



St. Helena Parish Hospital

Employee Handbook

Effective Date: 07/25/25

Welcome to St. Helena Parish Hospital!

Here, we're a family. We believe that each and every employee helps to make SHPH successful. We look forward to you becoming a proud member of our team.

This Employee Handbook describes many of our policies. The Employee Handbook also outlines many of the programs and benefits available to eligible employees.

Many questions that you may have throughout your employment at St. Helena Parish Hospital will be answered in this Handbook. We suggest that you immediately become familiar with the Handbook, and keep it on hand to refer to in the future.

We are optimistic that your experience with SHPH will be stimulating, enjoyable, and rewarding. Again, welcome to Our Team!

Sincerely,

Naveed Awan, CEO/Administrator

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Mission Statement

Our mission at St. Helena Parish Hospital's is to improve the health and well-being of our community, one person at a time.

Community Built, Community Owned,
Community Operated, Community Proud.

Vision Statement

At St. Helena Parish Hospital our vision is to create healthier lives in our community by:

- Providing exceptional quality healthcare through education, prevention, responsibility, caring, and sharing.
- Continuously rethinking, reshaping, and refining rural healthcare for our community.
- Creating a reputation for being the best place for healthcare and the best place to work.
- Reinventing our culture to produce an environment of outstanding patient safety through teamwork.

Introductory Statement

This employee handbook will give you important information about working at SHPH. The policies in the handbook explain many of the benefits of working here. The handbook also explains what we expect of you and tells about many of our rules.

However, this employee handbook cannot cover every situation or answer every question about policies and benefits at SHPH. Also, sometimes we may need to change the handbook. SHPH has the right to add new policies, change policies, or cancel policies at any time. If we make changes to the handbook, we will tell you about the changes.

Customer Relations

Our guests are very important to us. Every employee represents SHPH to guests and the public. Our guests judge all of us by how we treat them. One of the highest priorities at SHPH is to help any guests or potential guests. Nothing is more important than being courteous, friendly, prompt, and helpful to our guests.

Visitors and patients to this Facility are frequently unfamiliar with our policies and routines. Every effort should be made to help them find their way around our facility and explain courteously the various policies whenever necessary.

If a guest wants to make a specific comment or a complaint, you should direct the person to the Director of Nursing for appropriate action. Your contacts with the public, your telephone manners, and any communications you send to guests reflect not just on you but also on the professionalism of SHPH. Good guest relations can build greater guest loyalty.

101 Nature of Employment

Effective Date: 6/27/2016

Revision Date: 10/28/2019

This handbook gives a general understanding of the personnel policies of SHPH. It should help answer many common questions. You should review all the policies in the handbook and become familiar with them.

However, this handbook cannot cover every situation or answer every question about employment at SHPH. This handbook is also not an employment contract and is not intended to create contractual obligations of any kind.

You became an employee at SHPH voluntarily and your employment is at will. "At will" means that you may terminate your employment at any time, with or without cause or advance notice. Likewise, "at will" means that SHPH may terminate your employment at will at any time, with or without cause or advance notice.

Sometimes we may need to change, add, or cancel policies or benefits. We want you to know that this could happen and that SHPH has the right to make changes. The only exception is that we will not change our employment-at-will policy. The only official changes to this handbook are changes that are authorized and signed by the Board of Commissioners of SHPH.

103 Equal Employment Opportunity

Effective Date: 6/27/2016

Revision Date: 10/28/2019

To give equal employment and advancement opportunities to all people, we make employment decisions at SHPH based on each person's performance, qualifications, and abilities. SHPH does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, gender, gender identity, national origin, age, genetics, military status, disability, or any other characteristic or activity protected by law.

We will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to SHPH.

Our Equal Employment Opportunity policy covers all employment practices, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If you have a question about any type of discrimination at work, talk with your immediate supervisor or the Ethics and Compliance Officer. You will not be punished for asking questions about this. Also, if we find out that anyone was illegally discriminating, that person will be subject to disciplinary action, up to and including termination of employment.

105 Hiring of Relatives

Effective Date: 6/27/2016

Revision Date:

When relatives or persons involved in a dating relationship work in the same area of an organization, it may cause problems at work. In addition to claims of favoritism and morale issues, personal conflicts from outside can sometimes carry over to work.

For this policy, we define a relative as any person who is related to you by blood or marriage, or whose relationship with you is similar to that of a relative. We define a dating relationship as a relationship that might reasonably be expected to lead to a consensual "romantic" or sexual relationship. This policy applies to all employees regardless of their gender or sexual orientation.

Our policy is that an employee may not directly work for a relative or supervise a relative. We also do not allow a person in a dating relationship to work for the other person in that relationship or to supervise the other person. SHPH also reserves the right to take quick action if an actual or potential conflict of interest arises involving relatives or persons involved in a dating relationship who are in positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If two employees become relatives, or start a dating relationship and one of them supervises the other, the one who is the supervisor is required to tell management about the relationship. We will then ask the two employees to decide which one of them is to be transferred to another available position. If they do not make that decision within 30 calendar days, SHPH will decide which one will be transferred or, if necessary, terminated from employment.

There may also be situations when there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved. In that case, we may separate the employees by reassignment or termination of employment. If you are in a close personal relationship with another employee, we ask that you avoid displays of affection or excessive personal conversation at work.

107 Immigration Law Compliance

Effective Date: 6/27/2016

Revision Date:

SHP-NH is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. We do not illegally discriminate because of a person's citizenship or national origin.

Because we comply with the Immigration Reform and Control Act of 1986, every new employee at SHPH is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility.

If you leave SHPH and are rehired, you must complete another Form I-9 if the previous I-9 with SHPH is more than three years old, or if the original I-9 is not accurate anymore, or if we no longer have the original I-9.

If you have questions or want information on the immigration laws, contact the Human Resources Department. If you ask questions or want to complain about the immigration law, you will not be punished in any way.

114 Disability Accommodation

Effective Date: 6/27/2016

Revision Date: 10/28/2019

SHPH is committed to complying fully with the Americans with Disabilities Act (ADA). We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. We conduct all our employment practices and activities on a non-discriminatory basis.

Our hiring procedures have been reviewed and they provide meaningful employment opportunities for persons with disabilities. When asked, we will make job applications available in alternative, accessible formats. We will also give assistance in completing the application. We only make pre-employment inquiries regarding an applicant's ability to perform the duties of the job.

Reasonable accommodation is available to an employee with a disability when the disability affects the performance of job functions. We make our employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. We make all types of leaves of absence available to all employees on an equal basis.

SHPH is also committed not to discriminate against any qualified employee or applicant because the person is related to or associated with a person with a disability. SHPH will follow any state or local law that gives more protection to a person with a disability than the ADA gives.

SHPH is committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, and local laws.

Effective Date: 07/30/2024

116 Job Posting

Effective Date: 6/27/2016

Revision Date: 10/28/2019

Our job posting program gives you the opportunity to show your interest in open jobs and to advance within the Organization according to your skills and experience. We post all job openings.

Job openings will be posted on the employee bulletin board and in the email system, and normally remain open for 3 days. Each job posting notice will include the dates of the posting period, job title, department, location, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, you must have performed competently for at least 90 calendar days in your current position. In addition, the Hospital/Nursing Home will consider other factors such as length of employment, skill, experience, ability, education, past performance, disciplinary record, etc. You should only apply for posted jobs for which you possess the required skills, competencies, and qualifications.

To apply for an open position, submit a job posting application to the Human Resources Director. List your job-related skills and accomplishments on the application. Also tell how your education and your work experience here or elsewhere make you qualified for the new job.

We encourage you to talk with your supervisor about your career plans. We also encourage supervisors to support your efforts to gain experience and advance within SHPH.

After you apply for a job, your supervisor may be contacted for information about your performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a possible transfer may also be discussed.

Job posting is a way to inform you of open jobs. It is also a way for the hiring manager to find out about qualified and interested applicants. In addition to posting, SHPH may use other recruiting sources to fill open jobs.

We encourage you to refer friends who may be interested in working at SHPH if they are qualified for an open position. You should first get your friend's permission to make the referral. You can give information about working at SHPH but be sure to not make any commitments or promises about employment.

201 Employment Categories

Effective Date: 6/27/2016

Revision Date: 10/28/2019

It is important that you understand the definitions of the employment classifications at SHPH and know your classification. The reason is because your employment classification helps determine your employment status and what benefits you are eligible for. If you have questions or are not sure what your employment classification is, see your supervisor.

These employment classifications do not guarantee employment with SHPH for any specific period of time. You became an employee at SHPH voluntarily and your employment is at will. "At will" means that you may terminate your employment at any time, with or without cause or advance notice. Likewise, "at will" means that SHPH may terminate your employment at any time, with or without cause or advance notice.

Depending on your job, you are either NONEXEMPT or EXEMPT from wage and hour laws. If you are a NONEXEMPT employee, you are entitled to overtime pay under the specific provisions of the laws. If you are an EXEMPT employee, you are excluded from specific provisions of wage and hour laws. Your EXEMPT or NONEXEMPT classification may be changed only with written notification by SHPH management.

