days' notice). No PTO hours may be taken during this notice period whether scheduled or unscheduled.

PTO benefits are not paid to an employee who terminates without proper notice and has PTO on his/her final time card, regardless of whether the resignation occurred after the PTO is taken. Additionally, employees who are terminated from Drew Memorial Health System for disciplinary reasons are not eligible for terminal benefits.

SLR (Sick Leave Reserve): Only full time employees are eligible for SLR, which is accrued at 1.85 hours per pay period or up to 48.10 hours per year. As is the case with PTO hours, this accrued time is available for use immediately after your 90-day introductory period or if you are not on probationary/suspension disciplinary status. SLR hour's ceases to accrue during a non-paid leave of absence.

USING PTO FOR SICK LEAVE: PTO hours may be used as sick pay when you or a member of your family is ill. In order to be eligible for PTO in this case, you must notify your supervisor as soon as possible, but no later than the start of your shift. Failure to notify your supervisor in advance will result in the PTO being denied.

For the first two consecutive scheduled workdays of an illness for yourself, your PTO hours (up to 16 hours) must be used. Beginning with the third consecutive workday of illness, benefits from your Sick Leave Reserve (SLR) account may be used instead of PTO hours. You are responsible for notifying your supervisor when you are eligible for and desire benefits to be paid from your SLR. Otherwise, sick days will continue to be paid from your PTO account. SLR hours may not be used for the following conditions:

- Illness or death of another member of the employee's family.
- Absence during vacation, holiday, or scheduled day off.
- For medical or dental office visits.
- For absence resulting from use of alcohol, illegal drugs, or from self-inflicted injury.
- Payment is not made on termination of employment except at retirement, with proper notice, where employees are eligible to receive payment for unused SLR up to a maximum of 500 hours.
- Retirement is considered to be an employee with 20 years of continuous service to Drew Memorial Hospital, and who is 65 years of age or older and who gives proper notice.

WORKERS COMPENSATION INSURANCE: The purpose of worker's compensation insurance is to protect your salary and to pay medical bills that may arise as the result of an injury incurred while you are on duty at Drew Memorial Hospital.

ALL injuries must be reported, even if no immediate treatment is needed. This includes needle-sticks, exposures to blood or body fluids, allergic reactions, and other potential injuries. After an injury occurs, the injured employee will immediately contact his or her supervisor on duty. Together the supervisor and the injured employee will call **Medcor On-line employee triage and reporting service** by dialing this toll free number **1-800-775-5866**. Medcor On-line service provides triage suitable for most injuries, but is not a 911 System for life-threatening situations. If a life threatening situation exists, report to the Emergency Department immediately. Depending on the situation, the employee may be guided in first aid / "self-care" instructions, allowed back to work, or may be referred to our Emergency Department for further evaluation or treatment. If the injured employee requires additional follow-up, the employee will be referred to the "designated medical facility". Medcor will then fax or email a "**Triage Report**" to the Employee Health Director. An incident/accident form will need to be completed for each injury and submitted to Employee Health or Risk Management. The **call confirmation number** (assigned by Medcor) will need to be documented on the incident/accident form.

Drew Memorial Health System will not be responsible for any treatment given prior to the notification of either the employee's supervisor, Employee Health Director or Risk Management Director. *Please refer to the policy on reporting an employee injury for a detailed outline of the reporting process.*

FAMILY AND MEDICAL LEAVE ACT: Employees, who satisfy eligibility requirements, may take up to 12 weeks paid/unpaid leave within a year (twelve-month period) for family and medical reasons under the Family Medical Leave Act (FMLA). At no time may an employee use more than 12 weeks of leave within any 12-month period. For the purposes of this policy, a year is defined as 12 months beginning with the 1st day FMLA taken, using a look back period.

To be eligible for FMLA benefits an employee must have worked for Drew Memorial Health System for a total of at least 12 months (although not consecutively); have worked at least 1250 hours over the previous 12 months; and work at a location where at least 50 employees are employed by Drew Memorial Health System within a 75 miles radius.

An Eligible Employee is entitled to a total of 12-weeks of unpaid leave during each Leave Year in the event of one or more of the following:

