



Employee Handbook



*Your guide to support
our mission, vision,
values and commitment
to excellence in patient
care.*

January 2007

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Hello!

Welcome to Fremont Area Medical Center!

It is a great pleasure to welcome you as a new member of our team. We encourage you to strive to realize your career potential and professional success as our employee. The success of this medical center is built on a firm foundation of common bond - respect to the patient and respect to the caregivers. Our foundation supports our ability to meet the challenges that each year brings. Our continuing focus is to provide quality patient care.

As our employee, we are committed to you! We value your contribution and, through consistent communication, education and ongoing support, we will encourage your personal and professional development. We want you to succeed – and through your success the mutual success of our patients and FAMC will also be realized!

*You have joined a team with a commitment to patient care. **Our mission** is to optimize the health status of individuals by providing a wide range of accessible, customer-centered health care services in an efficient, cost-effective manner!*

Again, Welcome aboard!

Michael Leibert
President/Chief Executive Officer

-- Welcome --



Acknowledgement of Receipt for Employee Handbook

Considerations of Employment

I have received a copy of Fremont Area Medical Center's (FAMC) Employee Handbook, and I am strongly encouraged to become familiar with the following *Considerations of Employment* and all pertinent policies and procedures:

- Neither this handbook nor any other FAMC document confers any contractual right of employment, either expressed or implied, and absolutely no guarantee or any fixed terms or conditions of employment are established. Your employment is not for any specific time and may be terminated "at will," with or without cause and without prior notice by FAMC, or you may resign for any reason at any time.
- All FAMC employees are strongly encouraged to consistently act in compliance with all existing and, as established, future human resource and departmental policies regarding: performance, attendance (absences, tardiness, sick leave and vacation use, and other scheduled or unscheduled absences), dress code, patient/customer services, safety and the use of Personal Protective Equipment (PPE), security, equipment and technology use including intellectual property, disaster and emergency preparedness, employment law and governmental compliance, and other policies procedures and practices. This Employee Handbook is not intended to address all possible policies, and is subject to change at any time, with or without notice, in whole or in part, at the discretion of FAMC.
- All efforts employed by me in the performance of my duties and responsibilities will be true and correct. Any misrepresentation, falsification, unauthorized destruction or concealment of any records/information, manual and electronic will be reason for non-consideration for employment and/or dismissal after hire. Employee theft, fraud, forgery, dishonesty or intentional violation of FAMC rules, internal controls, intellectual property (patents, copyright, trademarks, etc.), regulations or procedures is not acceptable and may be a violation of municipal, county, state and federal laws and may result in criminal prosecution.
- Questions about this Employee Handbook or any FAMC policy should be directed to your immediate supervisor or to the Human Resources Department.

Again, Welcome! *We wish you great success toward achieving your career objectives* with FAMC and, equally important, helping FAMC to continue its consistent delivery of exceptional patient care!

Please sign and date this receipt and return it to the Human Resources Department.

Print Name _____

Signature

Date

C: Employee File

ACK

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100 History

Whether you have just joined the staff or have been at FAMC for some time, we are confident you'll find your employment dynamic and rewarding. FAMC values its employees as its greatest resource. This Employee Handbook serves as your guide for building mutually rewarding relationships with all employees, management, patients, vendors, and the community we serve - Fremont, Nebraska!

101 Medical Staff and Specialties

The Medical Staff consists of more than 100 physicians holding active or courtesy staff privileges, representing the following medical specialties.

Allergy	Immunology
Asthma	Infectious Disease
Anesthesiology	Cardiology
Dermatology	Ear/Nose/Throat
Emergency Medicine	Psychiatry
General Surgery	Family/General Practice
General/Vascular Surgery	Internal Medicine
Medical Oncology	Nephrology
Neurology	Obstetrics/Gynecology
Ophthalmology	Oral Surgery
Orthopedic Surgery	Otolaryngology
Pathology	Pediatrics
Plastic & Reconstructive Surgery	Podiatry
Pulmonology	Radiation Oncology
Radiology	Rehabilitative Medicine
Urology	

200 Mission, Vision, Values

201.1 Mission

Our mission at FAMC is to optimize the health status of individuals by providing a wide range of accessible, customer-centered services in an efficient and cost-effective manner.

201.2 Vision

Our vision at FAMC is the constant, passionate pursuit of excellence in the delivery of healthcare of the highest quality and patient safety, while embracing our stewardship responsibilities.

201.3 Values and Philosophies

- **Service** – Take time to do the right thing out of respect and courtesy. Consistently provide excellence in quality service to patients, families, customers, staff, management, business development teams, vendors, external clients, and regulatory and governmental officials by making them feel “special” as if they were your center of attention.
- **Compassion** – Provide genuine care and concern for the well-being of patients and their families.
- **Integrity and Professionalism** – Deliver what you promise, and provide follow-up to validate achievement which includes all related service delivery outcomes.

- **Communication** - Consistently act in compliance with FAMC policies for security, safety, and the release and/or distribution of confidential information to patients, staff, management, regulatory and governmental officials, and the media. Establish and maintain relationships to foster excellence in patient care and the effective use of FAMC staff, products, and services. Communicate technical data and its robust application in computer hardware, software and peripherals. Establish effective and diplomatic oral and written communications with patients, families, customers, staff, management, business development teams, vendors, external clients, and regulatory and governmental officials.
- **Leadership** – Take initiative and “do the right thing” to meet or exceed customer expectations for excellence in service delivery. Within the character and scope of your assigned essential functions, take initiative to seek, acquire, and maintain a state-of-the-art subject matter expertise on existing and planned technologies and related products and services.
- **Flexibility** – Demonstrate a willingness and proficiency to adapt to change. Work constructively with service and business units and cross-functional leadership teams on change management approaches and tools. Work productively within a constantly evolving workforce to achieve a measurable impact on FAMC’s commitment to excellence in patient care and quality customer service. Within the character and scope of your assigned essential functions to assist patients, families, customers, staff, management, business development teams, vendors, external clients, and regulatory and governmental officials, and other stakeholders on FAMC’s response and commitment to change.
- **Teamwork** – Work in conjunction with others to cooperatively achieve FAMC’s mission, vision, and values. Validate the successful achievement of excellence in service delivery through mutually defined and shared interdepartmental objectives.
- **Commitment** – Take ownership of what you do, with dedication, and act with full accountability for challenges faced and success achieved in the pursuit of all objectives.
- **Efficiency** – Act to create highly proficient processes and synergy in the delivery of quality patient care. Identify, monitor, and assess operations, products and services for non-conformance, anomalies, and discrepancies to established and/or proposed quality standards for the delivery of excellence in patient care.
- **Creativity and Innovation** – Individually and cooperatively develops, validates, and pursues productive, original, “out of the box,” risk-taking strategies to achieve service excellence goals, improve patient care and customer service delivery, and enhance FAMC operations.

300 EMPLOYMENT POLICIES

301 Equal Employment Opportunity

Fremont Area Medical Center is an Equal Opportunity Employer (EOE) and does not discriminate on the basis of age, race, sex or sexual orientation, pregnancy, marital status, creed, national origin, veteran status, or disability. FAMC extends equal employment opportunity in consideration of all employment relationships including recruitment, hiring, position upgrading or downgrading, promotions, demotions, transfers, position eliminations, position recalls, disciplinary actions and terminations. FAMC voluntarily accepts Affirmative Action efforts, which promote the representation of women, minorities, disabled individuals (who have demonstrated that they can, with or without a reasonable accommodation meet the essential functions of a job), veterans, disabled veterans, and Vietnam-Era veterans. Questions regarding equal employment opportunity, affirmative action, disability and related subjects should be directed to:

**Manager, Human Resources
Fremont Area Medical Center
450 East 23rd Street - Fremont, Nebraska 68024**

302 Immigration Law

In compliance with federal immigration laws, candidates and FAMC employees are required to provide satisfactory evidence of their identity and legal authority to work in the United States of America by no later than three (3) business days after beginning work and, as requested or required, periodically thereafter.

303 Bonding

In certain positions designated as “high risk” (financial services, data security, building security, etc.) employees must be bondable in order to be eligible for hire and to maintain active employment. FAMC employees are bonded against the loss of money or property due to theft, dishonesty or fraud. However, bonding does not release an employee from personal liability, criminal prosecution or civil litigation for such loss.

304 Licensure, Certification and Registration

It is the employee’s on-going responsibility to maintain current and valid training and/or credentials for any position requiring a professional, state or federally mandated license, certification, or registration. Additionally, it is the employee’s on-going responsibility to provide an official copy of their current and valid credential to their immediate supervisor and/or the Department of Human Resources. Failure to acquire and/or maintain a current and valid credential will result in immediate disciplinary action, which may include suspension or termination.

305 Harassment

In compliance with all employment laws and FAMC policy, harassment of any kind is strictly prohibited.

FAMC prohibits harassment based on sex, race, color, national origin, sexual orientation, disability, religion, age or any other kind of oral and/or written practice, function, activity, or behavior not in compliance with employment law and/or FAMC policy. If you feel there has been a violation of this policy, you are urged to bring the matter to the immediate attention of your supervisor, your management, and/or the Director of Human Resources. Complaints will be promptly investigated and, if it is determined that unlawful harassment has occurred, FAMC will take immediate action to stop the harassment.

306 Recruitment

The Human Resources Department conducts recruitment efforts for all job openings and is an Equal Opportunity Employer. This includes but is not limited to, advertising in newspapers and professional journals, listing on the job hotline, posting of job openings on the employee bulletin boards, the Internet, using employment agencies and referrals by employees.

307 Employee Referral Program

All current FAMC employees are eligible for the Employee Referral Program except:

- Any member of the Human Resources Department
- Family members of candidates
- Management within the department of the position that is being filled

Only candidates from outside FAMC and who have not worked at FAMC in the past 6 months are eligible for an employee to earn a referral bonus.

In order to recommend an individual for employment, an employee must complete the Employee Recommendation Form that is available in the Human Resources Department and in various form racks

throughout the Medical Center. If the recommended individual is hired and successfully completes their six-month orientation period, the employee who recommended the individual will be awarded the equivalent of an additional paid eight-hour day off. Additional incentives may be available for hard to recruit positions, please see Human Resources for details.

308 Job Postings

Position vacancies at the Medical Center will be posted on the employee job posting bulletin boards for a period of five consecutive calendar days. The position may be advertised outside Fremont Area Medical Center at any time. Management may choose not to post a position if:

- A job is department head level or above.
- A job is part of Departmental/Medical Center reorganization.
- The job has a single logical successor.
- A job can be filled by a qualified employee who is returning from leave of absence, reassigned due to an injury or disability or whose current job is being eliminated.

Employees who have completed the six-month orientation period and meet the minimum job qualifications may submit a bid slip and be given consideration by the hiring supervisor. Consistent with FAMC's commitment to Equal Employment Opportunity, all eligible and qualified employees as well as external candidates will be given equitable consideration in the competitive selection process for all position openings.

309 Employment of Relatives

At the discretion of the Department Director, relatives may be employed within the same department. However, employees may not directly or indirectly supervise a member of their family. Preferential treatment will not be given to relatives. Selection will be based on bona fide occupational job requirements.

310 New Employee Orientation

Completion of New Employee Orientation (NEO) is mandatory for all new employees. The Human Resources Department provides a general regularly scheduled orientation on FAMC's mission, vision, and values plus information on Human Resource policies, safety, security, fire and disaster procedures, use of FAMC equipment and technology, training and education, infection control, employee health benefits, and the Performance Improvement processes (PI). Additionally, your immediate supervisor will plan on-site, department-based orientations and on-going training specific to the performance of your essential job functions.