In addition to being a Nonexempt or Exempt employee, you also belong to one of the following employment categories:

You are a REGULAR FULL-TIME employee if you are not assigned to a temporary or introductory status AND you are regularly scheduled to work the SHPH full-time schedule. In most cases, regular full-time employees are eligible for all SHPH benefit programs, subject to the terms, conditions, and limitations of each benefit program.

You are a PRN employee if you are not in a temporary or introductory status AND you are regularly scheduled to work at least one (1) shift a month. PRN employees receive all legally mandated benefits, such as Social Security and workers' compensation insurance. PRN employees are not eligible for the other SHPH benefit programs.

You are a PART TIME employee if you are regularly scheduled to work between 24 and 32 hours per pay period. Part Time employees receive all legally mandated benefits, such as Social Security and workers' compensation insurance. Part Time employees are not eligible for the other SHPH benefit programs.

You are an INTRODUCTORY employee if your performance is being evaluated to determine whether further employment in a specific position or with SHPH is appropriate. When you satisfactorily complete the introductory period, you will be told about your new employment classification.

202 Confidential Information

Effective Date: 6/27/2016

Revision Date: 10/28/2019

SHPH keeps personnel and employee health files on all employees. The personnel files include the job applications and related hiring documents, training records, performance documentation, salary history, and other employment records. The employee health files are maintained in a separate confidential file and are accessible only to those who have a legitimate business reason.

Personnel and employee health files are the property of SHPH. Because files contain confidential information, the only people who can see them are people with a legitimate business reason.

If you wish to review your own file, contact the Human Resources Department. You will need to give advance notice if you wish to see your file. You may review your file only when a representative of SHPH is also present, but no copies may be made.

Information about patient accounts and the Facility operations are confidential. Disclosing such information without the appropriate authorization could be embarrassing and have severe legal implication for this Facility and individuals involved.

Any sensitive subject matter (financial or legal data, personal information about outside contracts, salary information, medical information, employee evaluations, etc.) should be discussed only on a "need to know" basis. Another employee needs to know information only when it is necessary to carry out an assigned function.

Unauthorized disclosure of confidential information will be cause for disciplinary action.

203 Employment Reference Checks

Effective Date: 6/27/2016

Revision Date: 10/28/2019

To ensure that individuals who join SHPH are well qualified and have a strong potential to be productive and successful, it is the policy of SHPH to check the employment references of all applicants.

The Human Resources Director will respond to all reference check inquiries from other employers. Responses to such inquiries will be limited to date of hire, date of discharge, and last job position.

204 Personnel Data Changes

Effective Date: 6/27/2016

Revision Date:

It is important that SHPH have certain personal information about you in our records. You need to tell us as soon as there is a change to your mailing address, telephone numbers, marital status, dependents' information, educational accomplishments, and other possibly related information. We also need to have information about who to contact in case of an emergency. To change your personal information or if you have questions about what information is required, contact the Human Resources Director.

205 Introductory Period

Effective Date: 6/27/2016

Revision Date: 10/28/2019

SHPH has an introductory period for new employees. During the introductory period, we will evaluate your work habits and abilities to make sure that you can perform your job satisfactorily. The introductory period also gives you time to decide if the new job meets your expectations.

Since your employment with SHPH is voluntary and at will, you may terminate your employment at any time during or after the introductory period, with or without cause or advance notice. Likewise, SHPH also may terminate your employment at any time during or after the introductory period, with or without cause or advance notice.

The introductory period for all new and rehired employees is the first 90 calendar days after their hire date. During this period new hires are expected to complete required education (careLearning), LA Board of Ethics, Sexual Harassment, Management of Aggressive Behaviors (MOAB), and CPR (if applicable).

Employees should complete educational requirements within 90 days of hire date. However, if requirements are not completed within 90 days probation directors can extend the employees' introductory period to another 30 days. If the employee does not complete education requirements in the extended period, then the employee will need to be taken off schedule until requirements are met.

If you are absent for a significant amount of time during your introductory period, the length of the absence will automatically extend the introductory period. We may also extend the introductory period if we decide it was not long enough to evaluate your performance or if your performance rating was unsatisfactory or needs improvement. This could happen either during or at the end of the introductory period.

When employees satisfactorily complete the introductory period, they are assigned to the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as Social Security and workers' compensation insurance. After becoming regular employees, they may also be eligible for other SHPH benefit programs, subject to the terms and conditions of each benefit program. No PTO will be earned until after an employee satisfactorily completes their introductory period. On the day after an employee satisfactorily completes their introductory period, they will be credited with the product of the applicable PTO rate and their productive hours worked during their introductory period. For example, if an employee works 512.00 productive hours during their introductory period, they would be credited 0.05 (PTO rate for >2 years service) \times 512.00 (productive hours worked) = 25.60 PTO hours. Be sure to review the information for each benefits program to see the exact requirements.

208 Employment Applications

Effective Date: 6/27/2016

Revision Date:

We rely on the accuracy of the information you put on your employment application. We also expect that you and your references give accurate and true information during the hiring process and employment. If we find that any information is misleading, false, or was left out on purpose, we may reject an applicant from further consideration. If the person was already hired, it could result in termination of employment.

209 Performance Evaluations

Effective Date: 6/27/2016

Revision Date:

We encourage you and your supervisor to discuss job performance and goals on an informal, day-to-day basis. In addition, you and your supervisor will have formal performance evaluations to discuss your work and goals, to identify and correct weaknesses, and to encourage and recognize your strengths.

Performance evaluations are usually done every 12 months around the end of the calendar year.

210 Job Descriptions

Effective Date: 6/27/2016

Revision Date:

We aim to have accurate job descriptions for all jobs at SHPH. A job description includes job information, essential duties and responsibilities, supervisory responsibilities, qualifications, physical demands, and work environment.

We use the job descriptions to help new employees understand their jobs and their responsibilities. We also use job descriptions to identify the requirements of a job, set up the hiring criteria, set standards for employee performance evaluations, and establish a basis for making reasonable accommodations for individuals with disabilities.

The Department Director and the hiring manager prepare a job description when a new job is created. We review existing job descriptions and change them when a job changes. You can help by making sure that your job description is accurate and describes your job duties.

Your job description does not necessarily cover every task or duty that you might be assigned. You may be assigned additional responsibilities as necessary. If you have questions or concerns about your job description, contact the Department Director.

Please refer to HR Policy #HR.210.000, Job Descriptions.

214 Medical Information Privacy

Effective Date: 6/27/2016

Revision Date: 10/28/2019

This policy describes how health information about you may be used and disclosed and how you can get access to this information. If you have any questions, ask your boss or the Human Resources Director.

SHPH is committed to keeping our employees' personal information private. This policy of privacy applies to our health plans that are covered by Local, State, or Federal law, for example health benefit plans, dental plans, employee assistance plans, and pharmacy benefit programs. We will refer to all of these plans in this policy as the Benefit Plans.

The Benefit Plans are required by Local, State, and Federal law to protect the privacy of your health information and other personal information, and to provide you with notice about our policies and protections. When the Benefit Plans use or disclose your protected health information, the Benefit Plans promise to respect the privacy of that information.

The Benefit Plans will not use your protected health information or disclose it to others without your permission, except for the following reasons:

- * Treatment
- * Payment
- * Health Care Operations
- * Disclosure to Employer or Operating Company
- * Disclosure to Health Care Vendors and Accreditation Organizations
- * Public Health Activities
- * Health Oversight Activities
- * Research
- * To Comply with the Law
- * Judicial and Administrative Proceedings
- * When required by Law Enforcement Officials
- * Health or Safety
- * Government Functions
- * Workers' Compensation

The Benefit Plans may also disclose your protected health information when necessary to file claims with other insurance carriers.

214 Medical Information Privacy - Continued

The Benefit Plans will not use or disclose your protected health information for any purpose other than the purposes described in this policy without your written okay and agreement. You may take back an authorization that you gave before by sending a written request to the Human Resources Director, but not about any actions the Benefit Plans have already taken.

The Benefit Plans may disclose protected health information about you to a relative, a friend or any other person you identify, provided the information is directly relevant to that person's involvement with your health care or payment for your care. For example, if a family member or a caregiver calls us with knowledge of your protected health information, we may confirm it or answer questions about it. You have the right to stop or limit this type of disclosure by contacting the Human Resources Director. If you are a minor, you also may have the right to block your parents' access to your protected health information, if permitted by state law.

You have the right to additional restrictions on who can see your protected health information. While the Benefit Plans will consider all requests for restrictions carefully, they are not required to agree to a requested restriction.

You have the right to confidential communications about your protected health information confidentially. While the Benefit Plans will consider reasonable requests carefully, the Benefit Plans are not required to agree to all requests.

You have the right to see and copy your protected health information. If you ask for copies, the Benefit Plans may charge you copying and mailing costs.

You have the right to make corrections to your protected health information. If your doctor or another person created the information that you want to change, you should ask that person to change the information.