1. The birth, adoption or placement for foster care of a son or daughter of the employee and to care for such child. (Leave must be taken during the 12- month period following the birth or placement, and must be taken in a single consecutive period and may not be taken intermittently or on a reduced schedule.) If you and your spouse are both employees, the two of you will be limited to a combined total of twelve (12) weeks of FMLA leave for the birth, adoption, or placement of a child.
2. To care for the serious health condition of a qualifying family member, *i.e.* spouse, son, daughter or parent of the employee.
3. A serious health condition of the employee that makes the employee unable to perform any one or more of the essential functions of his or her job. See the appendix for more information about the term “serious health condition.”
4. Any “qualifying exigency” arising out of the fact that an employee’s spouse, parent, son or daughter is on active duty or has been called to active duty in the Armed Forces in support of a contingency operation. A qualifying exigency is defined to include a short-notice deployment; military events and related activities; childcare and school activities; financial and legal arrangements; counseling; rest and recuperation; post deployment activities; and additional activities not encompassed in the other categories, but agreed to by Drew Memorial and employee. There must be a relationship between the “exigency” and the active duty or call to active duty.
5. To care for family members who are service members, former service members, or certain veterans with a serious illness or injury incurred in the line of duty on active duty. Eligible employees are entitled to twenty-six (26) weeks of leave in a single twelve (12) month period to care for a covered service member or covered veteran (this is called Military Caregiver Leave). No more than twenty-six (26) weeks of leave may be taken during any single twelve (12) month period regardless of the number of times this type of leave is sought. An eligible employee is entitled to a total of 26weeks of unpaid leave during a single 12-month period to care for a parent, son, daughter, spouse or next of kin who is a Covered Service member, regardless of whether the employee has taken leave for another FMLA qualifying reason in the past 12-months. The single 12-month period begins on the first day the eligible employee takes leave to care for a covered service member. Any leave taken under one or more of these circumstances will be counted against the employee’s total entitlement to Family Medical Leave for that leave year.

Employees must use any accrued paid leave during this period of time. Once paid leave is exhausted, the balance of the employee’s 12-week entitlement will be without pay. Employees are neither allowed nor required to take more leave than allowed by the FMLA Act. FMLA leave runs concurrently with other types of leave; (such as those on worker’s compensation or sick leave), in other words, an employee cannot “stack” FMLA leave on top of other types of leave to extend the total leave time available.

While on leave, employee health, life and disability premium payments continue. While on paid leave normal payroll deductions will be made, including premium payments. Employees on unpaid leave must make arrangements with the payroll department to pay the employee’s portion of any premiums. Benefits that operate on an accrual basis will cease to accrue during any period of leave, which is unpaid. This applies to employees on all types of unpaid leave.

Employees are not allowed to work elsewhere while on any type of FMLA leave unless approved in writing by Drew Memorial

Employees who wish to apply for FMLA leave must contact the Director of Human Resources. Employees will be required to provide written notice, 30 days in advance of the need to take FMLA when the need is foreseeable. When the need for leave, whether continuous or intermittent, is foreseeable, the employee must make reasonable efforts to schedule leave so as not to disrupt unduly Drew Memorial's operations. If the need for leave is unforeseen, the employee must provide as much advance notice as practicable under the circumstances. Periodic reports during FMLA leave regarding the employee's status and intent to return to work will also be required.

You may take FMLA leave intermittently or on a reduced work schedule because of your own serious health condition or the serious health condition of a parent, spouse or child if medically necessary. You should work with Human Resources to try to arrange a mutually acceptable time for absences whenever possible. Leave for the birth or placement of a child may not be taken intermittently or on a reduced leave schedule. While on intermittent leave or a reduced work schedule, you must follow Drew Memorial guidelines when reporting your time worked. Drew Memorial may, at its discretion, require you to transfer temporarily to an alternative position that better accommodates the recurring periods of FMLA leave. The alternative position will have equivalent pay and benefits

Drew Memorial Health System reserves the right to request medical certifications supporting the need for leave due to a serious health condition affecting the employee or an immediate family member or a second opinion by a physician of Drew Memorial Hospital's choice (at our expense).

Upon returning to work after taking leave under FMLA, an employee will be restored to the same position held prior to the leave or a position with equivalent employee benefits, pay and other terms and condition of employment.

If an employee fails to return to work after the leave is exhausted, we will assume that the employee has resigned and he/she may be liable for the contribution of insurance premiums during the leave period. In some circumstances, you may be allowed to take additional unprotected non-FMLA leave. See the Personal Leave of Absence policy below.

PERSONAL LEAVE OF ABSENCE: A Personal Leave of Absence is an administrative approved time off in a non-compensated status for eligible employees who have exhausted all their PTO / SLR and are either not eligible for FMLA Leave or have exhausted all their FMLA Leave. A Personal Leave of Absence may be requested in 2 weeks increments with a normal maximum of 2 (two) increments in any twelve month period. Each incremental period must be approved separately. An eligible employee is one who is full time and has been employed for one full year. All eligible accrued leave, PTO & SLR (if applicable) and FMLA Leave must be exhausted before requesting a "personal leave of absence." A personal leave of absence must be requested in writing and submitted to their department director. It will then be forwarded to human resources to verify PTO/SLR/FMLA. After this verification, it will be forwarded to the administrator for review and/or approval. The employee is responsible for the payment of their benefit premiums (payable and due each payday). An employee on a Personal Leave of Absence is **not** guaranteed employment during their leave.

Likewise, an employee who fails to return to work at the expiration of their personal leave will be terminated as of the last day of the granted leave time.

