



October 13, 2023

## NOTICE

The Board of Directors of the Kaweah Delta Health Care District will meet in an open Human Resources Committee meeting at 2:00PM on Thursday October 19, 2023 in the Kaweah Health Medical Center Executive Offices Conference Room – 305 W. Acequia Avenue – Acequia Wing, Visalia, CA.

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

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

KAWEAH DELTA HEALTH CARE DISTRICT  
Mike Olmos, Secretary/Treasurer

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

Cindy Moccio  
Board Clerk, Executive Assistant to CEO / CNO

**DISTRIBUTION:**

Governing Board  
Legal Counsel  
Executive Team  
Chief of Staff

<http://www.kaweahhealth.org>



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

Thursday October 19, 2023

Kaweah Health Medical Center  
305 W. Acequia Avenue, Executive Office Conference Room (1<sup>st</sup> Floor)

ATTENDING: Directors: Lynn Havard Mirviss (chair) & Garth Gipson; Gary Herbst, CEO; Keri Noeske, Chief Nursing Officer, Dianne Cox, Chief Human Resources Officer, Brittany Taylor, Director of Human Resources, Raleen Larez, Director of Employee Relations, Hannah Mitchell, Director of Organizational Development, JC Palermo, Director of Physician Recruitment, Cindy Moccio, Recording

1. **OPEN MEETING – 2:00PM**
2. **CALL TO ORDER – Lynn Havard Mirviss**
3. **PUBLIC PARTICIPATION** – Members of the public may comment on agenda items before action is taken and after it is discussed by the Board. Each speaker will be allowed five minutes. Members of the public wishing to address the Board concerning items not on the agenda and within the jurisdictions of the Board are requested to identify themselves at this time. For those who are unable to attend the beginning of the Board meeting during the public participation segment but would like to address the Board, please contact the Board Clerk (Cindy Moccio 559-624-2330) or [cmoccio@kaweahhealth.org](mailto:cmoccio@kaweahhealth.org) to make arrangements to address the Board.
4. **PHYSICIAN RECRUITMENT** – Overview and discussion of the monthly physician recruitment report.  
*JC Palermo, Director of Physician Recruitment/Relations*
5. **MIMIMUM WAGE** – Discussion and update relative to the California minimum wage.  
*Dianne Cox, Chief Human Resources Officer*
6. **KAWEAH CARE** – Review and discussion related to the Kaweah Care Steering Committee and the Kaweah Care Commitment.  
*Human Resources Leaders*
7. **HUMAN RESOURCES POLICIES** – Review of the following Human Resources policies:
  - 7.1. [HR.01](#) - Purpose and Scope of Manual / Revised
  - 7.2. [HR.02](#) - District Commitment & Staff Member Relations / Revised
  - 7.3. [HR.13](#) - Anti-Harassment and Abusive Conduct / Revised
  - 7.4. [HR.16](#) - Reasonable Accommodation & Medical Fitness for Work / Revised
  - 7.5. [HR.17](#) - Language Resource Assistant Program / Revised
  - 7.6. [HR.28](#) - Recruitment and Selection of Staff Members / Revised
  - 7.7. [HR.34](#) - Employment of Relatives / Revised
  - 7.8. [HR.37](#) - Introductory Period / Revised

- 7.9. [HR.65](#) - Payment of Wages / Revised
- 7.10. [HR.71](#) - Overtime Pay / Revised
- 7.11. [HR.74](#) – Telecommuting / Revised
- 7.12. [HR.95](#) - Job Descriptions / Revised
- 7.13. [HR.96](#) - Personnel Files and Employee Health Records / Revised
- 7.14. [HR.98](#) - Employment References and Personnel File Access / Revised
- 7.15. [HR.141](#) - Employee Parking / Revised
- 7.16. [HR.148](#) - Personal Leave of Absence / Revised
- 7.17. [HR.151](#) - Short Term (Reserve) Military Training Leave and Military Leave of Absence / Revised
- 7.18. [HR.183](#) - Identification Badges / Revised
- 7.19. [HR.188](#) - Personal Property and Valuables / Revised
- 7.20. [HR.197](#) - Dress Code - Professional Appearance Guidelines / Revised
- 7.21. [HR.215](#) - Grievance Procedure / Revised
- 7.22. [HR.216](#) - Progressive Discipline / Revised
- 7.23. [HR.220](#) - Separation from Employment / Revised
- 7.24. [HR.221](#) - Employee Reduction in Force - or- Reassignment Resulting in Demotion / Revised
- 7.25. [HR.234](#) - PTO, EIB and Healthy Workplace, Healthy Families Act of 2014 / Revised
- 7.26. HR.15 - Request for Reconsideration of Work Assignment Based Upon Religious and/or Cultural Reasons / Reviewed
- 7.27. HR.94 - Employee Handbook/Human Resources Policies / Reviewed
- 7.28. HR.156 - Witness Duty / Reviewed
- 7.29. HR.169 - Jury Duty / Reviewed

**8. ADJOURN** – *Lynn Havard Mirviss, Committee Chair*

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

**Physician Recruitment and Relations**

*Medical Staff Recruitment Report - September 2023*

Prepared by: JC Palermo, Director Physician Recruitment - jpalermo@kaweahhealth.org - (559) 624-5456

Date prepared: 9/18/2023

Central Valley Critical Care Medicine	
Intensivist	1
Step-Down Hospitalist	2

Delta Doctors Inc.	
Family Medicine	2
OB/GYN	1
Adult Psychiatry	1

Key Medical Associates	
Dermatology	1
Endocrinology	1
Family Medicine/Internal Medicine	4
Gastroenterology	1
Pediatrics	1
Pulmonology	1
Rheumatology	1
APP - Primary Care	3

Sequoia Oncology Medical Associates Inc.	
Hematology/Oncology	1

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

Stanford Health Care	
Cardiothoracic Surgery	2

Sequoia Cardiology Medical Group	
EP Cardiology	1

Oak Creek Anesthesia	
Anesthesia - General/Medical Director	1
Anesthesia - Obstetrics	1
Anesthesia - Regional Pain	1

USC Urology	
Urology	3

Valley Hospitalist Medical Group	
GI Hospitalist	1

Other Recruitment/Group TBD	
Dermatology	2
Family Medicine	3
Gastroenterology	2
Hospice & Palliative Medicine	1
Neurology - Outpatient	1
Otolaryngology	2
Pediatrics	1
Pulmonology - Outpatient	1
Interventional Cardiology	1
General Cardiologist	1

Valley ENT	
Audiology	1
Otolaryngology	1

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

	#	Specialty	Group	Offer Sent
Offer Extended	1	Family Medicine	Direct/1099	9/14/2023
	2	Internal Medicine	Delta Doctors	7/5/2023
	3	Hospice & Palliative Medicine	Independent	6/23/2023
	4	Hospitalist	Valley Hospitalist	6/1/2023
	5	Cardiothoracic Surgery	Stanford	3/23/2023
	6	Medical Oncology	Sequoia Oncology Medical Associates	9/1/2023
	7	Endocrinology	Delta Doctors	9/20/2023

	#	Specialty	Group	Expected Start Date
Offer Accepted	1	CRNA	Oak Creek Anesthesia	Oct 2023
	2	Family Medicine	Kaweah Health Faculty Group	Nov 2023
	3	Pediatric Hospitalist	Valley Children's	Fall 2023
	4	Anesthesia - General	Oak Creek Anesthesia	Spring 2024
	5	CRNA	Oak Creek Anesthesia	Spring 2024
	6	CRNA	Oak Creek Anesthesia	Spring 2024
	7	CRNA	Oak Creek Anesthesia	Spring 2024
	8	Neurology	Kaweah Health Neurology Group	Summer 2023
	9	Orthopedic Trauma	Orthopaedic Associates Medical Clinic	Summer 2024
	10	Anesthesia - General	Oak Creek Anesthesia	Winter 2023
	11	CRNA	Oak Creek Anesthesia	Winter 2023
	12	CRNA	Oak Creek Anesthesia	Winter 2023
	13	CRNA	Oak Creek Anesthesia	Winter 2023
	14	CRNA	Oak Creek Anesthesia	Winter 2023

**Physician Recruitment and Relations**

*Medical Staff Recruitment Report - September 2023*

Prepared by: JC Palermo, Director Physician Recruitment - jpalermo@kaweahhealth.org - (559) 624-5456

Date prepared: 9/18/2023

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Pulmonology	1
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Sequoia Oncology Medical Associates Inc.	
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Orthopaedic Associates Medical Clinic, Inc.	
Orthopedic Surgery (General)	1
Orthopedic Surgery (Hand)	1
Orthopedic Surgery (Trauma)	1

Stanford Health Care	
Cardiothoracic Surgery	2

Sequoia Cardiology Medical Group	
EP Cardiology	1

Oak Creek Anesthesia	
Anesthesia - General/Medical Director	1
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Anesthesia - Regional Pain	1

USC Urology	
Urology	3

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Other Recruitment/Group TBD	
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Family Medicine	3
Gastroenterology	2
Hospice & Palliative Medicine	1
Neurology - Outpatient	1
Otolaryngology	2
Pediatrics	1
Pulmonology - Outpatient	1
Interventional Cardiology	1
General Cardiologist	1

Valley ENT	
Audiology	1
Otolaryngology	1

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

Candidate Activity	#	Specialty	Group	Date Added	Current Status
	1	EP	TBD	9/11/2023	Currently under review
	2	Family Medicine	TBD	9/8/2023	Currently under review
	3	Neurology	KD Neurology	9/8/2023	Currently under review
	4	ENT	TBD	9/8/2023	Site Visit: Pending
	5	EP	TBD	9/8/2023	Currently under review
	6	Cardiothoracic Surgery	Stanford	9/8/2023	Site Visit: 9/18/23
	7	Neurology	Kaweah Delta Neurology	8/11/2023	Site Visit: 10/6/23
	8	Pediatric Hospitalist	Valley Children's	8/1/2023	Site Visit: 10/2023
	9	Intensivist	Central Valley Critical Care Medicine	7/17/2023	Currently under review

Candidate Activity	#	Specialty	Group	Date Added	Current Status
	10	Hospitalist	Central Valley Critical Care	7/17/2023	Currently under review
	11	Hospitalist	Central Valley Critical Care Medicine	7/17/2023	Currently under review
	12	Family Medicine	TBD	7/11/2023	Currently under review
	13	Interventional Cardiology	Sequoia Cardiology	7/10/2023	Currently under review
	14	Gastroenterology	TBD	6/21/2023	Currently under review
	15	Adult Psychiatry	Key Medical	6/21/2023	Site Visit: 9/19/23
	16	Family Medicine	TBD	6/21/2023	Currently under review
	17	Family Medicine	TBD	6/21/2023	Currently under review
	18	Orthopedic Trauma	Orthopaedic Associates Medical Clinic, inc	8/18/2022	Currently under review



Policy Number: HR.01	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: 07/27/2022
Approvers: Board of Directors (Administration)	
<b>Purpose and Scope of Manual</b>	

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

**POLICY:**

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

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

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

**PROCEDURE:**

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

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

II. Definitions

An employee is an individual who is hired directly by Kaweah Health to work for wages or salary to perform services subject to the will and control of Kaweah Health, including both management and non-management personnel. These individuals may be eligible to receive ~~District~~Kaweah Health-provided benefits. An employee may be full-time, part-time, per diem, or temporary. Although the exact title of a job classification may vary, a manager is an individual who, on a regular basis, has supervisory responsibility for a department or a distinct operation similar to a department.

