Employee Handbook

Excellence       Regulations       On the Job

Employee Rights & Responsibilities

Benefits       Leaves of Absence       Compensation

Rewards & Recognition       Safety & Security

St. Charles Hospital
Catholic Health Services
At the heart of health

Count on Experience. Count on St. Charles
Dear Colleague,

Welcome to St. Charles Hospital (SCH), a member of Catholic Health Services of Long Island.

You have joined a premier, acute-care hospital with a century long history of commitment to service excellence and patient care. The remarkable growth and success of SCH over the past 100 years can be attributed to the skill and dedication of our employees. We are delighted that you have chosen SCH as your place of employment and we consider you an integral member of our team.

Please take time to look over the policies, benefits and services described in this handbook. They reflect our desire to promote your professional development as well as personal growth. While the handbook provides important information related to all aspects of your employment at SCH, it is not intended to be comprehensive. This handbook is for all employees of SCH. Some of our employees are represented by a union whose employment is governed by a collective bargaining agreement. If the collective bargaining agreement has an express provision that conflicts with an express provision of this handbook, then the collective bargaining agreement provision shall control. For further guidance on this subject, please consult with the Human Resources Department.

At SCH we believe that all employees should be treated fairly. Supervisors regularly communicate with employees in person and through memoranda. A team environment is fostered through the belief that we all work together for the noble purpose of providing excellent patient care. We have an “Open Door Policy”, and we encourage you to discuss and resolve issues directly with hospital leadership. We are proud of our relationship with each and every one of our colleagues.

Thank you for choosing SCH as your place of employment. We hope that your career with us is an enriching and engaging experience.

Sincerely,

James M. O’Connor
Chief Administrative Officer and Executive Vice President
Purpose

This handbook is designed to acquaint you with SCH and provide you with information about working conditions, employee benefits and some of the policies affecting your employment. You should read, understand, and comply with all provisions in the handbook.

Purpose

This handbook describes many of your responsibilities as an employee and outlines the programs developed by SCH Hospital (SCH) to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

Although this handbook intends to reflect current policies or rules of SCH; users are cautioned that changes or additions to such policies or rules may have become effective since the publication of this material. In the event of such a conflict, the current statements of SCH Administration shall prevail.

Employee handbooks can never anticipate every circumstance or question about policy. As SCH continues to grow, the need may arise and we reserve the right to revise, supplement or rescind any policies or portion of the handbook from time to time as deemed appropriate. Employees will, of course, be notified of such changes to the handbook as soon as is practical.

The general overview of basic employee policies and benefits provided in this handbook are to help you understand what SCH expects of its employees, as well as the resources available to you. Specifics of the benefit plans are contained in the actual plan documents, which are available from the Human Resources Department. Change is a key part of our industry and neither the policies nor the benefits in this handbook should be regarded as a “contract of employment.”

This handbook is only intended to provide a brief summary of our policies and benefits and is not intended to create contractual obligations of any kind. Without exception, all hospital employees are employed “at will”, which means that you may end your employment at any time and for any reason, and SCH may end your employment at any time, and for any reason, with or without cause or advance notice. The provisions of this handbook and policies contained herein may be modified, substituted or deleted at the discretion of SCH.

Employee Acknowledgment

The employee handbook describes important information about SCH and I understand that I should consult the Human Resources Department regarding any questions not answered in the handbook. I have entered into my employment relationship with SCH voluntarily and acknowledge that there is no specified length of employment. Accordingly, either SCH or I can terminate the relationship at will, with or without cause, at any time.

I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature_________________________
Print Name____________________________
Date ______________________
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I. Culture of Excellence

The Past
SCH is a not-for-profit organization that was founded in 1907 with a mission of administering to the physical, mental and spiritual needs of children with severe infirmities.

The Daughters of Wisdom, a congregation of Roman Catholic nuns dedicated to caring for the sick and educating the young, was founded in France in 1703 by Saint Louis Marie de Montfort. The dedication of this team of French nuns and the love of Bishop Charles E. McDonnell led to the establishment of SCH as a home for children. During the early years, SCH was noted for opening the first outpatient clinic on Long Island. SCH was nationally known for its research and treatment of polio and played an important role in the development of serum treatment protocol for infantile paralysis.

The Present
SCH is a full service, general hospital providing services in medical/surgical, intensive care/cardiac care, pediatrics, neonatal, maternity, alcohol rehabilitation, hospice and physical medicine/rehabilitation patients. Well known as a regional rehabilitation center, SCH hosts a comprehensive adult and pediatric inpatient and outpatient program as well as 9 satellite rehabilitation sites from Albertson to Riverhead. Each year approximately 2,000 babies are born at SCH, while a team of skilled professionals led by board certified neonatologists provide 24-hour-a-day coverage to ensure that newborns with special needs receive the highest level of care. SCH continues its nearly 100-year tradition of specializing in orthopedic surgery, performing the world’s second computer-assisted, reverse ball and socket total shoulder replacement surgery. SCH remains a leader in the northeast and across the nation in deploying three different navigation platforms for total knee and total hip replacement surgery. This year orthopedic surgeons at SCH will perform more than 700 total joint replacements more than any other hospital in Suffolk County. SCH hosts a Traumatic Brain Injury Center, including the only pediatric traumatic brain injury unit on Long Island, a Spinal Cord Injury Center and an Alcohol and Drug Rehabilitation Center.

SCH is a member of Catholic Health Services of Long Island (CHS). CHS is the healthcare ministry of the Diocese of Rockville Centre and is one of the largest employers on Long Island.

CHS Member Hospitals
• Good Samaritan Hospital Medical Center
• Mercy Medical Center
• St. Catherine of Siena Medical Center
• St. Charles Hospital
• St. Francis Hospital
• St. Joseph Hospital

CHS Nursing Homes
• Good Samaritan Nursing Home
• Our Lady of Consolation Nursing and Rehabilitative Care Center
• St. Catherine of Siena Nursing Home

CHS Affiliates
• Maryhaven Center of Hope
• Catholic Home Care
• Good Shepard Hospice
• Sienna Village
• CHS Support Services
• CHS Services

Our Vision:
We are a Team of Healers committed to individualized care and professional excellence. We strive to be a System of enduring quality and financial strength, which people choose for care, where physicians choose to practice, and employees choose to work.

**Our Mission:**

The mission of CHS is to provide the best of the art and science of health and medicine across the continuum of human life:

- To serve as advocates for the health needs of the community
- To collaborate with others in fulfilling this mission

In this work we are committed to the values of:

- Compassionate care for all we serve
- Justice for all whom we encounter, including our staff
- Integrity in all our business dealings
- Deep respect for the dignity of each person
- Fidelity to the teachings of the church
- Reverence for the traditions of the women religious that inspire and nurture our apostolate

SCH is an accredited organization by The Joint Commission. The Joint Commission is an independent, not-for-profit organization. Its mission is to continuously improve the safety and quality of care provided to the public through the provision of healthcare accreditation and related services that support performance improvement in healthcare organizations. The Joint Commission sets the standards by which healthcare quality is measured in America and around the world. To maintain and earn accreditation, organizations are subject to receive extensive on-site reviews by a team of The Joint Commission healthcare professionals.

**A SUPPORTIVE WORKPLACE**

The team at SCH works tirelessly to create a supportive workplace environment that values cooperation and mutual respect, nurtures a spirit of community and rewards hard work and dedication. We sustain this atmosphere by recognizing employee accomplishments, actively promoting diversity, providing multiple opportunities for communication and listening and responding to employees.

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**EMPLOYEE SATISFACTION SURVEY**

In order to improve our workplace, we are committed to talking and listening to one another.

By participating in our confidential employee satisfaction survey process, employees help make our Hospital a better place to work. The purpose of this survey is to obtain staff thoughts and input regarding what they like about working here and what they would like to see improved. Administration then develops organizational and departmental action plans for improvement based on the survey responses.

**COMMUNICATION**

We actively seek to keep employees informed about news, policy changes, new programs and special events and we work to keep the lines of communication open. These are just a few of our formal communication methods:

**Employees and their Supervisors**

Questions and concerns relating to job activities should first be presented to your supervisor. Communication between you and your supervisor should be ongoing and should address concerns, duties and expectations. Supervisors can assist employees achieve their professional goals by providing career development information. However, there may be times employees may wish to discuss questions or concerns with someone other than their immediate supervisor. Employees may raise such matters with either the Human Resources Department or higher levels of management.
Department and Unit Meetings

Departments and units meet to communicate goals and objectives and to discuss workplace issues of interest to employees. Employees should check with their supervisor to obtain a schedule of the meetings.

Town Hall Meetings

The CAO/Executive Vice President and Senior Administrators meet throughout the year with employees to present topics of interest, provide information, answer questions and address concerns. There are two venues for town hall meetings; hospital-wide and department specific. Employees will be invited to participate and can request department-specific town hall meetings via their supervisor or Human Resources.

Birthday Lunches

The Executive Vice President of SCH hosts bi-monthly birthday lunches with all staff. Each staff member will receive an invitation to dine and celebrate their birthday as well as catch up with what’s new at the Hospital. It’s a great way for staff to interact with Administration and to learn more about their workplace.

Happenings is our in-house newsletter. Be sure to read it to learn more about what’s happening now and in the future.

Visit our the SCH Website to learn more about what’s happening at SCH or to inquire about job opportunities. www.stcharles.org

ORIENTATION

We provide all employees with a comprehensive Hospital-Wide Orientation Program. The purpose of this training is to introduce you to SCH and CHS and to orient you to our culture and overall performance expectations as well as our regulatory policies and procedures. Employees are retrained annually to keep current with all regulatory and quality standards.

Department heads will provide specific information such as work assignments, work hours, uniforms and departmental policies.
A Commitment to Quality Service

At SCH, we strive to create an environment where extraordinary service is provided to our patients and their families, to our guests and visitors and to each other every day. We measure and report patient satisfaction scores and plan improvement strategies based on the feedback we receive from our patients. Service excellence is a way of life at SCH. It is how we work, how we interact, how we think about our jobs—whether we are providing service directly to patients or to someone who does. To build Service Excellence, we focus on eight Performance Standards that define expectations for all employees.

PLEDGE TO SERVICE EXCELLENCE

I understand that SCH is committed to being the best of the best in care and takes pride in having people on its team who care about people and are inspired in their work by a desire to help others. I also understand that the success of this commitment depends 100% on our individual and cooperative efforts. Therefore I agree to partner with SCH in its commitment to service excellence by abiding by the following performance standards:

PERFORMANCE STANDARDS

ACCOUNTABILITY: We are responsible for the outcomes of our efforts. This commitment must show that the work we do is a reflection of ourselves.

This commitment is reflected in our verbal and non-verbal messages.

HONOR OUR PATIENTS: We are committed to providing compassionate care for all we serve.

APPEARANCE: Consideration for our patients’ expectations is demonstrated by the manner in which we represent our facility and ourselves. This commitment is reflected in the hospital environment and our personal appearance, manner, expression and concern.

PRIVACY: We ensure our patients’ right to privacy and modesty. Maintaining a secure and trusting environment reflects this commitment.

ATTITUDE: We are here to serve our customers by meeting their needs with utmost care and courtesy. This commitment is reflected in our positive behavior.

SAFETY: We all share in the responsibility of maintaining a safe environment. This commitment is reflected in our actions and attitudes.

COMMUNICATION: We are committed to understanding our patients and customers and effectively communicating their needs.

VALUE EACH OTHER: We are linked by a common purpose: serving our patients and our community. This commitment is reflected in how we work with each other.

Sometimes the challenges of my daily duties may cause me to question this pledge. I will remember that our patient’s welfare depends on what I do. I will extend myself to our patients and other customers in order to provide them with a level of services that exceeds their expectations.

Signature: _____________________________ Date: _________________
II. Employment Regulations

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at SCH will be based on merit, qualifications and abilities.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of SCH to provide an Equal Employment Opportunity to all without regard to race, creed, color, religion, national origin, gender, age, marital status, sexual orientation, veteran’s status, military status, genetic predisposition or carrier status, a known disability or any other characteristics protected by law. This policy covers, but is not limited to, recruitment, employment, testing, working conditions, training programs, hospital facilities, promotions, transfers, layoff, terminations, discipline, rates of pay, and all other conditions and terms of employment.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Department. Employees can raise concerns and make reports without fear of reprisal. Every effort will be made to maintain the confidentiality of the matter consistent with SCH’s need to thoroughly investigate the allegations. Complete confidentiality cannot however be guaranteed. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

AMERICANS WITH DISABILITIES ACT (ADA)

SCH is committed to providing equal opportunities to otherwise qualified individuals with known disabilities, which may include providing a reasonable accommodation. In general, it is your responsibility to notify your supervisor and/or the Human Resources Department of the need for an accommodation. Upon doing so, your supervisor and/or the Human Resources Department may ask you for your input about the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, SCH may need your permission to obtain additional information from your physician or other medical rehabilitation professionals. Any questions or concerns regarding this policy should be directed to the Human Resources Department.