311 New Employment Orientation Period (NEOP)

New Employment Orientation Periods apply to all new employees and, as validated through random and scheduled assessments of individual employee performance, NEOP will generally last from three (3) to twelve (12) months. Employees who have satisfactorily completed their New Employment Orientation period at or above the established job standards for their position will officially be classified as regular full-time or regular part-time employees.

311.1 New Employment Orientation Period – Regular Full-Time Employees

Employees must complete a six-month New Employment Orientation period and work a minimum of 64 hours per two-week pay period on a regularly scheduled basis in order to be classified as regular full-time employee.

311.2 New Employment Orientation Period – Regular Part-Time Employees

Employees must complete a six-month New Employment Orientation period and work less than 64 hours per

two-week period on a regularly scheduled basis to be classified as regular part-time employees. Part-time employees are eligible for selected benefits depending on the regularity of employment and the number of scheduled hours worked according to each individual benefit policy.

312 Contingent Workforce

FAMC's contingent workforce provides for staffing on an "as-needed" basis.

312.1 Contingent Workforce - Per Diem

Generally, Per Diem Employees are categorized as and limited to individuals who have been validated as highly proficient and/or experienced in the performance of their assigned essential job functions and they do not need extensive mentoring or orientation.

- Employees who have a suspension on their record within the twelve (12) months will not be eligible to transfer to Per Diem status.
- Employees in this classification are required to work enough hours to maintain all necessary competencies.
- Each department/unit is responsible for validating employees work enough hours to maintain competencies.

Per Diem Employee Compensation

Staff in this classification will be paid a premium Per Diem rate.

1. Per Diem employees will be eligible for shift differential and holiday pay only - no other bonus or pay applies apply.
2. Overtime will be paid for work in excess of 40 hours per week.
3. Holiday pay will include the Per Diem premium rate plus applicable holiday premium of either 10% or 50% depending on the holiday, and applicable shift differential.
4. Per Diem Employees are not eligible for benefits.

312.2 Contingent Workforce - Occasional Employees

Occasional Employees, as with Per Diem Employees, are categorized as and limited to individuals who have been validated as proficient and/or experienced in the performance of their assigned essential job functions and they do not need extensive mentoring or orientation.

Occasional Employee Compensation

1. Occasional employees are eligible for shift differential and holiday pay only - no other bonus or pay applies.
2. Overtime will be paid for work in excess of 40 hours per week.
3. Occasional Employees are not eligible for benefits.

312.3 Contingent Workforce - Temporary Employees

Temporary employees are hired to replace employees on leave, etc. for a specific number of hours and/or a limited period of time, typically not to exceed one year. Temporary employees are not eligible for benefits with the exception of Medical Center discounts, employee counseling and holiday benefits.

313 Identification Badge

313.1 **Approved/Required Use**

For the safety and security of all employees, patients, residents and others, FAMC policy requires all regular full-time, regular part-time, all contingent workers, all contractors, and all other individuals in the employment of FAMC to wear an official FAMC Picture Identification Badge, or other forms of pre-approved identification, at all times while on facility property. Additionally, employees who represent FAMC off campus, as required or requested, must wear an official FAMC Picture Identification Badge. An official FAMC Identification Badge:

- Is required for entry to all FAMC facilities by all regular full-time, regular part-time, all contingent workers, all contractors, and all other individuals in the employment of FAMC or engaged to provide services to or for FAMC.
- Must be displayed on the upper front body torso by all employees at all times.
- Is required to record work time through the time and attendance system.

313.2 **Inappropriate Use of FAMC Identification**

Employees who fail to acquire and/or maintain a current and valid FAMC Identification Badge are subject to immediate disciplinary action, which may include suspension or termination.

- No humorous pictures, sketches or drawings are permissible on any identification badge.
- In the event an ID badge is lost, the employee-on-record will pay a small fee for a replacement.
- Name tags not displaying the picture ID must be purchased by the employee.
- Picture Identification Badges are used to record work time through the time and attendance system. Employees are not allowed to give their badge to any other person to use, including swiping in on the time clock. Unauthorized use of a FAMC Identification Badge may result in disciplinary action, which may include suspension or termination, and criminal and/or civil prosecution.

314 **Dress Code**

All employees of FAMC have direct impact on the image of the healthcare facility. FAMC has established an image of professionalism and expects its employees to reinforce this image. Employees must consistently pay special attention to their personal appearance, grooming and personal hygiene.

- The supervisor will inform the employee of the appropriate dress code, uniform and/or Personal Protective Equipment (PPE), including protective clothing required for his/her position.
- FAMC management will direct improperly dressed employees to go home and change clothing.
- Uniforms/protective clothing provided to an employee of FAMC must remain on company premises at all times.
- Offensive body odor, including a strong smell of cigarette smoke, perfume, cologne, alcohol, and other odors is not acceptable.
- Excessive jewelry, visible physical modifications, including but not limited to scarification, tattoos and body piercing will not be allowed. Tattoos, visible physical modifications such as scarification must be covered while at work. The only exception being ear piercing, however, that must be limited to the ear lobe and kept to a maximum of three per ear.

314.1 **Dress Code: General Guidelines** - Listed and displayed below is a summary of dress code apparel and grooming standards. When in doubt about the appropriateness of certain apparel, employees should request direction from their immediate supervisor.

Normal Work Days: Clothing styles should project a professional work environment to patients, staff, management, customers, vendors, and regulatory and governmental officials.

- Wear FAMC approved uniforms, clothing, and Personal Protective Equipment (PPE).
- Employees are required to be well groomed at all times when engaged in the performance of their essential duties and responsibilities.
- If applicable (in compliance with safety, health, and JACHO standards), female employees are encouraged to wear nylons.
- If applicable (in compliance with safety, health, and JACHO standards), male employees are encouraged to wear ties with accompanying collared shirts.

ACCEPTABLE / DESIRED

1. FAMC approved uniforms, clothing (with FAMC logo, etc.)
2. Dress slacks (ankle length), creased and pleated.
3. "Dress" pants, slacks, corduroys, etc.
4. Skorts, which are creased and pleated with matching tops or jackets.
5. Business suites.
6. Sundresses and sleeveless skirts only when worn with a jacket.
7. Business casual (dress slacks, Dockers, collared shirts, etc.)
8. Dress shoes, dress socks, etc.
9. On scheduled and approved "theme day" clothing that reflects positively on FAMC, Nebraska, etc.

NOT ACCEPTABLE

1. Wrinkled clothes.
2. Torn clothes.
3. Stirrup pants of ANY kind, leggings, stretch pants or skirts.
4. Tops or dresses baring the midriff, including exposed body tattoos.
5. Skirts and skorts shorter than 3" above the knee.
6. Skirts or blouses which are intended to be tucked in but are not tucked-in.
7. Tank-tops, T-Shirts, tennis shoes, flip-flops.
8. DENIM of any kind.
9. Banded collared shirts.

314.2 Dress Code: Theme Days - FAMC may schedule "theme days" which may permit alternative clothing. Staff will be informed of acceptable work attire on these special days.

314.3 Dress Code: Exceptions - Exceptions to the above dress code may be made by management based on requirements to perform the essential job functions, medical/disability constraints, and safety requirements. Failure to comply FAMC's Dress Code may result in disciplinary action, including termination.

314.4 Employee Work Stations: Space - Employees are requested to limit the number of personal items to be placed at or about your immediate work site. Subject to management approval, employees should place only one (1) framed photograph at their immediate, designated workstation.

- No employee photos are permitted in locations that directly involve patient care.
- Absolutely no photographs - of any kind - can be attached to any medical equipment, walls, windows, posts, poles, cabinets or any other structures without the prior approval of the Facility Manager or the Director of Human Resources.

- Highly “personalized” or themed workstations will not be permitted.
- Unauthorized postings by employees, patients, or guests will be removed and/or destroyed.

315 Position Management – Work Week

Upon employment, employees are assigned to a position classification and a corresponding job grade, salary schedule and, in compliance with employment law, an hourly or salaried work schedule. For example:

The standard FAMC standard “work week” is 40 hours, five days a week, with a 30-minute or one (1) hour daily lunch period provided. The FAMC workweek is defined as beginning at 11:00 p.m. on Saturday and ends at 11:00 p.m. Saturday one week from that day. These hours may vary according to your department, or involvement in special work schedules.

Hourly (Non-exempt) Employees: If you are in a non-exempt position (eligible for overtime), you will receive overtime compensation at a rate of one and one-half (1-1/2) times the regular rate of pay for all actual hours worked over 40 hours in a workweek. (A workweek is a period of 168 hours during 7 consecutive 24-hour periods; it may begin on any day of the week and any hour of the day established by the employer.)

- *Overtime work is not optional. When directed, an employee is required to work overtime.*
- *Your immediate supervisor must approve all overtime hours in advance.*
- *Compensatory time is not provided to any FAMC employee.*
- *Employees working overtime without authorization are subject to disciplinary action.*
- *Scheduling of overtime: The FLSA does not limit the number of hours in a day or days in a week an employee may be required or scheduled to work if the employee is at least 16 years of age.*

Time NOT Considered for Overtime Pay

The following compensatory practices are NOT counted for overtime pay consideration: vacations, holidays, sick leave, personal leave, lunch or break periods, or severance pay, *unless specifically authorized by FAMC.*

Salaried (Exempt) Employees: Generally, salaried positions are not eligible for overtime because they are compensated as exempt under the Fair Labor Standards Act (FLSA). These positions meet one (1) of the following three (3) briefly defined exemptions:

- Executive Exemption - Position involves management of a FAMC enterprise, department or division and supervises two (2) or more employees.
- Administrative Exemption - Position involves non-routine/non-manual work directly related to FAMC management policies or general business operations.
- Professional Exemption - Position involves work requiring knowledge of an advanced field of learning customarily acquired by a prolonged course of specialized intellectual instruction and study (such as a Bachelor's degree or equivalent).

316 Position Management – Job Design

FAMC uses various methods and strategies to manage positions (“jobs”) which includes evaluation, conducting salary surveys to price the value of position in the marketplace, evolving jobs and change management, creating position hierarchy, determining internal equity, creating salary schedules, and much more. For example:

Position Classifications - A "position classification" is a general overview of the essential functions (consistent with the Americans with Disabilities Act) that describe the core, or "benchmark," activities for a particular class of work, jobs held by more than one incumbent, without regard to its location. For example, a "secretary" is a "secretary" because the basic essential functions (providing administrative support to a manager, supervisor or a team of managers and supervisors; word processing; telephone call management; limited research and analysis; etc.), is the same whether the position exists at a department or school or elsewhere. FAMC officially maintains position classifications.

Job Descriptions - A "job description" is a specific detail of an individual employee's (i.e., John Smith, Mary Jones, etc.) duties and responsibilities. With approximately 900+ employees it would be extremely difficult to maintain active, current "job descriptions" for all FAMC employees. FAMC's HR staff is not large enough to provide this level of service. Consequently, FAMC does NOT officially maintain an inventory of job descriptions. However, departmental management may retain some of these documents as an aid for preparing job postings and designing job standards (for conducting performance reviews).

At FAMC, a Position Classification is used to document the character and scope of a given job, which includes: position objective(s), a listing of essential functions, Education (desired or required), Experience (desired or required), Skills, Knowledge, Abilities, Licensure/Certification, Performance Requirements, and Physical Requirements including the use of Personal Protective Equipment (PPE). The HR Department works in conjunction with each supervisor to add, revise, or delete Position Classifications in alignment with FAMC's mission, vision, values, and objectives for patient care and business unit success.

317 Position Management – Promotions, Transfers and Demotions

It is the policy of FAMC to fill job vacancies from within by promotion, transfer or demotion. Any employee qualified for a vacant position of a higher, equal or lesser level will, with all things being equal, be given preference over an applicant not employed by the Medical Center.

1. **Promotions** – Movement from a lower pay grade to a higher pay grade.
2. **Transfers** - Movement to or from a position of the same pay grade.
3. **Demotions** – Movement from a higher pay grade to a lower pay grade.

