



# Huggins Hospital

## *Employee Handbook*



# TABLE OF CONTENTS

<b>MISSION STATEMENT</b>	<b>4</b>
<b>HUGGINS HOSPITAL'S VALUES</b>	<b>5</b>
<b>EMPLOYMENT INFORMATION</b>	<b>5</b>
ABOUT THIS HANDBOOK	5
EQUAL EMPLOYMENT OPPORTUNITY	6
CONFLICT OF INTEREST	6
SEXUAL AND OTHER UNLAWFUL HARASSMENT POLICY	7
DISABILITY ACCOMMODATION	9
SERVICE ANIMALS	9
OPEN DOOR POLICY/DISPUTE RESOLUTION	10
WHISTLEBLOWER PROTECTION	10
<b>EMPLOYEE PRACTICES</b>	<b>11</b>
POST OFFER/PRE-EMPLOYMENT, EMPLOYEE HEALTH SCREENINGS/FITNESS FOR DUTY	11
CRIMINAL BACKGROUND CHECK	12
EMPLOYMENT OF RELATIVES AND OTHER "RELATED" PERSONS	12
EMPLOYMENT OF MINORS	13
PAPERWORK REQUIRED OF ALL NEW EMPLOYEES	13
INTRODUCTORY PERIOD	13
JOB POSTINGS/VACANCIES	13
RECORD OF PERSONAL INFORMATION, LICENSURE REQUIREMENTS, CERTIFICATION	14
PERFORMANCE REVIEW AND SALARY INCREASE PROCEDURE	14
REVIEWING PERFORMANCE	15
DETERMINING SALARY INCREASES	15
ACCESS TO PERSONNEL FILES	15
REFERENCES AND VERIFICATION OF EMPLOYMENT	15
RESIGNATION/VOLUNTARY TERMINATION	16
<b>EMPLOYEE CLASSIFICATIONS AND COMPENSATION POLICIES</b>	<b>17</b>
EMPLOYEE CLASSIFICATIONS	17
WORK HOURS	18
OVERTIME	18
REMOTE ACCESS AND WORKING FROM HOME	19
MEAL PERIODS/BREAKS	19
RECORDING WORK HOURS	20
INCLEMENT WEATHER POLICY	20
LOW CENSUS DAY (LCD)	21
ON CALL/CALL IN	21
SHIFT DIFFERENTIALS	22
SUPERVISOR PAY	22
STIPENDS	22
PAY DAY AND PROCEDURES	22
DIRECT DEPOSIT	23
WAGE SCALES	24
TRAVEL PAY AND EXPENSE REIMBURSEMENT	24
TRAVEL ARRANGEMENTS	24
EMPLOYEE LOANS/DONATIONS	29
<b>LEAVES OF ABSENCES/TIME OFF</b>	<b>29</b>

FAMILY & MEDICAL LEAVE ACT (FMLA) LEAVE	29
MATERNITY LEAVE	32
MILITARY LEAVE	33
CRIME VICTIM LEAVE	33
PERSONAL LEAVE	34
LACTATION BREAKS	34
BEREAVEMENT LEAVE	34
JURY AND WITNESS DUTY LEAVE	35
ATTENDANCE, TARDINESS, AND LEAVING WORK EARLY	35
NON-WORK RELATED INJURY OR ILLNESS	36
EARNED TIME	36
EXEMPT EARNED TIME REQUEST	37
EARNED TIME CASH OUT	38
HOLIDAYS	38
<b>GROUP HEALTH AND OTHER BENEFITS</b>	<b>38</b>
OUR EMPLOYEE BENEFIT PROGRAM	38
HEALTH INSURANCE	39
DENTAL & VISION INSURANCE	39
PHARMACY DISCOUNT	39
SHORT-TERM DISABILITY INSURANCE	39
LONG-TERM DISABILITY INSURANCE	40
FLEXIBLE SPENDING ACCOUNT	40
WELLNESS PROGRAM	40
LIFE INSURANCE	40
SUPPLEMENTAL COVERAGES	41
RETIREMENT PLAN	41
CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA) OF 1985	41
WORKERS' COMPENSATION	41
<b>EMPLOYEE CONDUCT</b>	<b>44</b>
EMPLOYEE CONDUCT AND DISCIPLINE	44
DRESS CODE	45
IDENTIFICATION BADGES	48
CONFIDENTIAL AND PROPRIETARY INFORMATION	48
PERSONAL CELL PHONE & MOBILE DEVICES	49
PERSONAL USE OF HOSPITAL EQUIPMENT, SUPPLIES & MAIL	49
INTERNAL AND EXTERNAL ELECTRONIC COMMUNICATIONS	49
SOCIAL MEDIA	50
MEDIA	52
SOLICITATION AND DISTRIBUTION	52
SMOKING	53
DRUGS AND ALCOHOL	53
REPORTING DRUG DIVERSION	55
DRUG AND ALCOHOL TESTING	55
UNLAWFUL OFF-DUTY CONDUCT	55
ZERO TOLERANCE OF WORKPLACE VIOLENCE	56
WEAPONS	57
PERSONAL, PACKAGE, VEHICLE AND OTHER WORKPLACE SEARCHES	57
EMPLOYEE VISITORS IN THE WORKPLACE	57
SAFETY & INCIDENT REPORTING	58

## Welcome to Huggins Hospital

I am happy to welcome you to our Huggins Hospital Family! Here at Huggins, we work together to provide outstanding care and customer service to our patients, our community and each other.

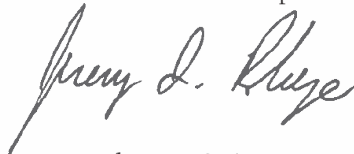
When someone is in need of care or support, we will do everything we can to guide them and their family back to health and wellness. Our patients and visitors are also part of our Huggins Family. When you are working with them, treat them as you would your own family. Oftentimes, their visit can be one of their worst days. We have a responsibility every day to make a positive impact in their life by assuring their experience is exceptional.

Remember to always be supportive and do everything you can to say “yes” with a smile. Show our family of patients how much you truly care about their well-being. Our service excellence and customer service has a significant impact on the future success of our organization.

Our Employee Handbook contains information about our values and is designed to provide the guidelines we use to develop a beneficial work life for all of us through fairness and uniformity in the treatment of all employees. Our employees are our greatest resource. We encourage all employees to voice ideas and suggestions on how to improve the quality of our services and our work environment.

On behalf of the Board of Trustees and our entire Huggins Family of over 400 employees, I welcome you to Huggins Hospital and look forward to working together to support each other and celebrate each other's achievements.

I sincerely enjoy working at Huggins and I am proud of all we've accomplished together. I need you to join me in our efforts to continuously improve our customer service and experience for our patients and visitors.

A handwritten signature in black ink that reads "Jeremy D. Roberge". The signature is written in a cursive, flowing style.

Jeremy Roberge, CPA  
Huggins Hospital President & CEO

## VISION STATEMENT

Huggins Hospital will be the community's home for health and wellbeing.

## MISSION STATEMENT

It is the mission of Huggins Hospital to empower the fulfillment of life through better health.

## VALUES

*We value:*

Family – Compassion – Respect – Excellence – Continuous Improvement

## EMPLOYMENT INFORMATION

### ABOUT THIS HANDBOOK

The provisions of this Handbook summarize the basic personnel policies and practices of Huggins Hospital. This Handbook is not, nor should it be considered to be, an agreement, bargain or contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation. This Handbook is only intended to serve as a general guide. This Handbook supersedes any previous employee handbooks. All policies in this Handbook are effective immediately.

**It is also important for all employees to know that, in accordance with New Hampshire law, the Hospital adheres to a policy of employment-at-will. In an employment-at-will relationship, both the Hospital and the employee always have the right to terminate the employment relationship at any time with or without cause or notice. All employees of the Hospital are employees at-will and have no vested rights to continued employment or benefits under this Handbook or otherwise. Nothing in this Handbook or in any document or statement and nothing implied from any course of conduct shall limit the Hospital's or employee's right to terminate employment at-will. Only the Hospital President and Chief Executive Officer is authorized to modify the Hospital's at-will employment policy or enter into any agreement contrary to this policy. Any such modification must be in writing and signed by the employee and the CEO.**

It is vital that each employee understands the material contained in this Handbook. If an employee has any questions about its contents or provisions, please feel free to contact the Human Resources Department. Contractors and temporary employees are also bound by the policies contained in this handbook.

Because the Hospital's business needs and conditions change from time to time, it may be necessary to amend parts of this Handbook in the future. As such, the Hospital reserves the right to change the provisions of this Handbook at any time.

In addition to this Handbook, the Hospital may use a variety of other methods to keep employees informed of policies and procedures, including e-mail, bulletin boards, memoranda and staff meetings. Employees are encouraged to review materials on the bulletin boards on a regular basis and carefully read all e-mails, memos, etc. from the Hospital.

## EQUAL EMPLOYMENT OPPORTUNITY

Huggins Hospital is an Equal Opportunity/Affirmative Action employer and it is the policy of Huggins Hospital to be in compliance with all state and federal regulations relative to discrimination in employment. Huggins Hospital follows the practice of promoting Equal Employment Opportunity.

Huggins Hospital does not discriminate in compensation or conditions of employment including recruitment, hiring, promotion, demotion, training, transfer, discipline or discharge any applicant or employee on the basis of race, color, religion, sex, age, physical or mental disability, national origin, ancestry, sexual orientation, genetic information, marital status, veteran or military status or citizenship, or any other category protected by applicable federal, state or local law.

Employment decisions are based on merit, qualifications, abilities as well as the needs of our business.

If an employee believes someone has violated this policy or otherwise has questions regarding this policy, such questions should be brought to the attention of the Human Resources Department immediately. Huggins Hospital prohibits retaliation against an employee who raises concerns and/or makes complaints of discrimination under this policy. Any violation of this policy will not be tolerated and will result in disciplinary action up to and including termination of employment.

## CONFLICT OF INTEREST

We ask all applicants to disclose any potential conflicts of interest during the application process, and we expect that both current employees and candidates, as a condition of employment, disclose such information throughout an employee's employment at Huggins Hospital.

Generally, an employee is responsible for avoiding any activity that interferes with an employee's commitment to Huggins Hospital, or any situation that influences an employee's decisions or actions, including the following examples:

- An employee or an immediate family member possessing a financial interest in an organization that does business with Huggins Hospital, in which it appears it could affect an employee's decisions as determined by the Hospital
- Accepting gifts or money from any person or firm doing or seeking to do business with Huggins Hospital under circumstances where it appears that the purpose of the gift may be to influence the conduct of business decisions
- Accepting gifts or money from any patient or patient's family
- Using confidential or Huggins Hospital's proprietary information for personal gain or the benefit of others
- Using Hospital property for personal purposes

## SEXUAL AND OTHER UNLAWFUL HARASSMENT POLICY

Huggins Hospital is committed to maintaining a workplace that is free from sexual harassment and other illegal discrimination or harassment because of race, color, religion, national origin, age, sex, sexual orientation, physical or mental disability, military or veteran status, genetic information or any other legally protected status. In keeping with this commitment, Huggins will not tolerate sexual or other harassing conduct of any job applicant, employee, or contractor by another employee, supervisor, vendor, customer, or any third party based on a legally protected status.

To achieve our goal of providing a workplace free from sexual and other illegal harassment, the conduct that is described in this policy will not be tolerated, and we have provided a procedure by which the Hospital will deal with unacceptable conduct. When the Hospital determines that conduct violates this policy, it will act promptly to stop the offending conduct and take appropriate action, up to and including termination, as warranted.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual or other illegal harassment, the policy is not designed or intended to limit the Hospital's authority to take disciplinary action, up to and including termination from employment, and or any other actions the Hospital finds is appropriate when it identifies conduct it deems unacceptable, regardless of whether that conduct may be unlawful sexual or other unlawful harassment.

**Definition of Sexual and Other Unlawful Harassment:** Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, religion, national origin, age, physical or mental disability, military or veteran status, genetic information, sexual preference, or any other protected status. Huggins will not tolerate harassing conduct that is based on a person's protected status that affects tangible job benefits, that interferes unreasonably with a person's work performance, or that creates an intimidating, hostile or offensive working environment. Prohibited harassment includes, for example, jokes about another person's protected status, kidding, teasing or practical jokes directed at a person based on his or her protected status. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a professional and respectful manner.

Sexual harassment deserves special mention. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, and nonphysical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or for awarding or withholding favorable employment opportunity, evaluation or assistance; or



- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person's body.

This policy prohibits all of the activities discussed above, whether engaged in by a member of senior management, supervisor, non-supervisory employee, co-worker, or other third party including, physicians, independent contractor, vendor, patient, delivery person, sales person, contract worker or visitors. All such conduct is unacceptable in the workplace and in any work-related settings such as business trips and business-related social functions.

**Retaliation:** The Hospital prohibits retaliation against a person who complains about sexual and other unlawful harassment or who participates in an investigation of a complaint of which is a violation of Hospital policy. Retaliation is a form of unlawful harassment and will be handled in the same manner as other forms of harassment. Any employee who believes they are being retaliated against should use the Reporting Procedure set forth below.

**Reporting Procedure, Investigation, Disciplinary and Other Remedial Actions:**

Experience has shown that a clear statement to the person engaging in the offensive behavior is often all that is necessary to stop the conduct. Employees who believe they are being harassed are encouraged to let the person engaging in the conduct know how they feel, but they are not required to do so. An individual that believes that they have been subjected to unlawful harassment should report the incident to:

<u>Title</u>	<u>Work Phone</u>
President and Chief Executive Officer	603.569.7510
Vice President of Human Resources	603.569.7550

The matter will be promptly investigated and appropriate action will be taken depending on the nature and severity of any proven incident. Investigations will be conducted as discretely as possible.

All Hospital employees, and particularly managers, have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to the Human Resources Department immediately. If an employee is not comfortable reporting it to Human Resources, he or she may direct their report to the President and CEO or the Chair of the Board of Trustees. When management becomes aware that harassment might exist, it is obligated to investigate and to take prompt and appropriate action, whether or not the victim wants the Hospital to do so.

When the Hospital concludes that a violation of this policy has occurred, disciplinary action, up to and including termination from employment and/or other action, may be taken.

## **DISABILITY ACCOMMODATION**

Huggins Hospital is committed to complying fully with all state and federal laws concerning disabled persons, including the Americans with Disabilities Act, and to ensuring equal opportunity in employment for qualified disabled persons and meeting reasonable accommodation obligations. The Hospital prohibits any form of discrimination in hiring, as well as in all terms and conditions of employment, against qualified individuals with physical or mental disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

In accordance with all applicable laws, reasonable accommodation is available to all disabled persons who are otherwise qualified for a position, to ensure equal opportunity in the application process, to enable employees to perform essential job functions, and to ensure that disabled employees enjoy the same benefits and privileges of employment as are enjoyed by employees without disabilities. The Hospital reserves the right to decline to provide an accommodation if the accommodation would cause an undue hardship to the Hospital or its employees. The Hospital also reserves the right to decline to provide an accommodation if the employee may cause a direct threat to his/her own health or safety or the health or safety of others, even with the benefit of an accommodation. If an individual needs an accommodation, it is his or her responsibility to advise the Human Resources Department. Huggins may ask for suggestions in defining what special accommodations or job modifications are needed, and employees must cooperate fully and engage in an interactive process to best identify a suitable reasonable accommodation or job modification.