You have the right to know who your protected health information is disclosed to. If you request an accounting more than once during any 12-month period, the Benefit Plans will charge you a reasonable fee for each accounting statement after the first one.

You have the right to a paper copy of this policy. You may contact the Human Resources Director to obtain a paper copy of this policy, even if you agreed to receive this policy electronically.

If you want to make any of the requests listed above, you must contact the Human Resources Director. If you want more information about your privacy rights, do not understand your privacy rights, are concerned that the Benefit Plans have not respected your privacy rights, or disagree with a decision that the Plans made about who can see your protected health information, you may contact the Human Resources Director. You may also file written complaints with the Secretary of the U. S. Department of

Health and Human Services. We will not take any action against you if you file a complaint with the Secretary of Health and Human Services or the Human Resources Director.

Finally, the Benefit Plans may change this policy at any time. If the policy is changed, the Benefit Plans may make the new policy effective for all of your protected health information that the Benefit Plans maintain, including any information created or received before the new policy. If the Benefit Plans change this policy, you will be notified of the change.

216 Social Security Number Privacy

Effective Date: 6/27/2016

Revision Date:

To protect your personal information, SHPH will not use your Social Security number to identify you. That means we will not:

- * Publicly post or publicly display your Social Security number.
- * Print your Social Security number on any card you need to access our products or services.
- * Require you to send your Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.
- * Require you to use your Social Security number to access an Internet web site, unless a password or unique personal identification number or another authentication device is also required to access the Internet web site.
- * Print your Social Security number on any materials that are mailed to you, unless state or federal law requires the Social Security number to be on the document that is mailed.

However, Social Security numbers may be included in job applications and forms sent by mail.

If SHPH used your Social Security number in the past in a way that this policy now prohibits, we will continue using your Social Security number in that way, if:

- * The use of the Social Security number is continuous. If the use is stopped for any reason, the conditions listed above will apply.
- * You get a yearly memo that tells you that you have the right to stop the use of your Social Security number in a way that is prohibited by this policy.

A written request by you to stop the use of your Social Security number in a prohibited way will be taken care of within 30 days of our receiving the request. You will not be charged for stopping the use of your Social Security number. SHPH will not deny you services because you make a written request to stop the use of your Social Security number.

SHPH will continue to collect, use, or release Social Security numbers as required by state or federal law, and may use Social Security numbers for our own identification or authorization purposes. If you have questions about this policy or feel your Social Security number has been misused by SHPH, contact the Human Resources Director.

301 Employee Benefits

Effective Date: 6/27/2016

Revision Date:

SHPH gives eligible employees many benefits. Some benefits are required by law and cover all employees. The legally required benefits include Social Security, workers' compensation, and unemployment insurance.

There are several factors that decide if you are eligible for a benefit. One important factor is your employment classification. See your supervisor to find out which benefit programs you are eligible for. This employee handbook contains policies describing many of the benefit programs. Sometimes a policy will tell you that there is more information in another place such as the Summary Plan Document.

The following benefit programs are available to eligible employees:

- * 403(b) Savings Plan
- * Bereavement Leave
- * Cafeteria
- * Dental Insurance
- * Family Leave
- * Health Insurance
- * Holidays
- * Jury Duty Leave
- * Life Insurance
- * Long-Term Disability
- * Medical Leave
- * Paid Time Off (PTO)
- * Short-Term Disability
- * Sick Leave Benefits
- * Supplemental Life Insurance
- * Supplemental Medical Coverage
- * Vision Insurance

You may have to pay part or all of the cost for some benefits but SHPH fully pays for many of them.

303 Vacation Benefits

Effective Date: 6/27/2016

Revision Date: 10/28/2019

SHPH offers paid time off (PTO) to eligible employees. Employees in the following employment classifications are eligible for PTO:

- * Regular full-time employees

The amount of PTO you receive each year depends on how long you have been working. This is the schedule for accruing PTO:

*Upon initial eligibility the employee is entitled up to 13 days PTO each anniversary of employment, accrued biweekly at the rate of .05 hours for every hour worked (up to 40 hours worked per week).

*From initial employment to 2 years of eligible service the employee is entitled up to 13 days PTO each year, accrued biweekly at the rate of .05 hours for every hour worked (up to 40 hours worked per week).

*From 3 - 5 years of eligible service the employee is entitled up to 18 days PTO each year, accrued biweekly at the rate of .069231 hours for every hour worked (up to 40 hours worked per week).

*From 6 - 15 years of eligible service the employee is entitled up to 23 days PTO each year, accrued biweekly at the rate of .088462 hours for every hour worked (up to 40 hours worked per week).

*After 16 years of eligible service the employee is entitled up to 28 days PTO each year, accrued biweekly at the rate of .107692 hours for every hour worked (up to 40 hours worked per week).

We calculate the length of eligible service on the basis of a "benefit year". A "benefit year" is the 12-month period that begins when you start earning PTO. Your benefit year may be extended for any significant leave of absence except military leave of absence. (Military leaves do not affect the benefit year calculation.) See the leave of absence policies in this handbook for information on how each type of leave affects PTO accruals.

Once you enter an eligible employment classification, you begin to earn PTO according to the schedule in this policy. No PTO will be earned until after an employee satisfactorily completes their introductory period and becomes classified as a regular, full-time employee.

To schedule your PTO, you should first ask for advance approval from your supervisor. Each request will be reviewed based on a number of factors, including our business needs and staffing requirements. You will be paid for PTO at your base pay rate as of the time of the PTO. You may only use PTO up to a total of 40 hours in one week. PTO does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

We encourage you to use your available PTO for rest and relaxation. If you do not use your available PTO by the end of a benefit year, you may carry over the unused time to the next benefit year. Maximum PTO hours an employee may accrue is 272 hours. Any hours beyond 272 hours are lost, are not paid, and will not be carried over.

If your regular, full-time employment terminates, you will be paid for any unused PTO that has been earned through your last day of work.

305 Holidays

Effective Date: 6/27/2016

Revision Date: 10/28/2019

SHPH gives time off to all employees on the following holidays:

- * New Year's Day (January 1)
- * Martin Luther King, Jr. Day (third Monday in January) (odd years only)
- * Good Friday (Friday before Easter)
- * Memorial Day (last Monday in May) (even years only)
- * Independence Day (July 4)
- * Labor Day (first Monday in September)
- * Thanksgiving (fourth Thursday in November)
- * Christmas Eve (December 24)
- * Christmas Day (December 25)

Eligible employees will be paid for holiday time off to the extent they have PTO time to fund that holiday. If you are eligible, your holiday pay will be calculated at your straight-time pay rate as of that holiday multiplied by the number of hours you would normally have worked that day.

Employees in the following employment classifications are eligible for holiday time off with pay once they have completed 90 calendar days of service in one of these classifications:

- * Regular full-time employees

If a recognized holiday falls on a Saturday, SHPH will normally observe it on the Friday before the holiday. If a recognized holiday falls on a Sunday, SHPH will normally observe it on the Monday after the holiday.

If eligible nonexempt employees work on a recognized holiday, they will receive their wages at one and one-half times their straight-time rate as such for the hours they worked on the holiday. This increased rate will not be in effect for employees working on observed holidays.

Holidays can't be funded by sick time. We do not count holiday paid time off as hours worked when calculating overtime.

306 Workers' Compensation Insurance

Effective Date: 6/27/2016

Revision Date:

SHPH provides a comprehensive workers' compensation insurance program to our employees. This program does not cost you anything.

The workers' compensation program covers injuries or illnesses that might happen during the course of your employment that require medical, surgical, or hospital treatment. Subject to legal requirements, workers' compensation insurance begins after a short waiting period, or if you are hospitalized, the benefits begin immediately.

It is very important that you tell your supervisor immediately about any work-related injury or illness, regardless of how minor it might seem at the time. Prompt reporting helps to make sure that you qualify for coverage as quickly as possible and lets us investigate the matter promptly.

For Employees That Become Injured on the "Job"

What to do if you are "injured"

- Report the "injury" immediately to your Department Director
- Director will provide first aid or take you to the Emergency Department.
- Employee must have a "Work Ability Form" form filled out by treating doctor to return to work.
- Director completes a "Report of Injury" form with employee.
- Witness Report must be filled out as completely as possible by any witnesses.
- The employee report and witness report must be turned in to the Safety Department Immediately.
- Post injury Interview will be completed by the director on the next day if the incident occurred at night or later in the same day if occurred in the morning.
- Employee must make themselves available for weekly meetings concerning their health/work status.

All injured employees are subject to drug and alcohol screening. If you refuse to be tested for drugs, you may be subject to disciplinary action, up to and including termination of employment.

For those individuals properly released from duty by a physician due to injury sustained on the job, leave of absence is granted in the same manner as any other medical leave of absence.