Based on an assessment of individual skills, knowledge, and demonstrated work-related proficiencies, eligible employees may be considered for promotion, transfer, or demotion through the job posting system.

318 Employee Compensation

FAMC has a compensation program designed to attract, motivate, reward and retain qualified and productive employees. The program is market based. Please see policy HR-40003 "Compensation Policy" for further details. This policy can be accessed on the FAMC Intranet in the On-line Policy Manual or in the Human Resource Office.

318.1 Payroll Information

Payday is by direct deposit every other Friday. The Medical Center does not issue paychecks in advance of the regularly scheduled payday. An employee's remittance advice will be available in the department. Remittance advices are not mailed except in cases of termination. The remittance advice will remain in the employee's department until he/she picks it up.

318.2 Performance Review/Competency Assessment

Performance Evaluations and competency reviews are conducted to validate if employees are performing their essential job functions at, above, or below the established job standards for their position.

- Communication appraisals will be held prior to the completion of three months on the job for staff level employees.
- Both staff and management level employees will be appraised on their performance prior to the end of the six-month orientation period.
- Annual Performance Appraisals are every 12-months. With new hires, staff annual performance appraisals will be on the anniversary date. If employee has transferred into a new position, it will be the employee's transfer date. Management annual performance appraisals will be conducted and completed prior to the commencement of each fiscal year.

318.3 Premium Pay - Call

If an employee is placed on call, the employee's supervisor will explain his/her responsibilities, the pay scale and the special provisions for the recording of call time.

318.4 Premium Pay - Shift Differential

Shift Differential will be paid for all hours worked during evening, and night shifts. Shift differential will not be paid for Weekend Incentive hours or any situation where the employee is receiving double pay.

The weekend shift differential rates will begin at 11:00 P.M. on Friday night and end at 11:00 P.M. on Sunday night. Eligible employees will be required to work a minimum of 4 hours after 3:00 P.M. or before 7:00 A.M. to receive the shift differential rate. Bereavement, Jury Duty, and Military pay will be paid at regular weekday rates.

Work Schedule	Weekday	Weekend
Evenings 3PM – 11PM	10%	15%
Nights 11PM – 7AM	15%	20%

318.5 Premium Pay - Holiday

If an employee works one of the holidays recognized by FAMC, the employee will be paid an hourly holiday differential. FAMC recognized holidays are; New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Employees who work any hours between 11:00 p.m. on the eve of the holiday to 11:00 p.m. the day of the holiday will receive the premium pay in effect for that holiday. The holiday premium is only available on the actual calendar day of the holiday, even if FAMC chooses to recognize the holiday on a different day due to it falling on a weekend.

318.6 Premium Pay - Weekend Incentive

To qualify for weekend incentive pay, employees must have already worked two weekend shifts during the pay period, disregarding the length of the shift. Weekend hours begin at 11:00 p.m. Friday and end at 11:00 p.m. Sunday. Employees working additional weekend shifts during the same pay period, and beyond those outlined above, will receive a premium of one times their base rate for each hour worked.

Weekend incentive will not be paid to employees who are nursing students and who requested to work weekends to accommodate their nursing education plans. Students actively enrolled in an accredited nursing education program (LPN, C.N.A, RN or and advanced certification or nursing degree), must submit a written request indicating their desire to waive weekend incentive in order to be scheduled for extra weekend shifts to accommodate their scheduling needs.

319 Record Retention

As an employee, you are encouraged to maintain your own copies of documents you may receive relating to your employment, performance, discipline, recognition, compensation, benefits or other human resource activities.

319.1 Employee Records

A personnel file is maintained in the Human Resources Department on all employees and is the property of FAMC. This file is a document of an employee's employment, training, education and benefits. Information contained in the personnel file is confidential. Current employees who would like to review their employment file may contact Human Resources to set up an appointment. State Statute and Federal Law govern the release of information from your file.

Your official human resources file contains original copies of these documents and, as required, other information in compliance with various governmental reporting requirements such as Unemployment Compensation. FAMC reserves the right to establish document retention practices and to determine when exceptions may apply. Requests for information, which may disclose personal information about other employees, or operations, will not be approved. Generally, employees are not charged fees for copies of their official employee records. However, FAMC reserves the right to charge photocopying fees in response to requests for employee data from authorized third-party sources (for employment verification, mortgage companies, etc.).

An employee is required to notify his/her supervisor and the Human Resources Department of any changes in name, address or telephone number. Also, employees are responsible for advising Human Resources of allowable exemptions and any change in marital status or number of dependents, which would affect payroll deductions.

319.2 FAMC Records

Employees cannot divulge FAMC records, plans, or other data without proper authorization from their immediate supervisor, manager, or administrator. Employees must consistently act within the character, scope and performance of their job responsibilities to validate the accuracy, maintenance, and security of all records, reports, vouchers, and financial documents. All records, manual and electronic, must not be destroyed, except in accordance with prescribed procedures. Willful falsification of records may be a violation of local, State or Federal laws and may result in disciplinary action, including termination, and criminal prosecution or civil litigation.

320 Employment References - Verification of Employment

In the absence of a signed *Authorization for Release of Information*, FAMC does not release or confirm any employee information.

321 Separation of Employment

In the event an employee accepts another job, moves, retires or decides to voluntarily terminate employees should complete and submit to their supervisor a Resignation Form detailing the reasons for leaving and an

effective date of termination.

321.1 Voluntary Termination

All employees should provide an adequate *Notice of Intent* to resign, which, at the employee's discretion, may include sufficient time for use of accrued but unused Paid Time Off. Upon resigning, an employee will be paid on the normal payday.

- Recommended Notice of Voluntary Resignation for Professional and Technical Staff:
Three (3) regular workweeks excluding paid time off and unauthorized absence.
- Recommended Notice of Voluntary Resignation for all other employees:
Two (2) regular workweeks excluding paid time off and unauthorized absence.

321.2 Involuntary Termination

Employees may be discharged for:

- *Failure to Perform* their assigned essential functions;
- Failure to act in compliance to FAMC policy;
- Failure to comply to designated employment laws;
- Job Abandonment - Any employee who does not contact their supervisor and fails to report to work as scheduled (i.e., *NO CALL, NO SHOW*), shall be deemed to have involuntarily resigned from FAMC as of the last day on which he or she worked. The resignation document will be mailed to the address of the record of the employee on file in the Department of Human Resources.
- At the discretion of FAMC for conduct, which, in the judgment of management, is inconsistent with the essential functions, job standards, or established character and scope of the position, or conduct not in alignment with the mission, vision, and values of FAMC.
- Reduction-In-Force (see below)

321.3 Reduction-In-Force

A reduction in FAMC's employee workforce may be initiated due to changes in healthcare regulations, a reduction in reimbursements, a decline in revenue, a reorganization or restructuring of work, or other business factors as approved by FAMC's Board of Trustees and directed by executive management.

FAMC management has exclusive right to decide which positions will be eliminated and, accordingly, to manage employee layoffs in compliance with employment law and FAMC policy. When more than one person in a position is being affected, an employee's recent performance evaluation(s), attendance, and disciplinary actions will collectively be used to factor layoffs.

Laid-off employees are strongly encouraged to work with the FAMC HR Department for guidance regarding Letters of Recommendation, advice with resumes and applications, assistance with job search strategy, and future re-employment opportunities at FAMC. During the first six (6) months of a lay off, laid-off employees will be given preference over other candidates when skills and experience are comparable. Such preference shall be construed to constitute a contract of re-employment, expressed or implied.

321.4 Volunteer Staff Reduction

During short-term periods of reduced workloads or low patient census, as established by FAMC policy, staffing may be reduced, which includes adjusting the schedules of temporary, occasional, and per diem employees. As

required, staffing reductions may also involve regular full and part-time employees with regular schedules. In the event of staff reductions, an employee's immediate supervisor and/or representatives of the Human Resources Department will discuss specific details

322 Exit Interview

Prior to termination, should complete a final interview conducted by a representative of Human Resources Department. The purpose of this interview is to validate the return of all FAMC property, payment of any outstanding bills, and the completion of all required paperwork, such as continuation of health benefits coverage, and to capture additional information about an employee's reasons for termination.

If an employee terminates owing the Medical Center money, deductions equal to the amount owed may be withheld from his/her final paycheck unless alternative arrangements have been made.

323 Court Ordered Garnishments

A garnishment is an order by a court to an employer to withhold a sum of money from an employee's earnings for payment of a debt. FAMC must comply with such court orders.

324 Solicitation and Distribution

Except for activities related to approved Medical Center programs, FAMC employees may not engage in any type of solicitation during working time by either the employee or the individual solicited.

- Except for activities related to President approved Medical Center programs, employees may not distribute written materials on Medical Center property. A limited exception is made for the campaigns associated with United Way/Chad and the FAMC Foundation.
- All material posted on bulletin boards must have approval from Human Resources in order to ensure it is appropriate for posting.

325 Employer Information and Property

FAMC related information or property, including documents, files, records, computer files, equipment, office supplies or similar equipment may not be removed from the company premises, except in the ordinary course of performing duties on behalf of FAMC. Violation of this policy will result in appropriate disciplinary action up to and including termination. An employee who terminates must return all related FAMC information and property that is in his/her possession.

326 Electronic Communications

FAMC employees have access to one or more forms of electronic media and services including but not limited to, computers, e-mail, telephone, voice mail, on-line services and the Internet (generally described as "Systems"). These Systems are intended for FAMC business use only.

The Systems are not to be used for illegal purposes or any other purpose, which is against FAMC policy. All communications should be made in a serious and professional manner. Communication of harassing, obscene, discriminatory or sexual material or language through the Systems is prohibited. Communications should never disclose any confidential or proprietary information. Any improper use of Systems shall constitute grounds for disciplinary action up to and including termination.

All communication and information transmitted by the Systems, received from or stored in this System are Medical Center records and are the property of FAMC. All systems are to be used for FAMC purposes only.

FAMC reserves and may exercise the right to monitor, access, retrieve and delete any matter stored in, created, received or sent over the Systems for any reason without permission of the employee and without notice for perpetuity. Use of a password by an employee does not assure confidentiality.

327 Telephone and Cell Phone Use

The use of FAMC equipment to make or receive non-work related personal telephone calls or to use personal cell phones for non-work related calls, must never compromise FAMC's commitment to deliver excellence in patient care. Personal calls should not occur in the presence of patients/residents or at any time while an employee is delivering patient care. Employees who compromise service delivery and patient care as a result of extensive personal telephone calls are subject to immediate disciplinary action, which may include suspension or termination.

328 Employee Breaks and Lunch Periods

In compliance with Nebraska State statute, and as administered through FAMC policy, it is the immediate responsibility of management to schedule employee breaks and lunch periods while also maintaining excellence in patient care and service delivery. Employees should take scheduled breaks and lunch periods in designated employee areas or off campus, but not in the presence of patients/residents or at any time while an employee is delivering patient care. Employees who compromise service delivery and patient care as a result of inappropriate use of breaks and lunch periods are subject to immediate disciplinary action, which may include suspension or termination.

329 Conflict of Interest

It is a violation of FAMC policy for employees to engage in activities which conflict with the business interest of FAMC, patient care, or impede an employee's individual job performance.

- No employee shall accept any favor, financial or professional transaction, investment or any other entity, which may compete or be in conflict with FAMC and its members.
- Employees may not witness wills or other documents for attorneys involving FAMC patients or A. J. Merrick Manor residents. However, as pre-approved by FAMC management, authorized Social Workers may witness Advance Directive requests.
- Employees who violate FAMC's Conflict of Interest policy are subject to immediate disciplinary action, which may include suspension or termination.

Questions concerning this policy should be directed to the Human Resources Department.