Employees are required to cooperate fully with Huggins in the procurement of medical records so that Huggins can fully comply with applicable law. This means that the employees are required to supply Huggins Hospital with any and all records the Hospital lawfully requests, and execute any medical authorizations or release forms provided by Huggins or a medical care provider, consistent with the law.

## **SERVICE ANIMALS**

At times, patients or visitors may be accompanied in the Hospital by a service animal.

All service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work, or the individual's disability prevents using these devices. If an employee is concerned that a service animal is not tethered, please contact Human Resources.

To protect our visitors and patients' privacy, Huggins Hospital employees may ask only the following two (2) questions related to service animals:

1. Is this service animal required because of a disability?
2. What work or task has the service animal been trained to perform that directly relates to the disability?

If an employee has any concerns regarding service animals at the Hospital, please contact the Vice President of Human Resources.

## OPEN DOOR POLICY/DISPUTE RESOLUTION

Huggins Hospital welcomes employee input and also recognizes that from time to time there will be questions or concerns and differences of opinion that arise between us. Any questions, concerns or differences of opinion between an employee and the Hospital with respect to the interpretation of, application of, or compliance with Huggins' policies, rules or regulations will be addressed through the following procedure:

- Employees are encouraged to discuss problems concerning work-related matters with their immediate supervisor or department head.
- If under particular circumstances an employee feels uncomfortable discussing a matter with their immediate supervisor or department head, he or she should discuss the matter with the Vice President of Human Resources, or their designee, who will address the matter accordingly based on all facts and circumstances.
- If an employee is not satisfied with the resolution of a given issue, he or she can have it reviewed by the Hospital's President and CEO or their designee. The decision of either the President and CEO or their designee is final. It is possible, that as part of this process, an employee will be requested to submit their complaint in writing.

## WHISTLEBLOWER PROTECTION

Huggins Hospital is committed to operating in a safe and ethical manner and in compliance with all applicable laws, regulations, and policies. Accordingly, Huggins Hospital will protect any employee from being terminated, disciplined, threatened, or otherwise being discriminated or retaliated against in regard to any term or condition of their employment because they, or a person acting on their behalf, makes a report of violations, or is about to make such a report either verbally or in writing, to any official or representative of Huggins Hospital or any appropriate authority or agency. A report includes information regarding any violation of any state or federal laws, regulations, and/or Hospital policies, or otherwise providing information or assisting in any investigation into such matters by cooperating with federal, state, or local regulators, law enforcement authorities, or Huggins Hospital itself.

If an employee has a reasonable belief that an employee, a Trustee, a member of the medical staff, or Huggins Hospital has engaged in any action that violates any applicable law, or regulation, including those concerning treatment of patients, accounting and auditing, or constitutes a dishonest act or fraudulent practice, the employee is expected to immediately report such information to the Vice President of Human Resources. If the employee does not feel comfortable reporting the information to the Vice President of Human Resources, he or she is expected to report the information to the CEO or Chairman of the Board of Trustees.

Included within this protective policy, among others, are any reports of inadequate patient care, violations of patient confidentiality, misuse of or diversion of medication, misuse of time cards or records, inappropriate billing practices, misuse of funds, sexual harassment, and threats of violence, discrimination or acts contributing to a hostile workplace.

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, Huggins Hospital will strive to keep the identity of the complaining

individual as confidential as possible, while conducting an adequate review and investigation.

Huggins Hospital will ensure that there is no retaliation against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, to the CEO or Vice President of Human Resources, the Board of Trustees, or to a federal, state, or local agency what the employee believes in good faith to be a violation of law; regulations or policy or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal laws or regulations to pursue a claim or take legal action to protect the employee's rights.

Huggins Hospital may take disciplinary action, up to and including termination, against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy, or any employee who deliberately reports false or untrue statements.

In addition, Huggins Hospital will not, with the intent to retaliate, take any action harmful to any employee who has provided to administration, regulatory agencies or law enforcement personnel or a court truthful information relating to the commission or possible commission by Huggins Hospital or any of its employees of a violation of any applicable policy, regulation or law.

## EMPLOYEE PRACTICES

### POST OFFER/PRE-EMPLOYMENT AND EMPLOYEE HEALTH SCREENINGS/FITNESS FOR DUTY

As part of Huggins Hospital's employment application procedures, all applicants for employment are required to undergo a post-offer, pre-employment health screening arranged and paid for by the Hospital. All offers of employment that an applicant receives from Huggins Hospital are contingent upon, among other things, satisfactory completion of this screening and a determination by Huggins Hospital and the examining provider that the applicant is capable of performing the responsibilities of the position with or without reasonable accommodation. If any test or examination reveals that an individual is unable to perform the essential functions of the job with or without reasonable accommodation or examination is refused, the offer of employment may be withdrawn.

In addition, before employment begins, candidates will also be required to undergo drug testing and other medical examinations as permitted or required by law during the course of employment. If any test or examination reveals that an individual is unable to perform the essential functions of the job with or without reasonable accommodation, or if the results of a drug test are unsatisfactory or examination/testing are refused, the employment offer will be terminated immediately. (See also Drug and Alcohol policy). If a potential employee does not successfully pass a pre-employment drug screen, they will not be eligible to reapply for any position until a year has passed.

The Hospital also reserves the right to require current employees to undergo medical examinations, fitness for duty evaluations, screenings (including but not limited to a TB test) drug and or alcohol testing as permitted under state and federal law, and as the Hospital deems appropriate, to be arranged by and paid for by the Hospital.

Refusal to submit to medical examinations, screening, or testing requested by the Hospital,

which is permitted under state and federal law, may result in disciplinary action up to and including immediate termination.

Medical information regarding employees will be maintained in confidential medical information file which are separate and apart from an employee's personnel file. This information will be used in accordance with the Americans with Disabilities Act and any other applicable state or federal law.

Questions about health screenings and other health testing should be directed to the Vice President of Human Resources.

### **CRIMINAL BACKGROUND CHECK**

Employment in all positions at Huggins Hospital is conditioned upon obtaining satisfactory results of a state and national criminal background check. For all positions, applicants will be required to submit to a pre-employment criminal background check. Failure to provide written authorization to conduct a criminal background check or unsatisfactory results of a criminal background check prior to or at any time during employment, will result in the withdrawal of any offer of employment or result in termination from employment. Criminal History Records Release Forms are available in the Human Resources Department.

**Employees are required to immediately report to Human Resources if they have been arrested, pled guilty or entered a plea of no contest.**

The Hospital will determine on a case-by-case basis whether certain criminal convictions, pleas of nolo contendere (no contest) or other findings by a court render an applicant, employee or volunteer unsuitable for employment or continued employment or service with the Hospital by evaluating all facts and circumstances.

### **EMPLOYMENT OF RELATIVES AND OTHER "RELATED" PERSONS**

Employment of related persons in the same organization or the employment of persons who are dating or engaged in an intimate relationship often can occur with no adverse effects, but it can also lead to sensitive work issues. Therefore, it is the Hospital's policy to strongly discourage employment of related persons or persons who are dating and/or engaged in an intimate relationship, and to prohibit it in certain circumstances.

For purposes of this policy, "relative" is defined as a spouse, domestic partner, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law or "step" relation or a live-in partner of any employee, director or officer, as well as any person who is dating or engaged in an intimate relationship with a hospital employee, director or officer (hereinafter collectively referred to as "related persons").

Related persons may not work in positions that: require them to audit or review the work of the related person; place them in direct or indirect Supervisory capacity over the other related person; allow them to influence performance appraisals, salary, or career progress of another related person or to influence management objectivity; or whose employment, in the sole discretion of Huggins Hospital, creates an actual or perceived conflict of interest. Consequently, if such relationships arise, any supervisory employee involved in such a relationship is required to report the relationship to his or her supervisor, if applicable, and to the Human Resources Department.

Requests for exceptions to this policy should be made in writing to the Vice President of Human Resources. Any granted exceptions can be revisited and withdrawn by the Hospital at any time, in its discretion.

### EMPLOYMENT OF MINORS

Generally, regular employees must be 18 years of age or older. Occasionally, we hire students or others who are not 18 years old, but this must be approved in advance by the Vice President Human Resources to ensure that employment is in accordance with Federal and New Hampshire Youth Employment Laws. See the provisions of “Paperwork Required of All New Employees” for the necessary youth employment certification required by such laws depending on the age of the minor employee. Positions offered to persons under 18 must comply with other youth employment requirements relative to the nature of the work they may lawfully perform and hour’s restrictions.

### PAPERWORK REQUIRED OF ALL NEW EMPLOYEES

- **Form I-9 and Tax Forms:** All new employees must furnish the following within 3 days of their date of hire: a completed Form I-9 which requires an employee to produce documentary evidence of eligibility for employment in the United States as described in the Immigration Reform and Control Act. Employees will also be requested to complete various benefits and/or tax forms, which must be promptly returned to the Human Resources Department.
- **Youth Employment:** All employees under 16 must provide the Hospital with a youth employment certificate from a New Hampshire High School, and all employees 16 or older and under 18 must provide the Hospital with: (1) Department of Labor Youth Employment form, (2) a signed “Authorization for Health Screening” both of which are required **before** pre-employment medical examinations/fitness for duty screening.

### INTRODUCTORY PERIOD

New employees are placed on a 90-day Introductory Period. If circumstances should warrant, this period may be extended at the Hospital’s discretion. During the Introductory Period employees are subject to the Hospital’s policies and procedures. The Introductory Period gives employees and the Hospital an opportunity to get to know each other to decide if they want to continue the working relationship. At the same time, the Hospital uses this period to acquaint the employee with their job and how it relates to the overall operation of the Hospital.

At all times during and upon successful completion of this period or any extension thereof, employment remains at-will, unless otherwise stated in writing signed by the President and CEO.

During the Introductory Period, Earned Time is accrued and can be used after the first pay period.

### JOB POSTINGS/VACANCIES

When a new position or other position vacancy occurs, notification may be given to all employees via the Huggins Hospital Intranet, Huggins Hospital Website, email or bulletin

boards. Huggins Hospital may consider in-house applicants before advertising outside of Huggins Hospital, but is not required to do so.

In order to be eligible to apply for a position vacancy, an employee must meet the minimum hiring specifications for the position, be an employee in good standing in terms of an employee's overall work record, and generally have been in an employee's current position for a minimum of six months. An employee is responsible for monitoring job vacancy notices and for completing the necessary Transfer Request form during the posting period for a specific opening.

To apply for a posted position please submit a resume with a completed Transfer Request Form to the Human Resources Department giving an employee's qualifications for the position. An employee is strongly encouraged to notify an employee's Supervisor when submitting an application for a posted position. If an employee is a finalist for the position, the employee is responsible for notifying their Supervisor prior to the completion of the application process. The Human Resources Department will contact an employee regarding an employee's application and the status of an employee's candidacy.

### **CURRENT RECORD OF PERSONAL INFORMATION, LICENSURE REQUIREMENTS AND CERTIFICATION**

To ensure that an employee's records are up-to-date at all times, employees must notify the Human Resources Department of any changes in name, telephone number, home address, marital status, number of dependents, beneficiary designations, emergency contact information, scholastic achievements, and license/certification/registration renewals.

Failure to have current and valid licenses or registrations required for an employee's position may result in disciplinary action, up to and including immediate termination of employment.

### **PERFORMANCE REVIEW AND SALARY INCREASE PROCEDURE**

In order to attract and retain a highly qualified and competent work force, Huggins Hospital has instituted a performance management program to compensate employees in a fair and equitable manner based upon demonstrated job performance, and in accordance with its Equal Employment Opportunity policy.

Performance reviews are an opportunity to discuss job performance, acknowledge successes, set strategies for growth and improvement, understand more clearly the expectations of the job, and to set future goals. It is also an opportunity for collaborative communication regarding the expectations of the job, and how to best accomplish the job requirements. The combined efforts of the supervisor and the employee can create a positive and constructive working environment adaptable to change and growth.

Feedback on the employee's performance is expected to occur frequently so that the employee and supervisor maintain a dialogue regarding whether the employee is on track to meet the expectations of the position. In addition, throughout the year, there may be changes to the job description or projects, and mutual understanding of those changes is expected.

## **REVIEWING PERFORMANCE**

A performance review will occur for all employees annually, on or about the anniversary of their hire, promotion, or transfer date in their current position. Staff reviews are to be completed on time, and Managers or Vice Presidents whose employee reviews are not completed on time will not meet the expectations of performance management (a key function of all supervisors' roles) and will not receive a salary increase until reviews for all staff in their line of management have been completed. The only exceptions allowed are for reviews of Per Diems and employees who are out on disability. Planned vacations are not a reason for exception.

## **DETERMINING SALARY INCREASES**

Salary increases are based on performance of the individual, using a rating scale. The actual percentage increase may vary each year, or may even be frozen, based on budgetary constraints. Any merit increase will be based on performance, i.e. a rating of "not meeting expectations" will result in zero increase; a rating of "meeting expectations," "exceeding expectations" and "Outstanding High Achiever" may result in a specific percentage of increase based on the funds allocated each year to salary increases.

Employees failing to meet any of the mandatory requirements such as annual training and education or employee engagement activities such as Service Excellence will not receive a merit increase for that year.

## **ACCESS TO PERSONNEL FILES**

Human Resources maintains a personnel file on every Hospital employee. Employee medical records are maintained by Occupational Health Department. Employees will be provided with a reasonable opportunity to inspect their personnel file and obtain a copy of all or any part of the file. If an employee wants to review or obtain a copy of his or her personnel file, the employee must submit a request in writing to Human Resources. Hospital management and Supervisors who want to review another employee's personnel file should contact Human Resources.

If an employee disagrees with any information contained in the file and the Hospital does not agree to remove or revise the information, the employee may submit a written statement regarding the disagreement, together with documentation supporting their opinion. This statement will be maintained as part of the personnel file and will be included in any transmission of the file to a third party and in any disclosure of the contested information made to a third party.

Third parties who are not members of Hospital management/supervision seeking access to, or a copy, of part or all of an employee's personnel file or medical records, must submit their request in writing to Human Resources, as well as provide written authorization from the current/former employee that permits Huggins to release the records. The authorization must be in a form satisfactory to Huggins.

## **REFERENCES AND VERIFICATION OF EMPLOYMENT**

All requests for employment references or employment verification, regardless of whether received via telephone, in person, or by email, text, fax, mail or in another manner, must



be directed to Human Resources. Only the Vice President of Human Resources or his/her designee is authorized on behalf of Huggins Hospital to provide an employment reference, verify employment, or respond to any third party requests for information regarding a current or former Hospital employee.

Huggins Hospital will disclose the dates of employment and the title of the last position held in response to inquiries regarding current or former employees, unless the written request specifies the additional information requested and the Hospital receives written authorization from the current or former Huggins employee to release such information. Such authorization must be in a form satisfactory to the Hospital. Upon receipt of such authorization, the Hospital retains sole discretion as to whether to provide information beyond dates of employment and the title of the last position held.

A current or former Huggins Hospital employee may provide a personal reference for a former or current employee so long as the person providing the reference (the “provider”) states that the reference is personal, which means that the reference does **not** relate to the provider’s professional relationship to the subject of the reference, does **not** include any comment or information relating to subject’s work or performance at Huggins Hospital, and the reference is **not** issued on Hospital letterhead.

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

In addition, as a condition of pre-employment, all candidates will be required to submit references to the Human Resources Department via the Skill Survey process. Failure to comply with this process will result in withdrawal of any offer of employment.