REPORTING GUIDELINES FOR FINANCIAL FRAUD, WASTE AND ABUSE AND WHISTLEBLOWER PROTECTION FOR REPORTS

SCH is committed to preventing and detecting fraud, waste and/or abuse, including the submission of false claims to the federal government for matters covered by Medicare and Medicaid. SCH’s internal policies, as well as two federal laws, the False Claims Act and the Program Fraud and Civil Remedies Act, all prohibit making false claims to the federal government.

Examples of fraud, waste, abuse and/or submission of a false claim include the following:

- Filing a claim for medical or other services that have not been rendered to one of our patients;
- Filing a claim for medical or other services that are not medically necessary;
- Submitting a claim with information that is known to be false; and
- Billing for inadequate or substandard care.

Accordingly, SCH strictly prohibits fraud, waste, abuse and/or the submission of false claims by any of its employees, officers, vendors or contractors.
Anyone who has knowledge of or a good faith suspicion as to the existence of, fraud, waste, abuse or the submission of a false claim by an employee, vendor, or contractor must immediately report it to a direct supervisor or to our Compliance Officer at Extension 5534. For anyone that is uncomfortable reporting such a matter to a supervisor or the Entity Compliance Officer directly, he/she is required to file a report leaving a message on the Compliance Helpline at 1- (866) 272-0004.

Reports of fraud, waste or abuse will be investigated fully and promptly. SCH will take corrective and/or disciplinary action as appropriate and necessary. Our investigation will preserve confidentiality to the fullest extent possible and practical, in accordance with law.

Any employee who is found to have engaged in fraud, waste, abuse and/or to have filed a false claim is subject to discipline up to and including termination of their employment. Similarly, any employee who assists another employee or who tolerates condones or fails to report another employee’s fraudulent, wasteful or abusive actions is subject to discipline up to and including termination of their employment.

Under the False Claims Act, private persons may bring an action in the name of the United States against entities that have submitted false or fraudulent claims to the Federal government. Employees who make a good faith report of fraud, waste, abuse or a false claim or who lawfully act in furtherance of an action under the Federal laws described above, have “whistleblower” status and are protected from all retaliatory and adverse employment action that is related to his/her good faith report or participation in an investigation of that report. Accordingly, SCH and Federal law strictly prohibit retaliation or reprisal against such employees and any employee who engages in retaliatory acts is subject to discipline up to and including discharge.

Complete copies of the policies and procedures for compliance with the False Claims Act and Program Fraud and Civil Remedies Act are available in the Human Resources Department.

IMMIGRATION REFORM AND CONTROL ACT (I-9)

In compliance with the Federal Immigration Reform and Control Act of 1986 (IRCA), as amended, SCH is committed to employing only individuals who are authorized to work in the United States. Each new employee, as a condition of employment, must complete an Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. If an employee is authorized to work in the United States for a limited period of time, the employee will be required to submit proof of renewal employment eligibility prior to the expiration of the period to remain employed by SCH.

Diversity means respecting others and enjoying our uniqueness. We believe it makes a more creative, innovative and inclusive workplace. SCH strives for an environment open and respectful of individual differences and where all employees are encouraged to maximize their potential and to exhibit a commitment to provide quality service to customers.
OPEN DOOR POLICY

Employees have every opportunity to discuss important issues concerning their employment at SCH. Most of the time, the immediate supervisor is the person best qualified to solve a problem or answer a question. However, there are occasions when employees may wish to discuss a problem with someone other than their immediate supervisor. Employees have the right to bring the matter to the attention of either Human Resources or higher levels of management.

NON-DISCRIMINATION AND ANTI-HARASSMENT

SCH is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, at SCH it is expected that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

SCH prohibits harassment of any kind by any employee towards another. This includes sexual harassment or harassment on the basis of gender or because of any other personal characteristic. There is zero tolerance for harassment and employees found to have violated this policy are subject to termination.

Unlawful harassment may include actions, words, pictures or jokes based on an individual’s sex, race, color, religion, national origin, disability, age, veteran status or other protected characteristic and is uninvited and unwelcome or that creates a hostile or offensive work environment that unreasonably interferes with the recipient’s ability to perform his/her job. Sexual harassment may involve unwelcome sexual advances, requests for sexual favors or other conduct of a sexual nature, which is explicitly or implicitly made a condition of employment or which is used as a basis for an employment decision.

SCH encourages reporting of all perceived incidents of harassment, including sexual harassment, regardless of who the potential offender might be. Any employee, physician, student or volunteer working at SCH, who believes that a violation of this policy has occurred, should immediately report their concerns to their direct supervisor or the Human Resources Director or designee. If the complaint involves the person’s immediate supervisor, then he/she should contact the person to whom his/her immediate supervisor reports (such as the Department Head, Human Resources Director or designee, or the Compliance Officer). Incidents and/or complaints that occur on the evening and night shifts may also be reported to the Nursing Supervisor or Administrator on Duty (AOD). You may reach either the Nursing Supervisor or AOD by calling the Telecommunications Department. Every report of actual or perceived harassment of any kind will be investigated and corrective action will be taken where appropriate. SCH will ensure that no employee is retaliated against for making any good-faith complaint or for cooperating in the investigation of a complaint under this policy. Employees found to have made a malicious report are subject to disciplinary action, up to and including termination. Any employee found to have retaliated against a complaining employee will be subject to disciplinary action, up to and including termination.
COMPLAINT Resolution

If employees have any complaint/issue related to their jobs, SCH wants to know promptly. If the matter is not resolved through speaking with the supervisor, they should notify their supervisor that they wish to initiate a request for review. The employee will be asked to prepare a written summary of the complaint to help understand their concerns. If the employee is uncomfortable speaking with their supervisor or the supervisor is the basis for the concerns, he/she may notify the Human Resources Department who will provide them with information on how to proceed.

Employees are encouraged to take advantage of the Open Door Policy before initiating a complaint. Every effort will be made to maintain the confidentiality of the complaint consistent with SCH’s need to thoroughly investigate the allegations. Complete confidentiality cannot, however, be guaranteed.

EMPLOYMENT CATEGORIES

It is the intent of SCH to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the at-will employment relationship at any time is retained by both the employee and SCH.

Each employee will be designated by SCH as either NONEXEMPT or EXEMPT from Federal and state wage and hour laws. In addition to the above categories, each employee will belong to one other employment category:

REGULAR Full Time employees are those who are not in a temporary or introductory status and who are regularly scheduled to work the standard 37.5-hour week (or if 12 hour shifts, 36 hours each week). Full time employees are generally eligible for SCH’s Benefits package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART Time employees are those who are regularly scheduled to work less than the full time work schedule. Some regular part time employees are eligible for several benefits sponsored by SCH’s Benefits of Caring Program and will be subject to the terms, conditions, and limitations of each program.

PER DIEM employees are used on an “as needed” basis. Individual departments may impose minimum requirements to remain active. All per diem employees are required to meet the same regulatory requirements (employee health, training) as active full and part time employees. Per Diem employees are not eligible for hospital benefits.

TEMPORARY employees are hired to work a limited period of time. Temporary employees are not eligible for SCH benefits.
III. On the Job

SCH is committed to providing quality patient care and service. To achieve this goal, SCH seeks to hire individuals best qualified to serve the needs of our patients and customers. This section will summarize important information you will need to know as you start your job, as well as basic policies and procedures. Most of the policies referred to in this section can be found in the Human Resource Policy and Procedure manual. Policies are periodically updated.

### ABSENTEEISM & TARDINESS

It is the policy of SCH to expect regular attendance from all employees. Attendance, in addition to being essential to the efficient operation of a department, is also a measure of an employee’s overall performance. Regular attendance is essential to providing quality patient care and customer service.

A review of attendance shall be conducted periodically by department supervision.

When an employee’s unscheduled absenteeism is determined to be excessive, the Department Head shall begin the Progressive Discipline Process with the employee regarding the unsatisfactory attendance record (refer to Progressive Discipline Process for more information).

Unreported or unauthorized Absence constitutes grounds for immediate dismissal. An employee shall be considered to have abandoned their job after an absence of two consecutive days without notification and/or authorization. An employee who abandons their job forfeits the payout of any eligible unused accrued time.

### TARDINESS

The efficient management of SCH depends on the punctuality of every employee. Excessive tardiness can seriously hamper the productivity of any department.

Circumstances beyond the individual’s control may occasionally cause tardiness.

Occasional, isolated instances of tardiness may not seriously affect the efficient operation of a department. However, excessive or chronic tardiness is a serious problem and shall be addressed accordingly.

#### Early Departure

An employee shall not leave his/her workstation before the scheduled close of his/her shift or work period without prior approval from supervision.

#### Notification of Late Arrival and/or Absence

In all Departments it is required that whenever possible, an employee shall call his/her Department Head or Supervisor at least one hour prior to the start of their assigned shift to advise that he/she is going to be late or absent. In some Departments the requirement is beyond the minimum of one hour. Please defer to your Departmental policies regarding notification of late arrival and absence.

A Department Head may excuse an employee’s tardiness if in his/her judgment the tardiness was unavoidable.

#### Loss of Time for Tardiness

In addition to disciplinary action, a non-exempt employee who reports to work late shall not be paid for any tardiness of fifteen (15) minutes or more.

An employee shall not be permitted to make up tardiness by working any part of his/her rest or meal period or by working past his/her normal shift time.

### CONFIDENTIAL INFORMATION

Confidentiality of information concerning patients, or patient records (health records or financial data) is ensured by SCH’s Health
Insurance Portability and Accountability Act (HIPAA) compliance policies. Similar confidentiality is expected for employees and their families. Disclosure of such information by an employee to any unauthorized person is cause for disciplinary action, up to and including termination of employment. Confidential information should not be discussed in public areas, such as elevators, corridors, cafeteria, or on patient units.

**DRESS CODE/UNIFORMS**

SCH must ensure that all employees are well groomed and dressed in a professional manner appropriate to their position and interaction with patients and the public.

It is the policy of SCH to maintain a consistent dress code for all employees. Public acceptance of SCH can occur only when the atmosphere within SCH gives the public and patients the confidence that we are “ready to serve”, and the institution maintains a high degree of dignity and professionalism.

Employees shall, at all times, be neat and clean in both their person and uniform or civilian dress consistent with their role as healthcare providers and Hospital representatives. Appropriate business clothing, good grooming, neatness and cleanliness are essential.

**Uniforms**

Within departments where uniforms have been issued to employees or are required to be purchased by the employee, such uniforms shall be considered required Hospital dress for that department.

a. Uniforms furnished by SCH are hospital property and are to be worn only while on duty.

b. Employees are responsible for loss or damage of hospital purchased uniforms, which shall be returned upon separation from employment.

c. Hospital-purchased uniforms are to be properly maintained. Worn uniforms may be replaced with new uniforms on an exchange basis.

Within departments where no uniforms are required and only clerical smocks or laboratory coats are issued, the preceding paragraphs shall also apply.

For those positions not requiring a specific uniform, the following manner of dress shall be followed by all employees and be reinforced by supervisory staff:

a. Male employees shall wear conventional shirts and ties. Shirts are to be tucked in neatly. Exceptions will be determined by supervisor based on title and job function.

b. Female employees shall wear clothing acceptable in a work environment. Dresses and skirts shall be of conservative length.

Except as required, as part of a uniform, employees are not to wear laboratory coats or scrubs. Laboratory coats and clerical smocks, which are part of the uniform, are to be worn over clothing that is considered appropriate in accordance with the preceding guidelines.

The following styles of dress are inappropriate and are prohibited:

- Jeans, tank tops, shorts, T-shirts, sweat suits, low-cut tops, bare backs, bare midriffs, beach wear, spandex stretch pants, extreme minis and shorts and clothing bearing provocative statements.
- Hats, caps or visors, unless part of a uniform or of religious dress.
- Accessories, such as scarves and jewelry, which may present a safety hazard around hospital equipment or office machinery.
- Employees are not permitted to wear pins, badges, buttons or any other material with slogans, etc. on their uniform unless issued by the Hospital or specifically approved by Administration.

**ID Badges**

ID Badges must be worn at all times while working, above the waist with the front of the badge facing forward (see section on ID Badges).
Shoes

Shoes are to be worn at all times. They are to be clean. All those working in patient care areas shall wear rubber-heeled shoes with stockings or socks at all times. Sandals and flip-flops may not be worn with business attire.

Sneakers are generally considered to be inappropriate although certain departments, because of the physical nature of their work, may allow them. Although white sneakers with a conservative design are preferred, these departments must set guidelines in a written departmental policy about the kinds and colors of sneakers that are acceptable.

Hair

Employees’ hair is to be neat and well groomed at all times. Mustaches, beards and sideburns should be neatly and closely trimmed. Hair accessories should be in good business taste. Nutritional Service employees working in the kitchen and food service areas are required to wear a net or hat.