330 Violence in the Workplace

The unauthorized possession and/or concealment of weapons on FAMC property, including vehicles in parking lots, is prohibited at all times.

1. FAMC will not tolerate any threats, physical mistreatment, stalking or the possession of weapons by any employee, or at any employee and, upon validation, will take immediate disciplinary action, which may include suspension or termination and, if appropriate, criminal prosecution and/or civil litigation.
2. Weapons include, but are not limited to, any type of gun, firearm, knife, explosive materials or any other object that is used to harass, intimidate or injure another individual.
3. Visitors and/or patients in violation of this policy will be subject to termination will be subject to immediate removal by FAMC security, local police and, if appropriate, criminal prosecution and/or

civil litigation.

4. Individuals suspected of violating this policy will be subject to a personal and/or vehicular search.
5. Social Services Department is available to employees for assistance in helping employees cope with any ramifications of a violent act.

331 Suspected Patient Abuse and Neglect

Employees who suspects abuse or neglect of patients, residents or visitors must should immediately inform their department supervisor, or the Director of Social Services.

Nebraska law requires that any known or suspected cases of abuse be reported to the appropriate agency. A Social Worker will determine if the case is a valid concern of alleged abuse or neglect and assist in the reporting process.

332 Employee Fraud

In compliance with the Deficit Reduction Act (DRA) of 2005, FAMC has established policies and procedures on fraud, waste and abuse, which includes but is not limited to:

- The Federal False Claims Act
- Federal administrative remedies for false claims and statements
- Nebraska laws pertaining to civil or criminal penalties for false claims
- Statements and whistleblower protections under such laws
- The role of these laws in preventing and detecting fraud, waste, and abuse
- Internal and external auditing practices
- Training on how to identify fraud and abuse
- Sanctions and employee disciplinary policy for failure to comply

FAMC policy requires all regular full-time, regular part-time, all contingent workers, all contractors, and all other individuals in the employment of FAMC to act in compliance with the Federal False Claims Act at all times. Failure to comply will result in immediate disciplinary action, which may include suspension or termination and, if appropriate, criminal prosecution and/or civil litigation.

333 Staff Rights and Conflict of Care

Medically related treatment and care will be provided to all persons in need without regard to illness, disability, race, creed, color, gender, national origin, lifestyle or ability to pay.

If a conflict arises with the prescribed course of treatment or care for a patient and the personal values or religious beliefs of an employee, the employee should notify their immediate supervisor both orally and in writing of the reason(s) to be excused from participation in a particular aspect of treatment or care of a patient.

The employee's department manager and the Human Resource Director will review all requests for such accommodations. Employees should contact their immediate supervisor for department-specific information. If immediate attention is required, the Department Manager or House Supervisor is authorized to respond.

An employee's first responsibility is the patient, and all requests for accommodations regarding patient care conflicts must be made in advance. In no circumstances, will a request be granted if it negatively affect the care of the patient.

Refusal to provide care will result in disciplinary action up to and including termination and, if appropriate, criminal prosecution and/or civil litigation.

334 Photographs and Interviews of Patients

An employee is not allowed to photograph or interview a patient without the patient's specific permission on file with FAMC. A parent's permission is required when minor children are involved. Forms may be obtained in the Director of Public Relations office or on the nursing units.

Absolutely no photographs, videos, film, audio, interviews, or any kind of communications involving FAMC staff, management, patients, residents or designated others may be conducted, released, used, reproduced or distributed in any manner whatsoever without prior written permission from the Director of Public Relations, the President/CEO, or the Board of Trustees.

335 Smoking

Effective July 1, 2007, FAMC will be a smoke free campus. Smoking will not be allowed on any FAMC property. The policy will apply to all staff, physicians, volunteers, patients, residents, students and visitors, and includes all buildings or property of FAMC, as well as any property leased by FAMC for its exclusive use. Any violation of this policy will result in appropriate disciplinary action up to and including termination.

336 Internal Investigation and Searches

FAMC reserves the right to inspect and/or search an employee's work area, including an employee's office, desks, files, computer files, e-mails, telephone voice mails, and lockers. All offices, desks, files, computer files, telephones, and lockers are FAMC's property, and are issued to employees for business use and for the duration of employment only.

337 Patient Rights and Responsibilities

FAMC has specific policies on patient rights and responsibilities, which are reviewed with employees during general and department orientations. The patient has the right to advanced directives, informed participation, privacy and confidentiality, ethical discussions and considerate and respectful care.

338 Confidentiality

All medical records and information relating to FAMC patients, employees, doctors, and volunteers are confidential. The contents of FAMC records or information otherwise obtained in regard to business may not be disclosed to anyone, except required by law or FAMC policy.

The unauthorized release of patient information and/or FAMC data will result in disciplinary action up to and including termination and, if appropriate, criminal prosecution and/or civil litigation.

339 Computer Software Code of Ethics

All software used within FAMC must be licensed. FAMC does not own the copyright to software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it for use on more than one computer. No unauthorized software shall be brought into FAMC and loaded onto a computer or network. The purchase of all software requires the advanced approval of the MIS Department and MIS will be responsible for the installation and registrations of all software.

400 EMPLOYEE SERVICES

401 Cafeteria

The Sunset Market Cafe offers great, nutritious meals to employees and below retail cost. Discounted meals are sold to employees on a cash or check only basis. However, this discount does not apply to meals purchased for family members, visitors or when an employee is not working.

401.1 Vending Machines

Vending machines for beverages and snacks are located in the cafeteria and are open for service 24 hours a day. Problems with vending machines or lost money should be reported to the Switchboard.

402 Automatic Teller Machine

An automatic teller machine (ATM) is accessible to all employees in the East lobby area. The ATM accepts debit and/or credit cards from most financial institutions. All questions regarding the acceptance of debit and/or credit card by ATM machines on FAMC property should be directed to the employee's personal bank or financial institution. FAMC does not cash personal checks.

403 Chapel

The FAMC Chapel, located in the southwest corner of A. J. Merrick Manor, is available for the spiritual needs of residents, patients, employees and visitors. Non-denominational religious services are scheduled at designated times and for special occasions. You may call the switchboard to contact the Chaplain for additional information.

405 Employee Counseling

All employees and their family members may use the Employee Counseling Service free of charge. Counselors trained in marital, substance abuse, financial and behavioral counseling are available by contacting the Social Services Department.

406 Daycare for Sick Children

Bounce Back is open to all employees and the public for sick children from ages six weeks through 14 years of age. For more information contact 727-3631. Employees receive a reduced rate.

407 Lockers

Employees must check with their supervisors for assignment of a locker. If a locker is not available, the supervisor will point out an area approved to keep personal items. FAMC assumes no responsibility for lost or stolen articles.

FAMC reserves the right to inspect lockers at any time, with or without reason, with or without notice.

408 Lost and Found

An employee should notify his/her supervisor if an item is found on FAMC's premises. A *lost and found* service is maintained by the Facilities Management Department. Discovered items should be turned into this

office with the date, time, place and name of the person returning the item. Any person who inquires about a lost item should be directed to this office. FAMC does not accept responsibility for any item lost or found. Items not claimed within 90 days will be discarded.

409 Parking

Employees are required to park in designated staff areas only, unless the employee or a member of their family is using services of FAMC in a customer capacity. No parking is allowed in visitors, physicians, ER/OP or Handicapped areas. FAMC accepts no responsibility for any damage or loss to an employee's car while parked in an employee parking area.

Parking lots and driveways must be kept clear for emergency vehicles. These areas are marked with red and/or yellow striping. An employee should not park their car in any "no parking" zone. Vehicles found in unauthorized areas will be towed away at the owner's expense and a fee will be charged to reclaim it.

410 Library (Health Sciences)

FAMC maintains a library of health related books and periodicals for all employees, Medical Staff, students and volunteers. Materials may be checked out for a maximum period of two (2) weeks. Computer access to the Internet is available for the purpose of searching for information related to Medical Center business. Staff development videotapes are available on a variety of topics. Students affiliated with Fremont Area Medical Center may not check out materials but may research materials using the library facility. Please see the Human Resources Department if you have questions regarding the Library.

411 Communications

At FAMC, are encourage to maintain an active awareness of FAMC news and events by regularly monitoring bulletin boards, attending departmental/employee meetings, reading paycheck stuffers and the Lighter Vein employee newsletter,

411.1 Bulletin Boards

Bulletin Boards contain information relating to FAMC safety, employment, memos and job postings and are located by the elevators and next to the Food Services Department.

An employee bulletin board is also located by the *Time and Attendance* badge reader across from Food and Nutrition. Employees who would like to post information on any bulletin board must prepare a copy of their notice on a 3 x 5 index card and present this information to the Human Resources Department for approval and posting.

411.2 Newsletters

The Lighter Vein newsletter contains information on current FAMC activities, and policies, and benefits, and is distributed with employee paychecks.

411.3 Daily Digest

The Daily Digest is available on the FAMC Intranet. The Digest contains daily information on the cafeteria menu, Medical Staff news, scheduled meetings, on-call listings, Medical Center birthdays and other miscellaneous items.

412 Payroll Deductions

As a service to the employees of FAMC, payroll deductions are available to pay Medical Center accounts, voluntary contributions and benefits. If an employee wishes to use the payroll deduction system, contact Patient Accounts for payment of a bill and the Human Resources Department for all other deductions.

412.1 Foundation

The FAMC Foundation is a non-profit organization, founded in 1976. It is governed by a Board of Directors of volunteer citizens from the greater Fremont area. The Foundation accepts financial gifts to meet the needs for expanded facilities, new equipment and support of FAMC's programs. An employee's donation may be made through honor gifts, annual or other outright gifts, planned gifts, endowment, walk of honor, memorials or an employee may designate their gift to a specific FAMC department, area, or function. Employees may contribute through payroll deduction. For more information, call the Foundation office at (402) 727-3566.

412.2 United Way/Community Health Charities

Each year FAMC raises monies for the United Way and Community Health Charities. Employees can contribute to United Way and/or Community Health Charities through payroll deduction with a one time cash or check donation or a specific amount each pay period. Information regarding these events will be posted on employee bulletin boards and in the *Lighter Vein*.

412.3 YMCA

The Fremont Family YMCA offers a discount to FAMC employees. Sign-ups are held once a year and will be announced to employees on the bulleting boards and Lighter Vein.

412.4 Medical Center Accounts

Medical Center bills may be paid through payroll deduction by contacting the Patient Accounts Department.

412.5 Other Employee Deductions

Payroll deduction may also be used for payment of various benefits such as insurance premiums, savings bonds, flexible spending accounts and uniform allowances. Please contact the Human Resources Department for current benefit information.

413 Gift Shop (Look Nook)

The Auxiliary operates a Gift Shop located adjacent to the lobby on the first floor. Proceeds from the Gift Shop are used for worthwhile purposes to benefit FAMC.

414 Volunteers

In addition to the employees working for FAMC, FAMC is very fortunate to have several volunteer groups who provide many excellent services. The Red Cross, Auxiliary, Priscilla Flower Mission and Adult/Teen Volunteer Services Program and other community groups donate thousands of hours annually. FAMC is grateful for all the contributions and efforts of these groups.

500 EMPLOYEE HEALTHS AND SAFETY

501.1 Post-Offer Health Assessments

In compliance with certain Federal and State health standards, and FAMC policy, employees are required to undergo a post offer health assessment in order to validate no existence of communicable disease, and to confirm the employee is able to safely perform the essential job functions of the position for which they have been hired.

This includes but is not limited to:

■ **Tuberculin skin test (TB):**

All newly hired employees must have a tuberculin skin test (TB) before starting employment unless contraindicated, or special arrangements are made. A Registered Nurse will administer the test. Two to 3 days following the administration of the test, a trained individual must read the results. Between 7 and 21 days, the employee will be required to have a second test.