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

### III. Policy Additions/Changes and Updates

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

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

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

Policy Number: HR.02	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: 07/27/2022
Approvers: Board of Directors (Administration), Board of Directors (Human Resources), Dianne Cox (VP Human Resources)	
<b>District Commitment &amp; Staff Member Relations</b>	

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**POLICY:**

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

[The District Kaweah Health](#) will implement fair and effective Human Resources policies and procedures to:

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

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

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

Kaweah Health expects all personnel to:

- work productively to the best of their abilities and skills;
- arrive at their assigned work area and begin work on time;



- demonstrate a considerate, friendly, and constructive attitude to other personnel, patients, and visitors; and,
- comply with Behavioral Standards and Code of Conduct.
- adopt and display the Organization Values in all interactions with others including:

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

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

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

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

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

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

Kaweah Health retains the right to:

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

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Policy Number: HR.13	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: <del>08/28/2020</del>
Approvers: Board of Directors (Administration)	
<b>Anti-Harassment and Abusive Conduct</b>	

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**POLICY:**

It is the policy of Kaweah [HealthDelta](#) to provide a work environment free from abusive conduct, sexual or unlawful harassment, and/or any behaviors that undermine a culture of safety. This includes, but is not limited to, race, color, ancestry, religion, religious creed (including religious dress and grooming), sex(including breastfeeding and related medical conditions), sexual orientation (including those who identify as transgender, transgender transitioning, gender expression, gender roles, gender identity), sexual harassment, victim of domestic violence, sexual assault or stalking, national origin, disability, medical condition, mental health conditions such as depression and post-traumatic stress disorder, genetic information (GINA Act of 2008), marital status, same-sex marriage, pregnancy, age, military and veteran services, or any other characteristic protected by law.

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

Harassment and Abusive Conduct as defined is prohibited by Kaweah [DeltaHealth](#) and is against the law. All must be aware of:

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

Kaweah [DeltaHealth](#) management and supervisors have a responsibility to maintain a workplace free of all forms of abusive conduct and sexual or unlawful harassment. Kaweah [DeltaHealth](#) will take all reasonable steps to prevent abusive conduct and harassment from occurring.

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

1. Verbal Harassment Examples:  
Sexual comments, derogatory comments or slurs, epithets, name-calling, belittling, sexually explicit or degrading words to describe an individual, sexually explicit jokes, comments about an employee’s anatomy and/or dress, sexually oriented noises or remarks, questions about a person’s sexual practices, use of patronizing terms or remarks, verbal abuse, graphic verbal commentaries about the body.
2. Physical Harassment Examples:  
Physical touching, assault, impeding or blocking movement, pinching, patting, grabbing, brushing against or poking another employee’s body, hazing or initiation that involves a sexual component, requiring an employee to wear sexually suggestive

clothing, any physical interference with normal work or movement, when directed at an individual.

3. Visual Harassment Examples:

Displaying sexual pictures, derogatory posters, cartoons or drawings, displaying sexual media or electronic information, such as computer images, text messages, emails, web pages, or multimedia content, displaying sexual writings or objects obscene letters or invitations, staring at an employee's anatomy, leering, sexually oriented gestures, mooning, unwanted love letters or notes.

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

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

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

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

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

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

- a. Condescending language or voice intonation;
- b. Profane or disrespectful language;
- c. Angry outbursts or yelling, raised voice, name calling;
- d. Disruption of meetings;
- e. Refusal to complete a task or carry out duties;
- f. Intentional failure to follow Kaweah [DeltaHealth](#)'s policies;
- g. Retaliation against any person;
- h. Derogatory remarks about others;
- i. Inappropriate touching or assault;
- j. Starting false rumors about others; gossip
- k. Exclusion or social isolation;
- l. Throwing instruments, charts or other things;
- m. Bullying or demeaning behavior;
- n. Abusive treatment of patients or coworkers;
- o. Sexual harassment; sexual comments/innuendos;
- p. Racial, ethnic, or socioeconomic slurs;
- q. Physical attacks, pinching, patting, slapping, or unwanted touch;
- r. Non-constructive criticism to intimidate, undermine confidence, belittle;
- s. Persistent hostility toward a co-worker;
- t. Blames or shames others for possible adverse outcomes;
- u. Threatening to get someone fired;
- v. Unnecessary sarcasm or cynicism;
- w. Threats of violence or retribution;
- x. Criticizing other caregivers in front of patients or others

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

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

### **KAWEAH [DELTAHEALTH](#)'S RESPONSIBILITY**

Kaweah [DeltaHealth](#) has an affirmative duty to take reasonable steps to prevent and promptly correct discriminatory, abusive and harassing conduct.

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

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

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

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

In accordance with SB425- Kaweah [DeltaHealth](#) will report any written complaint of sexual abuse or misconduct to the appropriate licensing board within 15 days of receiving the written complaint. Individuals may not be aware that their behavior is offensive or potentially harassing.

### **GENERAL INFORMATION**

Once advised of the offending behavior the problem may resolve. If an employee is found to have engaged in sexual harassment, or if a manager is aware of harassing conduct of an employee or individual doing business with the company and does nothing, condones or ratifies it, they may be personally liable for monetary damages. Kaweah [DeltaHealth](#) will not pay damages assessed against an individual personally. Kaweah [DeltaHealth](#) takes seriously its obligation to take all reasonable steps to prevent discrimination and harassment from occurring and recognizes its own responsibility and potential liability for harassment by its supervisors or agents.

If harassment does occur, Kaweah [DeltaHealth](#) will take effective action to stop any further harassment and to correct any effects of the harassment. Whenever possible personnel who feel harassed should inform the harasser that the behavior is unwelcome and unwanted. If this does not resolve the problem, or if the person feels uncomfortable in expressing their concern, they should follow the following procedure:

#### **PROCEDURE:**

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

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

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

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

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

- A. A timely response;
  - B. An investigation performed by qualified personnel in a timely and impartial manner;
  - C. Documentation and tracking for reasonable progress;
  - D. Appropriate options for remedial actions and resolutions;
  - E. Closure in a timely manner
- IV. Results of the investigation will be communicated to the complainant, to the alleged harasser, and, as appropriate, to all others directly concerned.
  - V. If an investigation reveals that a member of Kaweah [DeltaHealth](#)'s Medical Staff is involved or implicated, the matter will be investigated by the [Chief Vice President of Human Resources Officer](#) or designee in consultation with the Medical Staff Leadership. The appropriate Kaweah [DeltaHealth Chief Vice President](#), Chief Medical Officer and Chief Executive Officer will be kept informed as appropriate.

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Policy Number: HR.16	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: <del>07/27/2022</del>
Approvers: Board of Directors (Administration), Board of Directors (Human Resources), Dianne Cox (Chief Human Resources Officer)	
<b>Reasonable Accommodation &amp; Medical Fitness for Work</b>	

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**POLICY:**

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

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

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

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

**DEFINITIONS:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### REQUESTING REASONABLE ACCOMMODATION<sup>1</sup>:

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



An applicant or employee who believes that s/he is in need of an accommodation must notify his/her department manager or director and/or a Human Resources Director. A department manager or director who receives a request for accommodation from an employee shall then notify a Human Resources and/or Employee Health. All requests for reasonable accommodation, whether written or verbal, must provide the following information:

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

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

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

## II. Medical Documentation

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

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

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

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

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

## V. THE ONGOING INTERACTIVE PROCESS

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

## VI. GRIEVANCE PROCESS

Any persons who believe that he or she has been subjected to discrimination on the basis of disability and/or has been treated in a manner that is contrary to the policy stated above, may file a complaint with the Human Resources department. Complaints should be in writing and set forth the problem or action alleged to be discriminatory as well as the remedy or relief sought by the complainant. Human Resources will conduct an investigation of the complaint and take any and all necessary action arising out of the complaint.

~~The District Kaweah Health~~ will not retaliate against anyone who files a complaint or cooperates in the investigation of a complaint.

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

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<b>Policy Number:</b> HR.17	<b>Date Created:</b> 06/01/2007
<b>Document Owner:</b> Dianne Cox (Chief Human Resources Officer)	<b>Date Approved:</b> 07/27/2022
<b>Approvers:</b> Board of Directors (Administration)	
<b>Language Resource Assistant Program</b>	

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

**POLICY:**

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

**PROCEDURE:**

I. Language Resource Assistants (LRA)

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

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

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

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

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

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

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

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

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

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

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Policy Number: HR.28	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: 08/23/2023
Approvers: Board of Directors (Administration)	
Recruitment and Selection of Staff Members	

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

**POLICY:**

Kaweah Health personnel will be employed on the basis of their training, experience, skill, aptitude, reliability, past performance and other indications of their ability to perform the essential functions and requirements of the job, and their willingness to partner with Kaweah Health in the provision of high quality patient care in accordance with established employment policies.

It is the policy of Kaweah Health to select the strongest candidates for employment by ensuring that the following steps are taken prior to extending an offer of employment:

- A. Ensure a complete and accurate Job Description, including Physical Requirements, is on file with Human Resources;
- B. Ensure the essential functions of the job have been identified;
- C. Ensure the prospective employee meets the minimum requirements of the position.

Further, it is the policy of Kaweah Health to adhere to the philosophy and principles of Equal Employment Opportunity and comply with all local, state, and federal laws applicable to recruiting, interviewing, and selecting employees. All candidates for employment, internal and external, must apply through the Human Resources Department in order to ensure proper screening and consideration, as well as to maintain the appropriate applicant documentation. Further, management will refer all contacts with applicants and employment agencies to Human Resources. (See HR.12- Equal Employment Opportunity.)