Employees working with machinery or other equipment shall take special measures to ensure that their hair poses no threat to their own safety or to that of coworkers or patients.

Jewelry

1. Rings, necklaces, bracelets, earrings, lapel pins, tie bars or clips, cufflinks and a business-style watch are permitted.

2. Up to three (3) earrings per ear is permitted.

3. Aside from earrings, jewelry may not be worn in any visible body part including, but not limited to, piercing in the tongue, eyebrow or nose.

Fingernails should be kept clean and not exceed a length that impairs the employee from doing his/her job and that distracts customers.

The wearing of artificial fingernails, acrylics, press-ons, continuous French, extenders, wraps or other artificial fingernail products as defined by the Infectious Control Committee when providing patient care or when working in a high risk area is prohibited. High Risk areas are defined as:

1. All Nursing Care Units
2. All Clinical Rehab Services
3. Ambulatory Clinics
4. Ambulatory Surgery
5. Central Sterile Services
6. Delivery Room
7. Emergency Department
8. Endoscopy
9. Laboratory
10. Nutritional Services
11. Operating Room
12. Radiology
13. Respiratory Therapy
14. Dental Clinic
15. Others, as determined by the Infection Control Committee

Employees whose responsibilities include working on a regular basis in any of the “High Risk Areas” must also comply with all of the fingernail restrictions as outlined in this policy. This includes, but is not limited to staff in the following departments: Social Work, Psychology, Pastoral Care, Admitting, Care Management and Health Information Management.

Employees in these high-risk areas must keep natural nails less than ¼" long.

Tattoos

Visible tattoos are not permitted on exposed areas such as the face, neck or hands.

Disciplinary Action

Any employee reporting to work in unsuitable attire shall be sent home by his/her supervisor. The employee shall be docked for all time away from his/her workstation.

Any employee who does not comply with the dress code policy shall be subject to the appropriate disciplinary action up to and including termination. Supervisory staff shall ensure compliance with this policy.

DRUG-FREE WORKPLACE

It is the intent of SCH to provide a workplace that is safe for all employees, visitors and patients. Since the impairment of an employee could severely impact the safety of patients, visitors, other employees and themselves, SCH strictly prohibits the illegal
manufacture, distribution, possession or use of a controlled substance in the workplace.

Individuals who willfully violate this policy shall be subject to disciplinary action, up to and including termination, which shall include the notification of appropriate Federal and state agencies (as required by law).

Notwithstanding the above, it is our intent to assist in the rehabilitation of those individuals who suffer from drug and alcohol abuse. Employees who feel they may have a problem involving substance abuse should feel free to seek assistance from their supervisor, Employee Health Services or the Human Resources Department. All follow-ups will be held in the strictest confidence.

If employees have reason to believe that substance abuse may be a problem negatively affecting another employee's ability to perform assigned duties, they have an obligation to notify the appropriate supervisor or the Department of Human Resources. All follow-up meetings will be held in strictest confidence.

If an employee admits to having a substance abuse problem, an Administrative Referral to the Employee Assistance Program (EAP) is usually recommended. When made, the Administrative Referral to EAP is a condition of continued employment.

If the employee denies any use of alcohol, drugs or unusual substances, the behaviors that lead to the conference should be reviewed with them. If such an employee tests positive on a drug screen, termination will be seriously considered.

A refusal by an employee to be tested can result in termination.

If the employee is asked to leave the premises and appears to be impaired or upset, he/she should be offered transportation home. If a taxicab is needed, one should be provided.

Licensed professionals will be required to surrender their license at the time of conference if the impairment is apparent, documented and testing will result. Employees will be required to place a call to the Professional Assistance Program (PAP) at (518) 474-3817 extension 480 and request an application for surrender of license.

Registered Nurses who surrender their license will be recommended to contact Statewide Peer Assistance for Nurses (SPAN) at 800-724-6976 ext 226 or (718) 667-5851.

It is the objective of SCH Human Resources Department to fill vacant positions as quickly and efficiently as possible with the most qualified applicants.

Once a position is approved, it is posted for seven (7) days internally, giving hospital employees priority. If the position is not filled from within SCH, the position will be posted for external applicants.

Employees may request a transfer if they have not transferred within the past twelve (12) months or if they are requesting a transfer within the same title and have successfully completed their introductory period.
Interested employees must complete a Transfer Application through the Hospital website www.stcharles.org.

Human Resources reviews all transfer requests and endeavors to interview all employees who have applied and meet the minimum requirements. Human Resources also tests employees (if necessary). Human Resources reviews all of the employee’s personnel records on file and also follows up with the employee’s current supervisor/director regarding their present job performance. SCH endeavors to schedule qualified employees for an interview with the department director/NCC with whom Human Resources reviews the employees’ file.

Both the directors of the transferring and receiving departments will determine the transfer date. The amount of time between job acceptance and transfer usually does not exceed the vacation accrual of the transferring employee’s present position.

Transferred employees will have a new introductory period from 3-6 months.

IDENTIFICATION BADGES

It is the policy of SCH that all Employees are required to display, in a prominent location, SCH issued identification badge while they are on Hospital property or on Hospital business. All other individuals, including doctors, volunteers, outside agency people, and contractors, are required to display badges in a prominent location at all times while on Hospital grounds.

Lost Badge: If an employee loses their ID badge, they are to report it to the Security Department immediately.

Replacement: In order to replace their ID badge, the employee will submit a written authorization from their Department Supervisor to Security.

INCLEMENT WEATHER

While it is expected and appreciated that our employees make every effort to come to work during severe/inclement weather, it is understood that there will be instances when it is not possible to do so. When this happens our policy is as follows:

- Employees must call their department director to let them know they are not able to get to work because of the weather, i.e. ice, snow, or flooding,

- Employees who are not able to get from their home to SCH because of the weather will not be paid for their absence. The employee will not be permitted to charge their absence to any accrued time.

LICENSURE, REGISTRATION & CERTIFICATION

It is a requirement that all staff, whether mandated by law and/or the position’s responsibilities and duties maintain the required current valid license, registration and/or certification.

Human Resources shall validate the current license, registration and/or certification documentation for all personnel, including per diem and agency staff, with the exception of agency staff employed by the Nursing Department. The Nursing Department shall validate the current license, registration and/or certification of all their agency staff. In addition, Human Resources shall maintain for all currently employed staff a photocopy of the validated original license, registration and/or certification.

Validation shall be established by primary source verification. A presentation and/or submission of an original document/license by the staff member are not acceptable alone for purposes of this policy.
The department, which validates the original document, i.e., the Human Resources Department or Nursing Department, shall maintain a photocopy of the license, registration and/or certification for all new employees in the staff file and may, as necessary, provide a photocopy to the appropriate department head to be included in department files. In addition, the validating department shall verify the authenticity of the documentation provided with the appropriate issuing agency.

**Continuing Validation**

The staff member is responsible and required to renew the professional license, registration and/or certification prior to expiration.

All expiration/renewal dates except for nursing agency staff shall be tracked continuously by the Human Resources Department. Sixty days prior to the expiration date, the Human Resources Department shall notify the Department Head and request an updated renewal.

The staff shall present the original document(s) to their supervisor prior to expiration of the license, registration and/or certification. A copy of the validated renewed document shall be included in the appropriate staff file. The Department Head shall submit an attested photocopy of all document renewals to Human Resources for their file.

**Failure to Maintain Current Licensure Status**

If the staff member fails to provide such documentation the Human Resources Department shall notify the staff member and Department Head that he/she is taken out of service immediately.

The staff member is required to advise the department head immediately and in writing of any expiration, suspension or revocation of professional license, registration and/or certification.

The department head shall immediately advise, as appropriate, Human Resources or Medical Affairs of any change in license, registration and/or certification status.

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**INTRODUCTORY PERIOD**

The introductory period is intended to give new employees as well as transferred employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. SCH uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or SCH may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired full time employees complete an introductory period for the three months after their date of hire, excluding time lost for illness. Any significant approved absence will extend an introductory period by the length of the absence. If SCH determines that the designated introductory period does not allow for sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period. In no event may the introductory period exceed nine months.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

Neither this policy nor the successful completion of the introductory period changes the nature of the at-will employment relationship that can be terminated by SCH or the employee. The successful completion of the introductory period does not guarantee employment for any period of time thereafter.

During the introductory period, new full time employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other SCH-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for
each specific benefits program for the details on eligibility requirements.

PERFORMANCE APPRAISALS

SCH requires regular formal discussions between employees and their supervisor and/or department directors. The purpose of Performance Appraisal is to provide an opportunity for discussion between employees and supervisors of work-related expectations and goals for improved performance and to create a record concerning performance, which may be considered in promotions, transfers or other human resource decisions.

Performance appraisals will be based on hospital and department policies and procedures, as well as position descriptions.

Introductory Performance Appraisal

At the end of the employee’s introductory period their supervisor will meet with them to discuss his/her job performance. If the performance has been satisfactory, the employee will have passed their introductory period. If not, the employee will either be terminated or their introductory period will be extended to a maximum of nine months from the date of hire. The successful completion of the introductory period does not guarantee employment for any period of time thereafter.

Annual Performance Appraisal

On or about the anniversary of the employee’s hire date, he/she will meet with their supervisor to evaluate the competence of the prior year’s performance and discuss the next year’s performance program. SCH will endeavor to complete a performance appraisal every 12 months.

SMOKE FREE ENVIRONMENTS

Smoking by patients, visitors, employees, volunteers, clergy, contract or vendor personnel, students, fire, ambulance, police, government officials and medical staff is PROHIBITED on the campus of SCH as well as in vehicles owned, or leased, by SCH.

Non-compliance with the smoke free environment is a violation of hospital policy and warrants disciplinary action up to and including termination.

TIME RECORDS

Your supervisor is responsible for recording your time worked. The hours worked are noted on the time record and are the basis for payment. At the conclusion of each pay period, the time record is forwarded to the Payroll Office for processing. Employees are expected to cooperate fully and promptly in reporting and/or documenting their actual work time.

WORK SCHEDULES

Except for the 12-hour shift employees, the normal work schedule for all full time employees is 7.5 hours a day. Supervisors will advise employees of the times their workdays will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times.

WORKING HOURS & BREAKS

It is the policy of SCH that employees will be given appropriate rest periods during their work shifts.
Employees are entitled to a 15 minute break after every 4 hours of work. Your supervisor will notify you of your scheduled break period.

Meals

Employees working in excess of six hours are also entitled to one ½ hour unpaid meal break. Employees may take their breaks in the Employee Cafeteria during inclement weather. In addition, there are tables located on the patio outside of the Terrace Café for use in fair weather. The main lobby is not to be used for breaks due to limited seating. Your supervisor will notify you of your regular mealtime.

LACTATION BREAKS

In support of breastfeeding employees, SCH has implemented a company-wide program enabling employees who are nursing to express breast milk during working hours. Employees that wish to avail themselves of this benefit must give advance notice to their department director/manager prior to their return to work following the birth of their child. The lactation support program applies to breastfeeding employees, and provides employees who are nursing with unpaid break time to express milk. SCH has made available a designated lactation room, as well as an electric breast pump to assist breastfeeding employees with milk expression. This benefit is available to the employee during their normal work day and anytime in which the employee works overtime or additional hours. Hospital lactation consultants are available to assist breastfeeding employees and can be reached at 476-5572. Prenatal breastfeeding classes and a post-partum breastfeeding support group are also available. No employee will be subject to discrimination for exercising her rights under this policy.
IV. Employee Rights & Responsibilities

The general standards of conduct to which employees will be held to are outlined in this section. This section does not explain every law or regulation a person must follow as part of his or her duties. However, it is the responsibility of every individual to learn, understand, and obey the law. If you are unclear about the right thing to do, it is your responsibility to ask. You are also required to report any potentially unethical or illegal conduct to the Compliance Officer.

COMPLIANCE PROGRAM

STANDARDS OF CONDUCT

SCH has a Compliance Program (Program). As part of that Program, SCH has instituted various policies and procedures which are set forth in the Compliance Handbook and the Compliance Manual, to assist in preventing fraud, waste and abuse in government healthcare programs and to ensure compliance with all laws, regulations applicable to SCH, and to promote ethical and lawful conduct. All employees receive a copy of the Compliance Handbook as part of the orientation process, through the compliance training program or may obtain a copy from SCH’s intranet site.

SCH is committed to ensuring that all billings to Medicare, Medicaid and other third-party payors on behalf of SCH healthcare entities are truthful, accurate and meet the requirements of applicable laws, regulations and contractual requirements, including Federal and state false claims and other relevant laws, regulations and remedies. As such, all employees and agents must adhere to SCH’s Compliance Program which includes the following general standards of conduct:

**Employees must:**

- **Obey the law** when conducting business on SCH’s behalf, including checking with a supervisor or the Compliance Officer before undertaking any action that an individual feels may not be lawful;

- **Be honest and truthful** in all of their dealings with one another and with people or organizations that do business with SCH healthcare entities;

- **Participate in SCH’s Compliance Program**, including reporting actual or suspected misconduct and working to correct any improper practices that are identified.