## **RESIGNATION/VOLUNTARY TERMINATION**

■ **Non-Exempt Employees:** Non-exempt employees are asked to provide at least two (2) weeks’ advance written notice to their Supervisor stating the effective date of the resignation. Upon termination, non-exempt employees will be paid for hours worked since the last pay period plus any accrued unused Earned Time. The employee’s final pay and if applicable, any accrued unused Earned Time will be paid no later than the Hospital’s next regular pay day immediately following the effective date of the employee’s resignation.

Employees who do not provide a two (2)-week written notice of resignation may be considered ineligible for rehire with Huggins Hospital.

■ **Exempt Employees:** Exempt employees are asked to provide at least a four (4) week advance written notice to their Supervisor stating the effective date of the resignation. Upon termination, exempt employees’ final salary will be pro-rated based on a daily basis for the days worked since the last pay period. The employee’s final pay and, if applicable, any accrued unused Earned Time, will be paid no later than the Hospital’s next regular pay day immediately following the effective date of the employee’s resignation.

Employees who do not provide a four (4) week notice of resignation may be considered ineligible for rehire with Huggins Hospital.

All Hospital property including but not limited to keys, credit cards, security cards, computer disks, tools, and manuals must be returned to the Hospital on the last day of employment or as otherwise requested by the Hospital.

## EMPLOYEE CLASSIFICATIONS AND COMPENSATION POLICIES

### EMPLOYEE CLASSIFICATIONS

The number of hours required to be regularly scheduled and worked in a given position is determined by Huggins Hospital. Any increase or reduction in the number of hours required to be regularly worked must be pre-approved by the Hospital. Any employee who wishes to have their regularly scheduled work hours reduced or increased must make such a request in writing to the Vice President of Human Resources and the employee's Supervisor. Whether such a request will be granted is within the sole discretion of the Hospital and will be made on a case-by-case basis in accordance with the Hospital's needs.

- **Non-Exempt Employees:** Non-exempt employees are defined as those employees who are covered by the overtime provisions of the Fair Labor Standards Act or applicable state law. Employees in this category will receive overtime pay for actual hours worked in excess of 40 hours per work week.
- **Exempt Employees:** Exempt employees are those employees who are classified by Huggins as exempt from the overtime provisions of the Fair Labor Standards Act and any applicable state law. Exempt employees do not receive overtime pay as an employee's salary represents compensation for all work performed in a pay period.

An employee's status as exempt/non-exempt could change during the term of an employee's employment. Employees who are uncertain about their status as a full-time, part-time or temporary employee, or as an exempt/non-exempt employee, should ask their Supervisor or Human Resources.

- **Full-Time Employees:** Any employee holding a position with a regular schedule of a minimum of 30 hours per week. Employees in this classification are eligible to participate in all benefit programs.
- **Part-Time Employees:** Any employee holding a position with a regular schedule of less than 30 hours per week. Part-time employees who regularly work a minimum of 18 hours per week period are eligible to participate in Earned Time and retirement plan benefits only, unless otherwise required by law.
- **Temporary/Contract Employees:** Temporary employees are employed for a limited time (typically no more than 6 months) to perform jobs arising out of special projects, abnormal workloads, temporary absence of an employee, emergencies, etc. Temporary employees are subject to the Hospital's policies and procedures, but are not eligible to receive any Hospital benefits, regardless of the number of hours worked, unless otherwise required by law.
- **Per Diem Employees:** Per Diem employees are not regularly scheduled to work a specific number of hours. Per Diem employee's hours will vary based on whether they are called upon to work by the Hospital and whether they accept the work offered. The Hospital is not obligated to assign the work to a given Per Diem

employee, nor is a Per Diem employee obligated to accept work assignments they are offered. Per Diem employees are subject to the Hospital's policies and procedures, but are only eligible to participate in the retirement savings program and no other benefit plans, regardless of the number of hours worked, unless otherwise required by law.

Per Diem employees shall be required to work a minimum of one shift (to include a weekend, if required with position) every two (2) months unless other arrangements have been made at the time of status determination with appropriate authorization. Failure to do so will result in the employee's removal from the active per diem list and will require the Per Diem employee to reapply via Huggins Hospital's online portal for a per diem opening, when and if an opening is posted, at which time the former Per Diem employee will be considered for re-employment along with all other applicants for the vacancy. Nursing personnel are referred to the Department of Nursing Policy and Procedure "Per Diem Staffing" for nursing-specific requirements.

## **WORK HOURS**

A non-exempt employee's regular workweek and schedule is dependent upon their particular job and will be established by the employee's department head. A schedule will be posted listing each individual's schedule. If changes in an employee's schedule occur due to operational needs, Huggins Hospital will attempt to provide the employee adequate notice of the change.

The workweek shall consist of 7 consecutive 24 hour periods, commencing on Sunday and ending on Saturday. Per NH Department of Labor regulations, if an employee works on a Sunday, they must be allowed during the next 6 days, one full day off (24 consecutive hours) without labor.

Work hours are based on a weekly budgeted number of hours, unless you are a Per Diem employee. Should an employee fail to work their weekly budgeted amount of hours, Earned Time will be automatically used to bring the employee's weekly hours to the accurate number. With the exception of LCD employees, no other employees may use Earned Time to exceed their budgeted weekly hours.

## **OVERTIME**

From time to time, in order to accommodate patient and business needs, the Hospital may require that employees work extra hours. Overtime work as required is an essential function of all positions. Whenever possible, the Hospital will make a reasonable effort to provide advance notice to employees to allow them to make such arrangements as may be necessary. All overtime must be approved in advance by the employee's Supervisor.

Only non-exempt employees qualify for overtime pay. The work week begins on Sunday and ends on Saturday. Employees that work overtime without pre-approval from their supervisor may be subject to discipline, up to and including termination of employment.

Overtime pay is paid for any hours worked in excess of 40 hours during a work week and is calculated at one and one-half (1 ½) times the employee's regular rate, as required by the law.

Calculation of overtime is based on actual hours worked and does not include hours that are paid but not worked such as Earned Time taken, holidays, etc. Overtime will be

classified to the department that employee is working in when the overtime takes place.

Exempt employees do not receive overtime pay, as such salary represents compensation for all work performed in a pay period.

### **REMOTE ACCESS AND WORKING FROM HOME**

Huggins Hospital provides employees with remote access to electronic communications systems through web mail as an effort to facilitate employee access to e-mail and performance of certain job responsibilities. However, non-exempt employees are not permitted to check work-related email, webmail, voicemail or other remotely accessed work applications during non-working time. Any situation of this nature must be of extreme circumstances and shall not be utilized in exchange for taking Earned Time hours away from the office. All non-exempt employees must receive pre-approval from the President and CEO or Vice President of Human Resources to work remote hours.

If a non-exempt employee spends any time working in addition to their regularly scheduled hours, including any time spent reviewing and responding to work-related email and/or working remotely from home, with approval of the President and CEO or Vice President of Human Resources, the employee must accurately record such time. Employees who work remotely without pre-approval from the President and CEO or Vice President of Human Resources may be subject to discipline, up to and including termination of employment.

Exempt employees may check work-related email and other applications through remote access; however, such work shall not substitute for taking Earned Time hours. Exempt employees are not authorized to “work from home” in lieu of taking an Earned Time day for such hours out of the office during their normal working schedule.

### **MEAL PERIODS/BREAKS**

Non-exempt employees who work more than five (5) consecutive hours in a workday must clock out and take a 30-minute unpaid meal break. In the event that the Hospital's operational needs require that an employee forego all or a portion of a meal break or that the employee is unable to leave their workstation to eat due to patient care needs, the employee will be paid for the entire 30-minute period. In such case, the employee will be permitted to eat while working. Under no circumstances will the Hospital require the employee to work more than five (5) consecutive hours without the opportunity to eat.

If an employee does have to return from their 30-minute break without completing at least 20 minutes of such, or if for operational requirements they do not take their break at all, they are required to complete a lunch waiver form and submit it with payroll, for every occurrence in that pay period. Habitual failure to take the required break, however, may lead to disciplinary action, up to and including termination. It is management's responsibility to ensure that their staff are clocking out and taking their required 30-minute breaks.

In addition, non-exempt employees may not leave the Hospital or off-site campus for any non-work-related reason, by vehicle or on foot or for any increment of time without clocking out first. Non-exempt employees are not entitled to morning and afternoon breaks in addition to their 30-minute unpaid meal-break other than for restroom purposes, and should not be clocking out or leaving the premise unless it is an emergency.

## RECORDING WORK HOURS

- **Non-Exempt Employees:** It is the policy of Huggins Hospital to comply with applicable laws that require records to be maintained of hours worked by our non-exempt employees. To ensure that accurate records are kept of hours actually worked (including overtime hours where applicable) accrued leave taken, any late arrivals/early departures and/or other absences, and that employees are paid in a timely manner, non-exempt employees will be required to record their time worked, as well as their absences, on Huggins Hospital's official time clock system.

Employees must clock in/out when they begin and end work each day. They must also clock out when they start an unpaid meal break and when they return from the unpaid meal break. This time clock procedure should be completed daily, and approved by the employee's Supervisor on a bi-weekly basis. No employee may work "off-the-clock." When an employee clocks in and approves their time electronically, they are verifying its accuracy and are attesting that it reflects all hours worked.

The Supervisor will review the printed electronic time sheets and resolve any discrepancies with the employee. If changes are made to a timesheet, the employee must initial those changes and the Supervisor will sign the time sheet and forward it to payroll for processing.

- **Exempt Employees:** Exempt staff shall record any absences and Earned Time taken each pay period, and at the end of the pay period, submit this record to the employee's Supervisor for approval.

Employees are advised to ensure that actual hours worked and all absences are recorded accurately on their time records. Falsification of time record is a breach of Hospital policy and grounds for disciplinary action, up to and including immediate termination.

If unsure of how to complete a particular day on an employee's time record, employees are directed to ask the Supervisor, or call the Payroll Department for instructions.

## INCLEMENT WEATHER POLICY

In the event of inclement weather, each department head will determine whether the employees in his or her department will be let go early, may delay their work start time, or may stay home. These decisions will take into consideration the need to continue patient operations, patient safety, and the safety of our employees. Although discretion resides with the department head, due to the need to continue patient care even during inclement weather, employees will be required to attempt to report to work or remain at work during inclement weather. As such, employees must take steps to have plans to work during inclement weather situations. Employees who are required to work, but cannot do so, must report absences according to the attendance procedure.

If in the event of inclement weather, an employee's department head has decided not to delay the start time or send employees home early, but an employee wishes to leave early, it will be at the discretion of the Director/Manager. Hourly employees who leave under these circumstances will be paid for hours worked and may use Earned Time (if available) for other hours not worked. If the employee does not have any available Earned Time, the time not worked will not be paid.

In a State of Emergency, as determined by the State of New Hampshire, or Senior Administration Team of the Hospital, non-exempt employees will be paid overtime for any hours worked in excess of 40 hours worked in the work week. In addition, sleeping quarters and meals will be provided to those working through State of Emergency conditions. In such State of Emergency, as determined by Senior Administration Team, non-essential non-exempt employees will be encouraged to stay home and will be given the option to take an Earned Time day or take the time off unpaid. Employees will be responsible for advising their Supervisor in writing if they choose to take the State of Emergency day off unpaid; otherwise Earned Time will automatically be applied.

### **LOW CENSUS DAY (LCD)**

Due to lower than anticipated census levels scheduled staff may not be required to meet the needs of a unit for a specific shift. In such circumstances, certain employees may be requested to take a Low Census Day (LCD). An employee placed on LCD must complete the remainder of their shift “on-call” and must remain available to report for duty within 30 minutes of being notified, until the end of their scheduled shift. Employees on LCD do not need to remain on premises and are compensated for the LCD “on-call” hours of their shift at a rate of 50% of their straight time hourly rate.

However, an employee may choose to utilize available Earned Time up to half of their LCD hours per day, above their budgeted FTE. In this situation, Earned Time must be entered into the system on the same day as the LCD. If an employee is called in from LCD, pay will resume at their regular hourly rate.

The supervisor is responsible for approving LCDs. If an employee is put on LCD with two (2) hours or less remaining on their shift, those hours will not qualify for LCD pay. An employee will be required to utilize any accrued Earned Time to cover those remaining hours, not to exceed their budgeted hour status for the week.

The only eligible positions for LCD pay are inpatient (including pharmacy and clinical nutrition), surgical, respiratory and emergency department employees. Any other department employees that are sent home early due to low census will be required to utilize accrued Earned Time for those hours, not to exceed their budgeted hour status for the week.

### **ON CALL/CALL IN**

Certain departments may require employees be “on call.” Employees will be compensated as agreed to with their department for “on call” hours.

If an employee is called back into work while “on-call,” they are required to clock in under “call-back.” Employee will receive a minimum of two (2) hours of pay at 1.5 times their regular rate, for “call-back” pay, regardless if they are onsite less than 2 hours, for their first “call-back” each day. Additional “call-back” each day will be paid at 1.5 times their regular rate for time worked. Supervisors are responsible to ensure that employee stays onsite until they are reasonably sure the employee will not be recalled again in a short amount of time.

Employees that are “on-call” and provide telephone support during this period will be paid at their normal hourly rate for every 15 minutes of support. This will be in addition to any “on-call” pay being provided.

Employees are required to accurately record separately on their time records the actual days that they are to be compensated for “on-call” pay, and not lump it together with “call-back” pay.

### **SHIFT DIFFERENTIALS**

Shift differentials for alternate shifts are paid throughout the organization.

These rates are automatically calculated by the payroll system, and do not go into effect until the employee has worked a minimum of four (4) hours, and those 4 hours must be “worked” hours in that specific shift. However, there are no minimum hours required for weekend shift.

### **SUPERVISOR PAY**

Clinical employees who are assigned the role of supervisor during their specific shift will be paid an extra \$2.05 per hour as supervisor pay. The employee is required to clock in under “supervisor pay” code.

### **STIPENDS**

Occasionally when an employee is asked to take on increased duties outside the scope of and above their normal and current responsibilities, a stipend may be paid. This is done only on an interim or temporary basis, and must be approved by the Vice President of Human Resources.

### **PAY DAY AND PROCEDURES**

Employees are normally paid by check or direct deposit on a biweekly basis every other Thursday. All required deductions, such as federal income taxes, and all authorized voluntary deductions, such as health insurance contributions, will be withheld automatically from an employee’s paycheck. Accrued earned time hours will also be reflected on the pay stub upon completion of first pay period. Employees should review their paycheck for errors. If an employee finds an error, they should report it to their Supervisor. Paychecks and year-end tax forms are available online for employees to access. There is a public computer available for this.

**Pay Deductions For All Employees:** The law requires that the Hospital make certain deductions from every employee’s pay. Among these are applicable federal, state, and local income taxes. The Hospital must also deduct Social Security taxes from each employee’s earnings up to a specified limit. The Hospital matches the amount of Social Security taxes as required by law. The Hospital may also be required to make deductions from your paycheck pursuant to a federal or state agency or court order, such as for child support. These deductions will be itemized on your check stub.

The Hospital offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. Employees may also authorize in writing, payroll deductions for other permissible purposes to benefit the employee. Arrangements for these voluntary deductions can be made with the Human Resources or the payroll department.