If an employee has not completed the entire process for the TB within 30 days from start date, they will be suspended from work and given a two-week time frame to complete the process. If the process is not completed within the 2-week timeframe, they will be terminated unless special arrangements are made in advance. Exceptions would include approved leaves of absences.

■ **Post offer testing:**

After a prospective employee has accepted an offer, but before they begin work at FAMC, an employee may be required to undergo an assessment of his/her ability to perform the job for which they were hired. The screenings will only be done on specific jobs where there is a high degree of lifting and moving required. The screening process will be conducted by a licensed Physical Therapist from the Rehabilitation department. A failure of the employee to be able to perform the essential job functions may result in the job offer being retracted.

■ **Alcohol and drug screening:**

After a prospective employee has accepted an offer, but before they begin work at FAMC, employees will be required to undergo a drug and alcohol screen. If a prospective employee refuses testing or tests positive, the employee will not be allowed to start work at FAMC. FAMC adheres to a *zero tolerance policy* on drug and alcohol abuse.

501.2 Substance Abuse

FAMC is committed to maintaining a work environment that is free from any form of substance abuse, such as drug and alcohol abuse. FAMC has developed this policy out of concern for employees' physical and mental health, workplace safety and productivity, and patient and resident safety.

Illegal drugs, for purposes of this policy, include, but are not limited to: narcotics, hallucinogens, depressants, stimulants and other substances capable of creating or maintaining adverse effects on one's physical, emotional and/or mental state and also includes prescription medication not prescribed for current personal treatment.

Medication or prescribed drugs, for purposes of this policy, are drugs an individual may be taking under the direction of a licensed medical professional to address a specific physical, emotional or mental condition.

All new hires at FAMC are expected to complete a drug and alcohol drug screen after being offered a position but before beginning employment. Refusing to complete a drug and alcohol screening is considered a positive test and the job offer will be retracted. A positive drug screen the first 6 months of employment will result in termination.

Current employee's whose job duties could place a patient at risk of injury or death will be subject to random drug testing. These jobs are fraught with risk of injury to others that even momentary lapses of attention could

have disastrous consequences.

If an FAMC employee displays “reasonable suspicion” that he/she is under the influence of a controlled substance they will be subject to immediately going to Employee Health to give a specimen to be tested. FAMC does drug test for employee injuries that results in a Worker’s Compensation claim.

Employees who test positive will be suspended and required to be evaluated by a certified drug/alcohol counselor. The first evaluation by the certified drug/alcohol counselor will be at FAMC cost. These employees will be required to provide evidence of attending the evaluation by the counselor. Employees are expected to follow the course of action recommended by the counselor at their own expense. These employees will be periodically tested for an undetermined period of time.

Based on an employees job duties and the results of a positive drug/alcohol screen, the employee may be reassigned to a different position. Licensed employees will be reported to the appropriate licensure board.

501.3 Annual Tuberculosis Screen

In compliance with certain Federal and State health standards, and FAMC policy, employees are required to have an annual tuberculin skin test (TB) each September unless contraindicated, or special arrangements are made. A Registered Nurse will administer the test. Two to 3 days following the administration of the test, a trained individual must read the results.

- Employees who do not complete the TB screen during September will be placed on suspension and given a two-week time frame to complete the process. If not completed within this time frame, the employee will be terminated. The only exception being an approved leave of absence or a physician’s statement. Employees returning from a leave of absence will be expected to complete the annual screen within two-weeks of returning to work or corrective action will commence.
- Students who will be leaving town to return to school will be tested in August. The same corrective action guidelines will apply for non-compliance.

Employees, who have previously tested positive and those with medical conditions and medication concerns, must report at one of the designated times for a consultation and completion of a history form. If it is deemed necessary to have a chest x-ray, Fremont Area Medical Center will pay the expense.

501.4 Wellness Program

FAMC regards the health and welfare of all employees as critical to its success. Announcements regarding wellness related activities and programs will be announced to employees by email and on the employee bulletin boards. Employees and their dependents may come to a designated area for health testing. No appointments are necessary. Participation is voluntary and results are confidential and mailed to the employee.

501.5 Fitness Center

FAMC offers employees a membership in its the WEALTH Center. The WEALTH Center offers a variety of cardiac and weight training equipment. If interested in this program, an employee may contact the WEALTH Center directly for membership details. There is a minimal payroll deduction made each pay period for membership.

501.6 Medical Evaluations

If an employee's fitness-to-work is questionable, FAMC reserves the right to require that an employee not return to work until he/she has acquired medical authorization, at the employee's expense, to return to work. FAMC reserves the right to request a second medical opinion, if necessary, at FAMC's expense. The Director of Human Resources and the respective department director will review the physician's recommendations as well as the employee's overall job performance and determine if the employee can continue to meet the essential requirements and maintain his/her current employment status.

501.7 Illness on-the-Job

If an employee becomes ill while working, the employee is expected to report the illness to the department supervisor or house supervisor. FAMC reserves the right to send any employee home that is apparently ill and unable to satisfactorily and safely carry out his/her job duties.

501.8 Return-to-Work Physical Examinations

During an employee's employment, he/she may occasionally be gone from work for several days or weeks due to an illness. To protect the health and well-being of not only the employee but also his/her co-workers and patients, FAMC may require that an employee bring a statement from his/her personal physician authorizing that the employee is medically able to return to work. This authorization is required for illnesses of three or more scheduled work days. An employee will be responsible for any medical costs incurred as a direct result of acquiring an authorization to return to work from his/her personal physician.

502 Infection Control

An employee illness will be evaluated according to the level of patient contact or type of duties described in the job description, whether the infection can be contained, and how it affects job performance. The following signs and symptoms should be considered when evaluating if the employee should not work:

- Temperature of 100 degrees or over.
- Boils, infected wounds, sores.
- Acute respiratory illness.
- Acute diarrhea illness.
- Conditions related to communicable diseases or a carrier of such.
- Hand washing ability.

All employees who become ill while on duty are required to report their illness to their immediate supervisor. The supervisor will make the decision as to whether the employee will continue working. If necessary, Employee Health or the Emergency Room Departments are available to assist with the assessment.

All employees who have been off duty because of illness, injury or surgery must complete a Return to Work form PO-28. This form is then submitted to their immediate supervisor or designee for review and evaluation.

502.1 Epidemiology Programs

Outbreaks of infections such as staphylococcus, streptococcus, meningococcus, salmonella, etc., may require the need for follow up according to Infection Control protocols. Cultures or programs to detect carriers of pathogens will be conducted as necessary.

503 Safe and Secure Workplace Environment

FAMC strives to provide a safe and secure environment for patients, visitors, employees and the Medical Staff

to reduce risks and hazards and to prevent accidents and injuries. Safety and security in the workplace is every employee's responsibility and we encourage everyone to work towards a safe culture.

- Environment of care plans include: Safety Plan, Security Plan, Hazardous Material Plan, Emergency Preparedness Plan, Life Safety Plan, Medical Equipment Plan and Utility Management Plan.
- The plans and associated safety/emergency preparedness policies are located in the Emergency Preparedness manual on the intranet.
- During Orientation an employee will be introduced to these plans and his/her role in taking the necessary precautions. An employee's supervisor will discuss any additional department specific policies/procedures that will be necessary for the employee to know.

503.1 Emergency Codes:

	Code	Code Description
1.	Code Red	A fire in some part of FAMC campus/ building
2.	Code Triage	An internal or external disaster
3.	Code Blue	Cardiac arrest within FAMC (dial ext. 2)
4.	Code 99	A cardiac arrest victim is en route to emergency department
5.	Code Yellow	A bomb threat
6.	Code Adam	A pediatric patient is missing
7.	Code Pink	A newborn is missing
8.	Code Grey	A Merrick Manor resident is missing
9.	Code Alert	An acute care adult patient is missing
10.	Behavioral Emergency	Make specific announcement
11.	Winter Storm Alert	Severe winter weather is predicted in the area
12.	Snow Emergency	Winter storm warning
13.	Severe Thunderstorm Watch	Severe thunderstorm watch
14.	Severe Thunderstorm Warning	Severe thunderstorm warning
15.	Tornado Watch	Tornado watch
16.	Tornado Warning	Tornado warning

503.2 Hazardous Materials

All chemicals should be treated as potential hazards. When a spill occurs, all employees in the immediate area should be notified. Report the incident to the supervisor immediately.

503.3 Material Emergency Safety Information (MESI)

Chemical manufacturers and distributors are required to label, tag or mark each container with information containing the identity of the chemical, appropriate hazard warnings and the name and address of the manufacturer. Read all labels before using a chemical.

Material Emergency Safety Information for each hazardous material is available in the Emergency Room or the Safety Office. MESI includes information on the ingredients, health hazards, handling and the use of Personal Protective Equipment (PPE), and disposal of each material. Also, MESI Sheets, which are available on the Medical Center PC Network. Some departments have hard copies as well. It is every employee's responsibility to observe information contained in these sheets.

503.4 Environment of Care Committee

The Fremont Area Medical Center Environment of Care Committee meets monthly to develop and recommend policies and procedures which comply with government-controlled safety and health standards as well as internal standards for safe working conditions.

503.5 Worker's Compensation

In accordance with the law of the State of Nebraska, FAMC provides benefits under the Worker's Compensation Act for injuries or deaths occurring while engaged in the performance of work duties.

Safety is everyone's responsibility. All employees must be alert, use good judgment and common sense, and perform their work in a safe manner.

Any employee injury or exposure occurring at work, no matter how slight it may appear, must be reported to the employee's immediate supervisor or available house supervisor during the shift the injury occurred. The injured employee and his/her supervisor must complete an on-line injury occurrence report, Choice of Doctor, and drug screening immediately. Any delay or exclusion in reporting a workplace injury is a violation of FAMC policy. Until such report is filed, a claim cannot be filed for Worker's Compensation benefits, and may result in a loss of pay. Failure to report an accident, workplace injury or exposure in a timely manner may result in disciplinary action, including termination.

503.6 Visitor Safety and Accidents

An employee who is involved in, a witness to, or discovers an accident or injury involving a patient or visitor must immediately notify a supervisor or someone in authority. Appropriate forms are located at the Communication's desk located at main entrance to the Medical Center. With regard to all accidents or injuries involving a patient or visitor, employees shall not engage in any oral or written communications (including but not limited to photographs, videos, film, audio, interviews, etc.) regarding these incidents with any co-workers or other patients, or the general public, or the media without prior written permission from the Director of Public Relations, FAMC's Legal Counsel, or the President/CEO.

504 Return-to-Work Program

This program is designed to assist an employee with recovery from an occupational injury and/or illness that results in lost time from work. With written physician approval, it is in the best interest of both the employee and FAMC to return an employee to work as soon as it is possible. Priority of work assignments will be as follows:

1. To return the employee to his/her original duties as quickly as possible.
2. To return the employee to his/her original department with temporary modified duty.
3. To place the employee in an alternate department with temporary modified duty.
4. To place the employee in a position which accommodates any permanent restrictions if possible.
5. The duration of the Return-to-Work Program will be evaluated on a regular basis by Human Resources and should typically not exceed twelve weeks.
6. The entire time an employee is on *light duty* restrictions he/she will be compensated at 70% of his/her base hourly wage. Shift differential will be paid if *light duty* is performed during hours that qualify for the premium. Worker's Compensation will supplement an employee's income if his/her *light duty* earnings are less than the Worker's Compensation pre-determined earnings.

7. Assignment to *light duty* status will not affect the employee's rights or privileges with regard to benefits, length of services or regular pay once they return to full duty.
8. Employees, who fail to comply with the physician's ordered treatment plan, including the Return-to-Work Program, will be subject to termination of Worker's Compensation benefits as outlined in the Nebraska statutes.