As noted above, there are Federal and state false claim laws which SCH must abide. The Federal and New York State False Claims Acts provide, in pertinent part, that any person who knowingly presents, or causes to be presented, to the Federal, New York State and local governments a false or fraudulent claim for payment is liable to the Federal, New York State or local governments for a civil penalty.

A detailed description of Federal and New York State false claim, whistleblower protection and other relevant laws, regulations and remedies is provided in the SCH Whistleblower Protection Policy, which can be found on SCH’s intranet site.

An effective compliance program is every employee’s responsibility. Therefore, any person who has knowledge or concern as to the existence of fraud, waste, abuse or the submission of a false claim must immediately report it to their supervisor or Compliance Officer. Anyone who has knowledge of or a good faith suspicion as to the existence of fraud, waste, abuse or the submission of a false claim by an employee, vendor, or contractor must immediately report it to a direct supervisor or to our Entity Compliance Officer at Extension 5534. For anyone that is uncomfortable reporting such a matter to a supervisor or the Entity Compliance Officer directly, he/she is encouraged to file a report, leaving a message on the confidential compliance helpline:

**The Confidential Compliance Helpline number is:**

1-866-272-0004

Furthermore, SCH has a non-retaliation policy for personnel who raise compliance concerns or who report known or suspected violations of the Compliance Program or of Federal or state laws.
This and other compliance policies can be found on SCH’s intranet site.

**Tape Recordings**
SCH prohibits its employees from secretly recording or directing others to secretly record, by audio or video tape or other electronic means, discussions or meetings between or among employees, patients, doctors, or visitors to SCH while on SCH premises, and/or between or among employees while outside the Hospital on Hospital business without the prior express written approval of Hospital Administration. Anyone violating this policy will be disciplined up to and including termination.

**HIPAA PRIVACY/SECURITY**

Patient privacy is essential to our mission and it’s important to our patients. Patient Privacy is National Law – HIPAA Privacy Rule.

As you perform your job, it is a requirement that you protect patient privacy. Patients receiving medical care expect privacy whether they are in SCH, physician’s office, lab or other healthcare setting. They expect to interact with their healthcare providers away from the public whenever possible, and they expect that their private health information will not be shared with those that don’t have a need to know.

Protected Health Information (PHI) is anything you see or hear that lets you know about the health or identity of a specific patient.

Protecting patient information is the responsibility of everyone at SCH, regardless of position. Information you have access to must not be the subject of conversation with coworkers (not involved in the care of the patient), family, friends or neighbors. Do not divulge any patient information when in an informal atmosphere or social setting.

The implications of non-compliance are very serious. Non-compliance could lead to:

- Lawsuits, fines up to $250,000
- Up to 10 Years in prison
- Disciplinary action including possible job loss

You are expected to report a concern if you see anything that you think violates SCH’s privacy policies and procedures.

Tell your department director your concerns. Your director is required to report them to the Privacy Officer. If you would prefer to report your concerns anonymously, please do so via the helpline.

**Compliance Helpline 1-(866) 272-0004**

**STATEMENTS TO THE PRESS OR OTHERS**

Any media calls, including newspaper reporters and TV reporters, should be directed to the hospital spokesperson/Public Affairs Office. Media should be escorted at all times by either someone from the Public Affairs staff or by Security. If you see reporters or camera crews in the hospital unescorted, call Security. Employees may not give out statements that in any way involve SCH, its policies or our patients without prior clearance from Administration and/or the Public Affairs Office. Remember, you should not provide any information to media, including acknowledging the presence of an individual in the hospital.

**CONFLICT OF INTEREST/GIFTS & TIPS**

All employees and others providing services to or on behalf of SCH must act in the best interest of SCH and CHS at all times. A conflict of interest may exist whenever an employee is in a situation in which his or her decision-making abilities, on behalf of the SCH Compliance Program may be impaired.
or compromised based on his or her relationship (or the relationship of his or her family).

All employees have a duty to:

- Report potential conflicts of interest to the Compliance Officer;
- Not use their positions, or the knowledge they gain from being in such positions, for personal advantage.

SCH ACCEPTABLE USE POLICY (AUP)
It is each employee’s duty to use SCH’s resources responsibly, professionally, ethically, and lawfully. This policy is detailed in the Acceptable Use Policy (AUP). Each employee must sign an Acceptable Use Policy Acknowledgement Form and is therefore responsible for the security of the Information Environment. Key points of the AUP are included but not limited to the following:

- Employees do not have an expectation of privacy in anything users create, store, send, or receive on SCH Resources.
- Resources belong to SCH and are to be used solely for the purpose of SCH business.
- The following activities are prohibited:
  a. Inappropriate or Unlawful Material
  b. Waste of IT Resources
  c. Communication of Confidential Information
  d. Altering Identity (Spoofing)
  e. Personal Software and Copyright Violations
  f. No Forwarding Policy
- Employees are responsible for safeguarding their passwords for access to SCH Resources. Individual passwords should not be printed, stored online, or given to others. Users are prohibited from using or disclosing another User’s password.
- Any information developed or compiled by the User, including documents such as writings, diagrams, spreadsheets, databases, that results from the use of SCH Environment by the employee shall be the exclusive property of SCH.

Gifts can never be given or received for the purpose of influencing the business decision of a staff member.

PERSONNEL RECORDS
Current employees may review their personnel file with a member of Human Resources upon request by appointment. They must present their ID at the time of the request.

Since the individual personnel files are the property of SCH and former employees no longer have a relationship with SCH, permission to review the personnel file is not granted to a former employee.

CHANGES TO PERSONNEL INFORMATION
Accurate, current information is essential; therefore, any change to the personal information in an employee’s personnel record should be reported immediately. The information should be sent to Human Resources in writing. Of particular importance are changes of name, address, telephone number, marital status, dependents, and beneficiaries.

PROGRESSIVE DISCIPLINE
SCH’s policies and regulations are intended to facilitate productivity and satisfactory working relationships based on trust, self-discipline, and respect for the rights of others.

Therefore when an employee violates SCH or departmental standards, his/her supervisor is responsible for acting promptly to correct the situation and to prevent further occurrences for mutual benefit. Depending on the gravity of the situation and whenever possible and feasible, SCH will work with an employee through a “progressive disciplinary” process which means that the least severe level of discipline applicable to the situation will be explored before invoking more harsh levels of discipline. The goal of progressive discipline is to retain employees and to improve an employee’s performance while at the same time documenting the efforts of the employer in the event of discharge. The following are approved progressive disciplinary steps:
Examples of progressive steps are:

* Oral Counseling
* Written Warning
* Suspension
* Termination

Any and all of these steps may be omitted, as we deem appropriate upon review of the circumstances. There may also be offenses, which are deemed sufficiently serious to result in immediate termination. These may include, but are not limited to, acts of violence, fighting, theft, abandonment of position, breach of confidentiality, carrying weapons of any sort, falsification of records, and the possession, use, sale, purchase, or distribution of any illegal drug(s)/substance(s), drug paraphernalia, or alcohol.

In addition, we will consider the facts surrounding a current arrest, a criminal complaint, a summons to answer a criminal charge, an indictment, criminal information, or any other criminal charge or conviction of an employee as a basis for disciplinary action. Employees are required to report any arrests, indictments or convictions to Human Resources immediately upon notice. If the particular circumstances and the offense charged, in our judgment, present a potential risk to the safety and/or security of our patients, employees, premises and property, such events may result in disciplinary, up to and including termination.

The severity of the employee infraction and the amount of time between infractions may cause one or more of the steps to be ignored or repeated. If that is the case, the department director should consult with the Human Resources Director.

Continued substandard performance, insubordination, misconduct, and other serious offenses or behavioral problems that continue after other disciplinary actions have been taken may result in discharge from SCH.

Discharge also may occur immediately and without notice and/or without pay in lieu of notice.

**GRIEVANCE PROGRAM**

SCH is committed to fair and consistent employment practices and procedures, and is committed to providing procedures whereby employee issues are resolved internally in a timely, efficient and fair manner.

If an employee experiences a work-related problem or questions a Hospital or departmental policy, the employee should refer the matter to his/her supervisor who shall attempt to resolve the matter with the employee.

If the employee is not satisfied with his/her supervisor’s resolution of the problem, the employee may appeal to the Director of Human Resources or his/her designee. If still dissatisfied, the employee may appeal to his/her Department Vice President and then the Executive Vice President. All appeals will be handled in a confidential manner and as promptly as possible. Every effort will be made to find a resolution, which is reasonable and fair. Please refer to the Human Resources Grievance Policy to review the appeal process dates and expectations.

**SOLICITATION**

Solicitation or distribution of literature by EMPLOYEES OR PERSONS WHO ARE NOT EMPLOYED BY SCH are prohibited at all times on all Hospital property, including, but not limited to, SCH’s buildings, parking areas, service buildings, office and administrative buildings and other off-site centers. All salespeople or vendors desiring to do business with the Hospital are to be directed to Administration. All unauthorized vendors will be asked by Security to leave the premises.

It is the policy of SCH that solicitation, distribution or posting of personal or advertising material, handbills, printed or written literature of any kind by EMPLOYEES OF SCH are prohibited in all immediate patient care areas at all times. In addition, solicitation and/or distribution by an employee of another employee are prohibited if either is on working time. For purposes of this policy, “working time” does not include meal periods or other break and rest periods when employees are not engaged in the performance of their work tasks.

Violators of this rule will be subject to appropriate discipline up to and including termination.
V. Benefits and Services

SCH recognizes that our employees are the most important resource in our efforts to realize our vision. SCH provides our employees access to a diversified range of high-quality, affordable benefits, we ensure that employees will have the peace of mind that the health and wellness needs for themselves and their families are being met. To lower the costs to you, SCH pays a major portion of the premiums. Because the exact coverage and premium costs are variable, they are not included in this handbook. Information is available from the Human Resources Department.

EMPLOYEE BENEFIT PROGRAMS

SCH is committed to providing a comprehensive and competitive range of employee benefits.

Please note that the descriptions of the benefits contained in this handbook are merely highlights of the programs and benefits provided. These plans are more fully described in the information provided by the Human Resources Department and in the official plan documents. In the event of any conflict, the official plan documents will govern.

SCH retains full authority to interpret, modify, discontinue and administer the benefits or programs it currently provides, as well as adjust the cost to employees of such benefits and programs.

BENEFITS AVAILABLE TO EVERY SCH EMPLOYEE (regardless of Employment Category – full time, part time, and per diems)

- Employee Assistance Plan for support balancing work and family issues;
- Social Security, Workers’ Compensation and New York State Short Term disability;
- Tax-Deferred Annuity Program (403(b)) that provides a tax-efficient way to save for retirement.

For Employees Budgeted to work at least 20 Hours per Week, a Pension Plan is available to help provide financial security upon retirement.

ELIGIBILITY FOR COVERAGE

To be eligible for benefits, employees must be budgeted to work 18.75 hours or more per week. Twelve hour shift employees must be budgeted to work a minimum of 18 hours per week.

After enrolling and meeting our eligibility requirements, benefits begin on the first of the month following a 60-day waiting period, and are actively working when coverage is scheduled to begin.

For employees that are transferring their position to a benefit eligible position, eligibility for benefits begins the first of the month following the start of the new position.

ELECTED BENEFITS:

Employees pay their share of the cost through payroll deductions:

- Medical insurance with several options for employees and eligible family dependents
- Dental insurance, which includes orthodontia coverage
- Basic Life Insurance (at no cost to employee)
- Supplemental life insurance for employees and/or eligible family dependents
- Supplemental short term disability
- Long term disability insurance
- Vision Plan
- Optional Cancer Care coverage, National Group Legal Plan, Critical Illness Insurance
YOU MAY ELECT THESE BENEFITS TO ENHANCE YOUR FINANCIAL OPPORTUNITIES:

- Flexible Spending Accounts that allow reimbursement for eligible healthcare and/or dependent care expenses with before-tax dollars. Eligible employees may enroll in this plan only during Open Enrollment.

- Tax-Deferred Annuity Program (403(b)) that provides a tax-efficient way to save for retirement. All employees are eligible including per diem employees, with no waiting period.

- Long Island Community Credit Union to provide savings opportunities and loans at favorable rates.

WHEN TO JOIN BENEFITS:

<table>
<thead>
<tr>
<th>New Hires:</th>
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<tr>
<td>Eligible employees must sign up for benefits during 60 days of initial employment.</td>
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</tbody>
</table>

| Employees, who do not join during the first 60 days, will be allowed to join only during an Annual Open Enrollment period, which will be announced by SCH. |

| Other Occasions of Eligibility: |
| Transfers: |
| Employees can enroll immediately following a status change to full time or a part time position that is benefit-eligible. When transferring positions, the benefits become in effect the first of the month following the change to a benefit-eligible position. |

| Qualified Status Changes: |
| Employees may enroll or change coverage re: during the 30-day period immediately following a qualified status change. |

| Qualified status changes include: marriage, divorce, legal separation, death of a spouse, enforcement of qualified medical support order, or becoming ineligible for coverage under your spouse’s insurance plan. This is not an all-inclusive list; please contact Human Resources for more examples of qualifying events. |

HEALTH INSURANCE PROGRAM

Eligible full time and part time employees as outlined above are eligible for group Health Insurance. Employees will receive information outlining the available plans before completing the enrollment form.