MILITARY LEAVE: Employees in the military reserve or National Guard may be granted time off for annual military training. Accrued leave (PTO) may be used, if available, for time off. Copies of the military orders should be turned in to the immediate supervisor in advance of the need for leave.

An employee who is drafted or called to active duty in the armed forces of the United States, or who volunteers for military service shall be placed on extended military leave without pay. Upon release from active duty, he/she shall be reinstated to the position vacated or an equivalent position at no loss of seniority or any of the other benefits or privileges of employment. The rights of re-employment shall conform to USERRA.

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. For more information, you may contact Human Resources

JURY DUTY PAY SUPPLEMENT: All full-time and part-time employees will be provided time off with pay when summoned for jury duty. Temp and/or pool employees will not be provided paid time off for jury duty. Employees must follow this procedure.

1. Provide the written summons to you supervisor.
2. After jury duty, provide the Court release to your supervisor.
3. Employee will receive full base pay for hours they were on jury duty

Because Drew Memorial Health System provides time off with pay for jury duty, pay received from the Court must be turned over to the payroll office when the employee returns to work.

RETIREMENT PLAN

Drew Memorial Health System offers a 401k retirement plan. The plan allows tax-sheltered employee contributions and offers a match up to \$2,500.00 per calendar year. Employees are eligible to participate upon completion of their 90-day introductory period. For more information contact the DMH CFO.

EDUCATION AND TUITION ASSISTANCE: A Tuition assistance Plan is available to assist employees in furthering their education. To be eligible an employee must meet the following requirements.

1. Be full time for one year
2. Must not be on probation
3. Must be reasonably expected to continue employment.
4. Must be working toward a degree/certification in their field

If eligible, the employee should request a "Tuition Assistance Application" from the Human Resource Office.

REST PERIODS: A paid rest period not to exceed fifteen (15) minutes within each four (4) hours of worked time may be provided by Drew Memorial Health System depending upon departmental needs. All breaks are to be scheduled by your supervisor. Official breaks are allowed in areas specifically designated for that purpose only. Employees are expected to report to their supervisor on leaving and returning and to comply with other such limitations as may be established. Additional rest periods may be established for designated tasks. Employees leaving Company property must clock out at all times and clock in upon returning to work.

MEALTIME: All employees are given an unpaid meal break and must be taken in designated areas. The amount of time allowed for these breaks may vary, depending upon the department in which you work. Employees are allowed a thirty-minute meal break per worked shift. Employees who do not have to remain in the building during mealtime must clock out and in for this period. Under routine circumstances, all departments will be fully functional during meal times. Each employee is expected to report to his/her supervisor upon leaving and returning from meals

SERVICE/CAREER AWARDS: Drew Memorial Health System values, above all things, the loyalty and service of its employees. In keeping with this philosophy, awards for long service are given each year. Awards begin at five (5) years of service and continue in five (5) year increments.

EMPLOYEE HEALTH PROGRAM: Proof of previous immunizations or other health records may be requested as required by the Arkansas Department of Health and OSHA. A T.B. skin test or evaluation is a required part of this examination. As part of this requirement, we do a two-step process on all new employees. This means that you must have two TB skin tests within 1 – 3 weeks unless you have a current (within the last 12 months) health card from another facility. These tests administered by Drew Memorial Hospital, as well as the annual influenza vaccine and hepatitis B vaccine, will be made available without cost to the employee. Annual employee health evaluations which include the TB test are required as part of your annual evaluation.

All employees are required to report any illnesses or injuries to their supervisor or director. Symptoms or signs of any communicable disease require that you report immediately to a physician for treatment. The results and any progress noted from the physicians report must be forwarded to the Infection Control Practitioner. *The safety and health of our patients, our employees, and visitors make it necessary to enforce this rule without exception, as mandated by state and federal laws.*

WORK UNIFORMS: Employees, who are required to wear uniforms, will wear uniforms appropriate to their area of employment and position. Drew Memorial Health System will provide surgical greens to employees working in areas where surgical attire is required. Employees who are issued surgical greens may not take these articles home. Individuals who terminate employment must return all surgical greens issued to them or the cost of such articles will be deducted from their final payroll check. For more information, contact your supervisor or department director.

FAIR TREATMENT POLICY: When a problem arises within your department, you should normally discuss the problem with the person involved to resolve it. You are encouraged to discuss problems concerning your job or co-workers with your supervisor or department director. You may also talk with Human Resources or our Compliance Officer. You do not have to talk with your co-workers, supervisor or department director before contacting human resources or the compliance officer. If you are not satisfied after discussing the problem with those involved and with human resources / compliance officer, employees may choose to contact and discuss the matter with the Hospital Administrator.

PROGRESSIVE DISCIPLINE SYSTEM: Drew Memorial Health System employs a disciplinary system that attempts to utilize progressively more serious penalties for successive violations of hospital policy, procedure, rules or standards. The types of penalties used in this system and the consequences of each are as follows:

- Verbal Warning: A verbal warning is a formal notification to an employee that his/her performance, actions, or behavior is not acceptable and that stronger disciplinary action will be necessary if the problem area(s) is not corrected. A counseling statement is entered into the employee's personnel file with a specific date for correction of the problem.