600 EMPLOYEE BENEFITS

Employees of FAMC receive a variety of benefits. These benefits are outlined in the following categories:

- Non-Insurance
- Insurance
- Leaves

601 Non-Insurance (Benefits)

601.1 Continuing Education, In-service Training and Development

Many in-service training and development opportunities are provided for employees. In addition, where special training or education is not available at FAMC, continuing education courses, seminars or meetings may be available to an employee.

601.2 In-service Education, Training and Development

Departments may offer specific in-service programs at various times to accommodate all employees on all work shifts. An employee will be paid for attendance at all in-service programs, which are required or recommended by his/her department director. An employee should attend in-service education programs during his/her normal work schedule. If it is necessary for an employee to attend a session when not scheduled to work, the employee will be paid accordingly. Off-shift attendance needs to be approved in advance by the employee's department director.

Employees may voluntarily attend in-services, which are not recommended by his/her department. Employees are usually not paid for attendance at voluntary in-service programs.

601.3 Continuing Education Programs

FAMC endorses an educational program and encourages employees to improve themselves through formal education courses. An employee should be aware that, in certain instances, Educational Assistance might be determined to be taxable to an employee. An eligible employee must sign an obligation note for FAMC for each un-reimbursed amount, which incrementally totals more than \$500. FAMC will amortize the obligation note over the next twelve months of employment. In case of termination, any unamortized balance will become the responsibility of the individual.

- **Eligibility** - All full and part-time employees who are regularly scheduled to work at least 40 hours in a two-week pay-period and who have completed the six-month orientation period are eligible to apply for tuition reimbursement. The course an employee enrolls in and his/her benefit payments must be approved by his/her department and division head. The cost of books, supplies, travel, etc. will not be reimbursed.
- **Education Assistance with Six Months to One Year of Continued Service** - All regular full-time employees regularly scheduled at least 64 hours per pay period and all regular part-time employees

regularly scheduled at least 40 hours per pay period will be reimbursed 50% of the cost of the course. Maximum of \$500 per fiscal year.

- **Education Assistance with Over One Year of Continued Service** - All regular full-time employees will be reimbursed 75% of the cost of the course. Maximum of \$1,000 per fiscal year.
- **Reimbursement** - To receive reimbursement, an employee must remain in an eligible classification while completing the course, satisfactorily complete all requirements of the course, receive a grade equivalent of at least a "C" (if the course does not issue a grade, evidence of satisfactory completion is required), submit a transcript of the grade and a receipt of paid tuition and submit both documents within 30 days of completion of the course and within the fiscal year the course is taken. Employees must apply for this benefit two-weeks before the course begins. Application forms are available in the form racks or the Human Resources Department. Application to take courses and for reimbursement must have the approval of the department director, and Human Resources Director.

Employees completing a formal program of study through Education Assistance may be eligible for additional reimbursement if the employee is in a new position where the Medical Center is experiencing a recognized shortage. Only expenses originally submitted under the Educational Assistance Program will be considered for reimbursement. Application for supplemental assistance must be made during June of the fiscal year.

601.4 Discounts

As a benefit of employment, each employee is eligible for discounts on purchases made in the cafeteria, pharmacy and inpatient or outpatient billed services provided in the acute care section of FAMC.

601.5 Discounts - Medical Center

FAMC employees and their immediate family members (spouse and dependent children) are granted a 25% discount on normal inpatient or outpatient acute care billed services. Discounts for inpatient/outpatient services are applied to the balance remaining after payment from the third party payer has been deducted. If an employee is a participant in FAMC's health insurance program, the first day room and board deductible will be credited to the employee's account.

601.6 Discounts - Pharmacy

Prescription discounts are available through the FAMC pharmacy. If an employee is a participant in the Medical Centers health insurance program, the employee may utilize his/her pharmaceutical card to purchase prescription drugs for a co-payment amount based on a three-tier formulary. Employees who do not have the Medical Centers health insurance may also have his/her prescriptions filled at a discount price. The Pharmacy discount on inpatient services rendered will be 10% and handled through Patient Accounts. (See Employee Services Section.)

601.7 Length of Service

Service Awards are presented to employees upon completion of 5, 10, 15, 20, 25, 30, 35 and 40 years of service. FAMC has an annual Awards Banquet to formally recognize employees with 10, 15 or more years of service.

601.8 Pension Plan

FAMC provides a defined benefit pension plan according to the schedule of benefits at the time of retirement. FAMC pays 100% of the cost of this benefit. To be eligible to participate in this plan, an employee must work at least 1,040 hours each calendar year for three consecutive years and be at least 25 years of age. Please contact Human Resources Department for details about the benefit. This is only intended to be a brief summary of the benefit. For a full description, please see the summary plan description available in Human Resources.

601.9 Professional Liability Insurance

FAMC provides liability insurance coverage for employees, volunteers and students while they are performing his/her duties. FAMC suggests that professional patient care employees continue to maintain personal professional liability coverage. Any questions or concerns about the adequacy or inadequacy of individual liability coverage should be reviewed with the employee's personal insurance representative.

601.10 Flexible Spending Account

Flexible spending is a program, which will allow an employee to deduct from his/her paycheck, on a pre-tax basis, an amount to cover health/dental premiums, un-reimbursed medical expenses or dependent care expenses. Take home income will increase by the amount of money saved on tax deductions. This is only intended to be a brief summary of the benefit. For a full description, please see the summary plan description available in Human Resources.

601.11 FMC 457 Deferred Compensation Plan

Employees are eligible to participate in a tax-deferred compensation plan. This is a 457(b) Plan which is a long-term savings program where the amount saved and interest earned are deferred from income tax until withdrawn from the program. Money in this program is available for a payout as retirement, disability, or death benefit requests. Withdrawals, other than for those already mentioned, cannot be honored unless conditions of extreme hardship exist.

An employee is eligible to participate in the plan the first of the month following 30 days of service, if he/she is regularly scheduled to work 40 hours or more in a two-week pay period. Employee contributions may begin with the next pay period following the 1st of the month after 6 months of continuous employment.

For more information concerning Deferred Compensation, please contact the Human Resources Department. This is only intended to be a brief summary of the benefit. For a full description, please see the summary plan description available in Human Resources.

601.12 Paid Time Off

To provide flexibility for employees to utilize paid time off to his/her best advantage and at the same time to provide Fremont Are Medical Center with the necessary control to maintain staffing at an effective level. Paid Time Off is time for which an employee may become eligible to be absent from work with pay. Vacations, holidays and personal days are included in the PTO bank of hours.

Employees are required to take sufficient PTO as necessary to have seven consecutive calendar days off each year. PTO is applied to any and all unapproved absences as outlined in the attendance and tardy policy. For detailed information regarding PTO, please see the Human

PTO Guidelines

1. PTO accrual is based on years of service at FAMC. If an employee moves from an ineligible class into an eligible class they will begin to accrue PTO at the accrual rate that is commensurate with their

years of service.

2. PTO is a benefit that allows employees to be absent from work with pay. PTO should only be used to compensate employees for regularly scheduled workdays that they have made arrangements with their supervisor to be away from work.
3. If an employee is getting close to their maximum PTO accrual, he/she may not be paid out PTO that they have not actually taken during the pay period, just so they do not lose it.
4. Employees may not receive PTO pay and regular pay for the same day. If an employee is scheduled to take a PTO day, but gets called in to work on that day, the employee should only receive regular pay and should make arrangements with their supervisor to take their PTO day at another time.
5. If an employee takes a PTO day during the pay period and gets called in to work on a day off during that same pay period, they would still receive their PTO pay as well as their regular pay for the day they got called in to work.
6. Paid Time Off must be approved and scheduled by the employee's supervisor. PTO must be requested according to the departmental procedures.
7. Employees may utilize PTO as soon as it accrues.
8. The maximum PTO that can be taken at one time may not exceed the total accumulated Paid Time Off for the employee.
9. PTO cannot be accumulated above the maximum accrual rate for any reason.
10. Non-compensable leaves will not be granted until PTO is exhausted.
11. Exempt employees submit PTO hours on a PO-1 form. The PO-1 must be approved by the immediate supervisor and forwarded to Human Resources.
12. Jury Duty and Bereavement pay are separate policies and shall not be considered as PTO.

PTO Sellback

PTO sellback is held during the months of May and November and is paid at 100% of the employee's wage/salary. Employees must retain a minimum amount of hours equal to their regularly scheduled hours for one week in their PTO bank. Sellback will not be accepted for employees who have given their Resignation Notice. The employee must be actively on the payroll at the time of payout.

Disability Payments and PTO Supplement

The Medical Center will allow employees receiving Short-Term Medical Disability Insurance or Workers' Compensation disability payments the option to also receive PTO pay at the same time. That is, employees, if they wish, will be able to fill in with PTO pay the amount necessary to bring them up to 100% of pay based upon their regular schedule. Disability insurance pays 70% of base weekly pay. Workers' Compensation pays 66 2/3%. For example, a full-time (80 hour) employee on short-term medical disability received the equivalent of 56 hours per pay period. The employee would then be able to use 24 PTO hours in order to bring their total compensation to an amount approximately equal to their regular pay. PTO may also be used to fill in for the waiting periods.

Termination Benefits

Employees who resign or are terminated from FAMC will be paid all of their accrued but unused PTO balance

at 100% of their base rate. In accordance with Nebraska State Law, this amount will be paid on the employee's final check on the next regularly scheduled payday.

Employees terminated due to death will have their PTO paid out to their beneficiary designated on their life insurance policy at 100%.

601.13 Holidays

The Medical Center recognizes six holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

- All employees should follow their department's holiday request procedures. Employees who have the day off in recognition of the holiday will automatically be paid for the holiday, provided it was a normally scheduled work day, all eligibility requirements have been met and the employee has the necessary accumulation of PTO.
- New employees during their six-month orientation period may be eligible to be paid for recognized holidays given adequate PTO accumulation.

601.14 Insurance (Benefits)

Employees must be regularly scheduled to work at least 40 hours in a two-week pay period to be eligible for insurance benefits.

602 Health Insurance

Medical coverage is provided to eligible employees.

- Coverage is effective the first of the month following 30 days of employment in an eligible classification.
- A prescription drug program is a part of the health plan.
- If an employee terminates employment with the Medical Center, the employee's coverage will cease at the end of the month in which he/she terminates. However, continuous coverage is available through the Consolidated Omnibus Budget Reconciliation Act (COBRA) described in the summary plan description.
- This is only intended to be a brief summary of the benefit. For a full description, please see the summary plan description available in Human Resources.

602.1 Dental Insurance

Dental coverage is provided to eligible employees.

- Coverage is effective the first of the month following 30 days of employment in an eligible classification. This is only intended to be a brief summary of the benefit. For a full description, please see the summary plan description available in Human Resources.
- If an employee terminates employment with the Medical Center, the employee's coverage will cease at the end of the month in which the employee terminates. However, continued coverage is available through the Consolidated Omnibus Budget Reconciliation Act (COBRA) described in the summary plan description.

602.2 Short-Term Medical Disability Income

- Eligible employees are covered under the Medical Centers short-term medical disability income insurance. Weekly income benefits for eligible employees will pay 70% of base earnings (excluding overtime or any other of the other additional compensation) commencing on the eighth day of accident disability, hospital confinement, sickness or maternity disability. Benefits will be payable every day of continued disability thereafter for the maximum length of benefit payment during any one continuous period of disability. Coverage is effective the first of the month following six months from hire in an eligible classification. Maximum length of benefit payments will continue according to the following schedule:

<u>Service</u>	<u>Maximum Length of Benefit Payment</u>
6 months - 1 year	4 weeks
1 year and over	26 weeks

- Weekly benefits cannot start until the third party administrator receives the required claim information. Employees are responsible for obtaining the necessary forms from the Human Resources Department and seeing that the forms are completed by the appropriate people and returned to the Human Resources Department. The Benefits Specialist will send the form to the third party administrator for processing. A check will be mailed to the employee's home. Before the employee returns to work, the employee must present his/her supervisor with a slip from the employee's physician stating that he/she can return to work. It is the policy of Fremont Area Medical Center to require a return to work notice from all employees returning from an absence of three or more days due to medical reasons. In addition, all employees must fill out an Employee Health Request Form (green sheet) and submit it to the employee's supervisor. The supervisor will then determine whether a visit to Employee Health is necessary before the employee may assume normal job duties.
- This is only intended to be a brief summary of the benefit. For a full description, please see the Summary Plan Description available in Human Resources.