All offers of employment will be contingent upon successful completion of a background screening, employer sponsored post offer/pre-employment medical examination, including drug screen, and proof of candidate's legal ability to work in the United States. (See HR.36- New Hire Processing.)

**PROCEDURE:**

- I. Responsibility of Management/Human Resources

- A. Hiring Manager must submit a request for a job requisition with approvals from appropriate Manager, Director and Chief Officer, for recruitment of new and replacement positions.
- B. Upon receipt of an approved requisition, Human Resources will post position and source qualified applicants, including internal candidates. External candidates apply through the career site and internals apply through Workday on the Jobs Hub.
- C. New and replacement positions will be posted online for a minimum of five days to allow equal opportunity for applicant consideration. Internal departmental postings are acceptable when position is limited to current employees within the department or include changes in Shift or Status. The internal posting will allow departments to adjust to changing staffing needs within the department.
- D. Human Resources will maintain a recruitment program that meets the needs of the organization and will continually search for new means and sources to expand our workforce and support patient care.
- E. Human Resources will ensure that all job applicants complete an application for employment. (Will provide accommodation to any applicant who experiences difficulty with the application process and requests reasonable accommodation.)
- F. Human Resources will review qualified applicants and forward selected candidates to the appropriate hiring manager.
- G. Hiring Manager will interview, assess and select candidates to determine the preferred candidate utilizing effective and legal practices. During the interview process, hiring leader will ensure application for employment is complete and accurate, as well as confirm prospective candidate meets minimum position requirements. (An interview panel must be coordinated for all management and director vacancies.)
- H. Following interviews, the hiring manager will notify Human Resources of selection decision.
- I. Human Resources will be responsible for extending the contingent offer to the selected candidate, including hourly rate, benefit eligibility, start date and other relevant information. Human Resources will provide an appropriate starting pay rate based on Kaweah Health's current Compensation Program.
- J. Human Resources will notify the hiring manager on job offer acceptance and pre-employment clearances and start date.
- K. Human Resources will validate job requirements (licensure/certification, degree, driving record, etc.) and will ensure that post-offer background



screening (including regulatory components, criminal convictions, employment verifications ~~and professional references~~), pre-employment medical examination and drug screen are satisfactorily completed prior to the employee's start date.

- L. The Hiring Manager will notify candidates who have been interviewed and not chosen for the position.
- M. Human Resources will maintain internal/external applications received and appropriate records of the selection process for two years from application date.

## II. Eligibility for Rehire

If a qualified applicant has been employed previously by Kaweah Health, a review of the former Human Resources file must be completed to determine eligibility for re-employment. Review will include assessment of employment record and circumstances of the termination

Applications from former employees will be considered case-by-case with consideration of the job opening and other relevant factors.

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<b>Policy Number:</b> HR.34	<b>Date Created:</b> 06/01/2007
<b>Document Owner:</b> Dianne Cox (Chief Human Resources Officer)	<b>Date Approved:</b> 07/27/2022
<b>Approvers:</b> Board of Directors (Administration)	
<b>Employment of Relatives</b>	

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

**POLICY:**

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

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

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

**PROCEDURE:**

1. No individual will hold a job in which he/she would be supervised by a family member. If two employees marry or become related after being employed and the potential problems stated in this policy exist, a decision will be made by the Hospital on which employee will remain in the department. Criteria generally used may include performance, experience, department need and length of service.
2. The affected employee will have the following options:
  - a. Transfer to another section of the department under a different supervisor (if there is a vacancy or the department is able to exchange employees), or
  - b. Transfer to a different shift (if the department has a vacancy or the department is able to exchange employees), or
  - c. Transfer from the department to a vacant position in another department, if qualified.
3. The employee must actively seek a transfer and must comply with the transfer procedure established by Human Resources. If none of the options listed above or if reasonable accommodations cannot be made to eliminate actual or potential problems that arise when two employees marry or become related in a reasonable time frame, [Kaweah Health the District](#) reserves the right to terminate the affected employee. The Department Leader and the Chief Human Resources Officer will develop appropriate interim measures.

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<b>Policy Number:</b> HR.37	<b>Date Created:</b> 06/01/2007
<b>Document Owner:</b> Dianne Cox (Chief Human Resources Officer)	<b>Date Approved:</b> <del>11/21/2017</del>
<b>Approvers:</b> Board of Directors (Administration), Board of Directors (Human Resources), Dianne Cox (Chief Human Resources Officer)	
<b>Introductory Period</b>	

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

**POLICY:**

All newly hired and rehired must serve a six (6) month introductory period. This will give ~~the District~~[Kaweah Health](#) an opportunity to evaluate the employee's performance and. will also provide the employee with an opportunity to gain experience and to determine whether s/he wishes to continue employment with ~~the District~~[Kaweah Health](#).

Completion of the introductory period does not guarantee continued or permanent employment with ~~the District~~[Kaweah Health](#) and, notwithstanding the completion of the "Introductory Period" employees will continue to be "at will" and may be terminated from their employment in accordance with Health and Safety Code Section 32121(h): that is "at the pleasure of the Board of Directors."

**PROCEDURE:**

- I. At the time of hire, all newly hired and rehired staff members are notified of the introductory period. The introductory period shall be for six (6) months from the date of hire.
- II. The introductory period is applicable to all ~~District~~[Kaweah Health](#) policies, unless specifically excluded as stated in this policies and procedures manual.
  - A. Employees of ~~the District~~[Kaweah Health](#) are "at will" which means that they serve at the pleasure of the Board of Directors. ~~The District~~[Kaweah Health](#) maintains a review process for certain disciplinary actions taken by ~~the District~~[Kaweah Health](#) and this process is available to employees who have successfully completed the introductory period. Access to the review process does not change the "at will" nature of employment at ~~the District~~[Kaweah Health](#).

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Policy Number: HR.65	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: 07/27/2022
Approvers: Board of Directors (Administration)	
<b>Payment of Wages</b>	

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

**POLICY:**

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

**PROCEDURE:**

I. All employees receive their pay stubs online and are accessible through Workday Employee Self Service. The pay stubs are available after the bi-weekly payroll process is completed, on Wednesday evening or Thursday morning before pay day.

Commented [BT1]: Suggested by Larissa Dodson

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

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

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

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

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III. ~~Employees who provide less than seventy-two (72) hours notice will have their final pay available within forty-eight (48) hours of their last hour worked.~~

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

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

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<b>Policy Number:</b> HR.71	<b>Date Created:</b> 06/01/2007
<b>Document Owner:</b> Dianne Cox (Chief Human Resources Officer)	<b>Date Approved:</b> 10/31/2019
<b>Approvers:</b> Board of Directors (Administration)	
<b>Overtime Pay</b>	

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

**PURPOSE:**

To provide leadership with appropriate guidelines for overtime scheduling.

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**POLICY:**

When patient care or other operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these assignments will be provided. Unless a strict emergency, or where patient care is necessary without interruption, all overtime work must receive the supervisor or department leadership's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified for the work.

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Overtime compensation is paid to all non-exempt employees in accordance with Federal wage and hour requirements. As required by law, overtime pay is based on actual hours worked, including orientation and workshop hours that are scheduled by the manager. Time off for sick, vacation, holiday, Jury Duty, Bereavement, or other non-productive time, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

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Using Fair Labor Standards Act guidelines, overtime pay is calculated at one and one-half times the employee's regular rate for all hours over 40 hours in one work week.

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Failure to work scheduled overtime, or overtime worked without prior authorization from the supervisor may result in Disciplinary Action, up to and including termination of employment.

Employees who are characterized by Kaweah ~~Delta-Health~~ as exempt from the overtime provisions federal law are paid a salary that is intended to fully compensate them for all hours worked each week. The salary consists of a predetermined amount constituting the exempt employee's compensation. That amount is not subject to reduction because of variations in the quality or quantity of the employee's work.

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**PROCEDURE:**

Unless a strict emergency, or where patient care is necessary without interruption, employees are to obtain supervisor or department leadership's approval in advance of working any overtime hours and record overtime hours during the pay period in which

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they worked.

#### Concurrent Jobs

The employee clocks in for all hours worked using the transfer function in ~~HR Timekeeper~~ **Timekeeping System** or on the wall clock, adjusting their job code or department as appropriate.

1. If an employee's primary and concurrent jobs are both non-exempt, overtime will be paid for combined hours worked in excess of 40 hours in a week.
2. If an employee has one job that is exempt and one job that is non-exempt, all hours worked over 40 will be paid at overtime any week in which the non-exempt duties exceed 50% of the hours worked in that week.

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3. If an employee's primary job and concurrent job are classified as exempt, no overtime will be paid for hours exceeding 40 hours in a week.

The department that schedules the concurrent hours is responsible for paying any overtime unless an alternate agreement has been reached between the primary and concurrent managers. The primary manager confirms all hours to be paid after verifying with the appropriate manager(s) the hours worked in the concurrent department(s).

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<b>Policy Number:</b> HR.74	<b>Date Created:</b> 06/01/2007
<b>Document Owner:</b> Dianne Cox (Chief Human Resources Officer)	<b>Date Approved:</b> 07/21/2022
<b>Approvers:</b> Board of Directors (Administration)	
<b>Telecommuting</b>	

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

## POLICY

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

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

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

## PROCEDURE:

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

### General

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

## Eligibility

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

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

## Telecommuter Scheduled Workweek:

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

## Telecommuter Workplace:

1. The telecommuter is responsible for designating and maintaining a workplace that is free from recognized hazards and that complies with all occupational

safety and health standards, rules and regulations.

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

#### Telecommuter Equipment:

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

#### Telecommuter Internet/Intranet Access:

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

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

#### Equipment Ownership and Usage:

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

#### Telecommuter Confidentiality:

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

benefit of any other individual or entity, including the telecommuter's family, except as required in the course of his or her employment. In furtherance of these principles, telecommuter agrees to file all business records in a locked filing cabinet or otherwise take all other steps necessary to protect the confidentiality of information.

2. The telecommuter is responsible to protect any and all Patient Health Information from disclosure to anyone that does not have a business or clinical reason to have such information.
3. Only email via Kaweah Health email system shall be utilized for purposes of communicating patient information to and from the facility.