307 Sick Leave Benefits

Effective Date: 6/27/2016

Revision Date: 10/28/2019

SHPH provides paid sick leave benefits to eligible employees who are temporarily absent for medical reasons, including their own illness, injury, or pregnancy. Employees in the following employment classifications are eligible for sick leave:

* Regular full-time employees

If you are eligible, you will accrue sick leave benefits at the rate of 0.046125 hours for every hour worked (up to 40 hours per week). You can use paid sick leave after you complete a 90 day waiting period from the date you become eligible to accrue sick leave benefits.

You may use sick leave benefits to be absent because you are ill or injured. The sick benefit will not be paid on the first day of each time off for illness. It will be required that the employees use one (1) day PTO (or an unpaid day if the employee has no PTO), on the second consecutive day, sick time can then be accessed for that day and any other consecutive days.

Employees may use sick leave on the first day of an illness if they visit SHPH RHC or ED while ill, and it is recommended by the provider that the employee stay home. If the illness is not an emergency and is during business hours (Monday through Friday, 8:00am-4:30pm) the employee must visit the Rural Health Clinic. If the onset of illness is after hours, or is an emergency, the employee may visit the Emergency Department.

If you cannot report to work because of a medical reason of yourself, you should notify your supervisor as soon as possible before the scheduled start of your workday. Your supervisor must also be contacted on each additional day of absence.

If you are absent for three or more consecutive days due to illness or injury, you must give us a doctor's statement that states you are ill or injured, when it began, and when you should be able to return to work. All medical excuses turned in for time off requests must be signed by the medical provider, unsigned excuses will not be accepted. We may also request a similar statement for other sick leave absences of less than three days. Before you can return to work after a sick leave absence of 3 calendar days or more, you must give us a doctor's statement that you may safely return to work. We may, alternatively, ask that you complete a FMLA document if the absence is for a serious health condition.

Following a serious health condition that requires a hospital stay or a medical procedure, sick time may be used for the follow up visit to the doctor. However, sick time may not be used for a regular doctor appointment- use PTO.

Your sick leave benefits will be calculated based on your base pay rate at the time of your absence. Sick leave benefits do not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Unused sick leave benefits will be allowed to accumulate until you have accrued 240 hours of sick leave. If your unused sick leave reaches this maximum, you will temporarily stop accruing sick leave. When you start using sick leave again and the total accrued sick leave falls below 240 hours, you will start accruing sick leave again.

Sick leave benefits are meant to provide income protection in the case you are ill or injured. They may not be used

for any other absence. You will not be paid for unused sick leave benefits while you are employed and you will also not be paid for unused sick leave benefits when your employment terminates.

309 Bereavement Leave

Effective Date: 6/27/2016

Revision Date: 10/28/2019

SHPH provides bereavement leave to regular, full-time employees who need to take time off because a family member died. To ask for bereavement leave, see your supervisor.

The number of days granted are defined below, and will be paid only for time lost from regularly scheduled work.

Immediate Family Member: (Spouse, child (step, natural, or adopted), mother, father, brother, sister, Mother-in-law, Father-in-law) The employee will be allowed up to 2 days of paid leave.

Other Family Member: (Grandchild, grandparent, sister-in-law, brother-in-law, daughter-in-law, son-in-law) The employees will be allowed 1 day paid leave.

**You may be required to provide an obituary naming you as a relative, or a copy of a program proving funeral attendance to be paid bereavement leave.

While you are on a paid bereavement leave, you will get your base pay rate but you will not get any special forms of pay, such as incentives, commissions, bonuses, or shift differentials. Time paid for funeral leave will not be counted as hours worked for calculating overtime.

Additional days of absence without pay or by use of PTO days with pay may be granted for an extended period of bereavement or to attend the funeral of someone not designated above.

We normally will give you bereavement leave unless there are business reasons that require you to be at work. With your supervisor's approval, you can use any available paid leave benefits you have, such as vacation, if you need more time off.

311 Jury Duty

Effective Date: 6/27/2016

Revision Date:

SHPH encourages you to fulfill your civic responsibilities by serving jury duty if you get a summons.

If you are eligible for jury duty, you will be paid at your base rate of pay for the number of hours you would normally have worked that day. Employees in the following classifications are eligible for paid jury duty leave:

* Regular full-time employees

If you get a jury duty summons, show it to your supervisor as soon as possible. This will help us plan for your possible absence from work. We expect you to come to work whenever the court schedule permits.

Either you or SHPH may ask the court to excuse you from jury duty if necessary. We may ask that you be relieved from going on jury duty if we think that your absence would cause serious operational problems for SHPH.

313 Benefits Continuation (COBRA)

Effective Date: 6/27/2016

Revision Date:

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) helps employees and their dependents to continue their health insurance even if they are no longer eligible under our health plan.

There are strict rules about when you can use COBRA. COBRA lets an eligible employee and dependents choose to continue their health insurance when a "qualifying event" happens. Qualifying events include the employee's resignation, termination, leave of absence, shorter work hours, divorce, legal separation, or death. Another qualifying event is when a dependent child stops being eligible for coverage under your health insurance.

If you continue your insurance under COBRA, you will pay the full cost of the insurance at SHPH's group rates plus an administration fee. When you become eligible for our health insurance plan, we will give you a written notice describing your COBRA rights. Because the notice contains important information about your rights and what to do if you need COBRA, be sure to read it carefully.

316 Health Insurance

Effective Date: 6/27/2016

Revision Date:

Our health insurance plan offers medical, dental, and vision care benefits to eligible employees and their dependents. After 60 days of employment, employees in the following employment classifications are eligible to enroll in the health insurance plan:

- * Regular full-time employees

Insurance coverage would begin the 1st of the month following the initial 60 days of employment.

The eligible employees can enroll in the health insurance plan subject to the terms and conditions of the agreement between SHPH and its insurance carrier.

If you are enrolled in the health insurance plan and change to an employment classification that would make you no longer eligible, you may be able to continue your health care benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). See the Benefits Continuation (COBRA) Policy in this handbook for more information.

There are more details about our health insurance plan in the Summary Plan Description (SPD). When you become eligible for health insurance, you will receive an SPD and rate information. If you have questions about our health insurance plan, contact the Human Resources Department for more information.

317 Life Insurance

Effective Date: 6/27/2016

Revision Date:

SHPH offers a basic life insurance plan for eligible employees. Eligible employees may also purchase additional supplemental life insurance for themselves. Eligible employees may also purchase life insurance for their dependents.

The basic life insurance plan includes Accidental Death and Dismemberment (AD&D) insurance. AD&D provides benefits in case an accident causes a serious injury or death.

Employees in the following employment classifications are eligible to enroll in the life insurance plan:

- * Regular full-time employees

The eligible employees may participate in the life insurance plan subject to the terms and conditions of the agreement between SHPH and its insurance carrier.

There are more details about our basic life insurance plan in the Summary Plan Description. If you have questions about our life insurance plan, contact the Human Resources Department for more information.

320 403(b) Savings Plan

Effective Date: 6/27/2016

Revision Date: 10/28/2019

SHPH offers a 403(b) savings plan to help eligible employees save for the future and their retirement years.

To be eligible to join our 403(b) savings plan, you must be 21 years of age or older. You may join the plan at any time following employment. When you are eligible, you may participate in the 403(b) plan subject to all the terms and conditions of the plan.

You choose how much salary you wish to contribute to the 403(b) plan. You also will choose how your plan account should be invested. SHPH adds a matching amount to each employee's 403(b) contribution as allowed.

Your 403 (b) contribution is taken from your pay before the federal and state taxes are calculated for your paycheck. That means that you will pay lower taxes now while you are contributing to the 403 (b) plan. Your 403(b) account will be taxed when you take money out of it in the future but at that time it is possible that you will pay taxes at a lower rate.

There are more details about our 403(b) savings plan in the Summary Plan Description. If you have questions about the 403(b) plan, contact the Human Resources Department for more information.

324 Employee Assistance Program

Effective Date: 6/27/2016

Revision Date:

The Employee Assistance Program (EAP) can help you to solve personal problems that might be affecting your work life or personal life. The EAP offers counseling services to you and your immediate family members to help deal with problems such as alcohol or drug abuse, marital or family tensions, financial or legal troubles, and emotional distress. The EAP can help analyze the problem, give counseling and, if necessary, refer you to community or private services for long-term help.

The EAP is confidential and keeps all your information private. The EAP cannot release the information you give them unless you approve it in writing. If you talk with the EAP, it will not be recorded in your personnel file.

There is no charge for you to talk to an EAP counselor because SHPH pays for the EAP. If the EAP counselor thinks that more counseling is needed, the counselor will tell you what other services are available and if the costs will be covered by our health plan. If you get counseling from people outside the EAP, you will be responsible for paying for any costs that are not covered by health insurance.

We encourage you to talk with the EAP if you are having problems in your life. Call 225-222-4006 to talk with an EAP counselor.

401 Timekeeping

Effective Date: 5/23/2016

Revision Date: 10/28/2019, 8/25/2023

Nonexempt employees are responsible for accurately recording the hours they work. The law requires SHPH to keep accurate records of "time worked" in order to correctly calculate employee pay and benefits. "Time worked" means all the time that nonexempt employees spend performing work for the Hospital/Nursing Home.