CONTINUATION OF COVERAGE

Healthcare coverage can become available when employees would otherwise lose group health coverage. It can also become available to other family members of eligible employees who are covered under the Plan when they would otherwise lose their group coverage. Dependent children may continue coverage until the end of the year that they turn 25, (26 years old for medical coverage).

INSURANCE (Life, Short and Long Term Disability)

All benefit eligible employees are eligible for life insurance and short and long term disability insurance. At the time of enrollment, each employee will receive a booklet describing the policies and explaining the benefits in more detail. The life insurance provided at no cost is equal to the employees’ annual salary, rounded to the next higher $1,000. Minimum coverage for full time employees is $20,000, part time employees $5,000. Supplemental coverage of your salary between one and six times the annual base salary is available as well as dependent coverage for your eligible dependents. Supplemental short term and long term disability insurances are also available.

Supplemental Short-Term Disability

You may purchase Supplemental Short-Term Disability for coverage in the event an employee becomes disabled and is unable to work. This benefit is in addition to the NYS–mandated Short-Term Disability coverage provided by the Hospital.

Long-Term Disability

Employees may purchase Long-Term Disability insurance. Benefits begin after 180 days of disability.
PENSION PROGRAM

SCH is a participant in the pension plan established by the Diocese of Rockville Centre. Employees must be budgeted to work at least 20 hours/week and be at least 21 years of age in order to be eligible for the plan. Employees are vested after 5 years of continuous service. SCH contributes on behalf of the employee based on annual wages. Participation in the plan begins the first of the month following the completion of 1 year of continuous service with a participating employer within the Diocese.

TAX DEFERRED ANNUITY PLAN (403(b))

Employees (including per diem employees) may voluntarily contribute to our 403(b) tax deferred annuity plan with no waiting period. Several options are available; please review materials, which are available in Human Resources before enrolling.

TUITION ASSISTANCE

SCH sponsors a Tuition Assistance Program to enable employees to receive additional education in areas related to their position responsibilities or entity operations.

All regular full and benefit-eligible part time employees are eligible for tuition assistance after 6 months of employment. All temporary, per-diem, on-call, or contract employees are not eligible.

Tuition Assistance: Maximum Amount per Calendar Year

<table>
<thead>
<tr>
<th>Status</th>
<th>Maximum</th>
</tr>
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<tbody>
<tr>
<td>Full time</td>
<td>$3,600/year for credits.</td>
</tr>
<tr>
<td>Part time (.4 FTE)</td>
<td>$1,800/year for credits.</td>
</tr>
</tbody>
</table>

Eligible courses may be job related or may lead to a position of greater responsibility at SCH.

The employee must be enrolled at an accredited college or university in an approved degree program and receive a passing grade of a “C” or better.

Reimbursement applies to tuition credit or course charges only. No payment will be made for college fees, lab fees, activity fees, travel expenses, etc.

Reimbursement is based on employment status at time of the course commencement. Employees must be actively employed as a full time or part time employee when the course is completed.

Employees must obtain prior approval from their Department Head and from Human Resources. Applications available in Human Resources must be completed by employees prior to course commencement. Reimbursement will be paid upon receipt of grades and proof of payment. Grades must be submitted within 60 days of completion of course.

At present we have a Prepaid Tuition Assistance Program with St. Joseph’s College, Molloy College and Adelphi University. The Hospital will pay tuition (up to the limits of this policy) directly to one of these colleges after the courses have been completed. The tuition amount will be made payable to the school after successful completion of the course with a grade of “C” or better.

All completed pre-paid tuition assistance applications must be filed with Human Resources 30 days prior to course commencement.

CONTINUING EDUCATION

The Tuition Assistance Program does not include paying for conferences, seminars or CEUs—that would be considered Continuing Education. To apply for
Continuing Education, requests should be made to your Department Director or Supervisor.

**HOLIDAYS**

SCH recognizes 8 holidays (7.5 hours each, 7.25 hours for 12 hour shifts) per year. Active regular full time and part time employees (on a pro-rated basis) accrue these holidays as they occur. Temporary and per diem employees are not entitled to these holidays.

Full time employees will accrue holiday time at the rate of 7.5 hours for each month of active service. For full time 12 hour shift employees, holiday accrual is based on a rate 7.25 hours.

Part time employees budgeted at 0.4 FTE or greater (a minimum of 30 hours per pay period), accrue holiday time on an hourly basis.

<table>
<thead>
<tr>
<th>Budgeted Hours Per Pay Period</th>
<th>Time Per Holiday</th>
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<tbody>
<tr>
<td>30-44 Hours</td>
<td>3.0 Hours</td>
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<tr>
<td>45-59 Hours</td>
<td>4.5 Hours</td>
</tr>
<tr>
<td>60-74 Hours</td>
<td>6.0 Hours</td>
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</tbody>
</table>

The following holidays are those recognized by SCH:
- New Year’s Day
- President’s Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Employees who work on a recognized holiday will receive another day off with pay.

**HOLIDAY PAY**

Full time employees required to work on any of the listed holidays will be paid 1.5 times the base hourly rate of pay for all holiday hours worked plus be entitled to another 7.5 hours off (or 7.25 hours if working 12 hour shifts).

Part time employees required to work on any of the listed holidays will be paid 1.5 times the base hourly rate of pay for all holiday hours worked plus be entitled to another 7.5 hours off (or 7.25 hours if working 12 hour shifts).

Temporary or per diem employees that are required to work on any of the listed holidays, will be paid 1.5 times the base hourly rate of pay for all holiday hours worked.

**Night Shift employees** will receive premium pay for all holiday hours worked during the period of 11:00pm the night before the holiday to 11:00pm the night of the holiday.

If a recognized holiday occurs within a scheduled vacation, this holiday may be rescheduled or used rather than a vacation day.

**Holidays must be used within one month of the actual holiday.** Holidays (with the exception of Christmas) not taken on or before December 31st of the same calendar year will be forfeited.

**Termination and Holiday Time**

Effective June 1, 2014, there will be no payout of unused holiday time at termination. Employees who do not give proper notice of resignation and employees who are discharged for gross misconduct shall forfeit all benefit time at termination.

**PERSONAL DAYS**

Full time employees accrue four personal days (7.5 hours each or 7.25 hours if working 12 hour shifts) per year. Employees must be active employees on January 1, April 1, July 1 and October 1 of each year to be eligible for the personal day. Personal days are to be used for personal business. Except in cases of emergency, personal days should be requested in advance and must be used within the calendar year that they are earned.

Part time employees budgeted at 0.4 FTE or greater (a minimum of 30 hours per pay period), accrue personal time on an hourly basis.

<table>
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<tbody>
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<td>45-59 Hours</td>
<td>4.5 Hours</td>
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<tr>
<td>60-74 Hours</td>
<td>6.0 Hours</td>
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</tbody>
</table>

**Termination and Personal Time**

Effective June 1, 2014, there will be no payout of unused personal time at termination. Employees who do not give proper notice of resignation and employees who are discharged for gross misconduct shall forfeit all benefit time at termination.
VACATION BENEFITS

Vacation time off with pay is available and encouraged for eligible employees to provide opportunities for rest, relaxation, and personal pursuits. The length of eligible service is calculated on the basis of a “benefit year.” This is the 12-month period that begins when the employee starts to earn vacation time.

VACATION ELIGIBILITY

Full time and part time employees budgeted at 0.2 FTE or greater (a minimum of 15 hours per pay period) are eligible for vacation benefits.

Once employees have successfully completed the introductory period, the accruals are retroactively credited back to the date of hire. Employees are eligible to request the use of vacation time after it is earned.

Paid vacation time can be used in minimum increments of one-half day. To take vacation, employees should request advance approval from their manager or supervisor. Vacation requests should be made in writing at least one month in advance to supervisors/managers. Every effort will be made to accommodate your vacation; however, requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation allowance is based on job classification and is computed on the hours you were paid. It does not include overtime or shift differentials.

No allowance will be made for sickness or other incapacity during vacations.

Regular full time employees accrue vacation in accordance with the following schedule, based on a maximum of 75 hours per pay period (72 hours for 12 hour employees). Vacation day categories are calculated based on a 7.5-hour day.

VACATION EARNING SCHEDULE

Regular Full Time Employees

<table>
<thead>
<tr>
<th>Annual Vacation Category</th>
<th>Vacation Hours Per Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Days (75 Hours)</td>
<td>2.88 Hours</td>
</tr>
<tr>
<td>15 Days (112.5 Hours)</td>
<td>4.32 Hours</td>
</tr>
<tr>
<td>20 Days (150 Hours)</td>
<td>5.76 Hours</td>
</tr>
<tr>
<td>25 Days (187.5 Hours)</td>
<td>7.21 Hours</td>
</tr>
</tbody>
</table>

Regular Part Time Employee’s Vacation Accrual Calculation

<table>
<thead>
<tr>
<th>Total Hours Worked*</th>
<th>FT Vacation</th>
<th>P/T Vacation Hours Accrued</th>
</tr>
</thead>
<tbody>
<tr>
<td>1950</td>
<td></td>
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</tbody>
</table>

* Excluding overtime.

Vacation time continues to accrue while out on hospital paid sick leave.

ADDITIONAL VACATION TIME

The amount of paid vacation time employees will receive increases with the length of their employment.

Additional vacation time will accrue based on length of service since your date of hire. If you are a full time employee in the 10 day category, you will begin accruing an additional 5 days after 5 years of continuous service. After 5 more years (a total of 10 years of continuous service) you will accrue an additional 5 days.

If you are a full time employee in the 15 day category, you will receive an additional 5 days after 5 years of continuous full time employment.

All full time employees with 12 years of continuous full time service begin to accrue on the basis of 25 vacation days per year.

If you are an eligible part time employee, you will receive the same increased vacation benefit but on a pro-rated basis.

Regardless of your vacation category or length of service, you may not accrue more than 25 vacation days per year. The Hospital will not advance non-accrued vacation pay or time.

VACATION CARRY-OVER

No more than one and one half (1.5) the number of vacation days accrued in the previous year may be carried over. Any additional time will be forfeited.

Termination and Vacation Time

Effective June 1, 2014, payout of unused vacation time will be limited to one (1) times annual accrual.
DONATION OF TIME

SCH is committed to the values of compassion and charity, not only for the patients for whom we serve, but for our employees as well. This donation program provides a means of care and concern to a fellow employee. Any full time or part time employee who is on an approved leave of absence may receive donated accrued benefit time from another full or part time employee.

Employees who wish to donate accrued and unused vacation time must do so on a strictly voluntary basis. The maximum amount of accrued and unused vacation time that an employee can donate is 37.5 hours per year on a pro-rated basis. Employees can donate only accrued time in full day increments (7.5 hours). Employees who elect to donate accrued benefit time must complete a “Donations of Hours” form and submit it to Human Resources.

Donations of time are never credited to the employee as cash nor will the time be adjusted and prorated by the donor’s salary.

Donated days are kept in a bank for the designated employee. Donated days are used in the order they are received by Human Resources and taken only as needed. Unused donations of time are not deducted from the donor.

The recipient of donated hours must have completed at least six (6) months of continuous employment before donated hours can be transferred to his/her accrual bank.

Employees who are on a Disability and Family Medical Leave (FMLA) absence must exhaust all of their own benefit time (sick, vacation, and personal) before donated hours are transferred to his/her accrual bank.

Employees on a Personal Leave of Absence must exhaust all of their own benefit time (vacation, and personal) excluding sick time before donated hours are transferred to his/her accrual bank.

SICK LEAVE BENEFITS

SCH provides paid sick leave benefits to eligible employees for periods of temporary absence due to their own illnesses or injuries. It is provided for income protection when you must take time away from work for medical reasons and is used for health conditions, which do not qualify as serious health conditions under the Family Medical Leave Act.

Full time or part time employees budgeted at 0.4 FTE or greater (a minimum of 30 hours per pay period), are eligible for sick time benefits.

Once employees have successfully completed six months of employment, the accruals are retroactively credited back to the date of hire. Employees must work for six months to be eligible for reimbursement of accumulated sick time.

Employees who are unable to report to work due to illness or injury should call their manager/supervisor at least one hour before the scheduled shift. In some departments the contact time is longer than one hour. Please confirm the call-in policy with your Department Head at the beginning of employment.

The employees must also contact the direct supervisor on each additional day of absence. Managers/supervisors may, at any time, require a doctor’s note for an absence or verification by Employee Health Services Manager. If an employee is absent for three (3) or more consecutive days due to illness or injury, a physician’s statement must be provided verifying the illness and its beginning and expected ending dates. Such verification may be requested as a condition to receiving sick leave benefits.