The New Hampshire Department of Labor permits these deductions, and requires employers to provide employees with notice of the other circumstances in which payroll deductions are permitted by law. Payroll deductions are also permitted for the following (and we recognize that not all of the following apply in our workplace, but we are providing the whole list as required by the Department of Labor): installment payments of legitimate loans made by the employer to the employee; repayment of accidental overpayments made to the employee; repayment of advances on vacation or other paid time off; required clothing not considered to be uniforms; voluntary rental fees for non-required clothing; voluntary cleaning of uniforms and non-required clothing; medical, surgical, hospital, and other group insurance benefits having no financial advantage for the employer; the use of a demonstrator vehicle as defined in RSA 261:111; payments into savings funds held by someone other than the employer; housing and utilities; strictly voluntary contributions to charity; union dues; and health, welfare, pension and apprenticeship fund contributions; voluntary contributions into cafeteria plans or flexible benefit plans, or both, as authorized by section 125 or section 132 of the Internal Revenue Code; voluntary payments by the employee for the following: child care fees by a licensed child care provider, parking fees, and/or pharmaceutical items, gift shop, and cafeteria items purchased on the site of a hospital by hospital employees; recovery of tuition for non-required educational costs; payments for the employee's use of a qualifying health or fitness facility; contributions to a political action committee; and for any purpose on which the employer and employee mutually agree that does not grant financial advantage to the employer, other than to purchase items required in the performance of an employee's job in the ordinary course of the operation of the business.

**Pay Deductions For Exempt Employees:** The Hospital complies with all federal and state laws with regard to deductions from paychecks, including deductions from the salaries of exempt employees. In accordance with the laws, salaried exempt employees receive a predetermined salary which is not subject to reduction because of variations in the quality or quantity of work performed, and is not subject to reduction for absences requested by the Hospital or due to the operating requirements of the Hospital. The Hospital recognizes that under federal and state law there are only limited reasons for which an exempt employee's salary for a pay period can be subject to deductions. The Hospital prohibits deductions from salaries that are inconsistent with an employee's exempt status.

Exempt employees should note that salaries are subject to modification from time to time such as at compensation review time, when an employee's position or responsibilities change, and at other appropriate times. Exempt employees should also note that it is permissible by law for the Hospital to apply earned time and other forms of paid time off to absences for personal reasons, sickness, or disability, and that applying paid time is not considered a deduction from salary.

### **DIRECT DEPOSIT**

Huggins Hospital offers direct deposit of payroll checks to most banks in the New England area, and employees are strongly encouraged to utilize this process. Employees may designate deposit into a checking or savings account, or multiple accounts if desired. Employees interested in this payroll feature may contact the Human Resources Department to complete the necessary forms.



## WAGE SCALES

At Huggins Hospital, wage and compensation scales for specific positions will be reviewed every three years by the HR/Finance Committee, and changes to bring employees into appropriate range levels will be reviewed at that time.

## TRAVEL PAY AND EXPENSE REIMBURSEMENT

The expense reimbursement form is the means for which employees obtain reimbursement for necessary expenses. Expense reports are to be completed at least monthly.

Expense Reimbursement Forms are to be prepared in accordance with the following guidelines:

- Individual expenditures of \$10 or more are to be supported by an original itemized receipt attached to the expense report;
- Places to and from should be clearly identified;
- Dates of departure and return are to be indicated;
- The “auto allowance” is for reimbursement for the business use of personal automobiles; reimbursement shall be made upon applicable rates published by the IRS as approved by Huggins Hospital’s policy;
- Transportation should include all expenses, air travel, car rental, train, bus and taxi.

It is Huggins Hospital policy to reimburse employees for all approved business expenses. Expenses must be approved by Department Managers and Vice Presidents prior to expense being incurred. In the case of Vice Presidents, expense reports must be signed off by the President & CEO prior to submission for reimbursement. When teleconferencing or when conferencing is not prudent, it is Huggins intent to allow for adequate and comfortable accommodations for employees who are required to travel.

## TRAVEL ARRANGEMENTS

Employees are required to book their travel arrangements such as airline, car rental and hotel accommodations through administration.

### *Air Travel*

- Make Reservations at least 14 days in advance of departure
- The lowest priced, direct, coach class airfare available on a commercial carrier will be booked
- Reservations made within 7 days of departure require approval by a Vice President
- Airline travel/tickets over \$1,000 (US) need approval by the President & CEO
- Huggins Hospital will not reimburse travelers for tickets purchased with frequent flyer miles because it is difficult to determine the dollar value of the tickets. Accumulated awards remain the property of the traveler; however if a traveler arranges for a more expensive flight solely based on a frequent flyer program, the traveler is responsible for the difference in cost. Frequent flyer awards will not be the deciding factor when selecting flights.

## *Car Rentals*

Car Rental is usually justified in the following situations:

- When public transportation is inadequate or personally owned automobiles are not available
- When an automobile is the only practical mode of travel to a remote location with no air or rail terminal available

The Hospital will rent compact/economy cars unless a large group is traveling together and a larger vehicle is required. The Hospital carries blanket liability insurance for employees when traveling. Therefore, all insurance should be declined for travel within the 48 contiguous states.

The rental receipt must be submitted with an expense report documenting the need for rental of the auto and points of origin and destination. Two or more people traveling on the same schedule from the point of origin or same destination should share the rental automobile. One member of the group must pay for the rental and submit all correct paperwork for reimbursement. The expense report must include all employees that shared the automobile.

Travelers should return all car rentals refueled to avoid re-fueling charges. In case of an accident, notify the rental car supplier and the local law enforcement authorities as required by law. The use of a rental automobile for personal use is not subject to reimbursement. If a rented automobile is used for business and personal use, only the business portion should be entered on the expense report.

## *Mileage Reimbursement*

Personal Car expenses are to be reimbursed to the employee for using applicable rates published by the IRS or equivalent agency, for anything over ten miles traveled. Travel between the office and home is not a business expense. If an employee goes directly to another location from home, he or she will be reimbursed for the mileage in excess of what would normally be traveled between the home and office. Employees are covered under worker's compensation liability insurance in the case of an auto accident while driving their personal vehicle for business related purposes.

## *Other Forms of Travel*

The Hospital will reimburse individuals for other forms of business travel including but not limited to train, subway and bus travel.

## *Lodging*

Huggins Hospital will pay actual room costs, as supported by the detailed hotel bill, for each day that lodging away from home is required for business purposes. Hotel charges should generally be prepaid by the Hospital. If paid by the employee, reimbursement will be made for the amounts shown on the detailed bill. Charges other than room and taxes, (i.e., telephone, room service charges, movies, etc.) should be separated and not included in lodging expenses on the Expense Report.

The Hospital is exempt from sales tax (but not occupancy tax) in several states. Currently there are exempt agreements in the following states: New Jersey (Form ST-5), New York, Maine, Florida, Massachusetts and Illinois.

The traveler is responsible for canceling guaranteed room reservations. No-show charges will be billed back to the employee. Hotel and motel accommodations should be in the mid-price range for that geographic location. Acceptable hotel accommodations would include the large national chains oriented to business travelers.

When employees share a double room, one should pay the hotel bill and request reimbursement. The expense report should indicate that the room was shared with other (named) employees.

Expenses of spouses or other family members will not be reimbursed.

Except in unusual circumstances, hotel or motel charges incurred within 50 miles of the Hospital or the employee's residence are not reimbursable. If a reimbursement is requested, documentation of the circumstances, along with the supervisor's prior approval, must be submitted with the expense report. The following exceptions are generally reimbursable:

- when attending a scheduled multi-day conference, course or off-site meeting
- when entertaining business guests.

### *Conferences*

The conference agenda (meeting schedule) must be included with the expense report to support the business purpose of the trip. It is understood that travelers may stay at the conference hotel, when attending a conference even though it may not be the most economical option available. If meals are included in the conference fee, but the traveler chooses to eat elsewhere, the expenses are not reimbursable.

### *Travel Pay*

Non-exempt employees will be paid their normal hourly rate for work related travel from the time they leave their home, until they arrive at their destination, i.e. meeting location, hotel, etc. Unless dinner meals are strictly business related and employee is required to be at such, travel pay concludes at the end of each day of meetings, conference or business. Travel home from such work related travel is also compensable time, until such time as employee returns to their home, unless they have voluntarily chosen to extend the trip, or return at a later time, for personal reasons. Any travel time in excess of 40 hours per week will result in overtime pay for the employee.

### *Meals and Entertainment Expenses*

Huggins Hospital will reimburse employees for reasonable meals and entertainment incurred while on business in accordance with IRS regulations. As with all expenses, an original, itemized receipt must accompany the expense report. Photocopies of invoices, credit card statements, charge slips accompanying the monthly billing statements, receipts or restaurant stubs are not acceptable unless the original document was lost and a signed memorandum is attached to the expense report giving full explanation of the circumstances. Some of the more common definitions and restrictions for deductibility are listed below.

Entertainment expenses must be directly related to or associated with the active conduct of business. For entertainment which is associated with the active conduct of business, a bona fide business discussion must take place immediately before, during or after the entertainment. Business meals are deductible if they are directly related to or associated with the active conduct of business.

Employees are expected to use discretion regarding food and beverage costs incurred. Meals for employees in overnight travel status are deductible if they are directly related to or associated with the active conduct of business. Meals for employees in overnight travel status are deductible, except for meals incurred in the departure locale.

Local lunch expenses are not normally reimbursable unless there is a business purpose for lunch. Requests for reimbursement must include explanations of the need for special consideration. A business purpose would generally include non-hospital personnel. Dining among hospital employees is generally a personal expense and not reimbursable. Lunch expenses are reimbursable during one-day travel and employees are expected to use discretion regarding food and beverage costs incurred. In limited cases, breakfast and dinner expenses will be reimbursed if it is necessary to purchase the evening meal.

The expenses of a spouse or other family members are not reimbursable. Exceptions may be made in business entertainment situations that require the spouse to be present with the advance approval of the Hospital President.

#### *Miscellaneous Expenses*

Telephone charges incurred while traveling will be reimbursed when such cost relates directly to Hospital business. Documentation of business purpose and person called is required. The Hospital will reimburse employees for one "unspecified" call home each day. The necessity for frequent calls must be documented. Telephone charges on hotel bills submitted for reimbursement must be documented on the expense report.

Laundry (dry cleaning, etc.), unless travel is over seven (7) consecutive days, and valet service expenses, are not reimbursable.

Tips are reimbursable for normal services associated with business travel such as food services, porters, etc. Tips included on meal receipts are reimbursed. Tips must be reasonable, and any unusual amounts must be explained. Use the following general guidelines for tipping: 20% for meals, \$3 for doormen, \$2 per bag for bellman/skycaps and 15% for taxi. Reasonable tips for room service at hotels are reimbursable where the charge is properly documented as necessary due to meeting and or entertainment of business guests.

Local tolls, parking and taxi charges incurred on regular workdays to and from work are not reimbursable. In those instances when employees are traveling on business and reimbursement is appropriate, toll and parking receipts must be attached to the expense report to document charges.

Subscription & membership in professional and other organizations must relate to Hospital business, be approved in advance, processed on a check request and paid by the Hospital. These expenses should not be submitted on expense reports.

Credit Card fees or late charges will not be paid by the Hospital.

Candidate recruitment travel must be authorized by department in order for expenses to be reimbursed. Reimbursements for authorized travel expenses such as air, hotel and meals incurred during the recruitment process are not taxable to the prospective employee. Prospective employees are not covered by Huggins Hospital's insurance.

### *Non Reimbursable Expenses*

Listed below are examples of non-reimbursable items:

- Briefcases, luggage
- Excess baggage fees & additional luggage insurance not related to business materials
- Baby sitter fees, house sitter fees or kennel costs
- Massages, facials, saunas, exercise facilities, etc.
- Custom duties on personal purchases
- Clothes
- Traffic fines, court costs, parking violations, and auto repairs
- Airline club dues, country club dues
- Airline, car rental and travel insurance in addition to the amount provided free through the hospital
- Portions of travel for personal use
- Upgrades for air travel, hotel or car rental
- Unused room reservations not properly cancelled
- Annual premiums for personal property insurance, or annual fees for personal credit cards including liability insurance for lost cards
- Personal expenses such as movies, snacks, haircuts, reading materials, shoe shine, toiletries, etc.
- Transportation from home to work to home
- Theft, loss or damage to non-business related personal property
- Contributions to public officials or candidates for public office
- Doctor bills, prescription and other medical services
- Monthly internet line charges from an employee's personal residence will not be reimbursed, unless appropriate business purpose is documented and approved by an authorized budget officer
- Spouse travel expenses when the spouse is not required for Hospital business
- Cellular or air-phone usage (except when documented with appropriate business purpose)
- Credit card delinquency fees or finance charges
- Luncheon, dinners, cakes, receptions or gifts for such occasions as birthdays, holidays, retirements, baby showers, secretary's week, etc. for fellow employees
- Lost/stolen cash or personal property

## EMPLOYEE LOANS/DONATIONS

Huggins Hospital does not provide any type of employee financial assistance in the way of loans or payday advance. Employees may apply for a loan from their available funds in their 403b Retirement Account, through the appropriate financial company.

For employees needing assistance in the form of donations due to an emergency or crisis situation, they are welcome to apply for assistance for food and clothing through the Huggins Hospital Sunshine Fund, and can apply for additional Earned Time if needed through the Employee Earned Time Bank (certain criteria must be met for both of these forms of assistance.)

## LEAVES OF ABSENCES/TIME OFF

### FAMILY & MEDICAL LEAVE ACT (FMLA) LEAVE

**Eligibility:** Employees who have been employed with Huggins Hospital for 12 months, who have worked at least 1,250 hours during the prior 12 months, and work at a worksite where at least 50 employees are employed within a 75-mile radius of the worksite may take up to 12 weeks of unpaid leave (FMLA) for the following reasons:

1. Birth and/or care for an employee's child
2. Placement of a child into the employee's family by adoption or by a foster care arrangement
3. Care for an employee's spouse, domestic partner, child or parent with a serious health condition
4. Inability of the employee to perform the functions of the employee's position due to a serious health condition
5. For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending counseling sessions, and attending post-deployment reintegration briefings.

For purposes of FMLA leave and Military FMLA leave, spouse shall be defined by federal law.

Huggins Hospital will also grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of 26 workweeks of unpaid leave during a "single 12-month period" to care for the service member.

The right to family leave for the birth and/or placement of a child into any employee's family may only be taken within the twelve (12) months after the date of the birth or placement of the child. If both spouses are employed by Huggins Hospital, the spouses are limited to a combined total of 12 weeks during a 12-month period if leave is taken for the following reasons:

- For birth of the employee's son or daughter or to care for the child after birth
- For placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement
- To care for the employee's parent with a serious health condition

For purposes of this policy, a serious health condition is defined by the FMLA and generally includes the following:

- An illness, injury, impairment, or physical or mental condition that involves inpatient care in 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 treatment by a licensed health care provider
- An illness 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 incapacity for three consecutive days with at least two visits to a health care provider within 30 days of the onset of the incapacity, or one visit to a health care provider and a regimen of continuing treatment would be considered a serious health condition.
- Any period of incapacity due to pregnancy or for prenatal care
- Any period of incapacity due to chronic conditions or treatment for such incapacity, requiring periodic treatment by a health care provider at least twice per year

Employees with questions about what constitutes a serious health condition should consult with Human Resources.

If leave is determined to be FMLA and an employee refuses to complete FMLA paperwork, Human Resources can designate leave as FMLA. For those employees on an extended leave, computer and security access will be disabled and reinstated upon the employee's return to work only after HR is notified of the employee's return to work date.