If you are a nonexempt employee, you must accurately record the time you start and stop work, when you start and end any meal periods or split shifts, and when you leave the workplace for personal reasons. Before you work any overtime, you must always get advance approval.

Falsifying time records is a serious matter. You may not change time after it is already recorded, enter a false time on purpose, tamper with time records, or record other employees' time for them. If you do any of these actions, you may be subject to disciplinary action, up to and including termination

If you are a nonexempt employee, you should not start working more than 7 minutes before your scheduled start time. You should also not continue working more than 7 minutes after your schedule end time. Any changes to the normal schedule must be approved in advance. Self scheduling for convenience is not allowed.

Employees are to use facial recognition to clock in for the daily recording of time worked. If an employee has a missed punch, they must send a request to their supervisor to communicate any missed punches, punch adjustments, absence requests, and scheduled adjustments needed by employee. A message/reason must be entered in 3R when sending a request, this allows the employee to provide more information for request. The request must be authorized by the supervisor no later than the payroll ending date. Employees must verify their timesheet, especially when changes occur.

Badges are used for identification of facility employees. If the badge is lost or stolen, another card will be issued at current actual replacement cost to the employee. If the badge is damaged, there is no charge for replacement permitting the damaged badge to be returned.

Each employee must "clock in" at the beginning of the shift and "clock out" at the end of the shift. "Clocking in and out" for another employee is not permitted and may be cause for disciplinary action, up to and including termination.

Anytime an employee leaves the Facility premises, with the exception of official business, the employee must clock out and then clock back in upon return.

Employees must verify their time sheets to say they are accurate. Directors will authorize employees timesheets before payroll processing begins. If there is Overtime slips, should be given to Payroll Supervisor.

We expect SHPH employees to be reliable and punctual. You should report for work on time and as scheduled. If you cannot come to work or you will be late for any reason, you must notify your supervisor as soon as possible. No call, no show may result in termination of employment.

Unplanned absences can disrupt work, inconvenience other employees, and affect productivity. If you have a poor attendance record or excessive lateness, you may be subject to disciplinary action, up to and including termination of employment.

For complete policy and procedure please refer to HR Policy #HR.401.300, Time and Attendance Policy.

403 Paydays

Effective Date: 6/27/2016

Revision Date: 10/28/2019

All employees are normally paid biweekly on every other Friday. Each paycheck includes pay for all work performed through the end of the previous payroll period.

SHPH has a direct deposit program. Direct deposit means that we will deposit your pay directly into your bank account. On payday, you will be able to view your statement explaining how much you were paid and all the details on 3R. If you do not know how to login, see your department director for details and instructions.

Direct Deposit is a requirement. If you do not have a bank account, you will be required to obtain a payroll card. See the Payroll Supervisor if you need help obtaining a payroll card.

405 Employment Termination

Effective Date: 6/27/2016

Revision Date:

There can be many reasons why employment may terminate. The following are some of the most common reasons for termination of employment:

- * Resignation - voluntary employment termination initiated by an employee.
- * Discharge - involuntary employment termination initiated by the organization.

Your benefits are affected by termination in several ways. All accrued, vested benefits that are due and payable at termination will be paid out. You may be allowed to continue some benefits by paying for them yourself. You will be notified in writing about which benefits you can continue and the limitations and details of how to continue them.

409 Administrative Pay Corrections

Effective Date: 6/27/2016

Revision Date:

SHPH tries to make sure that you are paid correctly and on scheduled paydays. In case you find a mistake in your pay, tell the Payroll Supervisor immediately so that the error can be corrected as quickly as possible.

410 Pay Deductions and Setoffs

Effective Date: 6/27/2016

Revision Date:

Laws require SHPH to take deductions from your pay. Deductions are money taken from your pay for certain things such as federal, state, and local taxes. The law also requires us to deduct Social Security taxes from your pay. We must deduct up to a certain amount called the Social Security "wage base". We also contribute to your Social Security. We pay the same amount of Social Security tax to the government as we deduct from your pay.

SHPH also offers programs and benefits to eligible employees that are not required by law. You may ask us to deduct money from your pay to cover your payment for these programs.

We may have to take a "pay setoff" from your paycheck. Pay setoffs mean that SHPH must deduct money from your paycheck to pay off a debt you owe us or someone else.

If you want to know why money was deducted from your paycheck or how your pay is calculated, see your supervisor.

501 Safety

Effective Date: 6/27/2016

Revision Date:

Our workplace safety program is a top priority at SHPH. We want SHPH to be a safe and healthy place for employees, patients, and visitors. The Safety Manager is responsible for implementing, administering, monitoring, and evaluating the safety program. A successful safety program depends on everyone being alert and committed to safety.

We regularly communicate in different ways with employees about workplace safety and health issues. These communications may include supervisor-employee meetings, bulletin board postings, memos, or other written communications.

You are expected to obey all safety rules and be careful at work. You must immediately report any unsafe condition to the appropriate supervisor. If you violate SHPH safety standards, you may be subject to disciplinary action, up to and including termination of employment. Violations include causing a hazardous or dangerous situation, not reporting a hazardous or dangerous situation, and not correcting a problem even though you could have corrected it.

It is very important that you tell the Safety Manager or the appropriate supervisor immediately about any accident that causes an injury, no matter how minor it might seem at the time. When you report it quickly, we can investigate the accident promptly, follow the laws, and start insurance and worker's compensation processing.

502 Work Schedules

Effective Date: 6/27/2016

Revision Date:

There are different work schedules at SHPH. Your supervisor will tell about your work schedule.

Our staffing needs and work demands may require that we change the starting and ending times of work schedules. We may also need to change the number of work hours that are scheduled each day and week.

Flexible scheduling lets you vary the times you start and end work on approved days within certain time limits. To have flextime, you and your supervisor must agree in writing on the schedule together. Approval of flexible scheduling will depend on our staffing needs, your performance, and the needs of your job. If you are interested in flextime, talk with your supervisor.

504 Use of Phone and Mail Systems

Effective Date: 6/27/2016

Revision Date: 8/25/2023

SHPH telephones are reserved for business use only. Therefore, you may not make outgoing personal calls, even if they are local calls. If you make personal calls on SHPH business phones, we may require that you pay us for any charges.

Our telephone communications are an important reflection of our image to guests and the community. Always use proper telephone etiquette. The following are some examples of good telephone etiquette: use the approved greeting, speak courteously and professionally, repeat information back to the caller, and only hang up after the caller hangs up.

Personal cell phones and other personal electronic devices must always be in the silent or vibration mode (in all patient care areas and while interacting with patients and visitors).

Cell phone use at SHPH will be for work-related activities only. Employees are not permitted to use any cell phones (personal cell phones or those provided by SHPH) while providing direct patient care or any healthcare services, and this includes the use of these devices for conversation/verbal communication as well as text messaging. Employees are encouraged not to use cell phones in public areas at SHPH or in front of patients, visitors, or guests.

SHPH does not permit the use of personal cell phone cameras in the workplace unless provided and/or approved by SHPH.

505 Smoking

Effective Date: 6/27/2016

Revision Date: 10/28/2019

SHPH is a tobacco-free facility. Smoking and other forms of tobacco are prohibited on SHPH campus and all locations.

The use of electronic cigarettes and any other smoking devices is considered "smoking" as it pertains to this policy.

This policy applies equally to all employees as well as to our patients and visitors.

For further information, please see Administrative Policy, Tobacco Free Campus.

506 Rest and Meal Periods

Effective Date: 07/30/2024

Effective Date: 6/27/2016

Revision Date: 10/28/2019

If you are a full-time nonexempt employee, you will be permitted one 15 minute break for every four (4) hours worked if work allows. When possible, rest periods will be scheduled in the middle of work periods. Because rest time is counted and paid as time you worked, you must not be absent from your workstation longer than the rest period allows. Break periods may not be taken together, attached to a meal period, or broken into smaller, more frequent breaks.

All full-time employees who work a minimum of five (5) consecutive hours will normally have one meal period of 30 consecutive uninterrupted minutes in length each workday. Your supervisor will schedule your meal period to accommodate operating requirements. During meal periods, you are not subject to any work responsibilities or restrictions. You will not be paid for meal period time.

507 Overtime

Effective Date: 6/27/2016

Revision Date: 10/28/2019

There may be times when SHPH cannot meet its operating requirements or other needs during regular working hours. If this happens, we may give employees the opportunity to work overtime.

It is our policy that no overtime can be worked without the approval and authorization of the supervisor. We try to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

Nonexempt employees will receive overtime pay in accordance with the wage and hour laws. Overtime pay is based on the actual hours worked. For this reason, time off for sick leave, vacation, and other paid or unpaid leaves of absence is not counted as hours worked when calculating overtime pay.

If you work overtime without first getting your supervisor's approval, you may be subject to disciplinary action, up to and including possible termination of employment.