#### Telecommuter Liability for Injuries:

1. Kaweah Health and the telecommuter agree that any injury that occurs while the telecommuter is performing work on behalf of Kaweah Health from his/her home office shall be covered by Kaweah Health's Workers' Compensation insurance. The telecommuter agrees to promptly report any work-related injuries to his or her manager or Employee Health.
2. The telecommuter agrees that he or she will conduct all [in-person](#) business meeting at Kaweah Health's offices. The telecommuter further agrees not to invite third parties to visit his or her home office for the purpose of conducting Kaweah Health business.
3. The telecommuter shall hold harmless and otherwise indemnify Kaweah Health for any injuries that occur to third parties, including members of telecommuter's family, on the telecommuter's premises.

#### Telecommuter Harassment and Discrimination:

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

#### Workplace Violence:

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

#### Scheduled/Unscheduled System Downtime:

1. Equipment malfunction must be reported immediately to management, and if



applicable, the ISS Help Desk. The technician on duty will inform the telecommuter when systems are back and running.

2. Telecommuters may not be paid for equipment/system downtime. The telecommuter must be available to work onsite during an equipment failure expected to exceed two hours, unless other arrangements are approved by management. Other options may include a flex schedule to make up this time, or used Paid Time Off at the discretion of management.

#### Leave of Absence or Termination of Employment:

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

#### Terms and Conditions of Participation Agreement

1. The department Chief and the Chief Human Resources Officer (CHRO)~~Department Director must review any telecommuting requests with their Vice President and the Vice President of Human Resources~~ before telecommuting begins.

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Policy Number: HR.95	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: <del>07/27/2022</del>
Approvers: Board of Directors (Administration), Dianne Cox (Chief Human Resources Officer)	
<b>Job Descriptions</b>	

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

**POLICY:**

This policy provides department heads with appropriate guidelines for defining the qualifications and performance expectations for all staff positions. The Job Description is ~~combined with and~~ used as a part of the annual Performance Evaluation ~~form~~. Department heads are responsible to create and maintain current Performance Evaluation/Job Descriptions for each ~~position-job~~ in their department. Each job description will contain a job summary, job duties and performance standards, and minimum ~~position-job~~ qualifications including education, experience, required certification and/or registration, and the ~~position's~~ essential functions and physical demands.

**PROCEDURE:**

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

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<b>Policy Number:</b> HR.96	<b>Date Created:</b> 06/01/2007
<b>Document Owner:</b> Dianne Cox (Chief Human Resources Officer)	<b>Date Approved:</b> <del>7/27/2022</del>
<b>Approvers:</b> Board of Directors (Administration), Dianne Cox (Chief Human Resources Officer)	
<b>Personnel Files and Employee Health Records</b>	

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**POLICY:**

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

Kaweah Health maintains a system for retaining employee Personnel Files and Employee Health Records to assure compliance with all Federal and State regulatory requirements and to serve as reference documents when needed.

Personnel Files are retained after an employee leaves employment for a minimum of three years; Employee Health records, including Workers' Compensation Files, are retained for at least 30 years post-employment.

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

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

Authorized Individuals:

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

**PROCEDURE:**

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

1. ~~The A current or former~~ employee may request in writing to inspect or have a copy made of his/her Personnel file by completing the ~~form~~ "Request ~~to Inspect or For Copy~~ Personnel Records File" Form in Human Resources. For ~~copies of~~ Employee Health Records, the employee must complete the "Employee Health Records Information Release" Form. A time for inspection/copy that is convenient for both the employee and Human Resources will be scheduled within a reasonable time, but no later than 30 days after a written request and for payroll records no later than 21 calendar days from date of the request. –OR– Upon a written request from a current or former employee, Human Resources shall provide a copy of the personnel records within 30 calendar days or 21 calendar days for payroll records. For current employees, Human Resources has 48 hours to complete the request. For terminated employees, Human Resources attempts to provide the copied files within 4-5 days, but reserves the right to complete the request within 30 days. –The employee must review the file in Human Resources and is not allowed to remove the file under any circumstances.
2. Employee Health Records are not contained in the Personnel File. These records are confidential; Kaweah Health will safeguard them from disclosure and will disclose such information only as allowed by law or as required for Workers' Compensation or regulatory agency purposes.
3. A file removed from Human Resources or Employee Health must be hand carried to the requesting party by the authorized individual or designee. A representative from Human Resources or Employee Health will typically remain with the file and ensure the return.
4. Files and records must be returned within a timely manner. A Human Resources Representative or designee will monitor the tracking form to ensure the file is returned.

5. To keep Personnel records up to date, employees are required to notify the Human Resources department in writing of any changes in personal status including:
  - a. name
  - b. address

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

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<b>Policy Number:</b> HR.98	<b>Date Created:</b> 06/01/2007
<b>Document Owner:</b> Dianne Cox (Chief Human Resources Officer)	<b>Date Approved:</b> 07/27/2022
<b>Approvers:</b> Board of Directors (Administration)	
<b>Employment References and Personnel File Access</b>	

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**POLICY:**

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

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

**PROCEDURE:**

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

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<b>Policy Number:</b> HR.141	<b>Date Created:</b> 06/01/2007
<b>Document Owner:</b> Dianne Cox (Chief Human Resources Officer)	<b>Date Approved:</b> 07/27/2022
<b>Approvers:</b> Board of Directors (Administration)	
<b>Employee Parking</b>	

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**POLICY:**

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

**PROCEDURE:**

- I. Parking permits are available through Human Resources.

Permits ~~shall~~ must be hung from the rear view mirror and have the permit fully visible. It is acceptable to place the permit face up on the dashboard of the vehicle, so long the permit is fully visible. Employees may obtain two parking permits if they have two vehicles. Employees must submit their license plate number(s) to obtain each permit. Carpool slots will be designated. A Carpool permit will be required.

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

- II. Kaweah Health offers a free secured bike cage at the medical center for interested riders. The bike cage is located in the Acequia Visitor lot off South Floral Street. Bike racks are available for employees arriving to work via bicycle.

- III. Non-Employees

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

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



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

- VI. If appropriate, employees who are temporarily disabled may apply to the Security Services Manager for a temporary pass to permit parking near their place of work.
  
- VII. Questions concerning parking rules and regulations should be addressed to the Security Services Manager. (See AP policy 142, Traffic and Parking Regulations and AP 143 Parking Citation Appeal).

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Policy Number: HR.148	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: 07/27/2022
Approvers: Board of Directors (Administration)	
<b>Personal Leave of Absence</b>	

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

**POLICY:**

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

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

**PROCEDURE:**

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

~~open position employee will be terminated.~~ If Kaweah Health does not have any positions available for which the employee is qualified, the employee will be terminated.

#### 4. Employee Benefits:

- a. An employee taking leave will continue to receive coverage under Kaweah Health's employee benefit plan for up to a maximum of four (4) months per 12-month ~~rolling calendar rolling year period~~ at the level and under the conditions of coverage as if the employee had continued in employment continuously for the duration of such leave. Kaweah Health will continue to make the same premium contribution as if the employee had continued working.
- b. Insurance premiums (health, vision, dental, life, etc.) are to be paid by the employee and Kaweah Health, under the same conditions as existed prior to the leave, for a maximum ~~period~~ of four (4) months in a 12-month ~~rolling calendar rolling year period~~.
- c. If on paid status (utilizing PTO), an employee may continue his/her normal premiums through payroll deduction. If on unpaid status, he/she is required to pay Kaweah Health his/her portion of the premiums monthly while on a leave of absence for a total of four months. After four months, employees will be offered COBRA Continuation Coverage for applicable benefits.
- d. An employee whose insurance is canceled due to nonpayment of premiums will have to satisfy a new waiting period after returning to work and will be considered a "new employee" for insurance purposes. The employee may have to provide proof of insurability.
- e. An employee may cancel his/her insurance(s) within thirty (30) days of the end of his/her paid leave and will be re-enrolled upon return without a waiting period. Cancellation must be done in writing to the Human Resources Department. The employee must reinstate coverage within thirty (30) days of his/her return to work.
- f. Group medical, dental and vision insurance coverage will cease on the last day of the month in which an employee reaches four months of leave or employment ends except that continuation is allowed under COBRA regulations if applicable to the plan.
- g. If the employee fails to return to work at the expiration of the leave, he/she must repay any health insurance premiums paid by Kaweah Health while on leave, unless failure to return to work is due to a continuation of his/her own serious health condition or other reasons beyond his/her control.
- h. The employee must complete all outstanding job requirements and documentation (licensure, CPR, ACLS, NRP, PALS, and TB testing, as applicable) prior to a return to work. Competency-related

documentation must be completed within two weeks of the employee's return.

5. Benefit Accrual:

~~5.~~

The employee will continue to accrue Paid Time Off (PTO) and EIB as long as he/she is being paid by Kaweah Health (receiving a paycheck).

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6. Merit Review Date:

~~6.~~

~~The merit review date will be adjusted by the number of days of paid and/or unpaid leave of absence over eighty-four (84) days. Human Resources will run the merit cycle for all employees at the same time yearly in October.~~

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<b>Policy Number:</b> HR.151	<b>Date Created:</b> 06/01/2007
<b>Document Owner:</b> Dianne Cox (Chief Human Resources Officer)	<b>Date Approved:</b> <del>05/31/2018</del>
<b>Approvers:</b> Board of Directors (Administration), Dianne Cox (Chief Human Resources Officer)	
<b>Short Term (Reserve) Military Training Leave and Military Leave of Absence</b>	

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

**POLICY:**

To allow employees who are members of the Armed Forces time off to fulfill their military obligations.

**PROCEDURE:**

1. Reason for Leave:

Leave without pay is provided to employees who enter uniformed military service of the Armed Forces of the United States for active duty or training. Employees returning from Military Leave are afforded certain rights and benefits upon reemployment in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 as well as any applicable state law. Employees seeking Military Leave must bring their military service orders to the Human Resources Department for a review of their individual situation prior to commencement of the leave.

2. Employee Eligibility:

~~Regular full-time and part-time benefit-eligible employees are eligible for Military Leave regardless of their length of employment. Employee's status is not considered when granting this type of leave.~~

~~3.~~

~~4.~~

~~5-3.~~ Leave Available:

Employees will receive Military Leave in accordance with the requirements of their military service orders and in accordance with the requirements of applicable State and Federal law in effect at the time the leave is granted.

~~6.~~

~~7.~~

~~8-4.~~ Notice:

Employees requiring Military Leave must notify and submit a copy of their military orders to the Human Resources Department as soon as the need for the leave becomes known to the employee.

~~9-5.~~ Compensation During Leave:

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Military leave is without pay. However, employees have the option to use accrued Paid Time Off during the leave.