**Measurement of a 12-Month Period:** The 12-month period during which the 12 weeks of FMLA leave may be taken is measured on a "rolling" basis backward from the date an eligible employee uses the FMLA leave. Therefore, each day an employee takes an FMLA leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

**Intermittent or Reduced Workweek:** In the case of leave for serious health conditions, the leave may be taken intermittently or on a reduced hour basis only if such leave is medically necessary or is required for a qualifying exigency (See Service Member FMLA). Where an employee has a foreseeable need for intermittent leave or leave on a reduced hours basis due to a qualifying family member's or the employee's own serious health condition and in other limited circumstances, Huggins has the option, in its sole discretion, to require the employee to transfer to a temporary alternative job for which the employee is qualified and which better accommodates the intermittent leave or reduced hours leave than the employee's regular job. The temporary position will have equivalent pay and benefits as the employee's regular job. For births, adoptions or foster care, approval from the employee's manager and Human Resources is necessary for an intermittent or reduced leave schedule FMLA leave.

**Paid vs. Unpaid Leave:** Eligible employees must use their available accrued and unused Earned Time during the 12-week family leave period, prior to using any unpaid leave for all or part of the FMLA leave. The remainder of the leave will be unpaid leave. In all cases, the paid portion of any leave will count against the 12-week allotment of FMLA leave. To the extent an employee is eligible for disability or workers' compensation insurance benefits, such benefits shall run concurrently with the FMLA leave allotment. When an employee receives workers' compensation or disability benefits, the amount of earned time required to be used will be limited to the amount needed to bring the employee to 100% pay (but not exceed it) until all Earned Time is exhausted.

Please note that the substitution of paid leave and/or leave supplemented by insurance benefits does not extend the duration of leave to which an employee is entitled.

### **Procedure and Notice Requirements:**

**Requesting/Designation of FMLA Leave & Medical Certification:** When the reason for leave is foreseeable, an employee must notify Human Resources at least 30 days prior to the intended date upon which the leave will begin. If the need for leave is not foreseeable, the request must be made at the earliest time possible.

- A FMLA leave request must include the following:
- "Certification of Health Care Provider Form" completed by the treating health care provider or equivalent documentation
- Certification of Qualifying Exigency for Military Family Leave
- Certification of Serious Injury or Illness of Covered Service Member

**Notice of Eligibility & Employee's Rights & Responsibilities/Designation of Leave Notice:** Once Huggins has received an employee's request for leave or has reason to believe that an employee's absence may be FMLA-related, the Hospital will provide the employee with Notice of Eligibility and Rights and Responsibilities under the FMLA. This Notice informs the employee of his or her eligibility status for FMLA leave and in some circumstances may request that the employee provide additional information to permit the Hospital to make a determination as to whether the reason for leave is FMLA-qualifying.

**Re-certification:** Employees may also be asked to provide a periodic re-certification supporting the need for leave and report periodically on his or her status. In addition, the Hospital may also require an employee to obtain a second or third opinion at the Hospital's expense. Failure to provide sufficient information or to comply with certification or re-certification requirements may result in the denial or delay of FMLA leave.

Please note that the Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits the Hospital from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by GINA. To comply with this law, Huggins requests that neither the employee, nor employee's healthcare provider, provide any genetic information to an FMLA Certification Request regarding an employee's own serious health condition. However, it is permissible to provide Huggins with genetic information to the extent that such information is necessary to support an employee's request for leave related to family member's serious health condition.



## MATERNITY LEAVE

Pursuant to New Hampshire law, all female employees may take an unpaid leave of absence for the period of temporary physical disability resulting from pregnancy, childbirth, or related medical conditions. A maternity leave under this policy begins when an employee is medically determined to be disabled and ends when she is medically able to return to work.

For employees who are also eligible for FMLA leave, leave taken under our FMLA policy will run concurrently with maternity leave. Eligible employees may qualify to receive short-term disability benefits. Any paid leave, including use of Earned Time and short-term disability benefits, runs concurrently with maternity leave, and any remaining maternity leave will be unpaid. Employees will be required to exhaust all of their unused, accrued Earned Time before taking any unpaid leave under this policy.

Absent undue hardship and upon receipt of sufficient medical documentation, the Hospital will provide reasonable accommodation for an employee temporarily disabled due to pregnancy, childbirth, or a related medical condition.

**Status of Employee Benefits during Leave:** Earned Time does not continue to accrue during any unpaid portion of maternity leave and employees are not eligible for other employment-related benefits, such as holiday pay, bereavement pay, jury duty pay, etc., during any unpaid leave.

Employees on maternity leave who are eligible for FMLA leave or short-term disability will remain eligible to continue to participate in the Company's health/dental insurance benefit as set forth in the Company's FMLA Policy (above) or Short-Term Disability Policy (available from the Human Resource Department). Employees who are not eligible for FMLA leave or who have exhausted their FMLA available leave weeks and remain disabled as a result of pregnancy, childbirth or related conditions and who are not eligible to receive short-term disability benefits will be allowed to participate in our health/dental insurance benefit for 30 days. When those 30 days expire, the employee may continue medical insurance coverage by making arrangements with the Human Resource Department to pay the entire amount of the appropriate monthly premium in advance each month. An employee's health insurance coverage may be canceled if the premium payment is more than 30 days late.

If an employee's health insurance premium payment is late and the Company, at its option, chooses to pay the employee's portion of the premium, the Company may recover that amount from the employee. In addition, if a maternity leave is unpaid and the employee elects not to return to work upon the completion of the leave, the Hospital may require the employee to reimburse it for the employer portion of the insurance premiums paid during the leave.

**Reinstatement:** An employee who has notified the Hospital of her intent to return at the end of her maternity leave will be reinstated to her original job or a comparable position with comparable pay and seniority, retirement, fringe benefits, and other service credits unless business necessity makes this unreasonable or impossible. Employees who cannot be returned to their former or a comparable position remain eligible to apply for any available position within the Hospital for which they are qualified.

## **MILITARY LEAVE**

If you are called to active military duty or you enlist in the uniformed services, you are eligible for unpaid military leave of absence in accordance with state and federal law. Present your supervisor with a copy of your service papers as soon as you receive them. To be eligible for military leave, you must provide the Hospital with advance notice of your service obligations unless you are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable for you to provide such notice.

During your absence, your length of service accumulates, and your benefits will continue as required by applicable law. Provided your absence does not exceed applicable statutory limitations, you will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws.

If you are required to attend yearly Reserves or National Guard duty, you may apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). However, if you prefer, you may use your accrued Earned Time for this purpose. You should give your supervisor as much advance notice as possible so we can ensure proper coverage while you are away.

Please contact Human Resources for further information about your eligibility for Military Leave.

## **CRIME VICTIM LEAVE**

In accordance with New Hampshire law, the Hospital will grant an employee unpaid time off from work to attend court or other legal or investigative proceedings associated with the prosecution of a crime in which the employee was a victim. For purposes of this policy, a "victim" is any person who suffers direct or threatened physical, emotional, psychological, or financial harm as a result of the commission or attempted commission of a crime.

Employees may also qualify for leave under this policy if they are part of the immediate family of a homicide victim or part of the immediate family of a child under the age of 18 or an incompetent adult who is the victim of a crime. For purposes of this policy, "immediate family" means the father, mother, stepparent, child, stepchild, sibling, spouse/civil union partner, grandparent, or legal guardian of the victim, or a person who is otherwise in an intimate relationship with and residing in the same household as the victim.

An employee needing time off under this policy should notify Human Resources as far in advance as possible. The employee may be asked to submit copies of the notices of each scheduled hearing, conference, or meeting that is provided to the employee by the court or agency involved in the prosecution of the crime. Employees must comply with any requests to submit these notices, and failure to do so may result in denial of the leave of absence. The Hospital will maintain any such notices or records in confidence, and will disclose them only on a need to know basis.

The employee will be notified as soon as practicable whether the leave request is granted or denied. Requests falling within the definitions of this policy will typically be granted unless the leave of absence would cause an undue hardship on our business. An "undue hardship" for purposes of this policy means significant difficulty and expense. In determining whether an undue hardship may exist, the Hospital will consider the size of its operations, the

employee's position and role within the Hospital, and the Hospital's need for the employee to be at work.

Leave taken under this policy is unpaid, and an employee must apply any accrued, unused Earned Time to the absence.

The Hospital will not discharge, threaten, or discriminate against an employee for taking leave under this policy, and employees taking leave under this policy will not lose any seniority during the leave of absence.

### **PERSONAL LEAVE**

A personal leave of absence may be granted at the discretion of the Hospital to employees who have exhausted or are not eligible for Family and Medical Leave Act leave and/or have exhausted all Earned Time. Reasons for a Personal Leave include maternity, paternity, employee health, education, adoption, or other personal reasons. Personal leaves of absence are unpaid and are granted on a case-by-case basis, at the discretion of the Hospital. There is no guarantee of reinstatement for employees granted a personal leave of absence. Participation in health benefits during a personal leave is 100% at the employee's own expense. Employees do not accrue Earned Time during a personal leave of absence. Leave of absence request forms are available in Human Resources.

Normally, a personal leave will be granted in increments of no more than two (2) months.

### **LACTATION BREAKS**

Huggins will provide an employee who is a nursing mother with reasonable uninterrupted break time and a private place to express breast milk for her infant child or children as frequently as needed for one (1) year following the birth of the employee's child. If these breaks are less than 20 minutes long, they will be paid breaks. For breaks of longer than 20 minutes' duration, the employee will need to clock out and the break will be unpaid.

Employees are to coordinate these leaves with their Supervisor and can contact Human Resources for a private location to express milk.

### **BEREAVEMENT LEAVE**

If an employee is a Full-Time or Part-Time employee (budgeted for 36 hours or more per pay period) and a death occurs in an employee's family, an employee will be compensated for time lost from an employee's regular work schedule in accordance with the following guidelines:

- Full-Time employees will be granted up to **five (5)** consecutive days off from work, with pay for those days employee was actually scheduled to work, in the event of the death of a parent, spouse, domestic partner, child, sibling, grandparent, **or corresponding in-law or "step" relation or a live-in partner. Up to three (3) days will be granted for an aunt/uncle, niece/nephew, or corresponding in-law or "step" relation or a live-in partner.**
- Part-Time employees will be granted one (1) day off from work with pay, if scheduled to work that day, in the event of the death of any of the above relations.
- Temporary and other employees are not entitled to any paid bereavement leave.

An employee who requests more time off than is allowed by the above policy (to attend an out-of-town funeral, for example) may request additional time off using earned time or an unpaid personal leave of absence at the discretion of the Vice President of Human Resources.

Requests for bereavement leave should be made to an employee's Supervisor.

### **JURY AND WITNESS DUTY LEAVE**

If an employee is a Full-Time or Part-Time employee (budgeted for 36 hours or more per pay period) is summoned to serve jury duty, Huggins Hospital will pay the employee the difference between the employee's regular salary and the amount the employee receives from the court for serving as a juror (excluding any transportation allowance the employee may receive) during the employee's active period of jury duty up to a maximum of 30 days.

Jury duty in excess of 30 work days will be unpaid, unless the employee is a salaried employee who works any portion of the pay period and payment is otherwise required by law.

Employees in all other classifications (Temporary, Per Diem, etc.) will be given time off without pay while on jury duty. All employees are allowed to use their Earned Time if summoned to appear in court as witnesses for other than Hospital-related business. An employee summoned to court as a witness for Hospital-related business will be paid.

If the Court releases the employee with more than two (2) hours remaining of an employee's scheduled workday, an employee is required to report back to work.

Employees called to jury duty or summoned as a witness must notify their Supervisor and provide a copy of the jury duty summons/witness subpoena. To qualify for paid jury duty or witness duty leave, an employee must give a copy of the summons to serve to Human Resources and provide notice when an employee's period of jury or witness duty is completed.

### **ATTENDANCE, TARDINESS, AND LEAVING WORK EARLY**

Attendance and punctuality are essential functions of each employee's job. Hospital services require that all employees report to work as scheduled, be on time and remain at work until the end of their shift. If an employee must be late, leave early or be absent, they must notify their Supervisor or the Supervisor on duty or Human Resources as soon as possible. If an employee is going to be absent, he or she must call in before their shift begins. It is not appropriate to leave a message with the receptionist or a co-worker or on voice mail. If an employee is able, he or she should call in themselves, otherwise, the employee should request that a representative call on his or her behalf. Employees who are absent for more than three (3) consecutive workdays without notifying the Hospital are subject to disciplinary action up to and including termination.

An employee who has a need to leave work early must inform his or her immediate Supervisor. The only exception to this is in the case of an emergency, in which case the Supervisor should be notified as soon as possible.

Unscheduled absences, late arrivals and early departures may result in disciplinary action,

up to and including immediate termination, as determined appropriate at the Hospital's sole discretion.

The availability of Earned Time does not render an unscheduled absence, late arrival or early departure excused or authorized. Disciplinary action, up to and including termination, may result when attendance issues arise.

### **NON-WORK RELATED INJURY OR ILLNESS**

Employees and/or managers must report knowledge of a non-work related injury or illness to Human Resources as soon as it is known or safe to do so. A risk web incident report should also be completed by the employee, employee's manager or Employee Health. Should the injury result in the need for accommodating or restricting devices such as crutches, cast or walking boot, sling, wraps or bandages, or any other medical devices, the employee will be assessed by Employee Health individually depending on the nature of their position. Should an employee be absent resulting from a non-work related injury, they must be cleared to return to work by the Employee Health department. In some cases the request for a physician's fitness assessment may be required before returning to work, and employee must advise Human Resources of their intent to return to work so an assessment can be set up with Employee Health.

In some cases of employee illness, employees must be cleared to return to work after a contagious disease through the Employee Health department. A physician's release may be requested to return the employee to their position, based on the nature of the illness or condition. Any employee out more than three consecutive days with an illness must also follow these clearance guidelines and must contact Human Resources to schedule their assessment with Employee Health.

### **EARNED TIME**

Employees with foreseeable absences must notify their Supervisor in advance of the proposed date of absence and the dates and times of absence and the reason for their proposed absence.

Whenever possible, requests should be made two (2) weeks or more in advance. Requests for absences will not be unreasonably withheld, however, they may be denied when Hospital needs conflict with the time off request, or when an employee does not have available accrued Earned Time to support the request.

Employees will not be advanced Earned Time days for pre-planned time off and will not be permitted to take time off without pay, other than emergent situations that are unexpected. In these situations, employees may also apply to the Employee Earned Time Bank.

Unused earned time, will carryover from year to year. Once an employee reaches the maximum hours at any time, earned time will cease to accrue until the employee's earned time bank decreases.

- **Full-Time Employees:** Employees holding a position with a regular schedule of 30 or more hours per week accrue earned time for each hour scheduled to work. The accrual rate is .10 per hour for the first five years, .1192 per hour for five to ten years, and .1385 per hour for ten or more years.

- **Part-Time Employees:** Employees holding a position with a regular schedule of 18 hours per week to 29 hours per week accrue Earned Time on schedules proportionate to those listed above. These employees are only eligible to receive Earned Time on days they would regularly be scheduled to work.
- **Temporary Employees & Others:** Temporary and Per Diem employees are not entitled to accrue Earned Time.

In circumstances when an absence request falls under Family and Medical Leave, then the notice and documentation requirements of the Hospital's Family and Medical Leave Policy will apply.

Earned Time will be drawn upon during any period of continuous or intermittent Family and Medical Leave except to the extent that the employee is receiving workers' compensation or disability benefits, if any. Earned Time is also drawn upon automatically when an employee, due to absence, late arrival or early departure or other reason, does not work their weekly budgeted hours, so that the employee is brought to 100% of their budgeted work hours. When an employee receives short term disability and/or workers' compensation benefits, he or she may use available Earned Time to bring the employee up to 100% of their regular pay.