512 Business Travel Expenses

Effective Date: 6/27/2016

Revision Date:

We will reimburse you for reasonable business travel expenses if the CEO approves the travel in advance. After a trip is approved, you are responsible for making your own travel arrangements.

We reimburse approved travel expenses such as travel, meals, lodging, and other expenses as long as they were necessary to meet the objectives of the trip. You are expected to keep expenses within reasonable limits.

We will generally reimburse you for the following expenses:

- * Airfare or train fare for travel in coach or economy class or the lowest available fare.
- * Car rental fees, only for compact or mid-sized cars.
- * Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel. Taxi fares, only when there is no less expensive alternative.
- * Mileage costs for use of personal cars, only when less expensive transportation is not available.
- * Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings.
- * Cost of meals, no more lavish than would be eaten at the employee's own expense for overnight travel. If you are traveling for only one day, lunch will be reimbursed only if it is not provided.

(Alcohol will not be reimbursed.)
- * Tips not exceeding 15% of the total cost of a meal or 10% of a taxi fare.

If you are involved in an accident while on business travel, immediately report the accident to your supervisor. If you use a vehicle owned, leased, or rented by SHPH, you may not use that vehicle for personal reasons unless you obtained advance approval.

When a business trip is over, submit your completed travel expense report within 30 days. With your expense report, you must also submit receipts for every expense item. See your supervisor for help and questions about business travel, expense reports, or any other travel issues.

It is a very serious matter if you record false or misleading information on your expense report. You may not request reimbursement for expenses that you did not have or that were not business-related. Employees who do not follow this business travel policy could be subject to disciplinary action, up to and including termination of employment.

516 Computer and Email Usage

Effective Date: 6/27/2016

Revision Date: 10/28/2019

To help you do your job, SHPH may give you access to computers, computer files, the email system, and software. You should not use a password, access a file, or retrieve any stored communication without authorization. To make sure that all employees follow this policy, we may monitor computer and email usage. This includes but is not limited to any type of social media.

We try hard to have a workplace that is free of harassment, discrimination, and retaliation, and sensitive to the diversity of our employees. Therefore, we do not allow employees to use computers and email in ways that may violate our policies.

At SHPH you may not display, download, or email sexually explicit images, messages, and cartoons. You also may not use computers and email for ethnic slurs, racial comments, off-color jokes, or anything that another person might take as harassment or disrespect. Installation of software on any workstation that is not required for that person's job is prohibited.

You may not use email to ask other people to contribute to or to tell them about businesses outside of SHPH, religious or political causes, outside organizations, or any other non-business matters.

SHPH buys and licenses computer software for business purposes. We do not own the copyright to this software or its documentation. Unless the software developer authorizes us, we do not have the right to use the software on more than one computer.

You may only use software on local area networks or on multiple machines according to the software license agreement. SHPH prohibits the illegal duplication of software and its documentation.

By using the Hospital/Nursing Home's electronic systems, including computers, telephones, and the like, you acknowledge and agree that there is no expectation of privacy when using these devices.

If you know about any violations to this policy, notify your supervisor, the Human Resources Department or any member of management. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

Please refer to HR Policy #HR.516.000, Electronic Communications Policy.

517 Internet Usage

Effective Date: 6/27/2016

Revision Date: 10/28/2019

SHPH may provide you with Internet access to help you do your job. This policy explains our guidelines for using the Internet. Internet usage is intended for job-related activities but short, occasional personal use is allowed as long as you keep it within reasonable limits.

All Internet data that is written, sent, or received through our computer systems is part of official SHPH records. That means that we can be legally required to show that information to law enforcement or other parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and legal.

The equipment, services, and technology that you use to access the Internet are the property of SHPH. Therefore, we reserve the right to monitor how you use the Internet. We also reserve the right to find and read any data that you write, send, or receive through our online connections or is stored in our computer systems. By using the Hospital/Nursing Home's electronic systems, you acknowledge and agree that there is no expectation of privacy when using these devices.

You may not write, send, read, or receive data through the Internet that contains content that could be considered discriminatory, offensive, obscene, threatening, harassing, or intimidating to any employee or other person.

Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic or activity protected by law.

SHPH does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet. As a general rule, if you did not create the material, do not own the rights to it, or have not received authorization for its use, you may not put the material on the Internet. You are also responsible for making sure that anyone who sends you material over the Internet has the appropriate distribution rights.

Before you download or copy a file from the Internet, it must be checked for viruses. All compressed files must be checked for viruses both before and after decompression. If you use the Internet in a way that violates the law or SHPH policies, you will be subject to disciplinary action, up to and including termination of employment. You may also be held personally liable for violating this policy.

The following are some examples of prohibited activities that violate this Internet policy:

- * Sending or posting discriminatory, harassing, or threatening messages or images
- * Using the organization's time and resources for personal gain
- * Stealing, using, or disclosing someone else's code or password without authorization
- * Copying, pirating, or downloading software and electronic files without permission
- * Sending or posting confidential material about employees/patients, trade secrets, or proprietary

517 Internet Usage - Continued

information outside of the organization

- * Violating copyright law
- * Failing to observe licensing agreements
- * Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- * Participating in the viewing or exchange of pornography or obscene materials
- * Sending or posting messages that defame or slander other individuals
- * Attempting to break into the computer system of another organization or person
- * Refusing to cooperate with a security investigation
- * Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- * Using the Internet for political causes or activities, religious activities, or any sort of gambling
- * Jeopardizing the security of the organization's electronic communications systems
- * Sending or posting messages that disparage another organization's products or services
- * Passing off personal views as representing those of the organization
- * Sending anonymous email messages
- * Engaging in any other illegal activities

522 Workplace Violence Prevention

Effective Date: 6/27/2016

Revision Date: 10/28/2019

We are committed to preventing workplace violence and making SHPH a safe place to work. This policy explains our guidelines for dealing with intimidation, harassment, violent acts, or threats of violence that might occur during business hours or on our premises at anytime.

You are expected to treat your co-workers, including supervisors and temporary employees, with courtesy and respect at all times. You should not fight, play tricks on others, or behave in any way that might be dangerous to other people. We do not allow firearms, weapons, and other dangerous or hazardous devices and substances on the premises of SHPH without proper authorization.

SHPH does not allow behavior at any time that threatens, intimidates, bullies, or coerces another employee, a patient, or a member of the public. This includes off-duty periods. We do not permit any act of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic or activity protected by federal, state, or local law.

You should immediately report a threat of violence or an act of violence by anyone to your supervisor or another member of management. If you report a threat of violence, give every detail you can.

Be sure to immediately report any suspicious person or activities to a supervisor. Do not place yourself in danger. If you see or hear trouble or a disturbance near your work area, do not try to see what is happening or try to stop it.

We will promptly, thoroughly, and objectively investigate all reports of violent acts or threats of violence in a confidential manner. We will also promptly and completely investigate all suspicious people and activities. We will protect the identity of a person who makes a report when practical. Until we have investigated a report, we may suspend an employee, either with or without pay, if we think it is necessary for safety reasons or to do the investigation.

If you commit a violent act, threaten violence, or violate these guidelines in another way, you will be subject to disciplinary action, up to and including termination of employment.

If you are having a dispute with another employee, we encourage you to talk it over with your supervisor or the Human Resources Department. SHPH wants to help you work out problems before they become more serious and possibly violent. We will not discipline you for bringing these types of problems to our attention.

525 Personal Cell Phone Use While Working

Effective Date: 6/27/2016

Revision Date: 10/28/2019

While at work, employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of Hospital/Nursing Home telephones. Excessive personal calls, texting, or using a cell phone in other ways during the workday, regardless of the phone used, can interfere with productivity and be distracting to others. Employees should restrict their personal calls, texts, and use of a phone during work time and only use their personal cell phones during scheduled breaks or scheduled lunch periods in non-working areas. Employees are therefore asked to make any other personal calls or texts on non-work time where possible and to ensure that friends and family members are aware of the Hospital/Nursing Home's policy.

Flexibility will be provided in emergent situations.

The Hospital/Nursing Home will not be liable for the loss of personal cell phones brought into the workplace.

For complete guidelines please refer to the Use of Cellular Phones and Other Personal Electronic Devices Policy, HR Policy #HR.525.000.

527 Social Media Use

Effective Date: 8/26/2019

Revision Date:

We understand that social media has become a part of many of our employees' day-to-day lives. While social media use is a personal choice, we seek to provide guidelines to help employees when their social media activity may concern SHPH.

Social media outlets are public communications channels that can be accessed by anyone and are publicly accessible and located on Web service. Examples include: Twitter, Facebook, LinkedIn, Flickr, Snapchat, Instagram, YouTube, third-party wikis, virtual worlds, and/or blog hosting sites; however, are not all inclusive.

Employees must comply with all Hospital policies when posting to a social media account or other web page, including the Hospital's electronic information access and usage policy, code of conduct, and disclosure policy.

Employees must adhere to federal and state laws applicable to the protection of patient health information.

Employees are prohibited from disclosing confidential patient or organizational information, whose disclosure is not protected by law, regardless of whether they are using a business or personal device.