40.6. Benefit Accrual:

The employee will continue to accrue benefits (Paid Time Off and Extended Illness Bank) as long as he/she is being paid by the District (receiving a paycheck).

41.7. Merit Review Date:

~~The merit review date will be adjusted by the number of days of paid and/or unpaid leave of absence over eighty four (84) days. Human Resources will run the merit cycle for all employees at the same time yearly in October.~~

42.8. Benefits During Leave:

- a. An employee taking leave will continue to receive coverage under ~~the District's Kaweah Health~~ employee benefit plans for up to a maximum of ~~twenty~~ four months at the level and under the conditions of coverage as if the employee had continued in employment continuously for the duration of such leave. ~~The District Kaweah Health~~ will continue to make the same premium contribution as if the employee had continued working.
- b. Insurance premiums (health, vision, dental, life, etc.) are to be paid by the employee and ~~the District Kaweah Health~~, under the same conditions as existed prior to the leave, for a maximum period of ~~twenty~~ four months. After 4 months, an employee may continue insurance coverage for himself and dependents by paying the full cost of the premium for ~~20-18~~ additional months.
- c. If on paid status (utilizing PTO), an employee may continue his/her normal premiums through payroll deduction. If on unpaid status, he/she is required to pay ~~the District Kaweah Health~~ his/her portion of the premiums while on a leave of absence for a total of four months. After four months, employee will pay the full cost of coverage.
- d. An employee may cancel his/her insurance(s) within 30 days of the end of his/her paid leave and will be re-enrolled upon return without a waiting period or pre-existing provisions. Cancellation must be done in writing to the Human Resources Department. The employee must reinstate coverage within 30 days of his/her return from work.
- e. If the employee fails to return to work at the expiration of the leave, he/she must repay any health insurance premiums paid by ~~the Kaweah Health District~~ while on leave, unless failure to return to work is due to a continuation of his/her own serious health condition or other reasons beyond his/her control.

43.9. Reinstatement:

- ~~a.~~ To be reinstated, an employee returning from military leave must submit an application for reemployment within a certain period of time, depending on the employee's length of leave. If the service was less than 31 days, the employee must report for reemployment no later than the beginning of the first full regularly scheduled work period on the first calendar day following completion of service and the expiration of eight (8) hours after a time for

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| safe transportation back to his or her residence. If reporting within that

period is impossible or unreasonable through no fault of the employee, he or she should report as soon as possible. If the period of military service was for 31 days or more, but less than 181 days, the employee must submit an application for reemployment no later than 14 days following completion of service. For military service over 180 days, the employee must submit an application for reemployment no later than 90 days after the completion of service. An employee, who is hospitalized for, or convalescing from, and illness or injury incurred during the performance of military duty has certain additional time to allow for recovery before reapplying for employment.

b-a. An employee returning from military service (or released from hospitalization that continued following discharge) in accordance with the above time requirements will be offered the position that he or she would have attained if continuously employed. If the employee is not qualified for this position, then the same position held at the time of leaving will be offered, unless the employee is not qualified to perform the duties of his or her former position. If this is the case, the employee will be afforded all rights under applicable Federal and State law.

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Policy Number: HR.183	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: 07/27/2022
Approvers: Board of Directors (Administration)	
<b>Identification Badges</b>	

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

**POLICY:**

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

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

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

**PROCEDURE:**

1. Human Resources will prepare ID badges indicating the name and title.
2. Employees can make purchases using their ID Badge in the Gift Shop, Kaweah Korner, Pharmacy, and Cafeteria. All amounts will be paid via payroll deduction, including a final check if leaving employment.
3. If an individual loses his/her badge or the badge is damaged or worn, he/she must report to Human Resources immediately to have a new badge prepared. Individuals will be held financially responsible for purchases made with their ID Badge, even if the badge is lost or stolen. A \$10.00

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

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

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<b>Policy Number:</b> HR.188	<b>Date Created:</b> 06/01/2007
<b>Document Owner:</b> Dianne Cox (Chief Human Resources Officer)	<b>Date Approved:</b> 07/27/2022
<b>Approvers:</b> Board of Directors (Administration)	
<b>Personal Property and Valuables</b>	

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**POLICY:**

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

**PROCEDURE:**

I. Lost or Stolen Property

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

The Occurrence Report form is reviewed by department management and forwarded to and discussed with the department Director. If additional guidance is needed by department leadership, the Director of Employee Relations or Director of Risk Management may be contacted to find resolution.

**Commented [MM1]:** What are the possible outcomes after the event case is reviewed? Should this be spelled out in the policy?

II. Found Property

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

Employees are encouraged to search Kaweah Health's Lost and Found database for their lost item(s) at: <https://www.kaweahhealth.org/about-us/lost-and-found/>

III. Lockers

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

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*approved after each Board Meeting. It is the employee's responsibility to review and understand all Kaweah Health Policies and Procedures."*

Policy Number: HR.197	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: 07/15/2020
Approvers: Cindy Moccio (Board Clerk/Exec Assist-CEO)	
<b>Dress Code - Professional Appearance Guidelines</b>	

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**POLICY:**

The professional appearance and conduct of our employees and contract staff are important parts of the experience for patients, their families and visitors in clinical and non-clinical areas. Dress and behavioral guidelines help Kaweah [DeltaHealth](#) employees and contract staff with expectations concerning appearance and conduct. This helps to ensure that our patients feel welcomed, respected, comfortable and safe. This policy provides expectations and guidelines for dress and personal appearance for employees, contract staff, and other individuals working at Kaweah [DeltaHealth](#) as well as while off duty.

**PROCEDURE:**

All individuals working at Kaweah [DeltaHealth](#) affect the overall image with patients, visitors, and the community. In as much, individuals are required to present a professional healthcare appearance and dress according to the requirements of this policy as well as adhere to their department-specific or job-specific dress standards.

Kaweah [DeltaHealth](#) has established the following criteria for personal appearance. These criteria are ~~for the purpose of~~ meeting our customers' and the community expectations and the image of what they expect of healthcare providers and administrative department personnel.

The following applies while at work and not at work if wearing any article that indicates "Kaweah [DeltaHealth](#)," or Kaweah [DeltaHealth](#) ID badge:

- a. Employees and contract staff are required to wear the official Kaweah [DeltaHealth](#) ID badge at all times while on duty. The ID badge must be worn so that the picture and name can be seen and must be chest high or above. No marks, stickers (other than flu vaccine compliance), etc., or membership pins may be on the badge; it must include a current picture and not be faded or worn). Kaweah [DeltaHealth](#) recognition pins may be attached to the badge extender. If an employee or contract staff member is visiting Kaweah [DeltaHealth](#) while not on duty, they are not to wear their ID badge, nor represent that they are on duty; they may not perform any work. At the option of an employee, the badge may include only the first name and initial of last name.
- b. Attire must be neat, clean, appropriately fitting, matched and coordinated and have a professional or business-like appearance. Scrubs must be appropriately fitting as well, neither too large nor too tight; pants may not touch the ground. Scrubs or jackets branded with another organization name or logo (including health care or a hospital) are prohibited.



1. Revealing clothing (such as see-through or showing cleavage), sun-dresses, inappropriate length dresses or mini-skirts, bare-back dresses, halter tops, tank tops, t-shirts, ~~casual denim or jeans~~any denim or denim appearing material, leggings, unprofessional casual ~~capri~~Capri pants with strings or cargo pockets, shorts or walking-shorts, army fatigue-print clothing, and thong/flip-flop sandals (even with back straps) are some examples of inappropriate attire. T- Shirts/Tops that expose chest hair are not allowed. Sleeveless attire is appropriate as long as it is business professional. "Hoodies" or hooded jackets of any kind are not permitted; team jackets are to be approved by a manager.
2. Those employees who work in departments that are exposed to the outside elements may wear hats while outside.
3. ~~With the exception of the front neck area above the collar line and the face,~~Tattoos may be visible if the images or words do not convey violence, discrimination, profanity or sexually explicit content. Tattoos containing such messages must be covered with bandages, clothing, or cosmetics. Kaweah DeltaHealth reserves the right to judge the appearance of visible tattoos. However, tattoos that are visible on the front neck area above the collar line and the face must be covered.
4. Hickeys can be considered offensive, unprofessional and distracting in nature, and must be covered by clothing or ~~band-aids~~Band-Aids.
5. Excessive jewelry and watches that may affect safe patient care or violate infection control standards, multiple ear piercings or body piercings (except for a pin-size nose adornment) are not allowed. Ear expanders must be plugged with a flesh color plug.
6. Shoes are to be worn as appropriate for the position and must be clean, in good repair, and meet the safety and noise abatement requirements of Kaweah DeltaHealth environment. Open-toed shoes may not be worn in patient care areas by those providing direct patient care. Socks are to be worn as appropriate for the position, (i.e. with Croc-type shoes that have holes). Closed toe shoes are required in the patient care areas and other areas in which safety requires closed toe shoes. Sandals or open-toed shoes are acceptable when safety does not dictate otherwise. Tennis shoes are appropriate if they apply to the position. ~~Flip-flops~~Flip-flops, thong shoes or locker-room sandals are not acceptable. High heels greater than three (3) inches and platform shoes are not safe in our work environment at Kaweah DeltaHealth and may not be worn.
7. Hair is to be kept neat and clean, and may not be of abnormal color (purple, pink, unusual reds, etc.); extreme trends such as Mohawks (completely shaved but for hair down the middle of the head) are not permitted. Employees with long hair who have direct patient contact or work with food or machinery must have their hair pinned up off the shoulders, secured at the nape of the neck, or secured in a hair net. Traits historically associated with race, including, but not limited to, hair texture and protective hairstyles, defined as braids, locks and twists are allowed and must be secured. Beards, mustaches and sideburns must be clean and neat at all times.
8. Kaweah DeltaHealth is fragrance-free due to allergies that present themselves with colognes, perfumes, aftershave lotions, hand lotions, etc. Body odor, smell of cigarette/e- cigarette/tobacco smoke or excessive makeup are examples of unacceptable personal grooming.
9. Fingernails: Employees who have direct contact with patients (those employees who touch patients as a part of their job description) and those indirectly involved in patient

care, such as Pharmacy, Housekeeping, Laboratory, and Sterile Processing must

comply with the following guidelines. Some departments (i.e. Food and Nutrition Services) may have specific requirements that vary:

- Nails must be kept clean, short and natural.
- Artificial nails, acrylics or other artificial materials (including nail jewelry) applied over the nails are prohibited. These are dried grinded nail products (acrylics or gels).
- Nail or Gel Polish is permissible in most areas if used in good taste, with non-shocking colors or decor, and is maintained without chips or cracks. Polish is not allowed in Food and Nutrition Services.
- Nails should not be visible when holding the palm side of the hand up.