Failure to comply with the notice requirement for an Earned Time request or to provide any requested documentation verifying an employee's reason for absence, may result in an unauthorized absence and disciplinary action, up to and including termination.

Unscheduled absences, late arrivals and early departures must be kept to a minimum. The availability of Earned Time does not render an unscheduled absence, late arrival or early departure excused or authorized. Disciplinary action up to and including termination may result when attendance issues arise.

Upon termination from employment or change in status to Per Diem, employees will be paid their accrued unused Earned Time days in the following pay period, and benefits will be terminated.

### EXEMPT EARNED TIME REQUEST

Exempt employees receive an annual salary, regardless of the quantity of work performed in a given pay period. Exempt personnel are employed to perform specific responsibilities regardless of the hours it may take to accomplish the job, and exempt employees therefore are not paid by the hour. It is recognized that the required duties of each job in some weeks will consume more than 40 hours; however, exempt employees do not receive overtime pay.

Total Earned Time used by exempt employees must be reported on the Huggins Hospital Salaried Staff Time Sheet each pay period, regardless if Earned Time is utilized for that pay period.

Supervisors or department designees are responsible for requesting the time cards from their department, verifying all Earned Time usage for the specific period, and forwarding time sheets to payroll prior to processing deadlines.

If any exempt employee works at least four (4) hours of their shift on any given day, they will be paid for the entire shift without having to utilize Earned Time. This does not authorize regular early departures, and attendance guidelines will still be adhered to. In

addition, if an employee does not work at least four (4) hours, they will be charged a full day of Earned Time.

All exempt employees must notify supervisors or designee of Earned Time Off.

## **EARNED TIME CASH OUT**

The Internal Revenue Service requires that certain guidelines be followed, including making the decision whether the employee wants to cash-out accrued unused Earned Time prior to the beginning of the year for which Earned Time will accrue. Employees electing to cash-out Earned Time must pre-elect a specific number of hours for the following year, and additional Earned Time does not accrue on the hours that are cashed-out. This is an irrevocable election. Monies resulting for the cash-out may be directed to the Hospital sponsored 403b plan with Mass Mutual if designated on the Earned Time Cash-out Request Form.

## **HOLIDAYS**

Huggins Hospital recognizes the following holidays. All non-essential personnel will not report to work on these days and are required to utilize their Earned Time for holiday compensation. Non-exempt, hourly employees who are required to work the holiday due to their essential patient care position, shall be paid holiday premium pay for those hours worked.

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

Holidays are recognized to begin at 11:01 PM prior to the holiday day and to end at 10:59 PM on the holiday day. Employees are notified prior to the beginning of each calendar year of the actual dates on which Huggins Hospital observes each of these holidays. Employees who are considered non-essential personnel on any given holiday observed by the Hospital will be notified of that status in advance of the holiday.

## **GROUP HEALTH AND OTHER BENEFITS**

### **OUR EMPLOYEE BENEFIT PROGRAM**

Huggins Hospital offers a variety of employee benefits designed to assist employees and employees' eligible dependents in meeting the financial burdens that can result from illness, disability, and death, and to help employees plan for retirement, deal with job-related and personal problems, and enhance employees' job-related skills.

This section of the Handbook highlights some features of the Huggins Hospital benefit programs. Many of the benefits offered are described more fully in summary plan descriptions and other materials available from Human Resources. The terms and conditions and all other details governing these benefits are set forth in various plan documents and insurance policies and to the extent anything in this Handbook differs, it is the plan documents and insurance policies which control.

Huggins Hospital reserves the right to amend or terminate any of these programs and/or require or increase employee premium contributions toward any benefits at its discretion, at any time, upon notice to its employees.

For more complete information regarding any of our benefit programs, please contact the Human Resources Department.

### **HEALTH INSURANCE**

All regular Full-Time employees budgeted for 30 or more hours per week and their eligible dependents are eligible to participate in the group health plans offered by the Hospital. Plan participation becomes effective on the 1st day of the month following 30 days from the employee's date of hire or the first of the month following a qualifying event (change in employment status, birth or adoption of child, etc.) and upon completion of all necessary online enrollment elections. The amount of an employee's premium contribution depends upon whether single, two-person, or family coverage is selected. Employee contributions to premium payments are made via payroll deduction. In circumstances when an employee is on an approved leave of absence and not receiving a paycheck, the employee's premium payments must be made directly by the employee per the instructions of the Hospital.

### **DENTAL & VISION INSURANCE**

All regular Full-Time employees budgeted for 30 or more hours per week and their eligible dependents are eligible to participate in the dental plan offered by the Hospital. Plan participation will become effective on the 1st day of the month following 30 days from the employee's date of hire or the first of the month following a qualifying event (change in employment status, birth or adoption of child, etc.) and upon completion of all necessary online enrollment elections.

### **PHARMACY DISCOUNT**

Employees and dependents enrolled on the Huggins Hospital health plan will receive discounted copayments when filling prescriptions at the Hospital pharmacy versus a retail pharmacy.

### **SHORT-TERM DISABILITY INSURANCE**

All regular Full-Time employees budgeted for 30 or more hours a week are eligible to apply to participate in the Short-Term Disability (STD) insurance plan. Short-term disability insurance provides income continuation (up to 70% of an employee's pay) for a maximum period of 26 weeks when an employee is disabled due to a non-work related qualifying bodily injury, illness, pregnancy, childbirth or related medical condition. An employee's accrued earned time will be drawn upon to bring the employee to 100% of their budgeted hours unless the employee notifies Human Resources in writing. Whether an employee qualifies for STD benefits at enrollment, or during a period of absence, and when benefits commence is determined by our insurance carrier and is also dependent upon the circumstances of the employee's disability. Applications can be denied by the insurance carrier for various reasons.

This policy does not provide employees with a 26-week leave of absence and does not provide reinstatement rights or any guarantee of reinstatement following receipt of STD benefits. Employees should refer to the Hospital's leave of absence provisions, including but



not limited to Family and Medical Leave Act Leave, for information on leaves of absence. Questions about STD benefits and/or leaves of absence should be directed to Human Resources.

STD benefit information and Claim Forms are available online and in the Human Resources department.

### **LONG-TERM DISABILITY INSURANCE**

All regular Full-Time employees budgeted for 30 or more hours per week are eligible to apply to participate in the insurance carrier to participate in the Long-Term Disability (LTD) insurance plan. Long-term disability insurance provides income continuation (up to 60% of an employee's pay, with a maximum of \$10,000 per month) through the duration of the disability, after a 180-day waiting period.

Whether an employee qualifies for LTD benefits at enrollment, or during a period of absence, and when benefits commence is determined by our insurance carrier and is also dependent upon the circumstances of an employee's disability. Applications can be denied by the insurance carrier for various reasons.

This policy does not provide employees with an unlimited leave of absence and does not provide reinstatement rights or any guarantee of reinstatement following receipt of LTD benefits. Employees should refer to the Hospital's leave of absence provisions, including but not limited to Family and Medical Leave Act Leave, for information on leaves of absence. Questions about LTD benefits and/or leaves of absence should be directed to Human Resources.

LTD benefit information and Claim Forms are available online and in the Human Resources department.

### **FLEXIBLE SPENDING ACCOUNT**

All regular Full-Time employees budgeted for 30 or more hours per week are eligible to participate in a Flexible Spending Account (FSA). A Flexible Spending Account helps employees to save money on their taxes by setting aside funds to pay for medical expenses and dependent care with pre-tax dollars.

### **WELLNESS PROGRAM**

Huggins Hospital will conduct various employee wellness programs throughout the year for a healthy workplace initiative.

### **LIFE INSURANCE**

Huggins Hospital provides life insurance coverage at no cost to the employee for all Full-Time employees. Under this program, Full-Time employees are covered by a life insurance and accidental death and dismemberment benefit in an amount equal to 2 times the employee's base salary rounded to the nearest thousand, with a maximum of \$200,000.

The effective date of coverage is determined by our insurance carrier and is contingent upon completion of all enrollment forms. Life insurance benefits terminate on the date an employee's employment with Huggins Hospital terminates.

In addition, Full-Time employees may purchase additional supplemental life insurance for themselves and their spouse and/or dependents. Some coverage may require medical proof of insurability.

Please see Human Resources for more information about life insurance options.

### **SUPPLEMENTAL COVERAGES**

For more information and enrollment forms and booklets, please contact Human Resources.

### **RETIREMENT PLAN**

The retirement plan offered by Huggins Hospital is a Defined Contribution Plan. For details of coverage and conditions for eligibility, please review the Summary Plan Description that has been provided to employees or that is available in Human Resources.

**ANY AND ALL EMPLOYEE BENEFITS LISTED ABOVE ARE SUBJECT TO CHANGE, AND MAY BE ALTERED OR AMENDED, WHICH MAY RESULT IN A CHANGE IN COST TO EMPLOYEES, WITH OR WITHOUT NOTICE, AT THE HOSPITAL'S DISCRETION.**

### **CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA) OF 1985**

Upon certain events, such as termination of employment, death, divorce, reduction of hours and other qualifying events as defined under state and federal law, employees, spouses and qualified family members may elect to continue group health benefits at their own expense for 18 months and, in some instances, 36 months, provided premium payments are received in a timely manner.

Huggins Hospital will provide written notice to qualifying individuals of their right to elect the continuation of health benefits, the deadlines to make such an election, and the terms of payment to have health benefits continue. Employees with questions about the continuation of health benefits should contact Human Resources.

### **WORKERS' COMPENSATION**

**Benefits, Supplementation Using Earned Time:** Employees who suffer a work-related injury or illness determined to be compensable under New Hampshire workers' compensation law, may be entitled to reimbursement for reasonable medical expenses associated with the injury/illness and if more than three (3) days of lost work time results, compensation at the rate established under New Hampshire law, which is currently 60% of the employee's average weekly wage, based on the 26 weeks immediately preceding the injury. They may also be entitled to vocational rehabilitation benefits. All compensable claims will be paid in accordance with the laws and regulations governing workers' compensation in the State of New Hampshire.

Under the present New Hampshire law, workers' compensation benefits are not paid to a non-exempt employee for the first three (3) days of disability unless the disability continues for 14 days or longer. Accrued Earned Time will be drawn upon for the first three (3) days that an employee is out of work due to a worker's compensation injury. Employees may elect to supplement workers' compensation benefits with accrued unused Earned Time in order to bring the employee up to their position's budgeted hours per pay period. Requests must be made in writing and submitted to Human Resources. Since workers' compensation benefits provide a payment based on 60% of the employee's pre-injury earnings, employees

may use accrued Earned Time of 40% in order to bring them to 100% of pay. Employees may draw Earned Time in increments of no more than 40% per pay period. Employees working in a temporary alternative duty (TAD) capacity may supplement with Earned Time so long as it does not exceed the number of straight time hours the employee is regularly scheduled to work.

**Employment Status:** Employees who are unable to work due to a work-related injury/illness may be entitled to a leave of absence under the Family and Medical Leave Act or Hospital leave of absence policies. Therefore, it is important that Human Resources must be promptly notified through Risk Web or the employee's Supervisor of all instances when an employee is unable to report to work due to a work-related injury or illness. Human Resources will then determine the employee's leave status and communicate that status to the injured/ill employee.

Employees who have exhausted all Earned Time, Family and Medical Leave Act leave and any other leave for which they are eligible under Hospital policy may be separated from employment. However, when this occurs, the Hospital will continue to honor its statutory temporary alternative duty (TAD) and reinstatement obligations under New Hampshire workers' compensation law.

**Employee Obligations:** Employees who are injured on the job, or who suffer a work-related injury/illness must:

- Within 24 hours of injury, report any work-related injury/illness, no matter how small, by entering the injury/illness into the Risk Web System
- Notify Human Resources, of the work-related injury/illness
- Provide physician documentation to Human Resources from an office visit, detailing the diagnosis and treatment, and confirming the need for leave and duration thereof including the date when the need for leave started, if the work-related injury/illness requires the employee to be absent from work, or affects the employee's work capacity in any way. The required document is a completed New Hampshire Worker's Compensation Medical Form signed by the employee's treating physician after each office visit.
- Provide Employee Health Services and Human Resources with a work release from their physician, clearing them to return to work, with any restrictions/limitations in work capacity clearly stated, before returning to work
- Every attempt should be made to schedule appointments for treatment of their injury/illness off-duty. When necessary, an appointment for compensable workers' compensation injury/illness may be scheduled during work time; however, it must be done so as to limit disruption to the department, and is preferably scheduled at the beginning or end of an employee's shift. Earned time may be used if the employee notifies payroll in writing.
- While the Hospital adheres to its obligation to provide temporary alternative duty/transitional work opportunities to employees who suffer a compensable injury under New Hampshire workers' compensation law, employees are obligated to perform these temporary or transitional job responsibilities as designated

**Supervisor and Human Resources Obligations:** Supervisors upon receipt of information that someone in their department has suffered a work-related injury/illness must:

- Promptly report any work-related injury/illness incurred by their employee, no matter how small, by entering the injury/illness into the Risk Web System
- Refer employees with questions regarding workers' compensation, leave status, etc., to Human Resources
- Human Resources shall meet with employees to review the Worker's Compensation and Leave policies

Human Resources will be responsible for completion of an Employer's First Report of Occupational Injury or Disease (8WC) and Human Resources will file it with the Hospital's worker's compensation management firm within five (5) days of acquiring knowledge of an alleged work-related injury or illness and/or upon receipt of a Notice of Accidental Injury or Occupational Disease (8aWCA).

**Temporary Alternative Duty:** In compliance with New Hampshire's workers' compensation law, N.H. RSA 281-A:23-b, Huggins Hospital will seek to provide temporary alternative duty/transitional work opportunities to employees who suffer a compensable injury under New Hampshire workers' compensation law. The Human Resources Department is responsible, with the cooperation of the employee's home and temporary (if applicable) department for implementation of Huggins' temporary alternative duty program.

Employees who suffer a work-related injury and are subsequently released to return to work in any capacity, even if it is not to their original position, should notify the Human Resources Department so consideration can be given to allowing the employee to return to work on a temporary alternative duty ("TAD") assignment. Employees are required to keep the Hospital apprised of their work capacity while out of work due to an alleged work-related injury and must provide Human Resources with updates from their treating medical provider as to their ability to return to work. Employees must have their medical provider complete a New Hampshire Workers' Compensation Medical Form issued by the New Hampshire Department of Labor at each visit and provide a copy to the Human Resources Department. When an employee is released to return to work with restrictions, Huggins Hospital will determine what, if any, temporary alternative duty assignments are available and will notify the employee of the proposed temporary alternative duty assignment and request confirmation by the employee's treating physician that the proposed assignment is within the employee's restrictions. Accommodations may require the employee to work different shifts and hours than that of their regular position.

TAD assignments may be for fewer hours per week than an employee's pre-injury position, and it is possible that there may be periods where no TAD assignments are available within a given employee's restrictions. Employees will be compensated at a rate of pay to be determined by Human Resources while on a TAD assignment. Employees working in a TAD capacity may supplement with Earned Time so long as it does not exceed the number of straight time hours the employee is regularly scheduled to work.

TAD assignments are **temporary** regardless of the duration of an employee's performance of a TAD assignment. It does not convert to a "regular" position, even in circumstances in which the employee is allowed to work in a TAD assignment beyond 18 months. The Hospital is not obligated, under New Hampshire law, to provide TAD assignments to an

employee for more than 18 months from the employee's date of injury. If an employee is not released by their treating physician to return to their pre-injury position within 18 months of their date of injury, the Hospital's obligation to provide a TAD assignment ends, the employee's right to be reinstated to their former position expires, and the employee may be separated from employment.