- Written Warning: A written warning is formal notification to an employee that his/her performance, action or behavior is not acceptable and that failure to correct the problem area(s) will result in further, more serious disciplinary actions. Written documentation is prepared and entered into the employee's personnel file with a specific date for correction of the problem.

- Probation/Suspension: Probation is a formal action for a defined period of time not to exceed ninety (90) days, except in the case of absences, at the beginning of which the employee is formally notified that his/her job is in jeopardy because of unsatisfactory job performance or repeated infractions of hospital policy, procedures or standards. Written documentation is prepared and entered into the employee's personnel file as a result of probation. In addition, employees who are placed on probation are not eligible for any form of salary increase except those increases, which are required by an increase in the federal minimum wage. Suspension is a formal action of disciplinary layoff without pay that results from serious violation of hospital policy, procedure or rules. Written documentation is prepared and entered into the employee's personnel file as the result of a suspension, and the employee may be sent home for up to 3 days without pay for the infraction.

- Termination: The employee will no longer be allowed to work for Drew Memorial Hospital.

The following list of behaviors may result in progressive discipline. Drew Memorial Health System reserves the right to begin the disciplinary system at any level, depending upon the severity of the infraction, (warning, probation/suspension or discharge) and to discharge employees at will. These listed infractions are by way of example only.

- Excessive disruptive personal telephone calls
- Unauthorized leave from work area
- Unsatisfactory job performance
- Noncompliance with dress code (hospital wide or departmental)
- Intentional littering
- Intentionally violating safety rules involving others or self.
- No Tobacco usage on hospital property
- Intentional violations of safety rules
- Tardiness (three times in a scheduled eight week period)
- Garnishments (see Garnishment Policy)
- Careless/Neglectful damage to hospital grounds and/or property
- Absences – (see Absence Policy)

These items are issues which may result in immediate termination

- Provoking or reacting to provocation
- Violation of HIPAA standards (re: confidentiality)
- Unethical and Conflicts of Interest behavior
- Unauthorized accessing of confidential information
- Gambling on hospital property
- Intentional clocking in and/or clocking out of an employee other than yourself and working off the clock/time card fraud.
- Use of maliciously abusive/profane/obscene language
- Threatening, or coercing fellow employees on hospital property
- Sleeping on duty
- Intentional damage to hospital grounds and/or property
- Theft of personal, patient or hospital property
- Insubordination and/or refusing to respond to the reasonable requests of a supervisor
- Intoxication (including the effects of drugs) during working hours (re: random drug screen and/or for cause drug screen policy)
- Job abandonment
- Accepting gratuities from patients or their relatives other than flowers, candy and cards (see compliance policy)
- Charge or Conviction of a felony (after taking into account all the circumstances and the employee's role at Drew Memorial) and/or imprisonment
- Sexual harassment / Harassment
- Falsification of documents
- Fighting or other violence on duty or on hospital property
- Immoral conduct while on hospital property
- Receipt of three (3) formal disciplinary measures within any twelve (12) month period regardless of reason
- Positive random or for cause employee drug screen

- Failure to report to work for two (2) successive scheduled days without notifying a supervisor without good cause
- Intentional or negligent acts, which harm or could harm patients
- Tobacco use is prohibited on Hospital property.

APPEAL PROCEDURE: - An employee who feels they have been wrongly disciplined may notify the Human Resources Director to discuss the discipline.

DRESS CODE:

Employees must adhere to the following general rules:

- Identification badges are to be worn at all times while on duty. ID Badge is to be worn above the waist and visible at all times. Picture must be visible at all times. No stickers, pins, etc. are permitted on the badge.
- Jeans are not permitted except for Central Supply, Information Technology & Maintenance personnel.
- Clothing and uniforms must be neat, clean, pressed, conservative, loose fitting, opaque (unable to see through) and such that it does not interfere with job performance.
- Employees who are assigned uniforms **must** wear them.
- Non-scrub tops should have a collar.
- Dresses/skirts should be no shorter than one inch above the knee with no revealing slits.
- Midriff is to be covered at all times. Tops should be long enough not to reveal the midriff when arms are raised or to expose the back when seated.
- Maternity wear must conform to dress code policy.
- Sleeveless dresses or tops are not to be worn while giving patient care.
- Necklines should not be revealing when standing, sitting, or bending over. Appropriate undergarments should be worn as needed to comply with this guideline.
- Shorts, skorts, sweat pants or form fitting stretch pants are not appropriate for the healthcare setting.
- Pants must be a minimum of mid-calf in length and must be hemmed.
- Sweatshirts and T-shirts with DMH logo that are in good repair may be worn only on Casual Friday.
- **As specified by OSHA, personnel in a direct patient care area must wear socks or stockings, accompanied by shoes with enclosed toes.** Shoes must be clean, presentable and safe for the working conditions. Open toed/heel shoes, sandals, flip-flops, etc. **are not to be worn in any area** of the hospital. These are both safety and infection control hazards and are not appropriate for the healthcare setting.
- **Crocs with holes are not allowed.**
- Open toe/heel dress shoes may be worn with business attire provided the shoe style is clearly a professional dress shoe.
- Men are to wear belts or suspenders (when appropriate) to secure pants.
- Button up shirts for men and women will be tucked in unless the clothing is designed to wear outside of pants, skirt, etc.
- Jewelry should be conservative, professional and not create a safety/infection control hazard relative to the employee's duties.
- While administering patient care, rings are limited to one per hand (*engagement ring and a wedding band are considered one ring*).
- Earrings may be worn in ears only with a limit of two earrings per ear. Direct patient care areas earrings should be limited to small studs such as pearls, diamonds, gold or silver. Pierced rings/studs, etc. for any other part of the face including, but not limited to: eyebrows, tongue, nose and lips, are not to be worn while on duty. Other body piercing, i.e., navel, etc. must be covered at all times.
- Fingernails are to be kept clean and short, not extending more than ¼ inch past the tip of the finger.
- Food service employees may not wear fingernail polish.
- Artificial nails or artificial nail products, e.g. tips, jewelry, overlays, wraps, etc. may not be worn by food service employees or by any employee, whose job includes "hands-on" direct patient care.
- Tattoos must be covered. Visible gang signs/symbols are not permitted.
- Perfume/cologne is not to be used in patient care areas. In all other areas, it is to be used in a very conservative manner.

- Makeup may be worn in moderation.
- Employees must wear undergarments that are not visible through outer garments.
- Facial hair should be kept clean and well-groomed.
- All employees that may have to wear the N95 mask should not have facial hair that would interfere with sealing the mask to the face. Hair should be above the collar at all times for clinical staff.
- All contract services are subject to this policy.

For definition purposes:

Clinical Staff include: Nursing, Laboratory, Pharmacy, Radiology, Rehab Therapy, Respiratory Care, Education, Case Management, Drew Professional Services, IOP, and Home Health & Personal Care.

Service Staff include: Central Supply, Dietary, Maintenance, and Information Technology.

Business Staff include: Administration, Business Office, Accounting, Health Information, Human Resources, and ER Admissions

CONFIDENTIAL INFORMATION: Confidential information about our organization's strategies and operations is a valuable asset. Although you may use confidential information to perform your job, it must not be shared with others outside of DMH or your department unless the individuals have a legitimate need to know this information and have agreed to maintain the confidentiality of the information. Confidential information includes personnel data on others maintained by the organization, patient lists and clinical information, pricing and cost data, information pertaining to acquisitions, divestitures, affiliations and mergers, financial data, research data, strategic plans, marketing strategies, techniques, supplier and subcontractor information and proprietary computer software.

SOLICITATION OR DISTRIBUTION: Solicitation is defined as urging or attempting to verbally persuade another individual to buy a product or service, support a cause, join an organization or make contributions to a fund. Distribution on the other hand, is handing out printed or written materials that are not official Drew Memorial Health System business. The primary purpose of the solicitation and distribution policy is to protect employees, patients and visitors from embarrassment or inconvenience caused by unwanted solicitations. Additionally, any activity such as solicitation, which diverts an employee's attention, is not in the best interest of patient care. Certain Drew Memorial Health System sponsored benefit programs, which are an incident of hospital business are not covered by this policy, as determined by the Administrator. Violation of this policy can lead to immediate discharge. For these reasons, the following policy has been created:

- Employees may not solicit or distribute materials during their own working time. Working time is defined as the hours during which an employee is on duty excluding the official rest break(s) and lunch period. Rests break or lunch period is considered official only when the employee leaves his/her station and retires to a lounge or other area designated for such purposes.
- Employees may not solicit or distribute materials during working time in such a way as to interfere with the working time of any other employee(s).
- Employees may not solicit or distribute materials at any time in areas of the hospital where patient care is administered or areas that are primarily for the convenience of patients and their visitors. Corridors and access ways in close proximity are considered a part of these patient care areas.
- Employees may not distribute printed or written materials at any time within the interior of the hospital. Employees may not attach posters, notices or other materials to any part of the hospital property.
- Employees may not solicit or distribute materials in such a way as to interfere with or impede pedestrian or vehicular traffic into or out of the hospital.
- Non-employees may not solicit or distribute materials for any cause or purpose at any time on the hospital property. This is at the discretion of the administrator.