Holidays that occur during sick leave are charged as holiday time and not sick leave accrual.

An absence of at least 2 days without notice to your manager/supervisor will be presumed job abandonment (barring extenuating circumstances acceptable to the manager/supervisor or the Human Resources Director).

Inappropriate or excessive unauthorized use of sick time could result in disciplinary action, which may include termination.

Full time employees will accrue sick leave benefits at the rate of 7.5 hours for each month of active service. For full time 12 hour shift employees, sick time accrual is based on a rate 7.25 hours.

Part time employees budgeted at 0.4 FTE or greater (a minimum of 30 hours per pay period), accrue sick time on an hourly basis.

<table>
<thead>
<tr>
<th>Budgeted Hours per Pay Period</th>
<th>Sick Time Accrued per Month</th>
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</table>

Page 31
<table>
<thead>
<tr>
<th>Hours</th>
<th>Hours</th>
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<tbody>
<tr>
<td>30-44 Hours</td>
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</table>

Before returning to work from a sick leave absence of 3 days or more, an employee must provide a physician’s verification that he or she may safely return to work and be cleared by Employee Health Services.

We have a continuous accrual program to protect our employees from loss of income in the event of a lengthy personal illness. At the end of each calendar year, the unused portion of sick time accrual is carried forward from year to year to a maximum of 900 hours and 870 hours for full time 12-hour shift employees.

SICK TIME CASH IN

All regular employees who have reached an unused sick day cumulative total of 337.5 hours as of January 1st of a given year will have the option of cashing in up to one-half (1/2) the sick time they accrued for that given year but did not use during that year. The cash-in pay option will occur during the spring of the next year. The remaining sick days, those accrued and not used or cashed-in, will be added to the employee's sick day cumulative total.

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**GIFT SHOP**

SCH Auxiliary operates a gift shop. Attractive gifts, toys, books, flowers, cards, stamps and other items are sold. The proceeds from sales support many worthy hospital projects. Contact the gift shop for hours of operation.

**EMPLOYEE CAFETERIA**

All employees and volunteers are welcome to dine in the Employee Cafeteria. The Cafeteria is provided for your use and convenience and is operated on a non-profit basis, offering good food at reasonable prices.

The Employee Cafeteria is open Monday through Friday from 6am until 2pm, with hot food available from 7am to 9:45 am and 11:30 am to 1:45 pm.
VI. Leaves of Absence

Please see the applicable Human Resources Leave of Absence (LOA) Policy for a complete explanation and the requirements for taking advantage of it.

EDUCATIONAL LEAVE

Educational leave of one semester will be considered for an employee to pursue a bachelors or masters degree, approved by SCH for courses directly related to his or her job. Approval for an educational leave is subject to supervisor approval. An employee must have one year of continuous employment to be eligible for this leave. This leave may be requested once every 3 years. Employees must use all accrued time during this leave.

PERSONAL LEAVE

Personal leaves without pay for emergencies or personal needs will be considered for employees who have at least 6 months of continuous employment with SCH. Personal Leaves are subject to the discretion of the department head and are for a maximum of 2 months. Employees are expected to use accrued vacation time as part of their total leave time.

BEREAVEMENT LEAVE

SCH recognizes that employees may suffer from the loss of a close family member. Bereavement leave time has been established in order to assist our employees during such difficult times.

All regular full time and part time employees budgeted at 0.4 FTE or greater (a minimum of 30 hours per pay period), shall be eligible for paid bereavement leave upon hire.

An employee shall otherwise have been on active duty status for the period for which the leave is requested. For this purpose, an employee on sick leave or FMLA military leave is not considered on active duty status. These days are not provided if the employee is on a hospital unpaid leave, including medical, disability and workers’ compensation.

A temporary employee shall be eligible for unpaid bereavement leave in the same manner as regular full time and part time employees.

Eligible employees may receive paid time off in the amount of up to three (3) days with a maximum of 24 hours taken in full shift increments. Twelve hour shift employees receive two (2) days with a maximum of 24 hours taken in shift increments. Paid time off will be granted to allow the employee time to grieve, attend the funeral and make any necessary arrangements associated with the death of an immediate family member.

Employees requiring more than three days off may request to use accrued time.

An immediate family member is defined as a spouse, child, parent, sibling, grandparent, or grandchild and in-laws (parent, sister or brother, son or daughter). Special consideration, with the approval of Human Resources, will also be given to any other person whose association with the employee was comparable to that of the above relationship.

Employees are required to notify their immediate supervisor, as soon as possible, of the need to take bereavement time.

A regular employee shall be paid bereavement leave at his/her regular rate of pay.

<table>
<thead>
<tr>
<th>Budgeted Hours Per Pay Period</th>
<th>Bereavement Time Per Day</th>
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<tbody>
<tr>
<td>30-44 Hours</td>
<td>3.00 Hours</td>
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<tr>
<td>45-59 Hours</td>
<td>4.50 Hours</td>
</tr>
<tr>
<td>60-71 Hours</td>
<td>6.00 Hours</td>
</tr>
<tr>
<td>72-74 Hours</td>
<td>7.25 Hours</td>
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<tr>
<td>75 Hours</td>
<td>7.50 Hours</td>
</tr>
<tr>
<td>80 Hours</td>
<td>8.00 Hours</td>
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</tbody>
</table>

JURY DUTY

If you are summoned to Jury Duty, notify your Supervisor immediately and submit the Jury Duty notice to your Department Head. All regular full time and part time employees – upon employment are eligible. Eligible employees who are selected to be...
jurors will be paid their regular salary for a maximum of 10 working days within a 12-month period. Employees are required to notify their immediate supervisor, as soon as possible, of the need to take jury duty time off. The immediate supervisor must ensure that a copy of the Jury Duty Notice is included in the potential juror’s employee file.

**MILITARY LEAVE**

Employees who are required to fulfill military obligations for any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with Federal and State law. In such circumstances, you will be granted a leave of absence without pay or benefits. Your seniority will be unaffected and adjusted to include time spent in the military service.

Employees who work an average of at least 20 hours per week, and who are married to a member of the United States Armed Forces, National Guard or reserves are eligible for up to 10 days of unpaid leave. The employee can only use such leave when his or her spouse is on leave from military duty while deployed during a period of military conflict to a combat theater or zone of operations. To request a leave of absence during such circumstances, the employee must present a copy of the spouse’s military orders to their department head and complete a Leave of Absence form prior to the date the leave begins.

**VOTING LEAVE**

SCH believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Any employee whose work schedule does not provide him/her four consecutive hours to vote while polls are open will be granted up to two paid hours off in order to vote. Any additional time off will be without pay.

Exempt employees may be provided additional time off with pay when necessary to comply with state and federal wage and hour laws.

Notify your supervisor of the need for voting leave at least two days before the election.

**FAMILY AND MEDICAL LEAVE ACT (FMLA)**

Qualifying employees may take up to 12 weeks of unpaid leave within a 12-month period (or 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) with the continuation of healthcare coverage and be restored to the same or an equivalent position upon their return to work. This FMLA policy will be coordinated with SCH’s other leave policies so that any leave under this FMLA policy, including a leave governed by the New York State Workers' Compensation and Disability Benefits Law, will be taken concurrently.

**Eligibility and Restrictions**

1. Eligible employees are those that have been employed for at least 12 months, and have worked 1,250 hours in the 12 month period preceding the commencement of the leave (time worked at another CHS entity immediately proceeding your employment at SCH will be included in fulfilling this Agreement); hours worked does not include, sick, personal, holiday or vacation time or time spent on any leave of absence paid or unpaid.

2. All accrued vacation, holiday and personal time must be used first unless the leave is for the employee’s own serious health condition, then sick time accruals must be used first. Once sick time is exhausted in the case of the employee’s own serious health condition, then vacation, holiday and personal time must be used.

3. Employees will not accrue paid time off once they have exhausted their accrued time.

4. Qualifying events for up to 12 weeks of leave are:
   a. The birth of a child and to care for the newborn child, within one year of birth.
   b. The placement with the employee of a child for adoption or foster care to care for the newly placed child, within one year of placement;
   c. To care for an employee’s spouse, child or parent (“covered relations”) with a serious health condition;
   d. Your own serious health condition that renders you unable to perform an essential functions of your job. This would include workers’ compensation and/or short-term disability related health conditions.
   e. Any qualifying exigency arising out of the fact that your spouse, son daughter, or parent is a covered military member on “covered active duty”

5. Up to 26 weeks of leave to care for a covered service member with a serious injury or illness for an employee’s spouse, child, parent, or next of kin (military caregiver leave).
THE FMLA POLICY

Eligible employees may receive up to a total of 12 workweeks of unpaid leave (or up to 26 weeks of leave for military caregiver leave) during a 12-month period. A 12-month period begins on the date of an employee’s first use of federal Family or Medical Leave. Successive 12-month periods commence on the date of an employee’s first use of such leave after the preceding 12-month period has ended.

Notice, Certification and Re-certification – Employees seeking to use family or medical leave may be required to provide:

- 30-day advance notice when the need for the leave is foreseeable; Employees must notify SCH not only of the need for the leave but the timing and duration of the leave. SCH will review the request and decide whether to designate the leave as FMLA leave. In the event that the employee fails to request FMLA leave, SCH will review the circumstances of the leave and make the appropriate designation.
- Medical certification from a health-care provider (both prior to the leave and prior to reinstatement);
- Periodic re-certification; and
- Periodic reports during leave

Under some circumstances, employees may take Family and Medical Leave intermittently – which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule. This must be pre-scheduled with their supervisor, whenever possible.

COMPENSATION DURING LEAVE – SCH requires the use of all accrued benefit time (vacation, holiday and personal time) while on leave for a family member. If the leave is for the employee’s own serious health condition, then sick time accruals must be used first. In cases of workers’ compensation leave, the employee may elect not to use accrued vacation, holiday, personal or sick time. Any used paid leave runs concurrent with the Family and Medical Leave.

BENEFITS DURING LEAVE – St. Charles will maintain group health insurance coverage for an employee on Family and Medical Leave for up to a maximum of 12 work weeks if such insurance was provided before the leave was taken on the same terms as if the employee had continued to work.

The employee is responsible for the amounts deducted each pay period for health insurance. During the time the employee is using paid time, the deductions will continue as usual from their paycheck. If the leave is unpaid, the employee will be sent a letter stating the amount they should pay each month.

- Human Resources reviews the benefit information and options with the employee.
- Human Resources sends a letter to the employee notifying them of the amount owed each month for benefits. Employee sends payment to Human Resources.
- If paid leave is substituted for unpaid family/medical leave, SCH will deduct your portion of the health plan premium as a regular payroll deduction.
- If your leave is unpaid, you must pay your portion of the premium by making arrangements with the Human Resources Department.

Your health coverage may cease if your premium payment is more than 30 days late. If your payment is more than 30 days late, we will send you a letter to this effect. If we do not receive your payment within 15 days of this letter, your coverage will cease.

REQUEST FOR FMLA

1. Employee informs his/her supervisor and Human Resources of the need for a leave.
2. Employee then completes signs and submits the Request for Leave of Absence form to his/her supervisor and Human Resources representative.
3. Human Resources reviews request for leave with employee and provides employee with detailed information regarding his/her specific leave request, i.e., use of accrued vacation or sick time.
4. Provisional Eligibility will be determined and granted based upon the requirements to have worked for a minimum of 12 continuous months and have worked a minimum of 1,250 hours during the past 12 months.
5. FMLA Medical Certification form is provided to employee by Human Resources, which they submit to his/her physician for completion.
6. After the submission of the FMLA Medical Certification form to Human Resources it will be reviewed and a decision to approve or deny your leave will be communicated by letter.
7. Upon leave approval Human Resources sends letter to the employee regarding payment of benefit premiums while on unpaid leave of absence.
8. If a re-certification medical form is required, the form is to be completed by the physician, and submitted by the employee every 30 days while employee is on leave.
9. If the employee requires longer than the FMLA allotment, they must contact his/her Human Resources representative and department manager to request an extension.

JOB REINSTATEMENT

1. Employee notifies his/her supervisor and Human Resources at least one week prior to their return.
2. Employee contacts Employee Health Services to schedule a return to work clearance at least one week prior to their return.
3. Upon return from leave for a serious health condition, employee provides certification from his/her healthcare provider to Employee Health Services documenting his/her ability to return to full duty.
4. Employee Health Services Manager will determine if the employee is able to return to work and will contact the Department Director/Manager to let them know when the employee is cleared to work.
5. Under most circumstances, upon return from Family and Medical Leave, an employee will be reinstated to his or her original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. In addition, an employee’s use of Family and Medical Leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using family or medical leave.
6. An employee’s request for a leave of absence does not necessarily delay any contemplated disciplinary action or discharge. Irrespective of a request for leave of absence, SCH reserves the right to hold in abeyance or proceed with any counseling, performance reviews or disciplinary action, including discharge, which were contemplated prior to an employee’s request for or receipt of a leave of absence. If such action is held in abeyance during the period of leave of absence, SCH reserves the right to proceed with such action upon the employee’s return. Requesting or receiving a leave of absence in no way relieves an employee of his or her obligation while on the job to perform his or her job responsibilities capably and up to SCH’s expectations and to observe all policies, rules and procedures.
7. Family Medical Leave will end if an employee turns in a letter of resignation during leave or the leave period ends and the employee does not return to work. If an employee fails to return from the leave, COBRA will be offered to the employee.
8. Any misrepresentation of the reason for the leave or working another job during this time will jeopardize the employee’s continued employment and the employee will be liable for benefit payments made on his/her behalf.