SHPH cannot and does not wish to prohibit employees from referencing their employment at SHPH; however, if this Hospital is the subject of the content that is created, the employee must be clear and open about the fact that the post is from an employee of this Hospital and must clearly state that the views expressed do not represent those of the Hospital, fellow employees, patients, visitors, vendors, or people working on behalf of this Hospital.

For further guidance, please refer to the Social Media Policy, #HR527.000.

Effective Date: 07/30/2024

601 Family and Medical Leave (FMLA)

Effective Date: 6/27/2016

Revision Date: 10/28/2019

SHPH will provide Family and Medical Leave Act (FMLA) leave to its eligible employees. The Hospital/Nursing Home posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes with this policy, you must contact Human Resources in writing.

A. General Provisions

Under this policy, SHPH will grant up to 12 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave to care for a covered servicemember with a serious injury or illness). The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

B. Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

- 1) The employee must have worked for the Hospital/Nursing Home for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- 2) The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
- 3) The employee must work in a worksite where 50 or more employees are employed by the Hospital/Nursing Home within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

C. Type of Leave Covered

To qualify as FMLA leave under this policy, the leave must be for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child.
- 2) The placement of a child for adoption or foster care and to care for the newly placed child.
- 3) To care for a spouse, child or parent with a serious health condition (described below).
- 4) The serious health condition (described below) of the employee.

601 Family and Medical Leave (FMLA) – Continued

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of his or her position.

Under the FMLA, a “spouse” means a husband or wife. Husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either:

- a) was entered into in a state that recognizes such marriages; or
- b) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the Hospital/Nursing Home's sick leave policy are encouraged to consult with the Human Resources Director.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the Hospital/Nursing Home may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

- 5) Qualifying exigency leave for families of members of the National Guard or Reserve or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:

- a) short-notice deployment
- b) military events and activities
- c) child care and school activities
- d) financial and legal arrangements
- e) counseling
- f) rest and recuperation
- g) post-deployment activities

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- h) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserve, or a member of the Armed Forces, the National Guard or Reserve who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserve, or members on the permanent disability retired list.

(6) To care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember.

- a) A “son or daughter of a covered servicemember” means the covered servicemember's biological, adopted, or foster child, stepchild or legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.
- b) A “parent of a covered servicemember” means a covered servicemember's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents in law.
- c) The “next of kin of a covered servicemember” is the nearest blood relative, other than the covered servicemember's spouse, parent, son or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin. For example, if a covered servicemember has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered servicemember's next of kin. Alternatively, where a covered servicemember has siblings and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered servicemember's next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered servicemember pursuant to § 825.122(k).

“Covered active duty” means:

- (a) “Covered active duty” for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.
- (b) *Covered active duty or call to covered active duty status* in the case of a member of the Reserve components of the Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country under a federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type **601**

Family and Medical Leave (FMLA) – Continued

of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

(7) Military caregiver leave (also known as covered servicemember leave) to care for an injured or ill servicemember or veteran.

An employee whose son, daughter, parent or next of kin is a covered servicemember may take up to 26 weeks of leave in a single 12-month period to care for that servicemember.

Next of kin is defined as the closest blood relative of the injured or recovering servicemember.

The term "covered servicemember" means:

- (a) a member of the Armed Forces (including a member of the National Guard or Reserve) who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- (b) a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserve) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

The term "serious injury or illness" means:

- (a) in the case of a member of the Armed Forces (including a member of the National Guard or Reserve), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating;
- (b) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserve) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.
- (c) Outpatient status, with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

D. Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances (No. 1) through (No. 5) above under this policy during any 12-month period. The Hospital/Nursing Home will measure the 12-month period as a rolling 12-

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month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Hospital/Nursing Home will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (No. 6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the Hospital/Nursing Home will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the Hospital/Nursing Home and each wishes to take leave for the birth of a child, adoption, or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the Hospital/Nursing Home and each wishes to take leave to care for a covered injured or ill servicemember, the husband and wife may only take a combined total of 26 weeks of leave.

E. Employee Status and Benefits During Leave

While an employee is on leave, the Hospital/Nursing Home will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the Hospital/Nursing Home will require the employee to reimburse the Hospital/Nursing Home the amount it paid for the employee's health insurance premium during the leave period.

Under current Hospital/Nursing Home policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Accounting Department by the first day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

F. Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from a health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits and working conditions. The Hospital/Nursing Home may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

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G. Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation or sick leave prior to being eligible for unpaid leave. Sick leave may be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. An employee who is taking leave for the adoption or foster care of a child must use all paid vacation leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation leave prior to being eligible for unpaid leave.

H. Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill servicemember over a 12-month period).

The Hospital/Nursing Home may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the Hospital/Nursing Home and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the Hospital/Nursing Home before taking intermittent leave or working a reduced-hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

I. Certification for the Employee's Serious Health Condition

The Hospital/Nursing Home will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition.

The Hospital/Nursing Home may directly contact the employee's health care provider for verification or clarification purposes using a health care or HR professional. The Hospital/Nursing Home will not use the employee's direct supervisor for this contact. Before the Hospital/Nursing Home makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the Hospital/Nursing Home will obtain the employee's permission for clarification of individually identifiable health information.

601 Family and Medical Leave (FMLA) – Continued

The Hospital/Nursing Home has the right to ask for a second opinion if it has reason to doubt the certification. The Hospital/Nursing Home may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the Hospital/Nursing Home will require the opinion of a third doctor. The Hospital/Nursing Home and the employee will mutually select the third doctor. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

J. Certification for the Family Member's Serious Health Condition

The Hospital/Nursing Home will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

The Hospital/Nursing Home may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The Hospital/Nursing Home will not use the employee's direct supervisor for this contact. Before the Hospital/Nursing Home makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the Hospital/Nursing Home will obtain the employee's family member's permission for clarification of individually identifiable health information.

The Hospital/Nursing Home has the right to ask for a second opinion if it has reason to doubt the certification. The Hospital/Nursing Home may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the Hospital/Nursing Home will require the opinion of a third doctor. The Hospital/Nursing Home and the employee will mutually select the third doctor. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

K. Certification of Qualifying Exigency for Military Family Leave

The Hospital/Nursing Home will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

L. Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave

The Hospital/Nursing Home will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember.

M. Recertification

The Hospital/Nursing Home may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days unless circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the Hospital/Nursing Home may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The Hospital/Nursing Home may provide the employee's health care provider

601 Family and Medical Leave (FMLA) – Continued

with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

N. Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the HR director. Within five business days after the employee has provided this notice, the HR director will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the Hospital/Nursing Home's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

O. Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the HR director will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

P. Intent to Return to Work from FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, the Hospital/Nursing Home may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work. If an employee does not return to work promptly following the end of FMLA leave, the Hospital/Nursing Home will assume that the employee has resigned.

603 Non-FMLA Leave of Absence

Effective Date: 10/28/2019

Revision Date:

An unpaid personal leave of absence may be granted upon request to regular full- and part-time employees for important pressing personal needs, at the discretion of your department manager. Accepting employment elsewhere is not unpaid leave and constitutes a termination of employment at SHPH.

Provisions:

1. Unpaid personal leave may only be requested once all other appropriate leave balances have been exhausted.
2. SHPH will attempt to hold an employee's position open for the period of unpaid personal leave, if such leave is 12 weeks or less. If leave is greater than 12 weeks, the employee, if qualified, will be entitled to the first reemployment opportunity available over the next six months.
3. Employee health benefits will be continued in the same manner as received prior to the leave, if the leave is for 12 weeks or less, but the employee will be expected to remit payment for the employee's portion of the health insurance premium prior to departing for unpaid personal leave, and in an amount equivalent to the expected period of absence. If an employee requests leave which will extend beyond the 12 week period, he/she will be advised of his/her COBRA rights.
4. Unpaid personal leaves are limited to one per 12 month period.

Procedure for applying for unpaid personal leave:

1. Requests for unpaid personal leave must be made in writing to the employee's department manager with a copy to the Human Resources Director, and should indicate the reason and the length of leave requested.
2. The department manager shall review and act upon a request for unpaid personal leave in consideration of the following factors
 - o The purpose for which the leave is requested.
 - o The length of time the employee will be away.
 - o The effect the leave will have on the ability of the department to carry out its responsibilities.
 - o The quality of the employee's performance prior to the submission of the request.
3. All unpaid personal leaves must be approved by the department manager and concurred with by the Human Resources Director and CEO.

Procedure for returning from unpaid personal leave:

1. An employee who has been granted an unpaid personal leave of absence shall give his or her department manager reasonable notification of his or her intent to return to work at least 2 weeks prior to the return date.
2. Upon receiving notification of the employee's availability, the supervisor or department head will arrange to have the employee resume his or her previous position, if available.
3. If the previous position is no longer available, the employee may be considered for other open positions which he or she may be qualified for and as they become available.
4. If no position exists, the employee will remain on unpaid personal leave until a suitable opening develops. If such an opening does not occur within a 60-day period, any obligation to reinstate the employee is discontinued and the employee's leave status is changed to a voluntary termination. Future reemployment would be as a rehire with only legally required reinstatement of applicable benefits.