RESIGNATIONS: As a matter of courtesy, employees who decide to leave Drew Memorial Health System are required to give at least two (2) weeks or ten (10) working days' notice in writing. Supervisory, Department Directors and Salaried employees are required to give a minimum of four (4) weeks or twenty (20) working days' notice in writing. Those who do so will be eligible for accrued PTO pay for the current year. No PTO will be given to employees who leave involuntarily or without adequate notice. Employees who leave involuntarily or who leave without adequate notice will not be eligible for rehire. Any PTO taken during the notice period will not be counted as part of the notice period. Letter of resignations should be addressed to your department director.

ATTENDANCE POLICY: Absences will be counted on a **rolling 12-month basis**. Each “unplanned” day missed from work will count as a day of absence and will remain on your attendance record until that day the following year. If an employee is absent from work they must account for their time off with PTO hours, or sick hours, in accordance with the respective policies. Absences resulting in three days or more may qualify for FMLA leave and the employee should be directed to the HR department. Failure to obtain the FMLA leave certification may result in the absences counting towards the progressive disciplinary system. The following schedule will apply for the discipline of absences. The only “excused” absence(s) will fall under approved FMLA leave, military leave, jury duty and bereavement leave.

<u>Number of Absences</u>	<u>Disciplinary Measure</u>
2 nd	Documented Verbal Warning
3 rd	Written Warning
4 th	3 Day Suspension/ with last chance agreement
5 th	Termination

BEREAVEMENT POLICY: DMH will grant bereavement leave to full time employees in the event of a family death as follows: Death of a parent, child, spouse, step-parent or sibling – two days paid leave. Death of a grandparent, grandchild, parent-in-law, brother-in-law, sister-in-law – one day paid leave.

EXIT INTERVIEW: To demonstrate Drew Memorial Hospital’s good faith effort of locating any compliance issues, all employees that resign/retire will have an exit interview scheduled and conducted by the Human Resource Director or the Compliance Officer.

The employee will be asked to complete an “Exit Interview Questionnaire” and time will be spent to answer any/all concerns that may arise.

A terminated employee will have an opportunity to request that an exit interview conducted by the Compliance Officer or Human Resource Director. In the event that this is not possible, an “Exit Interview Questionnaire” will be sent to the terminated employee’s address along with a self-addressed stamped envelope.

MEDIA INQUIRIES: Any inquiries you may receive from newspaper, radio, television or other media personnel about patients or Drew Memorial Health System should follow our HIPAA policy and be referred to Administration.

WEAPONS POLICY: Firearms and illegal weapons are prohibited on Drew Memorial Health System property. Employees found in possession of firearms and illegal weapons will be subject to the progressive disciplinary system.

TOBACCO USAGE (NO SMOKING): In accordance with Arkansas State Law ACT 134 of 2005, Drew Memorial Health System is a tobacco free facility and the use of tobacco products on the hospital grounds is prohibited. (This would include e-cigarettes). Also, employees are required to remind our visitors and patients of our tobacco free environment and ask them to refrain from using tobacco products.

IDENTIFICATION BADGE: Employees are required to wear their identification badge while on the clock. Your ID badge may also be needed to gain access to the hospital in a disaster situation. The Human Resource Office is available to make replacement badges.

PARKING: Parking lots are provided on Drew Memorial Health System premises for your convenience. Certain parking lot areas are reserved for employee parking only and your supervisor will show you these areas.

GARNISHMENTS: According to Arkansas Rules of Civil Procedure, when a Writ of Garnishment is effective it is the legal responsibility of Drew Memorial Health System to withhold any garnishment against any employee until the Writ is paid in full. The process needed to fulfill these obligations is time consuming and costly for our hospital, therefore a (\$2.50) miscellaneous fee will be deducted each pay period from the employee's paycheck to help to cover these extra expenses. We at Drew Memorial understand that hardships can arise but repeated offenses will result in disciplinary actions. Our policy will follow these guidelines:

1. The first (1st) Writ of Garnishment will result in a letter being sent to the employee and the employee's department director notifying each of the court order, a copy will also be placed in the employee's master file.
2. The second (2nd) succeeding Writ of Garnishment within a year; 12 months from the date of the 1st Writ, will result in a written warning from the employee's department director along with a letter being sent to the employee and the department director, a copy will also be placed in the employee's master file.
3. The third (3rd) succeeding Writ of Garnishment within a year, 12 months from the date of the 1st Writ, will result in termination from Drew Memorial Hospital.

CELL PHONE USE: Cell phones are permitted for use under the following circumstances:

1. The ringer must be muted at all times.
2. The phone must be used only in the break rooms or in offices (this includes texting and internet use)

LOST AND FOUND: Lost articles found in the hospital are to be turned in to Administration for safekeeping. When possible, the place where the item was found, time of day, and owner's name should be included with the article. Efforts will be made to contact the owner. Unclaimed lost and found articles are disposed of after 90 days.