The substitution of paid leave time for unpaid time does not extend the 12-week leave period. Also, your family/medical leave may run concurrently with other types of leave, such as disability or workers’ compensation.

When both spouses are employed by SCH they are entitled to a combined total of 12 weeks’ leave (1) for birth, adoption or foster care and in order to care for such child; or (2) to care for a parent with a serious health condition. Each of the spouses is entitled to health condition leave or a leave to care for the serious health condition of his/her child or spouse without counting leave time taken by the other spouse.

TRACKING YOUR LEAVE

Eligibility is calculated on a “rolling year” basis. Accordingly, in determining eligibility for leave SCH measures the 12-month period backwards from the date the employee uses any FMLA leave.

REPORTING WHILE ON LEAVE

If you take leave because of your own serious health condition or to care for a covered relation with a serious health condition you must contact your supervisor and Employee Health Services on a prescheduled basis regarding the status of the medical condition and your intention to return to work. In addition, you must give notice as soon as practicable (within two business days if feasible) if the dates of leave change or are extended or initially are unknown. Certain highly compensated or “key employees” may be denied restoration to his/her prior or equivalent position. Key employees are those employees located...
within 75 miles of the worksite. Denial is based on the following conditions:

1. The denial is necessary to prevent substantial economic injury to the employer;
2. The employer has notified the employee of his/her “key” employee status as well as its decision to deny restoration should the leave take place or continue

NO WORK WHILE ON LEAVE

The taking of another job while on family or medical leave or any other authorized leave may lead to disciplinary action, up to and including termination.

MATERNITY LEAVE

It is the policy of SCH that a provision shall be made for regular employees with a prolonged injury or illness of more than seven days to retain the right of reinstatement without loss of seniority and to grant leaves of absence in compliance with the Americans with Disabilities Act and the FMLA.

Eligibility for Maternity Leave

A regular full time or part time employee who has worked continuously at SCH for at least 6 months shall be eligible for a maternity leave.

The father or mother of a legally adopted or biological child shall receive the same unpaid leave provided to biological mothers.

Seniority and Leave

While on a hospital approved leave, an employee shall continue to accrue seniority provided that he/she returns to work immediately following the expiration of such leave.

MEDICAL, MATERNITY LEAVE, WORKERS’ COMPENSATION AND DISABILITY BENEFITS LAW

It is the policy of SCH that a provision shall be made for regular employees with a prolonged injury or illness of more than seven (7) days to retain the right of reinstatement without loss of seniority and to grant leaves of absence in compliance with the Americans with Disabilities Act and the Family Medical Leave Act.

1. A regular full time or part time employee who has worked continuously in his/her position at SCH for at least 6 months shall be eligible for a medical leave. A per diem or temporary employee shall not be eligible for a medical leave.
2. Once sick time is exhausted, then vacation, holiday and personal time must be used.

This policy will be coordinated with SCH’s FMLA policy. Therefore any leave under this policy, including a leave governed by the New York State Workers’ Compensation and Disability Benefits Law, will be taken concurrently with the Family Medical Leave policy if the employee meets all of the Family Medical Leave policy eligibility requirements.

The leave period begins the next workday immediately following the employee’s last day actively at work. The employee shall begin to receive paid sick leave and statutory disability benefits in accordance with Hospital Policy and New York State law, respectively, for the period of physical disability.

Duration of Medical Leave

1. For employees with less than 15 years of service, the length of combined paid and unpaid medical leave of absence is limited to a maximum of twelve (12) weeks.
2. For employees continuously employed at SCH for 15 years or more, a combined paid and unpaid medical leave shall be granted for up to six (6) months.
3. An employee on an approved leave of absence shall be eligible to receive short-term disability benefits for up to twenty-six (26) weeks. If the employee remains totally disabled beyond twenty-six (26) weeks, long-term disability insurance may be available.
Pay While on Leave

1. Employees with a prolonged illness or injury of more than seven (7) days must charge their absence to accrued sick days.

2. Employees who have used all their sick time and are not able to return to work must use their accrued and unused vacation, personal and holiday time.

3. In cases of workers’ compensation leave, the employee may elect not to use accrued vacation, holiday, personal or sick time.

4. Any paid leave used runs concurrent with the Family and Medical Leave.

Retaining Position

1. An employee’s position will be held for them up to three months of the leave period.

2. The position of an employee who has worked continuously at SCH for 15 years will be held for them up to the end of the six (6) month leave period.

Job Reinstatement

1. Employee contacts Employee Health Services to schedule a return to work clearance at least one week prior to their return.

2. Upon return from leave for a serious health condition, employee provides certification from their healthcare provider to Employee Health Services documenting their ability to return to full duty.

3. Employee Health Services Manager will determine if the employee is able to return to work and will contact the Department Director/Manager to let them know when the employee is cleared to work.

Family Medical Leave Act (FMLA)

This policy will be coordinated with SCH’s Family Medical Leave policy. Therefore any leave under this policy, including a leave governed by the New York State Workers’ Compensation and Disability Benefits Law, will be taken concurrently with the Family Medical Leave policy if the employee meets all of the Family Medical Leave policy eligibility requirements.

FMLA & Benefits

1. SCH will maintain group health coverage for an employee on medical leave if coverage was provided before the leave was taken on the same terms as if the employee continued to work. Health coverage will be maintained for a maximum of 3 months. Health coverage will be maintained for 6 months for those employees who have worked continuously for 15 years or more at St. Charles Hospital.

2. While on leave the employee is responsible for the amounts deducted each pay period for health insurance. During the time the employee is using accrued time, the deductions will continue as usual from their paycheck. If the leave is unpaid, the employee will be sent a letter stating the amount they should pay each month.

3. For employees who have worked continuously for 15 years or more at SCH on a leave of absence beyond 3 months, the employee will continue to be responsible for the amounts deducted each pay period for health insurance for the duration of the leave. Employee deductions will be taken for as long as the employee is paid using their accrued time. When the leave becomes unpaid, the employee will become responsible for those payments directly to SCH Human Resources.

FMLA Procedures:

1. Employees needing a leave of absence must contact Human Resources and submit a request in writing to their Department Head or Supervisor on the Employee Leave of Absence Form (see attached). Eligible employees are also required to complete the FMLA leave request forms (please refer to FMLA policy). Requests must specify the reason(s) and the beginning and end dates of the leave. A physician statement specifying the reason for
2. The leave of absence and its duration must accompany the request.

3. Human Resources will review the benefit information and options with the employee. Human Resources will send a letter to the employee notifying them of the amount owed each month for benefits. Employees should send payment for health insurance to SCH Human Resources.

4. At least one week prior to his/her anticipated date of return, the employee shall notify his/her Supervisor and Human Resources of his/her intentions regarding his/her return to work. The employee must also contact Employee Health Services so that a return-to-work physical can be scheduled.

5. If the employee neither returns to work nor contacts his/her Supervisor by the expiration date of the medical leave, this action shall be considered as his/her resignation; and he/she shall be separated from active Hospital employment and shall be so notified by his/her Supervisor. However, his/her Supervisor shall consult with the Human Resources Department before such action is taken.
VII. Employee Awards & Recognition

SERVICE AWARDS

SCH recognizes and honors all regular employees who complete five years of continuous service and every five years thereafter at an annual service awards program. Hospital employees who are regular full time or part time employees are recognized each May during National Hospital Week. These awards are given each year to those who completed the required years of service by April 30th of that year.

PERFECT ATTENDANCE

It is the objective of SCH to recognize its employees for exemplary behavior.

All regular non-leadership full time and part time employees who have perfect attendance for the first or second half of the hospital’s fiscal year are eligible to receive the perfect attendance award.

Introductory period and temporary employees are not eligible for this award.

Employees are not eligible for this benefit if they have been per diem or were budgeted to work less than thirty (30) bi-weekly hours during the period under review.

Employees are not eligible if they have used a Personal or Educational leave of absence.

Payment is included in the 4th and 16th pay periods. Full time employees will receive a payment for $125.00 and part time employees will receive a payment for $62.50. This check will be included in the regular paycheck.

Employees whose status has changed from part time to full time and vice versa are eligible for a part time award.

EMPLOYEE OF THE MONTH

Every month we seek to honor and recognize one employee for outstanding performance with the Employee of the Month Recognition Program. This Program highlights the talented and dedicated employees of SCH. Anyone affiliated with SCH may submit a nomination form.

- Completed Nomination Forms are sent to Human Resources.
- Senior Leadership chooses recipients monthly.
SISTER MARTHA WINUM

Each year, the SCH Board of Trustees recognizes an extraordinary employee whose actions and attitude exemplify the mission and values of our hospital. The Sister Martha Winum Mission & Ministry Award recognizes the individual’s dedication to healthcare as a ministry, not just a career. The selected employee must exemplify the spirit of Sr. Martha and our founders and sponsors, the Daughters of Wisdom, by providing compassionate care while demonstrating a living commitment to the values of Catholic healthcare. The award is presented to the selected employee at the Annual Board of Trustees’ Dinner in November.

✔ An employee who symbolizes the mission and ministry of SCH and values the traditions of the Daughters of Wisdom who inspire and nurture our apostolate.

✔ A person who has demonstrated respect for the dignity of each individual person, including patients, families and co-workers.

✔ Someone who has shown consideration for the physical, psychological and spiritual needs of the people we serve.

✔ An individual who represents the special needs of the underserved and seeks to contribute to the common good.

✔ Someone who has demonstrated outstanding integrity in his/her work and fidelity to the ethical principles and values of SCH.
WAGE & SALARY POLICY

The SCH compensation program is designed and administered in such a way to comply with all applicable laws and to provide fair and equal treatment for all employees.

A pay range is established for each of the organization’s jobs and the Human Resources Department periodically reviews these ranges. This review consists of analyzing job descriptions and establishing salary levels with the objective of making salary levels consistent internally and externally competitive.

The position of each employee’s salary within the range that has been established for his or her job will be determined primarily by the employee’s relevant experience and job performance.

Employees will receive incremental step increases on their anniversary date until they reach the top of their scale.

Market Adjustments to salary ranges may occur outside of the annual review when market demand has resulted in an increased rate of pay for a particular job or job family.

PAY PERIODS & PAYROLL DEDUCTIONS

You will be paid on Fridays on a bi-weekly basis. All required deductions, such as federal, state and local taxes, and all authorized voluntary deductions, such as health insurance contributions, will be withheld automatically from your paycheck. Your paycheck can be automatically deposited into your bank through “Direct Deposit” at no cost to you. Obtain a Direct Deposit form in Human Resources or Payroll. Your supervisor will inform you of your paycheck/stub distribution procedures.

SHIFTS & SHIFT DIFFERENTIAL

It is the objective of SCH that employees who work an evening or night shift will be paid an additional hourly amount as recompense for the inconvenience of working during those times.

Eligible employees working during the weekend will also earn an additional hourly amount for the same reason.

Day Shift is defined as any regularly scheduled shift beginning at or after 5:00 a.m. and ending before 6:00 p.m.

Evening Shift is defined as any regularly scheduled shift beginning at or after 3:00 p.m. and ending before or at 12:00 a.m.

Night Shift is defined as any regularly scheduled shift beginning at or after 11:00 p.m. and ending before or at 8:00 a.m.

Split Shift is defined as any regularly scheduled shift, which spans two or more traditional shifts. Employees will be paid the appropriate shift differential according to the policy noted below:

Day shift rate will be paid for hours worked up to 6:00 p.m. Evening shift rate will be paid for hours worked from 6:00 p.m. to 11:00 p.m.

Night shift rate will be paid for hours worked from 11:00 p.m. to 7:00 a.m.

Employees must work the hours to be paid them i.e. weekend differential will not be added to benefit time like vacation.

Employees who normally work during the day shift and are occasionally required to work during the evening or night shift hours will not be paid a shift differential unless others in their title regularly work the off-shifts and are paid the shift differential.
OVERTIME

It is the objective of SCH that overtime will be paid for hours worked beyond a regular workweek.

All non-exempt employees are entitled to overtime pay.