602.3 Group Term Life Insurance

Life insurance and accidental death and dismemberment insurance (AD&D) is provided at no cost to all eligible employees. Employees regularly scheduled to work at least 40 hours in a two-week pay period are eligible for these benefits. Any claims for life insurance should be made in the Human Resources Department

602.4 Cobra

The purpose of COBRA (the Consolidated Omnibus Budget Reduction Act) is to allow employees and dependents to elect to temporarily continue group health coverage (generally for an 18 to 36 month period) at group rates plus 2% when they otherwise would have lost coverage (as a result of a voluntary employee termination, divorce, death or other changes in benefit status).

602.5 Unemployment Compensation

Unemployment Compensation is provided in the event of loss of employment. In compliance with Nebraska law, FAMC pays the full cost of this benefit. However, FAMC will contest payment of unemployment benefits to employees who have been terminated for cause.

602.6 Leaves of Absences

The amount of hours in a workday may vary from employee to employee based on their regular schedule. A workday is equal to the amount of hours an employee is regularly scheduled to work per day on a recurring basis. For example, an employee regularly scheduled to work 8 hours a day would be said to have an 8-hour workday. An employee regularly scheduled to work 12 hours a day would be said to have a 12-hour workday.

602.7 Bereavement Leave

In the event of a death in an employee's immediate family, the employee's department supervisor has the authority to grant up to three consecutive scheduled working days to eligible employees after six months of continuous service. Eligible employees are those regularly scheduled to work at least 64 hours in a two-week pay period. Employees are not entitled to a specific number of days or hours. The employee's supervisor will take each individual case and circumstances into consideration in making the determination. Wages will be paid at the employee's regular base rate.

- Immediate family members includes spouse, mother, father, sister, brother, children, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, both employee and spouse's grandparents. Step-family members are included for the employee and current spouse.
- The employee must attend the funeral/memorial service to receive bereavement pay.
- Bereavement pay will not be considered as hours worked in computing overtime for the pay period in which it is used.
- Regular days off will not be considered for pay.
- PTO must be taken by employees who are regularly scheduled less than 64 hours per pay period.

602.8 Educational Leave

Regular employees who are regularly scheduled to work at least 64 hours in a two-week pay period are eligible for an educational leave of absence 12 months after the employee's date of hire. Maximum duration of the leave is 12 months.

An employee requesting an educational leave of absence must give reasonable assurance that he/she will return to employment at the Medical Center.

When returning from educational leave, employees will be placed in the same job classification if available, or in another classification of work the employee can perform if available.

An educational leave is granted without pay and benefits will not accumulate during the leave period, however, service will continue. Requests for educational leave are to be made in writing and submitted to the Assistant Director, Human Resources after being approved by the employee's department head.

602.9 Jury Duty Leave

If a regular full or part-time employee is summoned to court as a juror, the Medical Center will reimburse the employee for his/her regularly scheduled working hours at his/her regular base rate. **Court fees, not to include expenses, paid for this time must be signed over to the Medical Center in order to receive regular compensation.**

602.10 Family and Medical Leave (FMLA)

Pursuant to the Family and Medical Leave Act of 1993 (the "Act"), eligible employees may take a leave of absence (1) because of the birth of a son or daughter or the placement of a child with the employee for adoption or foster care; or (2) to care for a spouse, child or parent with a serious health condition; or (3) when the employee is unable to work due to his or her own serious health condition. Such a leave is referred to in this policy as "FMLA leave."

To be eligible for leave under this policy, the employee must have been employed by FAMC for at least twelve (12) months during his or her lifetime; and also must have worked at least 1250 hours for FAMC during the twelve (12) months preceding the commencement of the leave.

An employee's cumulative total of all leaves of absence under this policy may not exceed twelve (12) weeks in any twelve (12) month period.

FMLA leave is unpaid with the exception of the use of PTO or the availability of either worker's compensation or short-term disability benefits.

This is only intended to be a brief summary of the policy. For a full description, please see the "Family and Medical Leave of Absence" policy located on the intranet in the on-line policy manual, or ask for a copy at the front desk of Human Resources.

602.11 Medical Leave

FAMC recognizes that occasions may arise when individuals who do not qualify for FMLA may require a leave of absence for his/her own medical condition or that of an immediate family member. In this situation, eligibility for a Medical Leave of Absence for up to six (6) weeks will be handled on a case-by-case basis. Major determinants in approving the leave will be business necessity, and ability to meet 24/7 patient/resident care needs. The Department Director and Human Resources must grant approval jointly for a specific amount of time. All other terms and conditions of this policy will apply to an approved non-qualified medical leave of absence. Intermittent/Reduced Schedule leaves will not be provided under this type of leave, and more detailed information may be required by the employee and/or a physician.

602.12 Non-Compensable Leave

The Medical Center recognizes that occasions may arise when it is necessary to request a leave for personal reasons. Non-compensable leaves are not for extending vacations, holidays or time off for recreational purposes. When granting non-compensable leaves, PTO hours must be exhausted. PTO will count toward the maximum leave entitlement.

Verbal leaves may be granted by an employee's department head for up to ten days. Requests for over ten days are generally granted only for employees who have completed his/her initial six-month period and such leaves must have the approval of the employee's department head and Assistant Director, Human Resources.

602.13 Military Leave

Military leave of absence will be granted to regularly scheduled employees who enter active duty in a recognized military service of the United States. All re-employment rights will be reinstated according to the provisions of the Veterans Readjustment Rights Act.

700 EMPLOYEE RELATIONS

700.1 Complaint Procedure

It is the policy of the Fremont Area Medical Center to administer employee working-conditions in a manner that is consistent with FAMC policy, values, and to provide a mechanism for employees to request a review of their treatment.

The Complaint Procedure is available to all employees who had completed their six-month orientation period. To file a Complaint eligible employees must contact the Employee Relations Specialist or HR representative within five (5) days following the disciplinary action or when they became aware of an issue within the workplace. A written statement explaining the nature of the complaint must be submitted.

If an employee presents a complaint, the employee's employment with Fremont Area Medical Center will not be jeopardized in any way. There will be no retaliation from the employee's supervisor or any other manager of the Medical Center. If an employee is not satisfied, it is the employee's right and responsibility to pursue his/her complaint to the full extent of the procedure.

700.2 Progressive Corrective Action

"Progressive" discipline is the result of continuing "inappropriate behavior", which is contradictory to the best interest of Fremont Area Medical Center. Examples of "progressive discipline" would include repeated attendance, tardiness, problems, poor work performance, etc. Progressive discipline follows the grid outlined in Section 800.4. The policy applies to all regular staff employees after completion of the Orientation Period. The corrective action is in effect for 12 months.

- Corrective action is recorded on a corrective action form and requires the employee and the supervisor signatures. The employee signature is not intended as an admission of guilt. All corrective action forms, except verbal counseling documentation, will be sent to the Human Resource Department and maintained in the employee's personnel file.
- If an approved leave occurs during this time, the 12-month time frame for corrective actions would be extended for the length of the leave. Salary increases will follow the same guidelines.

700.3 CORRECTIVE OR DISCIPLINARY ACTION

Verbal Coaching-Educational Phase

In this phase, the supervisor discusses with an employee behaviors that are undesirable or not meeting job requirements. They further discuss any concerns the employee has regarding the situation and methods for improvement. If appropriate, the supervisor may arrange for additional training.

Coaching is delivered verbally and documented in writing at the time of the discussion or immediately following. Documentation remains in the supervisor's notes for 12 months or until it becomes part of a Written Warning.

The Verbal Coaching Phase is appropriate for Type 1 Incidents. Type 1 Incidents are generally minor and have a limited impact on patient care, general operations, customer service or costs. They usually result in minor delay of work, shifting of work or minor re-work, may be unintentional, or a result of carelessness and are easily corrected.

Examples of Type 1 Incidents include, but are not limited to:

- **Occasional absences or tardiness** (refer to Attendance & Tardy Policy)
- **Repeated pattern of failing to clock in or out**
- **Dress code** not being followed, such as inappropriate footwear, revealing or offensive clothing, tattoos that are not covered, or more than three visible piercings.
- **Abuse of breaks** by taking more time than allowed, taking more breaks than allowed or taking them outside of the normally allowed time or creating a hardship on others in department.
- **Unauthorized work** that is not requested or approved by a supervisor and/or results in the payment of overtime or shift differential.
- **Solicitations** for personal gain, such as selling tickets or memberships, buying, selling or trading products such as cosmetics, house wares, candies, cookies, etc. that is done while on the clock.
- **Smoking in unauthorized areas**
- **Not Completing job duties** as assigned or on Job Description
- **Disregarding supervisor's instructions**

Progressive Disciplinary Phase:

When an employee has been through the Verbal Coaching Phase and incidents continue, or a Type 2, 3 or 4 Incident occurs, the employee Progressive the Disciplinary Phase is initiated. Therefore, FAMC reserves the right to skip steps described in this policy, and in order to take action that is appropriate and consistent, depending on the circumstances of each situation. If formal disciplinary steps are necessary, FAMC will conduct a thorough and objective investigation. An investigation would ordinarily include an opportunity for employees to explain or provide reasons they believe are legitimate for their actions.

Written Warning – Type 2 Incidents

A Written Warnings may follow Verbal Coaching and should include: (1) a summary of any past informal or formal verbal coaching, (2), identification of the incident(s), and (3) correct application of FAMC policy. Employees are informed that further incidents will result in additional disciplinary actions, up to and including termination of employment.

Type 2 Incidents have a greater impact on patient care, general operations, customer service, finance, or costs patient care and may include continued minor incidents following repeated Verbal Coaching. They usually result in repeated or significant delay of work, shifting of work, or significant re-work. They are often repeat behaviors, and require corrective action on the part of the employee. Documentation remains in the employee file for 12 months or until it becomes part of a Suspension. Examples of Type 2 Incidents that will result in an immediate Written Warning include, but are not limited to:

- **Excessive absenteeism/tardiness** that has progressed beyond the Verbal Coaching Phase (refer to Attendance & Tardy Policy)
- **Repeated pattern of failing to clock in or out** that has progressed beyond the Verbal Coaching Phase
- **No Call No Show (NCNS), first occurrence**
- **Disruptive behavior** that interferes with another employee's duties or conduct of business

- **Excessive misuse of FAMC computer equipment**, including using forms of electronic media and services such as fax, e-mail, telephone, voice mail and Internet for personal interests or for any purpose that is against FAMC policy or for personal gain
- **Violation of applicable laws and regulations**
- **Failure to cooperate with an investigation**
- **Clocking in or out for another employee**
- **Unintentional safety violations**, that put a patient, resident, co-worker or themselves at possible risk, but did not result in an injury to a patient, resident, employee or co-worker; i.e. as not using safety equipment, failure to report an injury, not using proper safety procedures, disobeying work restrictions and failure to notify of hazards
- **Willful damage to FAMC property**
- **Gambling on the job**

Suspension – Type 3 Incidents

A Suspension may follow Verbal Coaching or a Written Warning, and should include: (1) a summary of any past informal or formal verbal coaching and written warnings, (2) identification of the incident(s), and (3) correct application of FAMC Policy. Employees are informed that further incidents will result in additional disciplinary actions, up to and including termination of employment.