SAFETY PROGRAM: A safety committee meets regularly to promote hospital safety and to review incident reports. Employees are asked to cooperate in helping prevent injury to themselves, other employees, patients and visitors by observing the following rules:

- Inform yourself on fire rules of the hospital, position of alarm boxes and your duties in case of fire.
- Any DMH employee willfully violating a safety rule may receive disciplinary action, up to and including termination.
- Avoid accidents by eliminating hazards. For example, if you see something on the floor, pick it up.
- Maintain safe, clutter-free hallways by keeping all equipment, etc. on one side of the hallway to provide an open, safe exit route.
- Report to your supervisor immediately any unsafe condition, such as:
 - Wet or slippery floors. If a spill is there, leave someone with the spill until you or someone can clean it.
 - Equipment left in the halls or on sidewalks.
 - Defective equipment.
 - Careless handling of equipment.

- Use or storage of combustible materials near open flames. □ Situations, which are, in your opinion, dangerous.
- Always be especially alert for safety factors when using wheelchairs and patient carriers. Wheels on stretchers must be locked at all times when the stretcher is not in use.
- Exercise extreme caution when using electrical equipment. The use of extension cords is not permitted.
- When not sure about a safety issue, ask.

FIRE SAFETY: All employees are responsible for knowing the contents of the Drew Memorial Hospital's fire manual, including how to locate and use a fire extinguisher and how to report a fire. Your supervisor or department director will acquaint you with fire regulations and evacuation procedures for your department. Remember to be calm in a dangerous situation. "Panic spreads faster than fire." What is done during the first five (5) minutes of a fire could be more important than what is done during the next five (5) hours. A fire is announced over the public address system two (2) times: "Code Red" and the area of the hospital that is affected. Once conditions have cleared, it will be announced over the public address system, "Code Red, All Clear." Maps are located throughout the hospital.

DISASTER PLAN: All employees of Drew Memorial Health System are part of an organized plan that has been prepared to help the hospital meet any emergency. Check with your supervisor or department director for your part in the program and be sure you know what to do. Practice exercises are held twice a year. You are required to know and to be able to carry out your area of responsibility in a hospital disaster program. The first warning that a potential disaster exists is announced two (2) times, "Operation Black is now in effect." This establishes that a disaster occurred or is occurring, and the hospital has been notified that victims are being sent to the hospital. All personnel are required to remain on duty until an "All Clear" is sounded or until they have been relieved of duty by their supervisor or department director. An "All Clear" notification consists of the following pages spoken two (2) times; "Operation Black is now over."

TORNADO ALERT PROCEDURE: The procedure followed by the hospital for the protection of patients, visitors and employees is contained in a written plan. The first phase of the plan is activated through the Tornado Alert System operated by the Monticello Police Department as a tornado watch. The switchboard operator will announce two (2) times "Attention please, Severe Weather Watch is now in effect" and personnel will begin their assigned responsibilities.

The second phase of the plan is activated in the event of a tornado warning or a funnel cloud is sighted within the immediate proximity of the hospital, the switchboard will announce two (2) times "Attention All Personnel, Change: "Severe Weather Warning is now in effect." Upon this announcement, assigned personnel, in addition to those outlined in Phase 1 of the Plan will take immediate precautions. All personnel are required to remain on duty until an "All Clear" is sounded or until relieved of duty by their supervisor or department director.

It is most important for you to familiarize yourself with the contents of the Fire Plan, Disaster Plan and Tornado Alert Procedures.

MEDICAL ALERT PROCEDURES: The two (2) medical alert codes used at Drew Memorial Health System are:

Emergency Codes

Code	Emergency/Threat
Code Blue	Cardiac / Respiratory Arrest Adult/Pediatric
Code Pink	Possible Infant / Pediatric Abduction
Code Red	Smoke or Fire Detected
Code Yellow	Bomb Threat
Code Grey	Combative Person without a weapon
Code Silver	Combative Person with a weapon Active Shooter and/or Hostage
Code Orange	Hazardous Material Spill / Release
Code Green	Patient Elopement
Code “_____” All Clear	Situation All Clear – return to normal Operations
Code Black	Emergency Alert / Internal Emergency / External Emergency Severe Weather Warning means that severe weather is occurring, imminent, or likely in the location indicated and is a threat to life and property
*Severe Weather Watch	Severe Weather Watch means that conditions are favorable for the development of severe weather
*Severe Weather Warning	Severe Weather Warning means that severe weather is occurring, imminent, or likely in the location indicated and is a threat to life and property

Your supervisor will inform you of the proper response you should take if you hear these alerts.

SECURITY: It is Drew Memorial Hospital’s policy to ensure the safety of our patients, our employees and the hospital property. Every employee should promptly report to their supervisor or department director any suspicious person or circumstance. Employees can also help by observing the rules and regulations of the various departments with regard to the proper security of hospital property. The hospital cannot be responsible for loss or damage to the personal property or valuables of employees, patients or others while on the hospital premises. If you have suspicion, call the administrative person on duty or on call, who will then contact the appropriate authority.