Non-direct caregivers (those employees without “hands on” patient contact) must comply, as follows:

- Nails (including artificial) must be kept clean and neatly trimmed or filed.
  - Short nail length is defined as the white nail tip not greater than 1/4 inch.
  - Polish is permissible if used in good taste, with non-shocking colors or decor, and is maintained without chips or cracks.
10. Employees who are required to wear certain uniform-type attire must comply with the requirements set forth by their department head or Kaweah [DeltaHealth](#), within the following guidelines: attire limited to a general color of fabric (i.e., dark, solid colors), business style jackets/blazers, white shirts/blouses, and/or black shoes. Any other attire required by Kaweah [DeltaHealth](#) will be provided to the employee at no cost.
  11. Employees attending Kaweah [DeltaHealth](#) staff meetings on Kaweah [DeltaHealth](#) premises may wear casual and appropriate, but not inappropriate attire. It would be inappropriate to wear shorts, gym-wear, tank tops, nor anything similar. Jeans are appropriate as long as they are not frayed and torn. Employees must be modestly dressed. Employees attending on-site classes or other meetings are to wear office-casual attire, scrubs, or street clothes in good taste. Kaweah [DeltaHealth](#) employees and contract staff are not permitted to present in any way that would appear unprofessional to Kaweah [DeltaHealth](#) leadership.
  12. Kaweah [DeltaHealth](#) promotes organization-wide events and may allow Kaweah [DeltaHealth](#)- provided t-shirts for these days. These are allowed if appropriate for the employees’ work environment.
  13. Kaweah [DeltaHealth](#) promotes organization-wide events and may allow Kaweah [DeltaHealth](#)- provided t-shirts for these days. These are allowed if appropriate for the employees’ work environment. With the exception of specific areas where scrubs are laundered (i.e. Cath Lab, CVOR, OR, NICU, L&D) Kaweah [DeltaHealth](#) does not provide or launder scrubs or uniforms for employees, unless the garments are provided by Kaweah [DeltaHealth](#) and require dry-cleaning. However, employees who have received a splash of blood or body fluid during the normal course of their job need to change into clothing for protection. Per under Standard Precautions, employees are allowed to wear Kaweah [DeltaHealth](#)-provided, ~~Kaweah Delta laundered~~ scrubs or uniforms furnished by Kaweah [DeltaHealth](#) laundry. These are to be returned to Kaweah [DeltaHealth](#) at the next shift worked. Upon arriving at and leaving from work, employees are provided with reasonable paid time to change. An employee may not wear these scrubs to and from Kaweah [DeltaHealth](#) or outside of the hospital unless it is for work-related business (i.e. Employee Health, Human Resources, and Employee Pharmacy) and they must wear a white lab coat over the scrubs. \_\_\_\_\_ Upon

returning to the department, personnel must change into fresh scrubs before returning to the semi-restricted or restricted areas. Refer to Policy SS4000.

14. The responsibility to determine the appropriateness of employee appearance and attire and for enforcing uniform/dress code requirements rests with leadership. For example, the Behavioral Health departments may allow exceptions to this policy as appropriate to their patient care population. Employees who fail to follow personal appearance and hygiene guidelines will be sent home and instructed to return to work in proper form. Under such circumstances, employees will not be compensated for the time away from work.
15. Employees ~~who violate this policy are subject to may be placed into the pProgressive Ddisciplineary per HR.216 Progressive Discipline Action process for violation of this policy.~~

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<b>Policy Number:</b> HR.215	<b>Date Created:</b> 06/01/2007
<b>Document Owner:</b> Dianne Cox (Chief Human Resources Officer)	<b>Date Approved:</b> 06/28/2021
<b>Approvers:</b> Board of Directors (Administration), Board of Directors (Human Resources)	
<b>Grievance Procedure</b>	

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

## **POLICY:**

Concerns, issues or questions occasionally arise during the course of employment. When this occurs, employees are encouraged to discuss these matters with management. If the situation remains unresolved, employees will be provided with an opportunity to appeal management decisions through a formal grievance procedure. Employees using the Grievance Procedure will not be retaliated against for doing so. This specific policy does not apply to residents enrolled in Kaweah Health's Graduate Medical Education (GME) program. Residents' concerns, issues or questions will be handled through a separate GME policy as described in the Resident Handbook.

## **DEFINITION**

- I. A grievance is defined as an employee's dissatisfaction with an action taken on behalf of Kaweah Health. Examples of actions that may be grieved under this policy include:
  - A. Incorrect or inconsistent application or interpretation of Kaweah Health's policies (not the policies themselves);
  - B. Disagreement with a written level warning.
- II. Time spent by aggrieved employees in grievance discussions with management during their normal working hours will be considered hours worked for payroll purposes.
- III. All steps of the grievance are coordinated by a Human Resources representative.
- IV. Decisions on grievances will be neither precedent setting nor binding on future grievances unless they are officially stated as Kaweah Health policy.
- V. In cases where the grievance is in relation to a division reporting to the ~~Chief Vice President of~~ Human Resources Officer, ~~another Executive Senior Vice President~~ will serve in place of the ~~Chief Vice President of~~ Human Resources Officer.

**PROCEDURE:**

- I. The employee must initiate the Grievance Procedure to seek formal consideration. To do so, the employee must contact the Human Resources Department to initiate the first step in the procedure. Upon initial contact, the employee will be provided a copy of this Grievance Policy and will receive instruction as to the appropriate format in which the written grievance must be submitted.
- II. The grievance must be filed within 10 calendar days of when the employee became aware, or reasonably should have been aware of the facts and circumstances arising to the grievance.
- III. Management will receive the grievance from Human Resources and will investigate the matter to attempt resolution. Management will prepare and forward their response, in the approved format, to the Human Resources representative within seven (7) working days or as soon as reasonably possible with notification to the Human Resources representative.
- IV. The Human Resources representative will forward management's response to the employee.
- V. If the aggrieved employee is not satisfied with management's decision, the employee will be permitted to appeal to the Chief Vice President of Human Resources Officer within seven (7) working days.
- VI. The Human Resources representative will forward the Chief Vice President of Human Resources Officer response within seven (7) working days to the employee or as soon as reasonably possible.
- VII. This decision will be final and binding on both the aggrieved employee and Kaweah Health for the specified grievance only and to the extent allowable by law.
- VIII. Time limits for both the employee and management may be extended at any step by Human Resources, upon a showing of good cause.
- IX. The Grievance Procedure described herein is not applicable to an employee whose proposed discipline is demotion, suspension for more than five (5) days or termination or whose employment with Kaweah Health has terminated regardless of the reason for the termination. However, employees whose proposed discipline is suspension for more than five (5) days, demotion or involuntary termination may be entitled to a Pre-determination hearing, may have certain appeal rights and should refer to HR.218 NOTIFICATION REQUIREMENTS AND APPEAL PROCESS FOR INVOLUNTARY TERMINATION AND DEMOTION.

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Policy Number: HR.216	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: 08/23/2023
Approvers: Board of Directors (Administration)	
<b>Progressive Discipline</b>	

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**POLICY:**

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

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

Therefore, depending on the seriousness of the offense and all pertinent facts and circumstances, disciplinary action will be administered promptly.

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

Any employee who is in Progressive Discipline is eligible for transfer or promotion within Kaweah Health with review and approval by the hiring manager and Human Resources.

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



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

PROCEDURE:

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

A. Warnings

1. Verbal Warning:  
A Verbal Warning explains why the employee's conduct/performance is unacceptable and what is necessary to correct the conduct/performance.

B. Written Warning:

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

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

1. Level I  
Any employee who receives a Level I is subject to further Written Warnings as stated in this policy.
2. Level II  
Any employee who receives a Level II is subject to further Written Warnings as stated in this policy.
3. Level III  
A Level III is considered Final Written Warning to the employee involved, and includes a written explanation of what is necessary to meet the expectation of performance. A Level III Warning may be accompanied by a suspension. A suspension may be without pay and is generally up to five days or forty hours.

C. Administrative Leave

In the discretion of ~~the District~~Kaweah Health, an employee may be placed on Administrative Leave at any time to give Kaweah Health time to conduct an investigation or for other circumstances considered appropriate ~~by the District~~. Management may impose an Administrative Leave at any time for an employee(s) if they believe there is a risk to employee or patient safety. Management will notify Human Resources immediately if an Administrative Leave is enforced. When an employee is placed on Administrative Leave, Kaweah Health will make every effort to complete the investigation of the matter within five business days. If Kaweah Health is unable to complete an investigation of the matter within five days the Administrative Leave may be extended.

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

D. Dismissal Without Prior Disciplinary History

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

E. Employee Conduct

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

1. Falsifying or altering of any record (e.g., employment application, medical history form, work records, time cards, business or patient records and/or charts).
2. Giving false or misleading information during a Human Resources investigation;

3. Theft of property or inappropriate removal from premises or unauthorized possession of property that belongs to ~~the~~ District Kaweah Health, employees, patients, or their families or visitors;
4. Damaging or defacing materials or property of the District Kaweah Health, employees, patients, or their families or visitors;
5. Possession, distribution, sale, diversion, or use of alcohol or any unlawful drug while on duty or while on District Kaweah Health premises, or reporting to work or operating a company vehicle under the influence of alcohol or any unlawful drug;
6. Fighting, initiating a fight, threats, abusive or vulgar language, intimidation or coercion or attempting bodily injury to another person on District Kaweah Health property or while on duty. Reference policy AP161 Workplace Violence Prevention Program;
7. Workplace bullying which can adversely affect an employee's work or work environment, Reference policy HR.13 Anti-Harassment and Abusive Conduct.
8. Bringing or possessing firearms, weapons, or any other hazardous or dangerous devices on District Kaweah Health property without proper authorization;
9. Endangering the life, safety, or health of others;
10. Intentional violation of patients' rights (e.g., as stated in Title XXII);
11. Insubordination and/or refusal to carry out a reasonable directive issued by an employee's manager (inappropriate communication as to content, tone, and/or language)
12. Communicating confidential District Kaweah Health or Medical Staff information, except as required to fulfill job duties;
13. Sleeping or giving the appearance of sleeping while on duty;
14. An act of sexual harassment as defined in the policy entitled Anti-Harassment and Abusive Conduct HR.13;
15. Improper or unauthorized use of District Kaweah Health property or facilities;
16. Improper access to or use of the computer system or breach of password security;
17. Improper access, communication, disclosure, or other use of

Progressive Discipline

5

patient information. Accessing medical records with no business

need is a violation of state and federal law and as such is considered a terminable offense by ~~KDHCD~~Kaweah Health.