## EMPLOYEE CONDUCT

### EMPLOYEE CONDUCT AND DISCIPLINE

It is essential that all employees accept personal responsibility for maintaining high standards of conduct and job performance, including the observance of Hospital rules and policies. Since we are members of a team working together, employees who follow the necessary rules and regulations governing their conduct benefit themselves, our patients, and help to make Huggins Hospital a success. Everyone knows that no list of rules can be all-inclusive. However, each employee is expected to meet the performance and conduct requirements of their position, and the following areas are identified to guide employees in recognizing that certain behavior is clearly prohibited.

Employees who, in the opinion of the Hospital, fail to satisfy these requirements or engage in unacceptable behavior (including, but not limited to those described below) may be subject to disciplinary action which may range from verbal or written warnings to suspension or termination without prior notice. In each instance, the appropriate action will be determined at the discretion of the Hospital based on its consideration of all relevant facts and circumstances. The principle rules, which, if violated, may result in disciplinary action up to and including immediate termination, include but are not limited to:

1. Theft or dishonesty
2. Falsifying time sheets and/or other Hospital records
3. Violation of Huggins' Equal Employment Opportunity policy or its Sexual and Other Unlawful Harassment policy
4. Disclosure of confidential or proprietary information, inappropriate use of Hospital/patient information
5. Possession or use of alcohol/illegal drugs during work hours or reporting to work under the influence of alcohol or illegal drugs
6. Unsatisfactory attendance
7. Intentional violation of a safety rule
8. Engaging in, vulgar or abusive language or conduct toward others
9. Treating coworkers or other third parties in a discourteous or inattentive manner
10. Failure to follow a Supervisor's directions or instructions
11. General misconduct, including, but not limited to, profane or abusive language, violence or threats thereof, horseplay or interference with the work of others
12. Misuse or damage of any Hospital property or equipment, including but not limited to Hospital electronic equipment, or the damage or misuse of the property of others
13. Undesirable work habits, including, but not limited to, carelessness, negligence, or sleeping on the job

14. Unauthorized possession of firearms or other dangerous weapons on Hospital property or while on Hospital business
15. Reporting to work in inappropriate work attire; problems with personal hygiene

*These rules are not set out in any particular order of severity. An employee's cooperation in observing these rules is expected. Any questions or misunderstanding involving these rules or anything not covered by these rules should be addressed to an employee's Supervisor or the Human Resources Department.*

## **DRESS CODE**

We believe that the appearance of our employees creates an image in the community, which reflects on our commitment to excellent service. The purpose of the dress code policy and procedure is to establish acceptable and unacceptable personal appearance standards including dress to support the professionalism for which we all want to be known.

In addition to the following guidelines, there may be clinical situations, job responsibilities or professional expectations that require special clothing or further modifications of the dress code.

It is the policy of Huggins Hospital to ensure an image of professionalism, cleanliness, and safety. All employees, professional staff, students and volunteers are expected to conform to the standard of dress that is customary for a business and healthcare environment, as determined in the Hospital's discretion. Huggins Hospital retains sole discretion to determine whether an employee's personal appearance complies with this policy. Each department may establish its own dress code based on the nature of the job. However, department standards must comply with the following guidelines:

### ***Personal Hygiene:***

All individuals shall be clean, neat, free of body odor and well groomed. This includes, but is not limited to clean, neatly trimmed head and facial hair, and nails. In addition, employees smelling of smoke may be asked to change their clothing and wash their hands prior to beginning or returning to their shift.

- Note on fingernails: In October 2002, the Centers for Disease Control and Prevention (CDC) Healthcare Infection Control Practices Advisory Committee (HICPAC) issued revised guidelines for hand hygiene practices in health care facilities. Among the issues addressed and recommendations made in this important document was the wearing of artificial fingernails by health care providers. Please refer to the Infection Control policy titled "Fingernail Enhancement" for further information.

### ***Garments/Clothing:***

#### **1. Clinical Staff Dress Standards**

- All clinical staff in the Surgical Services, ICU, ED, Central Supply, Laboratory, Medical Surgical, Assisted Living, Medical Imaging, and Physician Practices shall wear clean scrub suits and lab coats.
- Per departmental uniform policies, Hospital issued scrub suits and lab coats are

not to be worn to and from work. All clinical staff providing direct patient care must wear either scrubs or a lab coat when interacting with patients on the unit.

- Clean, comfortable shoes in good repair that are safe for a hospital environment are acceptable; slip-proof shoes are recommended.
- Jewelry must adhere to safety protocols for patient care.

## 2. Physicians and Midlevel Providers

- Physicians and midlevel providers holding office clinics can choose to wear business attire (see Administrative and Professional Staff) in lieu of scrub suits.
- If and when wearing scrubs, all physicians and midlevel providers must comply with scrub suit standards (see Clinical Dress Standards).

## 3. Administrative and Professional Staff Dress Standards

- All administrative and professional staff shall wear business attire appropriate for an office environment.
- Clothes such as, but not limited to, business suits, conservative slack/skirts and jackets, dress shirts, ties, or business dresses are appropriate.
- Clothes generally worn for leisure activities are not appropriate.

## 4. Ancillary Staff Dress Standards

- Employees in Environmental Services and Food & Nutrition Services are required to wear Huggins Hospital issued uniforms.
- The individual department shall determine the number of uniforms issued and the time frame of replacement.
- Slip-proof shoes are recommended.

## 5. Unacceptable Dress

- Tops: No halter tops, tank tops, mid-drifts, t-shirts, low cut tops, camisoles/spaghetti strap tops; dressy sleeveless tops are acceptable;
- Form fitting/tight clothing, including leggings, yoga attire/pants, transparent fabric;
- Sundresses, strapless or spaghetti strap dresses;
- Beach attire, including cover-up and maxi dresses;
- Mini-Skirts/dresses;
- Garments with writing and/or pictures depicting drugs, alcohol, smoking, sex, skull and crossbones, weapons, profanity, vulgarity, violence, nudity, or any other offensive matter as deemed by management;
- Shorts, unless they are part of an approved uniform; capri pants may be acceptable as defined:
  - Capri: A pant that is at the end mid-calf or just below the calf
  - Denim pants, jeans, or overalls;
  - Shoes in disrepair or deemed unprofessional in nature;
  - Any other manner of dress that could be interpreted as provocative in nature;

## 6. Additional

- Garments shall be neat, clean, and in good repair.
- Undergarments must be worn, but must not be visible.

## 7. Footwear

- Footwear shall be clean and in good condition.
- Footwear that is designed to be tied shall be tied.
- Footwear shall be professional in nature; recreational/casual footwear is not allowed (e.g., flip flops (or similar), Tevas, etc.). Subject to specific guidelines outlined in departmental policies and/or Infection Control policies open toed shoes, including dress sandals, may be worn.
- Slip proof shoes are recommended for clinical and service area personnel.

## 8. Jewelry / Body Art

- The choice of jewelry shall be suitable for the job being performed and of a type that does not have the potential to cause injury to a patient, employee, student or volunteer.
- Pierced earrings shall not be excessive; no more than two earrings per ear may be worn during working hours, and no ear gauges are allowed.
- Small, discrete nose piercings will be permitted with a clear or skin-toned piercing. However, nose rings are not permitted. Other body piercings must be covered or removed during work hours, unless approved by management.
- Employees with offensive body art/tattoos must attempt to cover such markings during work hours. Offensive includes: profanity, vulgarity, violence, nudity, or any other offensive matter as deemed by management. Other small, non-offensive body art/tattoos will be permitted.

## 9. Uniforms

- Employees in some departments may be required to wear uniforms while on duty. The distribution, cleaning and responsibility for uniforms shall be described in Departmental Policy.

## 10. Fragrances

- Employees will avoid wearing heavy fragrances while on duty. All staff must be respectful of co-workers and patients who may be sensitive to or allergic to a variety of fragrances.

## 11. Identification

- All individuals shall wear Huggins Hospital issued identification badges in accordance with Hospital policy which includes wearing at a visible level. Please refer to the Human Resources policy on identification badges below for further information.

## 12. Personal Protective Equipment

- All personnel having direct patient contact with an anticipated exposure to blood or Other Potentially Infectious Material (OPIM) are expected to wear personal protective equipment.



- In the event of a substantial exposure to blood or OPIM, or of any other contamination, the employee shall change into clean scrubs provided by Huggins Hospital, and notify Housekeeping to facilitate laundering contaminated clothing.
- The employee shall not wear or take contaminated clothing home, but shall have the Huggins Hospital Laundry clean the clothing.

**Violation of Policy:** Failure to comply with the Hospital and Departmental dress code guidelines shall be grounds for disciplinary action up to and including termination.

**Exceptions:** Exceptions to this policy may be made by the Hospital for religious or other appropriate reasons on a case by case basis. If an employee has any questions regarding this policy or is seeking an exception, please contact Human Resources.

### **IDENTIFICATION BADGES**

In accordance with state law, Huggins Hospital requires all employees to wear photographic identification badges at all times while on duty. Identification badges are issued upon hire and must be returned to Human Resources upon separation from employment.

### **CONFIDENTIAL AND PROPRIETARY INFORMATION**

Huggins Hospital is committed to ensuring the security and confidentiality of information pertaining to client/patient records and non-public information concerning its employees and Huggins Hospital's operations and administrative operations (collectively, "confidential information"). All employees who have access to confidential information are prohibited from discussing or revealing such information, unless authorized as part of their job duties. Records and data protected under this policy include, but are not limited to, patient medical, financial and personal information, medical records, appointment scheduling, personnel files, billing information, contracts, confidential business records, marketing and fundraising development strategies, and present or future business plans, regardless of the form of the information.

In addition, any employee meetings or discussions will be with the employee only. Employees may not bring outside parties, including family members or spouses, to employee meetings of any nature. Family members or spouses will not be given any information regarding an employee's performance, disciplinary actions, benefits or anything related to their employment at Huggins Hospital.

Any breach of confidentiality including, but not limited to, unauthorized discussion or revelation of confidential information, represents a failure to meet the professional and ethical standards expected of all employees and constitutes a violation of this policy. Accessing, displaying, transmitting or communicating, confidential information for which there is no valid or authorized business purpose is also considered a violation of this policy, irrespective of whether or not the employee uses the information.

A breach of confidentiality need not be deliberate or intentional; it includes causal, inadvertent, mistaken communications and other disclosure of confidential information in any form.

Logon ID's, access codes and passwords must be maintained confidentially and may not be disclosed or shared by anyone except when legitimate business needs require temporary

disclosure of a workstation password, to allow an authorized person to access data residing within a device's storage area.

Methods of prohibited disclosure include, but are not limited to, data transfer or transmission, verbal or written disclosures, news releases, faxes, documents left in full or partial view, including unattended computer workstations in which the employee is logged on.

Violations of this policy may result in disciplinary action up to and including immediate termination from employment.

This policy does not limit any Huggins Hospital HIPAA policies and procedures, and to the extent it conflicts with the HIPAA policies and procedures, Huggins Hospital's HIPAA policies and procedures shall govern. In addition, this policy shall not limit Huggins Hospital's ability to comply with any obligations to disclose information covered by this policy.

### **PERSONAL CELL PHONE & MOBILE DEVICES**

Use of personal mobile devices may not interfere with an employee's performance of his or her job duties. As such, personal phone calls and texting must be kept to a minimum, and ringtones should be on vibrate or silent during work hours.

Hospital telephones are provided for business use. Failure to comply with this policy may result in disciplinary action, up to and including termination. Employees may use a personal mobile device for business purposes if approved by the department head.

Employees may utilize earbuds with their cell phones during the work day if it does not compromise safety of the employee or others, and if approved by the employee's supervisor.

### **PERSONAL USE OF HOSPITAL EQUIPMENT, SUPPLIES & MAIL**

Do not use Huggins Hospital as a personal mailing address. All mail is opened. Hospital equipment and supplies should be used for only Hospital needs and business and not for personal business.

### **INTERNAL AND EXTERNAL ELECTRONIC COMMUNICATIONS**

Huggins Hospital maintains electronic communication systems such as e-mail, Internet and on-line services and also provides voice mail and computer systems to support its business and its employees in the performance of their jobs.

These services are to be used primarily for business purposes, by Huggins Hospital employees only. Huggins Hospital reserves the right to limit or terminate an employee's access to these systems at its discretion.

The use of Huggins Hospital's electronic communication, voice mail and/or computer systems is not private. Huggins Hospital reserves the right to access, audit, read, review, monitor, use and disclose any and all information and messages on these systems whether pass word enabled or not at any time for any reason and without notice, permission or other restrictions. Employees should be aware that even when data, a message and/or document, etc. is "erased" or "deleted" it may still be possible to retrieve it and therefore

even erasure or deletion does not render data, message(s) or document(s) private. The electronic communication, voice mail and computer system hardware and software, all data, messages and documentation composed, sent, received and generated on these systems are all the property of Huggins Hospital and can be read, retrieved and disclosed by Huggins Hospital at its discretion, whether or not the messages are otherwise protected by a password or code. Employees are prohibited from receiving, sending and/or downloading discriminatory, offensive or harassing messages or information. Employees are prohibited from accessing, reading and disclosing electronic communication, voice mail, and computer system messages or information not intended for their review and/or receipt. A violation of this policy may result in disciplinary action up to and including immediate termination from employment.

In accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), employee passwords or access codes must be maintained confidentially and may not be disclosed or shared by anyone. The Hospital retains the right to control or lock the use of such passwords at any time, for any reason. Employees are restricted from using passwords or access codes of other employees to gain access to another employee's e-mail, voicemail, or other stored communication. Access to these systems shall be afforded only to the user and the Information Systems Department. Employees are prohibited from "hacking" into other systems or "cracking" other passwords or access codes. No electronic communication may be created, transmitted or stored which attempts to hide the true identity of the creator or sender.

Employees are prohibited from disclosing any proprietary or confidential information of Huggins Hospital or another without first receiving approval from Huggins Hospital. When authorized, employees are expected to exercise significant caution when transmitting proprietary and confidential information over an electronic communication system because of the abilities of others to "crack" the system, any such message containing proprietary and confidential information should begin with a warning declaring that such information is confidential and proprietary to Huggins Hospital.

## **SOCIAL MEDIA**

At Huggins, we understand that social media can be a fun and rewarding way for employees to share their lives and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about their use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees who work for the Hospital.

**GUIDELINES:** In the rapidly expanding world of electronic communication, social media can be defined in many different ways. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to an employee's own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Hospital, as well as any other form of electronic communication. The same principles and guidelines found in the Hospital's workplace policies apply to an employee's activities online. Ultimately, an employee is solely responsible for what he or she posts online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any employee conduct that

adversely affects an employee's job performance, the performance of fellow employees or otherwise adversely affects other people who work on behalf of the Hospital or our legitimate business interests may result in disciplinary action up to and including termination.

Managers are strongly advised not to enter into "friend" relationships with subordinates.

**Know and follow the rules:** Employees should carefully read these guidelines and all other hospital policies, and ensure their postings or any social media activity are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject an employee to disciplinary action up to and including termination. The Hospital's HIPAA policies are specifically incorporated herein by reference.

**Be respectful:** Always be fair and courteous to fellow employees, members, or people who work on behalf of the Hospital. Also, employees should keep in mind that they are more likely to resolve work-related complaints by speaking directly with their co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, and threatening or intimidating, that disparage employees or members, or that might constitute harassment, bullying, or otherwise violate the Hospital's policies will not be tolerated and may subject an employee to disciplinary action up to and including termination. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or the Hospital policies.