Effective Date: 07/30/2024

701 Employee Conduct and Work Rules

Effective Date: 6/27/2016

Revision Date: 10/28/2019

We expect you to follow certain work rules and conduct yourself in ways that protect the interests and safety of all employees and SHPH.

While it is impossible to list every action that is unacceptable conduct, the following lists some examples. Employees who break work rules such as these may be subject to disciplinary action, up to and including termination of employment:

- * Theft or inappropriate removal or possession of property
- * Falsification of timekeeping records
- * Working under the influence of alcohol or illegal drugs
- * Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- * Fighting or threatening violence in the workplace
- * Insubordination or other disrespectful conduct
- * Violation of safety or health rules
- * Smoking in prohibited areas
- * Sexual or other unlawful or unwelcome harassment
- * Excessive or unacceptable absenteeism or any absence without notice
- * Distribution of materials or literature or solicitation during the time that the employee should be working or solicitation of an employee who should be working.
- * Distribution of materials or literature in working areas, including patient areas, at any time.
- * Use of the Hospital/Nursing Home's electronic communications during work to solicit.
- * Violation of personnel policies
- * Unsatisfactory performance or conduct

Since your employment with SHPH is voluntary and at will, you may terminate your employment at any time you want, with or without cause or advance notice. Likewise, SHPH may terminate your employment at any time, with or without cause or advance notice.

703 Sexual and Other Unlawful Harassment

Effective Date: 6/27/2016

Revision Date:

SHPH is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. SHPH will not tolerate any actions, words, jokes, or comments based on a person's sex, sexual orientation, gender, gender identity, race, color, national origin, age, religion, disability, genetics, or any other legally protected characteristic or activity.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- * Unwanted sexual advances.
- * Offering employment benefits in exchange for sexual favors.
- * Making or threatening reprisals after a negative response to sexual advances.
- * Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters.
- * Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- * Verbal sexual advances or propositions.
- * Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- * Physical conduct that includes touching, assaulting, or impeding or blocking movements.

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

If you experience, witness, or learn of sexual or other unlawful harassment at work, you can ask the person to stop and report it immediately to your supervisor. If your supervisor is unavailable or you believe it would be inappropriate to discuss it with your supervisor, you should immediately contact the Human Resources Director or any other member of management. There will not be punishment or reprisal if you report sexual harassment or ask questions or raise concerns about it.

All allegations of sexual harassment will be promptly, thoroughly, and impartially investigated in a confidential manner. To the extent possible, your confidentiality and the confidentiality of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

703 Sexual and Other Unlawful Harassment - Continued

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Human Resources Director or any member of management so it can be investigated in a timely and confidential manner. Any employee who engages in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

704 Attendance and Punctuality

Effective Date: 6/27/2016

Revision Date:

We expect SHPH employees to be reliable and punctual. You should report for work on time and as scheduled. If you cannot come to work or you will be late for any reason, you must notify your supervisor as soon as possible. No call, no show may result in termination of employment.

Unplanned absences can disrupt work, inconvenience other employees, and affect productivity. If you have a poor attendance record or excessive lateness, you may be subject to disciplinary action, up to and including termination of employment.

705 Personal Appearance

Effective Date: 6/27/2016

Revision Date: 10/28/2019

Personal appearance means how you dress, how neat you are, and your personal cleanliness standards. Your personal appearance can influence what patients and visitors think about SHPH.

During business hours or whenever you represent SHPH, you should be clean, well groomed, and wear appropriate clothes. This is particularly important if your job involves dealing with patients or visitors in person.

If your supervisor finds that your personal appearance is inappropriate, you will be asked to leave work and return properly dressed and groomed. If you are asked to leave, you will not be paid for the time you are away from work. See your supervisor if you are not sure about the correct clothing standards for your job.

The following examples should help you understand the SHPH personal appearance guidelines:

- * Shoes must provide safe, secure footing, and offer protection against hazards. In a direct patient care area, no open toe shoes, flip flops or sandals may be worn.
- * Tank tops, tube or halter tops, or shorts may not be worn under any circumstances.
- * Mustaches and beards must be clean, well trimmed, and neat.
- * Hairstyles are expected to be in good taste.
- * Extreme hairstyles do not present an appropriate professional appearance.
- * Long hairstyles should be worn with hair pulled back off the face and neck to avoid interfering with job performance in direct patient care areas.
- * Offensive body odor and poor personal hygiene is not professionally acceptable.
- * Perfume, cologne, and aftershave lotion should be used minimally or avoided altogether, as some individuals may be sensitive to strong fragrances.
- * Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- * The Facility badge must be worn at all times. The employee's name and picture must be clearly visible and worn at the level of the right or left chest.
- * See through apparel is not allowed.

For complete guidelines and requirements regarding dress and appearance, please refer to the Personal Appearance and Dress Code Policy, HR Policy #HR.705.200.

Any additional personal appearance and/or dress code requirements assigned by department directors or direct supervisors on behalf of employee and/or patient safety and infection control guidelines must be adhered to.

708 Resignation

Effective Date: 6/27/2016

Revision Date: 10/28/2019

Resignation means that you voluntarily terminate your employment at SHPH. If you decide to resign, we would like you to tell us in writing at least 2 weeks before the date you will leave. Although advance notice is not required, you will be helping your co-workers because there will be more time to reassign work and replace you if necessary.

714 Drug and Alcohol Testing

Effective Date: 6/27/2016

Revision Date: 10/28/2019, 8/30/2023

We are committed to making SHPH a safe, efficient, and productive work environment for all employees. There can be serious safety and health risks if an employee uses or is under the influence of drugs or alcohol on the job. Once a conditional offer of employment is made, you will be asked to provide body substance samples, such as urine and/or blood. We will use the samples to check for the illegal or illicit use of drugs and alcohol. Employment is contingent upon a negative drug screen. As an employee of SHPH, you may be chosen at random for a drug screen and alcohol testing if suspected of abuse. If you refuse to be tested for drugs or alcohol, you may be subject to disciplinary action, up to and including termination of employment.

Our Employee Assistance Program (EAP) can give you confidential counseling and referral services with problems such as drug and/or alcohol abuse or addiction. It is your responsibility to ask for assistance from the EAP before SHPH has to take disciplinary action because of your judgment, performance, or behavior. While we support you using the EAP to get help, we may still take disciplinary action, up to and including termination of employment.

716 Progressive Discipline

Effective Date: 6/27/2016

Revision Date:

This policy describes the policy for administering fair and consistent discipline for unsatisfactory conduct at SHPH.

We believe it is important to make sure that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. The major purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future.

Although your employment is based on mutual consent and both you and SHPH have the right to terminate employment at will, with or without cause or advance notice, SHPH may use progressive discipline at its discretion.

Disciplinary action may be any of the following four steps (not necessarily in this order): 1) verbal warning, 2) written warning, 3) suspension with or without pay, or 4) termination of employment. We will look at how severe the problem is and how often it has happened when deciding which step to take. There may be circumstances when one or more steps are bypassed.

In very serious situations, some types of employee problems may justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

You should also look at the Employee Conduct and Work Rules policy in this handbook. That policy lists examples of unacceptable conduct that might result in immediate suspension or termination of employment. However, some of the examples of unsatisfactory conduct listed may result in the progressive discipline process described above instead of immediate suspension or termination.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and SHPH.

For complete policy and procedure, please refer to HR Policy #HR.716.300, Disciplinary Action Policy.

718 Problem Resolution

Effective Date: 6/27/2016

Revision Date:

SHPH encourages an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from SHPH supervisors and management.

SHPH tries hard to ensure fair and honest treatment of all employees. We expect supervisors, managers, and employees to treat each other with mutual respect. We encourage employees to give positive and constructive criticism to each other.

If you disagree with SHPH rules of conduct, policies, or practices, you can state your concerns through the problem resolution procedure described in this policy. You will not be penalized, formally or informally, for making a complaint as long as you do it in a reasonable, business-like manner. You will also not be penalized for using this problem resolution procedure.

If a situation occurs when you believe that a condition of employment or a decision that affects you is not fair, you are encouraged to use the following problem resolution steps. You may stop the procedure at any step.

1. You present the problem to your supervisor after the incident occurs. If your supervisor is unavailable or you believe it would be inappropriate to discuss it with your supervisor, you may present the problem to the Human Resources Department or any other member of management.
2. Your supervisor responds to the problem during discussion or after consulting with appropriate management, when necessary. Your supervisor documents the discussion.
3. You present the problem to the Human Resources Department if the problem is not resolved.
4. The Human Resources Department counsels and advises you, helps you to put the problem in writing, visits with your managers, if necessary, and directs the matter to the Chief Executive Officer for a review of the problem.

Not every problem can be resolved to everyone's total satisfaction. However, we believe that honest discussion and listening to each other will build confidence between employees and management and help make SHPH a better place to work.