18. Unreliable attendance (See Attendance and Punctuality HR.184)
19. Violations of Kaweah Health Behavioral Standards of Performance.
20. Unintentional breaches and/or disclosures of patient information may be a violation of patient privacy laws. Unintentional breaches and/or disclosures include misdirecting patient information to the wrong intended party via fax transmission, mailing or by face-to-face interactions.
21. Access to personal or family PHI is prohibited.
22. Refusing to care for patients in the event mandated staffing ratios are exceeded due to a healthcare emergency.
23. Working off the clock at any time. However, employees are not permitted to work until their scheduled start time.
24. Failure to work overtime.
25. Use of personal cell phones while on duty if, unrelated to job duties anywhere in Kaweah Health. [This includes wearing earbuds for the purpose of listening to music from your personal cell phone, unless authorized by department leadership.](#)
26. Excessive or inappropriate use of the telephone, cell phones, computer systems, email, internet or intranet.
27. Any criminal conduct off the job that reflects adversely on ~~the District~~Kaweah Health.
28. Making entries on another employee's time record or allowing someone else to misuse ~~the District's~~Kaweah Health's timekeeping system.
29. Bringing children to work, or leaving children unattended on ~~District~~Kaweah Health premises during the work time of the employee.
30. Immoral or inappropriate conduct on ~~District~~Kaweah Health property.
31. Unprofessional, rude, intimidating, condescending, or abrupt verbal communication or body language.
32. Unsatisfactory job performance.

33. Horseplay or any other action that disrupts work,
34. Smoking within Kaweah Health and/or in violation of the policy.

- 35. Failure to report an accident involving a patient, visitor or employee.
- 36. Absence from work without proper notification or adequate explanation, leaving the assigned work area without permission from the supervisor, or absence of three or more days without notice or authorization.
- 37. Unauthorized gambling on ~~District~~ Kaweah Health premises.
- 38. Failure to detect or report to Kaweah Health conduct by an employee that a reasonable person should know is improper or criminal.
- 39. Providing materially false information to ~~the~~ District, Kaweah Health or a government agency, patient, insurer or the like.
- 40. Spreading gossip or rumors which cause a hostile work environment for the target of the rumor.
- 41. Impersonating a licensed provider.
- 42. Obtaining employment based on false or misleading information, falsifying information or making material omissions on documents or records.
- 43. Violation of Professional Appearance Guidelines
- 44. Being in areas not open to the general public during non-working hours without the permission of the supervisor or interfering with the work of employees.
- 45. Failure to complete all job related mandatory requirements as noted on the job description and as issued throughout a year (i.e. Mandatory Annual Training, TB/Flu, etc.).

~~46.~~ Mandatory utilization of BioVigil.

~~47.~~ Failure to use two (2) patient identifiers in the course of patient care.

~~46.~~

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

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Policy Number: HR.220	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: <del>11/21/2017</del>
Approvers: Board of Directors (Administration), Board of Directors (Human Resources), Dianne Cox (Chief Human Resources Officer)	
<b>Separation from Employment</b>	

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

**POLICY:**

Employment status will conclude upon the individual's resignation, discharge, retirement, death, or because of a permanent reduction in the workforce. Discharge may be for any reason not prohibited by federal or state law, including employee misconduct or unsatisfactory job performance. In the absence of a specific written agreement, employees are free to resign at any time, ~~and the District~~ Kaweah Health reserves the right to end employment at any time and for any reason, in its sole discretion.

Nothing in this policy should be interpreted as changing the "at-will" nature of employment at ~~the District~~ Kaweah Health.

**PROCEDURE:**

- I. Unless there are good reasons for shorter notice, all employees are expected to provide at least two (2) weeks written notice of their intent to resign. Lack of timely written notice could result in the employee being considered as ineligible for rehire.
- II. For policies and procedures governing involuntary discharge see policy entitled PROGRESSIVE DISCIPLINE (HR. 216) and policy entitled NOTIFICATION REQUIREMENTS, PRE-DETERMINATION PROCESS AND APPEAL PROCESS FOR INVOLUNTARY TERMINATION, SUSPENSIONS WITHOUT PAY FOR MORE THAN FIVE DAYS AND DEMOTION (HR.218)
- ~~III. For policies and procedures governing termination as a result of retirement see policy entitled RETIREMENT AND TAX DEFERRED SAVINGS PLANS (HR. 130).~~
- ~~IV.~~ III. For policies and procedures governing termination as a result of reduction in the work force see policy entitled Employee Reduction in Force – or Reassignment Resulting in Demotion ~~STAFF REDUCTION IN FORCE AND REASSIGNMENT~~ (HR. 221).



IV. In accordance with the policy entitled PROGRESSIVE DISCIPLINE (HR. 216), any employee who is absent from work without first having notified management of the absence, or the reason for the absence, will be considered as having resigned after the third day of absence.

~~VI.V.~~ Management will immediately forward notices of resignation or termination to the Human Resources Department for review and processing.

~~VII.VI.~~ Upon termination of employment for any reason, employees must return all District property including identification card or badge, keys and parking permit, and complete termination paperwork to the Human Resources Department prior to their last hour worked.

~~VIII.VII.~~ Employees who resign providing at least seventy-two (72) hours notice will generally receive their final pay upon their last hour of work. Employees who provide less than seventy-two hours notice may pick-up their final pay in the Human Resources Department within forty-eight (48) hours of their last hour worked.

Employees who are terminated as a result of disciplinary action will receive their final pay within (72) hours upon notice of termination.

For further discussion on distribution of final pay, see policy entitled PAYMENT OF WAGES (HR. 65)

~~IX.VIII.~~ Employees who are terminated may be eligible for State of California Unemployment Insurance benefits. Affected employees may obtain information and apply for such benefits through the local office of the Employment Development Department.

When an employee or former staff member applies for Unemployment Insurance Benefits, the Human Resources Department will respond to the Employment Development Department's requests for information.

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Policy Number: HR.221	Date Created: 06/01/2007
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: 12/22/2022
Approvers: Board of Directors (Administration)	
<b>Employee Reduction in Force - or- Reassignment Resulting in Demotion</b>	

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

**POLICY:**

Kaweah Health is committed to maintaining a highly skilled and diverse workforce and will make all reasonable attempts to avoid cutbacks and reductions in force (RIF) or demotions whenever feasible. However, when Kaweah Health experiences circumstances it cannot maintain the existing staffing levels, the organization may decide in its discretion to implement a reduction in force or realignment in accordance with the following guidelines. Kaweah Health reserves the right to deviate from the guidelines contained in this policy when it determines, in its sole discretion, that such deviation(s) is/are appropriate.

**GUIDELINES:**

I. Appropriate Staffing

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

II. Attrition and/or Hiring Freeze

The preferred method to reduce staffing levels is through attrition. Attrition occurs when employees terminate and are not replaced. Also, staff currently on Personal Leave of Absence can be informed that their job has been eliminated.

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

III. Furlough

A furlough is a temporary lay-off/ leave of an employee due to special needs of an employer, generally due to economic conditions. A furlough will not generally be extended for longer than three months. However, Kaweah Health reserves the right to deviate from this standard under extraordinary circumstances.

When a furlough is applied, the employee may apply for Unemployment Benefits. The employee is required to be available to work when called back to duty. If the employee is not available to work, a voluntary termination may be applied. See section IV for guidelines.

#### IV. Reduction in Force (RIF)

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

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

- A. –Generally, employee reductions will be based on the following factors in the order listed below. However, Kaweah Health may decide in its discretion to deviate from these guidelines, particularly where patient care or other important functions of Kaweah Health may be affected:
1. –Employees on Personal Leave of Absence will be reduced first and are not eligible for Reduction in Force benefits.
  2. Employees who have not successfully completed introductory period at Kaweah Health.
  3. Employees with documented job performance issues based on progressive discipline noted.
  4. Employees with the lowest documented job performance evaluations or certain competences needed do not apply to an individual or are scored lower.
  5. In all other cases where all considerations are equal, employees with the longest service based on date of hire with Kaweah Health will be the deciding factor.
  6. Where special skills, licensure, qualifications, experience or other key attributes are important to assist in carrying out the functions of

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Kaweah Health, Kaweah Health may deviate from the above criteria.

B. Reduced employees will have some choices to make and deadlines in which to make them. The deadlines must be met.

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

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V. Three month RIF Personal Leave of Absence

Employees experiencing a RIF will receive salary continuation while on a three-month personal leave. Employees who have not been accepted into a new job with Kaweah Health by the end of the three month RIF Personal Leave of Absence will be terminated with their remaining severance in a lump sum. In addition, RIF employees who select the three month RIF Personal Leave of Absence may choose at any time within the three months to instead terminate their employment and take severance in a lump sum. Employees who find a new Kaweah Health job within three months will retain their original date of hire and the severance salary continuance will end.

VI. Severance Pay and Termination

Severance pay will be paid according to the schedule below. The pay will be based on straight time excluding any differentials or standby pay. Per diems are not eligible.

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

The average number of hours which the employee worked per pay period during the six-month period prior to the Reduction in Force will be reviewed and considered to determine the appropriate status (i.e. Full-time vs. Part-time). Employees with unpaid PTO accrued in their banks will be paid for those hours. EIB bank will not be paid out.

In consideration of the severance pay, there is no further financial obligation to the employee on the part of Kaweah Health aside from eligible pension benefits, if any.

## VII. Reassignment Resulting in Demotion

Based on staffing pattern or employee performance, it is sometimes necessary to change an employee's job duties. When this change results in a lower salary grade or salary, it is considered a demotion. Employees who are demoted are given the choice of transfer to the new role offered to them at a lower grade and salary, or take a three-month Personal Leave of Absence as described in this policy without severance or take severance terminating employment as described in this policy. An employee has the right to appeal the reassignment resulting in demotion (see section IX).

## VIII. Benefits

An employee with group health, dental and vision insurance benefits who is placed on furlough or separates from employment as a result of RIF is entitled to continue his/her insurance benefits. For three months following furlough or separation from employment, the employee may continue group health, dental, and vision insurance at the active employee rates. [However, no employee shall be allowed to continue these benefits for greater than four \(4\) months in a rolling 12 month period.](#) An employee choosing to continue coverage beyond that period of time, may do so at full COBRA rates. Employees will be sent COBRA information to their address on file.