APPENDIX

Definitions for use with Drew Memorial's FMLA policy

- "Child" is defined as a biological, adopted, or foster child under the age of eighteen (18); anyone who is treated as your child who is under age eighteen (18), which may include the child of your spouse who lives with you or your grandchild who lives with you; and any physically or mentally disabled child of any age who is incapable of self-care.
- "Spouse" is defined as your husband or wife as recognized by the law. This includes same gender spouses.
- "Parent" is defined as your biological father or mother or anyone who was a guardian or was responsible for you as a son or daughter when you were under the age of eighteen (18) years. The term does not include in-laws.
- "Serious health condition" means conditions or illnesses that affect an employee's health requiring inpatient treatment or one of the following:
 - Any period of incapacity or treatment in connection with inpatient care in a hospital, hospice or residential medical o care facility.
 - Any period of incapacity requiring absence from work or other regular daily activities for more than three (3) consecutive, full calendar days that also involves treatment two or more times by a health care provider within thirty days of the beginning of the incapacity, with one of those treatments occurring within seven (7) days of the beginning of the incapacity.
 - Any period of incapacity requiring absence from work or other regular daily activities for more than three (3) consecutive, full calendar days that also involves treatment by a health care provider on one occasion within seven (7) days of the beginning of the incapacity and a regimen of continuing treatment under the supervision of a healthcare provider.
 - Any period of incapacity or treatment for a chronic long-term health condition that requires periodic treatment (at least two visits to a health care provider per year) and that may cause episodic rather than continuing periods of incapacity.
 - Any period of incapacity related to pregnancy or prenatal care; or any period of absence to receive multiple treatments either for restorative surgery after an accident or for conditions that if left untreated would result in incapacity of more than three (3) consecutive, full calendar days, such as cancer or kidney disease; or any period or incapacity which is permanent or long-term due to a condition for which treatment may not be effective, such as Alzheimer's or the terminal stages of a disease.

EMPLOYEE BENEFITS



Drew Memorial Health

System is committed to **caring** for our **patients**, and that starts with **caring** for our **employees** and their **families**.

We offer a comprehensive **benefits** program that supports our employees maintaining a healthy work-life balance.

Drew Benefits

- **Medical Insurance**
 - Dual option (PPO or HSA)
- **Dental Insurance**
- **Vision Insurance**
- **Group Life and AD&D (FREE)**
- **Group Long Term Disability (FREE)**
- **Group Short Term Disability**
- **Voluntary Life Insurance**
 - *Employee, Spouse and Children*
- **Voluntary Accidental Death & Dismemberment Insurance**
 - *Individual or Family Coverage*
- **Term Life Insurance**
- **Medical Flexible Spending**
- **Dependent Care Flexible Spending**
- **Voluntary Cancer Care Insurance**
- **Voluntary Critical Illness Insurance**
- **401(k) Savings and Employer Match**
- **Tuition Reimbursement**
- **Paid Time Off**
- **Sick Leave**

Drew Perks & Discounts

- **Great Teamwork!**
- **Flexible Schedules**
- **Expanding Service Lines**
- **Community Culture**
- **Competitive Compensation**
- **Continuing Education Opportunities**
- **Award-Winning Hospital**
- **Newly Constructed Patient Care and Surgical Areas**
- **Onsite Cafeteria**
- **Payroll Deduction Options**
 - *Meals*
 - *Special Sales*
 - *Gift Shop*
 - *Discounts on Medical Services performed at DMHS for your family*
- **FREE Athletic Club Membership**



Drew Memorial Health Foundation is a non-profit organization that enables Drew Memorial Health System to enhance and improve the healthcare services provided by through facility improvements, equipment purchases, services and scholarships.

The Foundation relies on the generosity of donors to maintain a distinguished standard of excellence within the medical community.

Ask about our employee involvement in the Foundation!

Drew Memorial Health System

ORIENTATION CHECK LIST

NAME: _____

DATE OF ORIENTATION: _____

JOB TITLE: _____

DEPARTMENT: _____

HUMAN RESOURCES ONBOARDING

Initial /Date

INFECTION CONTROL/Emp Health

Barbara Barnes, RN

Initial /Date

_____ **Immunization**

_____ **TB Skin Test**

HIPAA/COMPLIANCE

Jenny Guthrie

Initial /Date

CARELEARNING (completed)

Initial /Date

Drew Memorial Health System

778 Scogin Drive

Monticello, AR. 71655

870-367-2411

**ACKNOWLEDGEMENT OF RECEIPT OF
DREW MEMORIAL HEALTH SYSTEM EMPLOYEE HANDBOOK**

I have received a copy of the Drew Memorial Health System Employee Handbook, specifying policies, practices and regulations, which I agree to observe and follow during my employment.

I understand that all employees are employed at will, and neither this handbook nor the employment application constitutes all or any part of an employment contract between Drew Memorial Health System and me.

Name

Date

NOTE: Please keep your handbook readily accessible. Any future additional will be supplied as necessary.