Overtime at time and one-half will be paid for hours worked in excess of a full workweek:

- In excess of thirty seven and one-half (37.5) hours/week for seven and one-half (7.5) hours/day employees.
- In excess of thirty-six (36) hours/week for twelve (12) hours/day employees.
- In excess of forty (40) hours/week for eight (8) hours/day employees.
- In excess of thirty five (35) hours/week for seven (7) hours/day employees.

For the purpose of this policy, paid vacation, holiday, personal and sick days qualify as hours worked.

GARNISHMENTS

As required by law, SCH must honor garnishment orders against your salary. If this should occur, the Payroll Department will notify the employee and will ensure that appropriate deductions will be made automatically from the paycheck each payroll period.

UNIFORM ALLOWANCE

It is the objective of SCH to provide a uniform allowance to eligible employees who the Hospital requires to wear, and does not supply, a uniform.

Regular full time non-exempt employees who are required to wear a full uniform and are not furnished with one by SCH.

Regular part time non-exempt employees who are required to wear a full uniform and are not furnished with one by SCH.

Employees who are required to purchase and wear smocks and are not furnished with one by SCH.

Introductory period employees and all per diem employees are not eligible for the uniform allowance.

Employees who are required to wear scrubs are not eligible for the uniform allowance.

Employees who are provided with shoe coverings by SCH are not eligible for the shoe allowance.

An employee who changes status from full time to part time or vice versa will be paid a pro-rated amount based on their status at the time of payment.

Payment

Regular full time eligible employees who wear a full uniform will be given the full amount of the uniform allowance ($200).

Regular part time eligible employees who wear a full uniform will be given half (1/2) of the allowance.

Regular full time eligible employees who wear smocks (half of a uniform will be paid half (1/2) the full allowance.

Regular part time eligible employees who wear smocks will be paid one quarter (1/4) the full allowance.

Payment will occur in December of each year.

Employees on an LOA at the time of payment will receive their check upon return from the leave of absence.

CANDIDATE REFERRAL BONUS

The Director of Human Resources may initiate or suspend a candidate referral bonus as the market demands. Monetary incentives will be used to encourage employees to refer applicants who accept positions.
IX. Health, Safety & Security

It is the goal of SCH to provide a safe, functional and effective environment for patients, employees, and visitors. To achieve this goal, we have policies and procedures in place to promote the health and productivity of employees by the prevention and management of occupational and environmental injuries, illnesses and disabilities. There are multiple options for reporting and resolving quality-of-care and safety concerns.

EMPLOYEE ASSISTANCE PROGRAM

Through this program, licensed professional counselors provide crisis counseling and referrals to employees and their dependents including assistance with:

- Balancing Work and Family Life
- Crisis Management
- Stress Management
- Conflict Resolution
- Marital & Family / Relationship Issues
- Parenting Skills & Support
- Domestic Violence
- Grief, Anxiety, & Depression
- Alcohol & Substance Abuse
- Gambling, Internet, & Other Addictions
- Child & Eldercare
- Legal & Financial
- Debit & Credit Counseling

Employees and their dependents are encouraged to take advantage of this confidential service by calling Corporate Counseling Associates (CCA) at 1-800-833-8707.

EMPLOYEE HEALTH SERVICES (EHS)

Employee Health Services promotes positive health practices through in-service education and safety principles. The goal of EHS, which is mandated by the New York State Department of Health, is to ensure that all employees can perform his/her duties to the full extent without subjecting any patients or fellow personnel to any potential risks, injuries or illnesses. Performing annual health reassessments of all personnel, certifying immunity against certain diseases and providing annual tuberculin skin testing accomplishes this.

Your health and well-being are important to us. Therefore, several programs are available free or at minimal cost. These include the following:

- Immunization programs without cost for protection against some diseases for employees working in high-risk areas;
- Pre-employment physical examinations for Hospital employees at no cost (satisfactory completion of pre-employment physical evaluation is a condition of employment);
- An Emergency Department for treatment of on-the-job injuries/illnesses; and
- Annual Health Assessments. EHS will inform each employee that they need to schedule appointments for the periodic health reassessment. Employee selection will be based on hire date. Employees must immediately contact the EHS to schedule an appointment. If the Employee Health Service provider finds an abnormality as a result of the reassessment, the employee shall be referred to his/her own private physician for a follow up. Department Heads will be advised if such findings affect the individual's employability. Annual Health Assessments are mandated by the Department of Health and the policies and procedures of SCH. Disciplinary action may be imposed if employees fail to make and keep an appointment.
OCCUPATIONAL INJURY/EXPOSURE

No matter how small an accident, all job-related injuries must be reported IMMEDIATELY to the injured employee’s supervisor. Employees, who become injured and are in need of immediate first aid, should be escorted or taken to the Emergency Department (ED) for treatment. It is the supervisor’s responsibility to complete an incident report with the employee and send the employee with the incident report to EHS or ED if EHS is closed.

WORKERS’ COMPENSATION

Workers’ compensation is provided by SCH without cost to employees with the Workers’ Compensation Law. EHS will process all Workers’ Compensation Claims and must approve all lost time and restricted duty. The ED doctors may recommend work or restricted duty but cannot approve work or restricted duty. Employees may also have to file a claim. Each case is evaluated by the Workers’ Compensation Board to determine if a compensable injury has occurred.

Workers’ Compensation payments begin on the sixth day (or eighth calendar day) after the onset of an on-the-job accidental injury or occupational illness, an injury which occurs at a hospital-sponsored event, or that occurs while the employee is on hospital business. During the 5-day waiting period before Workers’ Compensation payments begin, employees may choose to use accrued sick days, accrued vacation days or accrued holidays.

An employee cannot receive Workers’ Compensation and short-term disability benefits simultaneously. If Workers’ Compensation denies a claim, then the covered employee can file for short-term disability.

Employees receiving Workers’ Compensation payments continue to be eligible for medical, dental, and life insurance for the first three months while they remain on active status.

The compensation benefits will be based upon a percentage of your average weekly wages, up to a maximum specified by law. Failure to immediately report injuries could result in a delay in processing any entitled benefits.

EXPOSURE TO BLOODBORNE PATHOGENS

In the event of a needle stick or splash to the skin, you should wash the wound with soap and water and then go to the ED.

For eye splashes – rinse with water or normal saline and then go to the ED to have eyes irrigated.

In all cases, employees should then follow up with Employee Health Services.

DISABILITY INSURANCE

Non-occupational injuries and illnesses may be covered by New York State Disability insurance. If you incur such a disability, you may apply through the Human Resources Department for coverage. Disability Insurance begins on the 8th day of absence from work, the first 7 days are considered a waiting period. However, if you are entitled to paid sick leave, you must first use this benefit prior to the commencement of your disability benefits. Unless you complete the paperwork within 20 days from your first day of absence, you may lose this benefit.

WORKPLACE VIOLENCE PREVENTION

SCH is committed to supporting safety in the workplace for its patients, visitors, and staff. SCH provides whatever resources are needed to prevent or deter violence from occurring in its facilities and on its campuses.

SCH believes that all employees are entitled to a non-threatening workplace where the basic safety of each staff member is promoted. Based on these beliefs, any form of violence, whether actual or perceived will not be tolerated.
The workplace is defined as all Hospital properties; including parking lots, break rooms, and all public areas such as lobbies and restrooms.

SCH has set up a complaint procedure for all employees to follow. Complaints of violence or of intimidating behavior should immediately (or as soon as reasonably possible) be brought the attention of their department head or the administrator on duty, the manager of Security and the Human Resources Director.

All complaints received will be thoroughly investigated to gather all the pertinent facts. This policy strictly prohibits retaliation against any staff member who brings a complaint of violent or intimidating behavior. Any employee who is found to be in violation of the “Workplace Violence Policy” will be subject to disciplinary action up to and including termination of employment.

CODE OF CONDUCT

The following are examples of some other the actions that are violations of our policies and procedures and can result in disciplinary action, up to and including termination of employment. This list is not meant to be all-inclusive and there may be additional actions that can, based on the circumstances, result in disciplinary action, up to and including termination of employment:

- Insubordination
- Unauthorized use or possession of intoxicants or drugs on Hospital premises or reporting to work while under the influence of intoxicants or drugs
- Patient neglect or abuse
- Violation of confidentiality of patients, employees or others
- Sleeping on the job or during your work period
- Fighting or threatening behavior towards co-workers or others while on the job
- Willful or careless destruction or damage of Hospital or another’s property or equipment
- Unauthorized use or theft of the Hospital’s or another person’s property
- Unacceptable or inappropriate performance of your job
- Failure to follow safety or operating rules and procedures
- Carrying or possessing weapons of any kind on Hospital property
- Falsification of personal or Hospital records
- Excessive or unexcused absenteeism, tardiness or leaving the job without authorization
- Smoking in “No Smoking” areas
- Failure to participate or cooperate in hospital investigations
- Failure to advise SCH of criminal convictions; disciplinary action taken with respect to your professional license
- Harassment of any kind of a co-worker, patient, visitor or others
- Solicitation
- Unethical behavior

SCH may consider an employee’s job performance, prior violation(s) of our work rules and other circumstances to determine whether to counsel, warn, suspend or discharge an employee. It is up to the employee’s supervisor and SCH’s management to decide what corrective action is appropriate. If you believe that an adverse personnel action is unfair, you can ask to have it reviewed through our Open Door or Complaint Resolution Procedures.

VALUABLES

SCH is not responsible for lost or stolen items. Each employee must protect and secure items such as, but not limited to, cellular phones, Laptop computers, electronic organizers, cameras, purses and wallets brought into the workplace.

Please report all incidents involving lost or stolen items to your supervisor and Security.
**X. TERMINATION**

SCH believes in and adheres to the doctrine of employment at will, unless or except as modified by applicable law. Just as employees may leave a job for any reason without legal obligations, SCH reserves the right to terminate employees at any time for any reason in accordance with Hospital policy.

### VOLUNTARY RESIGNATION

An employee wishing to resign in good standing shall submit to their supervisor a resignation letter dated and signed stating the effective date of the resignation. The employee is expected to give such written notice to his/her supervisor equivalent to the employee’s annual vacation entitlement. Specifically, this means 2-4 weeks depending on the vacation allowance for the job. Failure to provide adequate notice will result in the forfeiture of accrued vacation, holiday and personal time. After providing notice of resignation an employee is expected to be available to work the remaining notice period. Employees will not be paid for absences that occur occurring during the notice period.

An employee who fails to comply with this requirement shall have such failure documented in their personnel file and may be considered ineligible for re-hire.

Exit Interviews are encouraged for all voluntary terminations with Human Resources.

On your last day of work you are expected to surrender your Hospital Identification Badge, parking card and any other hospital issued items such as beepers, cell phones, laptops, etc. Until this is done, you will not receive the accruals due to you.

### DISCHARGE

The supervisor is responsible for the documentation of the discharge and disciplinary action. This documentation should be filed in the employee’s personnel file.

Failure to work, for any reason, for a period of three months will be cause to discharge employees except from leaves which may be governed by applicable federal or state laws.

An employee who is discharged for disciplinary reasons may be ineligible for rehire.

### VACATION

When you terminate your employment from SCH, unused, accrued vacation time will be paid to you up to one (1) times annual accrual.

Employees who do not give proper notice of resignation or who are discharged for gross misconduct shall forfeit payout of accrued vacation time at termination.

### SICK TIME

Sick time is not paid in lieu of time off. For all employees with less than 15 years of continuous employment, accrued and unused sick time is not paid out upon termination of employment.

Employees with 15 or more years of continuous employment at SCH can be reimbursed for half of any accrued unused sick time in excess of 270 hours. Failure to provide adequate notice will result in the forfeiture of accrued sick time.

### HOLIDAY AND PERSONAL TIME

Effective June 1, 2014, there will be no payout of unused personal and holiday time at termination.

### REEMPLOYMENT

If you terminate your employment and are rehired less than one year after termination, any previously accrued sick time will be reinstated and your prior hire date will be reinstated and you will be benefit-eligible immediately.
TERMINAL BENEFITS

Medical and dental benefits are continued for eligible employees until the last day of the month in which they were employed. Eligible employees may continue medical and dental coverage in accordance with SCH’s COBRA policy.

UNEMPLOYMENT COMPENSATION

SCH provides unemployment compensation at no cost to you. You should be aware that voluntary terminations or discharges for cause are not normally covered by unemployment compensation.

Specific qualification requirements for benefits may be obtained from:

NYS Department of Labor
W. Averell Harriman State Office Campus
Building 12
Albany, NY 12204

For information on unemployment insurance benefits please visit the frequently asked questions page:

http://www.labor.state.ny.us/ui/faq.shtm or send an e-mail to uidivision@labor.state.ny.us

A FINAL NOTE

This handbook is for your general education and assistance. Please keep it available at all times and review it in the event of any future questions. This handbook supersedes all previously issued handbooks. There are other general rules and regulations necessary for both employees and the proper welfare and care of our patients, which are not contained in this booklet, but in the department specific manuals.

When further information is needed, please consult your supervisor and/or the Department of Human Resources.

Again, welcome to SCH and CHS of Long Island!