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

## IX. Re-Employment

Employees who separate from employment with Kaweah Health as a result of a RIF and receive a severance payment may reapply for employment with Kaweah Health. However, if after separation has occurred a former employee is selected to fill a vacancy, their employment will be considered as any other newly hired employee. There is no requirement for reemployment by Kaweah Health.

## X. Appeal Rights for Reassignment Resulting in Demotion

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

## XI. Appeal Rights for Employee Reduction in Force

You are entitled to appeal this separation orally, or in writing, by contacting your Chief Executive no later than the time indicated on your RIF Notice (typically one

business day).

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

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<b>Policy Number:</b> HR.234	<b>Date Created:</b> 06/01/2007
<b>Document Owner:</b> Dianne Cox (Chief Human Resources Officer)	<b>Date Approved:</b> 8/2/2023
<b>Approvers:</b> Board of Directors (Administration)	
<b>Paid Time Off (PTO), Extended Illness Bank (EIB) and Healthy Workplace, Healthy Families Act of 2014</b>	

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

### **POLICY:**

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

This policy does not apply to Graduate Medical Education

### **PROCEDURE:**

#### Eligibility and Accrual for PTO and EIB

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

If a non-eligible employee is changed to an eligible status, the employee begins accruing PTO and EIB as of the first pay period in which the status change became effective; PSL accrual will cease. At no time will an employee accrue PTO and EIB as well as PSL. An employee accrues either PTO and EIB or PSL.

EIB accrual will be reinstated for employees who leave Kaweah Health and are rehired as follows:

- a. If left as non-benefited and rehired as a non-benefited, we will reinstate the ending available EIB balance into a reserve bucket. These hours are available for use.
- b. If terminated as a benefited and rehired as benefited, we will reinstate the ending EIB balance.

- c. If terminated as non-benefited and rehired as benefited, we will reinstate the ending available EIB balance from the reserved EIB balance (if any).
- d. If terminated as a benefited and rehired as non-benefited, we will reinstate the ending available EIB balance up to the 48-hour maximum, placing the excess EIB balance into a reserve bucket. These hours are not available for use.

The rate of PTO and EIB accrual received is based on years of service. Employees receive accruals on up to 80 eligible hours, per pay period. The bi-weekly pay period starts at 12 AM on a Sunday, and ends at 11:59 PM on the last Saturday of the pay period. The accruals received per pay period will vary dependent on actual hours worked or paid. Qualified service hours which count towards a year of service for the accrual rate include the following: regular hours worked (non-overtime), ~~Education Reduced Shift~~, Flex Time Off, PTO FMLA, PTO unscheduled, PTO/PSL, PTO Sick/Pregnancy, ~~PTO Holiday~~, PTO/Workers Compensation, Sitter Pay, Sleep Pay, PTO hours, bereavement hours, jury duty hours, training/workshop hours, orientation hours, ~~Education Reduced Shift~~, and mandatory dock hours. Neither EIB nor PTO accruals will be earned while employees are being paid EIB hours.

All Other Employees					Directors					Chiefs				
Beg Years	End Years	PTO Max Hrly Accrual Rate (Up to 80 elg hrs)	Max Hours accrued per pay period	PTO Days per year	Beg Years	End Years	PTO Max Hrly Accrual Rate (Up to 80 elg hrs)	Max Hours accrued per pay period	PTO Days per year	Beg Years	End Years	PTO Max Hrly Accrual Rate (Up to 80 elg hrs)	Max Hours Accrued per pay period	PTO Days per year
0.0	4.9	0.084625	6.77	22	0.0	4.9	0.103875	8.3	27	0.0	1.0	0.103875	8.3	27
5.0	9.9	0.103875	8.31	27	5.0	9.9	0.123000	9.8	32	1.1	4.0	0.123000	9.8	32
10.0	14.9	0.123000	9.84	32	10.0	14.9	0.142250	11.4	37	4.1	9.0	0.142250	11.4	37
15	19.9	0.126875	10.15	33	15	19.9	0.146125	11.7	38	9.1	13.5	0.146125	11.7	38
20	24.9	0.130750	10.46	34	20	24.9	0.150000	12.0	39	13.6	18.0	0.150000	12.0	39
25	26.9	0.134625	10.77	35	25	26.9	0.153875	12.3	40	18.1	22.5	0.153875	12.3	40
27	28.9	0.138500	11.08	36	27	28.9	0.157750	12.6	41	22.6	27.0	0.157750	12.6	41
29+		0.142375	11.39	37	29+		0.161625	12.9	42	27.1		0.161625	12.9	42

### Eligibility and Accrual for PSL

PSL eligible employees include Per-Diem, Private Home Care, and Part-Time non-benefit eligible employees. PSL eligible employees will accrue at the rate of one hour per every 30 hours worked (.033333 per hour); accrual begins as of the first pay period. A new employee is entitled to use PSL beginning on the first day of employment. Employees are limited to 24 hours of use of accrued time in each calendar year. PSL will carry over to the following calendar year not to exceed 48 hours of accrual in any calendar year.

### Maximum Accruals

The maximum PTO accrual allowed is 400 hours. The accrual will cease once the maximum accrual is reached until PTO hours are used or cashed out. The maximum EIB accrual is 2000 hours; the maximum PSL accrual is 48 hours in a calendar year. No payment is made for accrued EIB or PSL time when employment with Kaweah Health ends for any reason.

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

Employees are required to use accrued PTO for time off for illness or unexpected absence occurrences.

Routine unpaid time off is not allowed. Any requests for unpaid time should be considered only on a case-by-case basis taking into consideration the need for additional staffing to replace the employee and other departmental impacts. It is the responsibility of management to monitor compliance. Employees should be aware that unpaid time off could potentially affect their eligibility for benefits.

Any planned request for PTO time, whether for traditional holiday, for vacation time or otherwise must be approved in advance by management. Management will consider the employee's request as well as the needs of the department. In unusual circumstances, management may need to change the PTO requests of employees based upon the business and operational needs of Kaweah Health. In such situations, Kaweah Health is not responsible for costs employees may incur as a result of a change in their scheduled PTO time.

#### AB 1522 Healthy Workplace Healthy Families Act of 2014

An employee may utilize up to 24 hours of PTO or PSL in a calendar year (January-December) period for the following purposes:

- a) Diagnosis, care, or treatment of an existing health condition, or preventative care for an employee or an employee's designated person, family member, as defined as employee's parent, child, spouse, registered domestic partner, grandparent, grandchild, and siblings.
- b) "Family Member" means any of the following:
  - i. A child, which for purposes of this policy means a biological, adopted or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis; this definition of child is applicable regardless of age or dependency status.
  - ii. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
  - iii. Spouse
  - iv. Registered domestic partner
  - v. Grandparent
  - vi. Grandchild
  - vii. Sibling
- c) Designated Person means the following:
  - i. Under the California Family Rights Act (CFRA) and California Healthy Workplaces Health Families Act (HWHFA) an employee will be able to identify a designated person for whom they want to use leave when they request unpaid CFRA or paid HWHFA.
- d) For an employee who is a victim of domestic violence, sexual assault or stalking, as specified.

There is no cash out provision for the PSL accrual, including upon termination of

employment or with a status change to a benefit eligible position. However, if an employee separates from Kaweah Health and is rehired within one year, previously accrued and unused PSL will be reinstated.

PSL and PTO time shall be utilized at a minimum of 1-hour increments and no more than the length of the employee's shift.

PTO and PSL time taken under this section is not subject to the Progressive Discipline Policy HR.216.

#### Time Off Due To Extended Illness

Employees who are absent due to illness for more than three (3) consecutive work days should notify their manager and contact the Human Resources Department to determine if they are eligible for a leave of absence. Accrued EIB can be utilized for an approved continuous leave of absence beyond 24 hours and if admitted to a hospital or have a medical procedure under anesthesia. However, in instances when an employee has been issued Disciplinary Action and directed to provide a doctor's note for all sick days, then an employee may need to submit a doctor's note.

Employees who are absent due to illness for more than seven (7) consecutive days should file a claim for California State Disability Insurance. Claim forms are available in Human Resources. State Disability payments will be supplemented with any accrued EIB time by the Payroll Department and PTO at the employee's request.

Employees who are absent with an Intermittent Leave under FMLA/CFRA are required to use accrued PTO for their absences, at no less than one hour and no more than the regular length of the shift.

#### Time Off Due to Kin Care

Kin Care allows eligible employees to use up to one-half (1/2) of the Extended Illness Bank (EIB) that they accrue annually in a calendar year to take time off to care for a sick family member. Only employees who accrue EIB are eligible for Kin Care. No more than one-half of an employee's EIB accrual in a calendar year period can be counted as Kin Care. An employee who has exhausted their EIB and then is absent to care for a sick family member cannot claim that absence under Kin Care.

Kin Care can be used to care for a sick family member, to include a spouse or registered domestic partner, child of an employee, "child" means a biological, foster, or adopted child, a stepchild, a legal ward, a child of a domestic partner, or a child or a person standing in loco parentis, parents, parents-in-law, siblings, grandchildren and grandparents.

EIB time taken under this section to care for an immediate family member is not subject to the Progressive Discipline Policy HR.216.

#### Holidays

Kaweah Health observes 72 holiday hours each year. Eligible employees may

be scheduled a day off and will be paid provided adequate accrual exists within their PTO bank account for each observed holiday. Time off for the observance of holidays will always be in accordance Kaweah Health needs.

1. New Year's Day (January 1<sup>st</sup>)
2. President's Day (Third Monday in February)
3. Memorial Day (Last Monday in May)
4. Independence Day (July 4<sup>th</sup>)
5. Labor Day (First Monday in September)
6. Thanksgiving Day (Fourth Thursday in November)
7. Day after Thanksgiving Day (Friday following Thanksgiving)
8. Christmas Day (December 25<sup>th</sup>)
9. Personal Day

Business departments and/or non-patient care areas will typically be closed in observance of the noted holidays. Where this is the case, employees assigned to and working in these departments will be scheduled for a day off on the day the department is closed. Employees affected by department closures for holidays should maintain an adequate number of hours within their PTO banks to ensure that time off is with pay.

In business departments and/or non-patient care areas, holidays, which fall on Saturday, will typically be observed on the Friday preceding the actual holiday and holidays, which fall on Sunday, will be observed on the Monday following the actual holiday.

Employees who work hours on some of these holidays may be eligible for holiday differential. For more information of eligibility, see policy HR.75 Differential Pay-Shift, Holiday, and Weekend.

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