Suspensions are without pay, and are typically for a minimum of three days. In the event employee, for reasons of patient care or safety, must continue to work, the Suspension will be Administrative. Administrative Suspension requires approval of the Division Vice President. An Administrative Suspension is treated as a regular Suspension for the purposes of this policy.

Type 3 Incidents have serious impact on patient care, general operations, customer service, or cost and include continued violations of policy following a Written Warning. They usually result in serious delay of work, shifting of large amounts of work, or large amounts of re-work. They are often willful, repeat behaviors, and correction will require significant behavior change on the part of the employee.

Suspension documentation, for reason other than Attendance, remains in the employee file indefinitely. Examples of Type 3 Incidents that will result in an immediate Suspension include, but are not limited to:

Excessive absenteeism/tardiness that has progressed beyond the Written Warning (refer to Attendance & Tardy Policy)

1. Failure to complete required training or certification as required for job position
2. Failure to maintain certification or license as required for job position
3. Intentional violation of applicable laws or regulations, such as failure to report abuse or neglect
4. Intentional safety violation, that put a patient, resident, co-worker or themselves at possible risk, but did not result in an injury to a patient, resident, employee or co-worker; i.e. as not using safety equipment, failure to report an injury, not using proper safety procedures, disobeying work restrictions and failure to notify of hazards
5. Failure to complete TB testing at time of hire or annually when required
6. Hostility in the workplace, such as verbal or implied threats, intimidation, stalking of an employee or patient/resident

7. Harassment in the workplace, which includes harassment based on a person's race, color, age, sex, national origin, religion or disability, and sexual harassment as defined by FAMC policy
8. Mental or emotional mistreatment of patients, residents and employees
9. Possession of narcotics or alcohol while at work or on FAMC property including parking lots and outside property
10. Refusal to accept or complete job assignments
11. Use of narcotics or alcohol while at work or reporting to work with illegal substances in the body such as alcohol or illegal drugs, on FAMC property including parking lots and outside property
12. Conducting work outside the scope of practice, such as diagnosing a patient or prescribing medication without the authority to do so
13. Sleeping on the job, unless before work, after work or on a scheduled break

Discharge – Type 4 Incidents

A Discharge may follow Verbal Coaching or a Written Warning and/or Suspension, and should include: (1) a summary of any past informal or formal verbal coaching, written warnings, and/or suspensions (2) identification of the incident(s), and (3) correct application of FAMC Policy. Discharge is complete termination of employment. Final pay and benefits options will be provided in accordance with FAMC policy.

Type 4 Incidents are very serious offenses and usually result in serious harm, or potential harm to patients, employees, or others or have significant adverse impact on FAMC business operations, customer service or finances and may include continued incidents or inappropriate behaviors following a suspension.

On occasion, it may be necessary to discharge an employee for certain serious offenses. Most Type 4 Incidents are so serious as to result in immediate termination of employment regardless of any prior history of disciplinary action. Examples of behaviors that would lead to immediate discharge would be any act of theft, violence in the workplace, serious disruption to business operations, or causing any harm or threat of safety to a resident, patient, employee, or the general public.

Examples of Type 4 Incidents include, but are not limited to:

1. **Excessive absenteeism/tardiness** that has progressed beyond a Suspension (refer to Attendance & Tardy Policy)
2. **No Call No Show (NCNS)**, second occurrence; these do not have to be consecutive occurrences or within 12 months of the first NCNS
3. **Job Abandonment**, which includes leaving prior to the end of a scheduled shift without approval
4. **Intentional unsafe act or safety violation** that resulted in a serious injury or death, including physical mistreatment, of patients, residents, or employees
5. **Violence in the workplace**, including but not limited to possession of a weapon, and fighting, shoving, pushing, harassment, intimidation and threats
6. **Theft** of an item, product, cash from a patient, resident, employee or FAMC
7. **Theft of medications** or narcotics for diversion
8. **Refusing to submit to any drug/alcohol test** as a required condition of employment with FAMC, when asked randomly or due to cause/suspicion (i.e., a smell of alcohol or drugs, incoherent speech or physical conduct, stumbling, slurring of words, changed pattern of behavior, etc.)
9. **Solicitation** for purchase or sale of drugs, such as approaching another employee, patient or resident

to sell or buy drugs or illegal substances

10. **Tampering with a drug/alcohol test** sample, including substituting specimens
11. **Falsifying employment records** including educational background, work history, criminal record
12. **Falsifying work records**, such as FAMC records, reports, billing and payroll records
13. **Falsifying patient records**, such as reporting a medication or patient care task was completed when actually it was not
14. **Conviction of a felony** while employed at FAMC
15. **Divulging confidential information**, including protected health information, HIPAA violations, medical data pertaining to patients/residents, private, personal employee information, or obtaining any FAMC data to be used inappropriately or for personal gains

Multiple Incidents

Multiple occurrences of any type of incidents that accumulate may be counted when considering corrective actions. Appropriate and consistent progressive discipline will occur based on the severity of each incident, documented patterns or trends and previous employee coaching at FAMC. If an employee has received multiple disciplinary actions due to overall performance and attendance, disciplinary action, up to and including termination will result.

Professionally Licensed Employees

All professionally licensed employees have a duty to self-report instances of conduct as required by the state licensing board. FAMC will report disciplinary action for certain instances of conduct to the state licensing board as required by law.

700.4 ATTENDANCE:

It is the responsibility of FAMC employees to manage their work schedules and maintain consistent patterns of attendance. Attendance is reviewed with all employees during performance appraisals and is included in each formal evaluation.

Unplanned, unscheduled absences or tardiness are disruptive to department operations, and jeopardize the continuity of patient care.

All employees are expected to report to work on time and to complete their scheduled shifts as assigned. Continued patterns of tardiness and/or unplanned absences may result in employee counseling, loss of paid time off privileges, or corrective actions up to and including termination of employment if necessary.

Employees are provided with paid time off (PTO) benefits, which may be used to their best advantage when planning personal time away from work. In accordance with the PTO policy, employees must prearrange time off and obtain approval through their immediate supervisor so that appropriate coverage and replacement staff can be arranged.

In the event of severe weather conditions or other natural disasters employees should refer to their departmental attendance policy or contact their immediate supervisor to obtain specific direction for

attendance and reporting to work.

PERFECT ATTENDANCE:

FAMC recognizes those employees who achieve perfect attendance on an annual basis.

1. Paid Time-Off (PTO) benefits include time that may be used by employees when it is necessary to be absent from work for unanticipated, short-term events.
2. Pursuant to the current PTO Policy, employees who do not use their PTO for unplanned absences during a year have the benefit of using the time as additional paid time off, may choose to carry over the accrued days into the following year, or participate in the sell-back option for the balance of unused time.
3. Employees who achieve Perfect Attendance for 12 consecutive months between January 1st and December 31st will be recognized by FAMC on a year-to-year basis.

DEFINITIONS:

Tardy - Failure to report to work at the required time and location.

Employees are expected to arrive at work on time and to report to their work unit in accordance with their regularly assigned shifts. Employees required to clock in are considered tardy when clocking in any time after the start of their shift.

- Repeated incidents of tardiness will be discussed with the employee and are counted as occurrences that lead to employee counseling or corrective actions if necessary.
- An incident of tardiness that results in an employee working less than half of their scheduled shift will be considered an occurrence of absence.

Absence - Any unplanned, unscheduled lost time of a full or partial shift resulting in working less than one half of a scheduled shift.

Absences will generally be classified into those for medical reasons or those resulting from any other reasons. Absence does not include time off scheduled in advance, leaves of absence, approved Family Medical Leave, bereavement, jury duty, and Workers' Compensation time. Also excluded is time designated as administrative leave or when an employee is sent home at the request of FAMC management. Examples include periods of low patient census or precautionary patient / employee protection due to a suspected infectious disease, e.g., chicken pox, conjunctivitis.

Absence for Medical Reasons:

1. Employees absent for three (3) or more consecutive scheduled shifts are required to provide a doctor's note releasing them to return back to work. It is the employee's responsibility to obtain and cover any costs associated with obtaining such documentation.
2. Absence due to illness, for any duration for the same illness, will be considered one occurrence of unplanned absence.
3. Employees who are absent for more than seven (7) days may be eligible for Family Medical Leave or other leave of absence and should contact their supervisor or Human Resources to determine eligibility for such leave. Employees may refer to the FMLA policy for more information on these leaves and eligibility criteria.
4. Any accrued PTO balance will be applied to unplanned absences for medical reasons.

Absence for Other Reasons:

1. Unplanned absences for different reasons will be considered separate occurrences.
2. Any accrued PTO balance will be applied to unplanned absences for other reasons.
3. It will be considered job abandonment when employees leave prior to the end of their scheduled shift without approval

No Call No Show (NCNS):

Employees who fail to report to work and fail to provide appropriate notification are considered “No Call No Show” (NCNS) for a full scheduled shift. Upon first occurrence, the Employee will receive a Written Warning. *A licensed professional who is a No Call No Show to a scheduled shift will be reported to the state licensing board as required by law.*

An employee who has two occurrences of NCNS may have their employment with FAMC terminated. These occurrences do not have to be consecutive and remain in an employees file for the duration of their employment at FAMC.

NOTIFICATION PROCEDURES:

1. In order to provide quality patient / resident care and services, employees who are not able to report to work should notify their immediate supervisor, manager or designated coordinator as outlined by the departments notification procedures. Based on business and department needs, notification requirements may vary. Your supervisor, manager or designated coordinator will advise you of notification requirements for your department.
2. Employees should call in each day they are absent, unless otherwise on pre-arranged PTO, an approved Leave of Absence or Family Medical Leave (FMLA).
3. Employees should not have friends, relatives or co-workers report absences unless it is a bona-fide emergency situation and the employee is not physically able to call.

PROGRESSIVE STEPS FOR HANDLING ATTENDANCE SITUATIONS:

- In accordance with FAMC Corrective Action Policy, all incidents of unplanned, unscheduled absences or tardiness are counted as occurrences and are cumulative in determining appropriate corrective action. Supervisors follow the same steps and methods as described under Corrective Action processes for addressing Type I incidents of attendance and tardiness. In certain instances, severe weather or other extenuating situations may be taken into consideration in determining disciplinary action for specific unplanned absences.
- When a consistent pattern of tardiness or absence becomes apparent, it will be necessary for management to initiate formal corrective action with an employee. All attendance is tracked on a 12-month rolling calendar. The following criteria are used to define a pattern of excessive absence or tardiness:
 - Unplanned absence = (1) Occurrence
 - Tardy, reporting late for work = (1/2) Occurrence
(works at least ½ shift)

Employees working 40 to 80 hours in a two week pay period:

Verbal Coaching	Four (4) Occurrences
Written Warning	Six (6) Occurrences
Suspension	Eight (8) Occurrences
Termination	Ten (10) Occurrences

Employees working less than 40 hours in a two week pay period, including per diem:

Verbal Coaching	Two (2) Occurrences
Written Warning	Four (4) Occurrences
Suspension	Six (6) Occurrences
Termination	Eight (8) Occurrences

700.6 Labor Relations Policy

It has been FAMC's legacy, and it remains a key component of our mission, vision and values to cooperatively manage employee and labor relations through effective administration of competitive pay and benefits, good working conditions, and by providing employment opportunities that are personally challenging and professionally rewarding.

Although Fremont Area Medical Center is a non-union environment, FAMC believes in, practices and is guided by both employment law and contemporary business principles that advocate the individual and collective rights of employees to participate in FAMC's commitment to deliver excellence in patient care.

*You have joined a team with a commitment to patient care. **Our mission** is to optimize the health status of individuals by providing a wide range of accessible, customer-centered health care services in an efficient, cost-effective manner!*

Again, Welcome to Fremont Area Medical Center!