**Be honest and accurate:** Employees should always be honest and accurate when posting information or news, and if an employee makes a mistake, he or she should correct it quickly. Employees should be open about any previous posts they have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors about Hospital fellow employees, members or people working on behalf of the Hospital.

**Post only appropriate and respectful content:** Maintain the confidentiality of the Hospital's confidential information. Do not post internal reports, policies, procedures or other internal business-related confidential communications regarding the Hospital, its patients, or the services provided. Employees should not create a link from their blog, website or other social networking site to the Hospital website without identifying themselves as an employee of the Hospital and gaining approval from the Communication & Community Relations Department. Employees should express only their personal opinions. Employees should never represent themselves as a spokesperson for the Hospital, unless authorized to do so as part of their job duties. If the Hospital is a subject of the content an employee is creating, the employee should be clear and open about the fact that he or she is a Hospital employee and make it clear that the employee's views do not represent those of the Hospital, fellow employees, or people working on behalf of the Hospital. If an employee does publish a blog or post online related to the employee's work or subjects associated with the Hospital, the employee should make it clear that he or she is not speaking on behalf of the Hospital, unless he or she is authorized to do so as part of his or her job duties.

**Using social media at work:** Employees should not use social media while on work time or on equipment the Hospital provides, unless it is part of the employee's authorized job duties. Employees should not use the Hospital email addresses to register on social networks, blogs or other online tools utilized for personal use.

**Retaliation is prohibited:** The Hospital prohibits taking negative action against any employee who, in good faith, reports a possible deviation from this policy, or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

For more information on this policy, contact Human Resources.

## **MEDIA**

If the media contacts you with questions about a patient, your employment at Huggins Hospital or about the organization in general, contact the Communication & Community Relations Department or the Administrator on Duty. Employees are not permitted to speak to the media on the Hospital's behalf without permission of the Communication & Community Relations Department or the Administrator on Duty.

## **SOLICITATION AND DISTRIBUTION**

Unless prohibited by law, a violation of any of the practices outlined in this policy, as determined by the Hospital in its sole discretion, may result in disciplinary action, up to and including immediate termination of employment.

In order to maintain a professional, distraction-free business environment, Hospital employees may not engage in solicitation or distribution as described below:

- Employees may not engage in solicitation of individuals of any kind, including but not limited to patients, visitors and other employees, during working time (including the working time of either the employee making the solicitation or the employee being solicited) unless part of an authorized work assignment.
- Employees may not distribute materials of any kind for any purpose during working time (including the working time of either the employee making the distribution or the working time of the employee to whom the distribution is being made), unless part of an authorized work assignment.
- Employees may not engage in distribution of any kind in working areas at any time for any purpose, unless part of a work assignment.
- Employees may not engage in solicitation or distribution of individuals for any purpose, including but not limited to patients, visitors, and other employees, in immediate patient care areas at any time.
- "Working time" is any time when an employee is required to be engaged in the performance of their job duties, but does not include an employee's break or lunch periods. "Working areas" include offices and all other work locations in which business is conducted (including immediate patient care areas). "Working areas" do not include non-work areas such as cafeteria, break rooms, and rest rooms.

- The Hospital does not permit any kind of distribution or solicitation by non-employees on Hospital premises at any time, except for vendors and sales representatives who do business with the Hospital, when they are conducting such business.
- The policy does not restrict Hospital-sponsored events and programs from soliciting or distributing literature concerning a limited number of programs related to the Hospital's business function or purpose and approved by the Hospital, such as the United Way.
- The above rules apply to and will be strictly enforced against any solicitation or distribution of literature, including via e-mail, any other electronic communication system, or bulletin boards on the Hospital property.
- Please report any attempted violation of this policy to your supervisor or Human Resources.

## **SMOKING**

To promote the health of our employees and patients, Huggins Hospital has established a 100% Tobacco-Free environment. As such, employees are prohibited from smoking and/or using any tobacco products, including electronic cigarettes or chewing tobacco, within the Hospital or on the Hospital campus, off-site locations, including parking lots and vehicles in the lot or driveways (the "Hospital premises"). These rules apply to all off-site locations and practices in their entirety.

Huggins Hospital expects that its employees set an example for patients and the general public. Visitors are also prohibited from smoking or otherwise using tobacco on the Hospital premises. Employees are encouraged to inform visitors that Huggins Hospital is a Tobacco-Free environment if they are seen violating these rules.

Employees are encouraged to utilize smoking cessation services offered through the EAP and the employee group health insurance, in addition to resources through the Huggins Hospital Pharmacy.

Questions/concerns regarding Hospital's smoking policy should be addressed with the Human Resources Department. Violations of this policy may result in disciplinary action up to and including immediate termination.

## **DRUGS AND ALCOHOL**

Huggins is committed to a safe, healthy and efficient work environment that is free from the presence, use, and effects of alcohol, controlled substances and other drug abuse. Huggins and its employees are subject to the requirements of the Drug Free Workplace Act of 1988.

Employees are encouraged to utilize any health insurance benefits available to deal with alcohol and/or drug dependency/abuse problems. No action will be taken against an employee for participating in such programs. Participation will not be recorded in an employee's personnel file, but may become part of his or her Employee Health file.

The welfare and success of the Hospital depends in large part on the physical and psychological health of its employees. For that purpose, Huggins has adopted the following policies:

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (including, but not limited to, narcotics, depressants, amphetamines, hallucinogens and marijuana, including medical marijuana) while on Hospital or any Huggins property (hereinafter “Huggins property”) or while on Huggins business off- premises is absolutely prohibited. Violations of this policy will result in disciplinary action up to and including immediate termination.
2. The possession, use or sale of, unauthorized or illegal drugs or the misuse or sale of any legal or prescribed drugs on Huggins property or while on Huggins business is prohibited and will result in disciplinary action up to and including immediate termination.
3. Any employee in possession of or under the influence of alcohol, including “non-alcoholic” beer, while on Huggins property or while on Huggins business may be subject to disciplinary action up to and including immediate termination. Whether or not an employee is “under the influence” shall be determined by the Hospital.
4. Employees are required to promptly report to their Supervisor any use of prescribed medication or over-the-counter medication which may affect the employee’s judgment, performance or behavior. All medical information will be kept confidentially as required under state and federal law. An employee may be required to go to Employee Health for further evaluation. An employee may be required to provide a doctor’s statement regarding the effect, if any, of the medication on their ability to perform the functions of the job.
5. Employees are required to cooperate in personal and/or facility searches and/or drug testing when Huggins has reason to believe that drugs or alcohol are present and/or that an employee is under the influence of drugs or alcohol. Refusing to cooperate with these procedures may result in disciplinary action up to and including immediate termination.
6. A positive drug, including a positive test as the result of the use of medical marijuana, or alcohol test or refusal to submit to a drug or alcohol test may result in disciplinary action up to and including immediate termination from employment. Huggins Hospital will comply with all necessary reporting procedures, including but not limited to reporting any positive drug testing results for physicians or mid-levels to the Board of Medicine.
7. All Supervisors are responsible for being alert and reporting all possible violations of this policy to the Human Resources Department. In addition, employees who believe that they have observed a possible violation of this policy are required to notify the Human Resources Department immediately. Please see Reporting Drug Diversion below.
8. In compliance with the Drug Free Workplace Act of 1988, employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off Hospital premises while conducting Hospital business. Such a report must be made within five (5) calendar days after the conviction.

Within thirty 30 calendar days after receiving notice of a criminal drug statute conviction for a violation(s) occurring on or off Hospital premises or while conducting Hospital business, Huggins will take disciplinary action against the convicted employee, up to and including immediate termination and/or requiring

the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

### **REPORTING DRUG DIVERSION**

Any employee who has knowledge of drug diversion from Huggins Hospital by another employee, contractor or any third party must notify their supervisor or the Vice President of Human Resources immediately. Huggins will treat this information as confidential, to the extent possible, and take all reasonable steps to protect the confidentiality of the identity of the employee providing this information. Failure to report drug diversion will be considered a violation of this policy and may result in disciplinary action, up to and including immediate termination of employment.

### **DRUG AND ALCOHOL TESTING**

In furtherance of Huggins' Drug and Alcohol Policy, employees who are suspected of violating the Hospital's policy regarding the use of drugs and/or alcohol, including but not limited to when their performance is impaired, behavior is erratic, or an odor of drugs/alcohol is observed, will be required to immediately submit to a drug test and/or alcohol test. Failure to submit to and or cooperate with such testing and/or to complete any documentation requested by the testing facility when it is requested by the Hospital, may result in disciplinary action up to and including immediate termination, at the discretion of Huggins.

No employee, including an employee who works off-site, will be permitted to drive to the test facility, which is usually Huggins Hospital, or any other facility, if necessary. The employee's Supervisor and/or an employee from the Human Resources Department, or another member of management designated by the Human Resources Department will take them to the test facility. In the event a drug or alcohol test is positive, it may result in disciplinary action up to and including immediate termination, in the discretion of Huggins.

**Application for Re-Hire:** Employees who are terminated as a result of violating this policy, including but not limited to testing positive in a drug or alcohol test, may apply for rehire no earlier than one (1) year from the date of termination. Any such offer of employment will be conditioned upon a successful pre-employment drug and alcohol test.

**Pre-Employment Testing:** All Huggins staff, regardless of position or status, as well as any student, intern, temporary or contract employee, and any healthcare provider providing services at Huggins must successfully pass a pre-employment drug test prior to commencing his or her work (internship) for Huggins. No person will be permitted to begin employment, provide services for, or attend orientation until the Human Resources Department receives the test results indicating that the applicant has passed the test.

If an applicant or any other person fails the pre-employment drug or alcohol test, he or she may re-apply for hire no earlier than one (1) year from the date of the test.



## UNLAWFUL OFF-DUTY CONDUCT

An arrest or conviction for off-duty conduct may also result in disciplinary action up to and including immediate termination. Employees are required to report any arrest for conduct outside the workplace to their Supervisor as soon as possible. Failure to notify Huggins of an arrest may result in disciplinary action up to and including immediate termination. Huggins will consider factors including, but not limited to:

- The criminal charges pending against the employee;
- The nature of the involvement;
- The employee's job duties;
- The employee's performance and conduct at Huggins;
- The impact of the employee's alleged criminal conduct on the Huggins' business and the maintenance of public trust.

Determination of appropriate disciplinary action, up to immediate termination is solely within Huggins' discretion.

## ZERO TOLERANCE OF WORKPLACE VIOLENCE

Huggins Hospital believes that all employees are entitled to a safe, non-threatening workplace. The Hospital has a zero-tolerance policy concerning threats, intimidation and violence of any kind in the workplace, either committed by or directed to our employees. Employees who engage in such conduct will be disciplined, up to and including termination of employment.

Any form of violence, whether actual or perceived, as determined by the Hospital, may violate this Policy. This includes, but is not limited to:

- Disruptive, intimidating, threatening, harassing or hostile behavior
- Threats via e-mail, Internet communication or voice mail
- Possession of a weapon on Huggins Hospital premises, at any work-site, whenever on Hospital business or any Hospital-related function
- Violation of Protective/Restraining Orders
- Violation of No Trespass notice
- Fighting
- Aggressive Behavior
- Physical Assault
- Stalking
- Sabotage or misuse of equipment or Hospital property
- Any behavior that is perceived as threatening by the Hospital

If an employee has obtained a restraining order or other legally enforceable restraint against a third party, regardless of whether the third party is another employee, or if the employee is

concerned for his or her safety due to domestic or other personal issues, the employee must notify Human Resources immediately and provide Human Resources with a copy of the restraining order or other legal document, if any.

***If an employee believes that he or she is in imminent danger contact 911 immediately and if possible, then notify Human Resources.***

An employee who believes that he or she has been subjected to or is the witness of threatening or intimidating behavior by a fellow employee, a patient, a family member, or someone else, should report such conduct as soon as possible to Human Resources. The Hospital prohibits retaliation against any employee who, in good faith, brings a complaint of violent, threatening or intimidating behavior to management's attention.

Any employee who violates this policy in the workplace may be subject to disciplinary action, up to and including separation from employment and potential criminal charges. An employee who is suspected of possessing a weapon will be subject to a search at the Hospital's discretion. See search policy below.

## **WEAPONS**

It is the policy of Huggins Hospital that weapons will not be allowed in the Hospital building and any other Huggins locations and will not be permitted in any cars parked at the Hospital or at any other Huggins location. This policy extends to patients (including off-duty police officers who are patients), visitors and staff.

Weapons include firearms, knives of any kind, size, or shape and/or any instrument or device used for fighting, attack, or defense.

A permit to carry a concealed weapon is not recognized as a legal right within the Hospital or any Huggins location. Any individual who refuses to remove their weapon from Hospital property will be subject to relinquishing the weapon(s) to the Wolfeboro Police Department for secure removal, and will need to make arrangements to reclaim the weapon with the Police Department directly.

## **PERSONAL, PACKAGE, VEHICLE AND OTHER WORKPLACE SEARCHES**

For safety, security and other business reasons, all persons, vehicles on Hospital property, packages, handbags, pockets, offices, cabinets, briefcases, desks, lockers, and other containers are subject to search by the Hospital upon entry and exit of the Hospital and at any other times as determined by the Hospital. Refusal to submit to a personal search, or to cooperate with a facility, locker, container, vehicle or other search may result in disciplinary action up to and including termination from employment.

## **EMPLOYEE VISITORS IN THE WORKPLACE**

To protect the privacy of our patients, and the safety and security of the Hospital, all employee visitors must be checked in at the front desk and wait in the lobby to be accompanied by a Hospital employee.

Visitors are discouraged and should be limited to emergency and other infrequent unusual situations and, if such an event occurs, should be of a short duration and must not

otherwise be disruptive to the Hospital operations or present safety/security concerns. In order to insure patient confidentiality, visitors are not permitted to visit clinical areas of the Hospital, unless the visitor has come to the Hospital for a patient-related visit.

Employees are welcome to bring their children to visit their worksite, provided that the visits are infrequent, brief and planned in a fashion that limits disruption to the workplace. While children are in the workplace, they must be directly supervised by the host/parent at all times. As with general visitors, children may not visit clinical areas of the Hospital, unless they are there for a patient-related visit. If the frequency, length or nature of visits becomes problematic, the employee will be advised of the situation and will be expected to take action to end the visits.

Out of consideration for our colleagues, patients, and the safety and security of an employee's children, employees are not permitted to bring children to work during their work hours when the child cannot attend his or her school/daycare for any reason, including when the child is ill, or when school is not in session. The Hospital is not to be utilized as a backup childcare arrangement. Employees are encouraged to plan their use of Earned Time benefits, to permit time off in these circumstances. Employees may also consult with EAP for assistance in resolving childcare issues.

### **SAFETY & INCIDENT REPORTING**

Huggins maintains a separate written "Safety Program" in accordance with New Hampshire law. It is the usual practice to review Huggins' "Safety Program" with all new employees upon hire. In addition to a written safety program, Huggins has a "Safety Committee" which meets on a monthly basis and minutes are maintained of these meetings.

Employees are encouraged to complete a risk web incident report or notify the committee of any and all safety concerns. Once the report has been made any immediate safety action that is needed will be completed by the appropriate person/department. The Safety Committee will review the incident and any action taken to ensure proper steps have been completed and no further action is required.







*My health. My Huggins.*