

**METHODIST HEALTH SYSTEM
FOUNDATION, INC.**

**Employee
Handbook**

First Edition: January 2008

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Employee Handbook Acknowledgement of Receipt

I acknowledge receipt of the Methodist Health System Foundation Employee Handbook. This handbook is provided for informational purposes and is not to be interpreted in any form as a contract. Foundation management may change, delete or create policies from time to time. I understand that I am responsible for knowing department policies, including, but not limited to, those listed in the employee handbook.

Employee Signature

Date

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I. INTRODUCTION

Welcome Letter from Mr. Young

To The Newest Methodist Team Member:

Welcome to Methodist Health System Foundation, Inc. (MHSFI). You have certainly made a good decision in joining our team. The MHSFI “Family”.

We are a Foundation with emphasis placed on healthcare services and philanthropy. You and your fellow employees are important too. We want your association with the Foundation to be a source of both pride and fulfillment.

We hope that throughout your employment with MHSFI, you will grow in your profession, and accept the challenge of offering outstanding customer service through teamwork everyday.

Again, welcome to an exciting opportunity. We look forward to working with you.

Sincerely,

Frederick C. Young, Jr., FACHE
President

MISSION STATEMENT

The Methodist Health System Foundation, Inc. is dedicated to the support, development, and management of health-related programs and services for the benefit of the citizens of East New Orleans and beyond. The programs will expressly target health status improvement of the referenced population by addressing the key determinants of health including lifestyles, access to healthcare services, social, and environmental factors. This will be accomplished through operational management, program start-up, and grant making while balancing community need and fiduciary responsibility.

History

It started with apple pie....

In 1960 Kenneth Schor and Reverend John Koelemay were in the kitchen slicing apple pies to serve as dessert at the Gentilly Methodist Church men's meeting. Schor and Reverend Koelemay discussed the possibility of building a hospital, as the need was clearly evident. There were no nearby hospitals in the eastern New Orleans area, and the city's healthcare institutions were experiencing a severe bed shortage. A wait of 45 days for elective surgery was not uncommon. The original board member and benefactor of the hospital, Pendleton Lehde, helped pave the way to potential donors on numerous occasions as Schor and Reverend Koelemay learned to "pass the hat".

Choosing the site for the hospital may have been the easiest aspect of getting the project underway. In order to serve the Gentilly and East Gentilly area, the primary service area at the time, the eastern side of the Industrial Canal was the only logical choice. There was no Interstate 10 at the time and there were many deaths from heart attacks and accidents because hospitals were too far away, or because the Industrial Canal Bridge was in the "up" position.

Community leader George Williams of Metairie and the late Bill James of Ruston each donated five acres of what is now Crowder Boulevard at I-10. With \$60,000, the hospital organizers bought another five acres of what was the Lake Forest Plaza Shopping Center at Read and I-10. Those 15 acres were used in a swap for the present 23 acres, and the rest is history.....

1967

Construction began

1968

The first patient was admitted and the first baby born on September 25th.

1969

The hospital's first intensive care unit opened.

1971

One hundred eighty-one beds were in full utilization as a coronary care unit and department of cardiac studies opened.

1973

The surgical lounge was refurbished to accommodate families awaiting information on their loved ones.

1975

A 155-bed and ancillary service expansion program began.

1979

The hospital was rededicated as Pendleton Memorial Methodist Hospital in honor of founding father and charter board member Pendleton Lehde.

1981

Occupational therapy services were offered for the first time. A child care center for employees' children opened.

1982

The fourth floor chapel was named the Koelemay Chapel on the occasion of Reverend John Koelemay's retirement.

1985

Methodist Care Center for the treatment of minor emergencies opened in Chalmette. Home Health services were established.

1986

The Methodist Psychiatric Pavilion admits its first patient.

1987

A 15-bed skilled nursing unit to care for the needs of the elderly opened. The Methodist Ambulatory Surgery Center opened and Mobile Magnetic Resonance Imaging Unit was available to patients.

1988

The Methodist Occupational and Industrial Medicine Clinic opened. The Methodist Cancer Center opened as the area's first free-standing specialized treatment center.

1989

The first open heart surgery was conducted.

1991

Physicians Medical Plaza opened to accommodate a growing medical staff.

1993

The first phase of a 131,000 square-foot expansion and renovation project began. Department of Process Improvement was established.

1994

Advance Surgery Center opened. First hospital-wide CQI team launched. Medical Center of East New Orleans (MCENO) was acquired.

1995

Hyperbaric Medicine Center opened.

2003

Sale of majority ownership of Pendleton Memorial Methodist Hospital to Universal Health Services.

Establishment of the formal mission for our Legacy Foundation.

Methodist Health System Administration

Frederick C. Young, Jr. President / CEO

Fred Young is President and Chief Executive Officer of Methodist Health System Foundation, Inc., and Pendleton Memorial Methodist Hospital. Prior to his appointment as President, he served as Executive Vice President and Chief Operating Officer of Pendleton Memorial Methodist Hospital, and Chief Financial Officer for Methodist Health System Foundation. He has been with the Methodist Health System since 1980.

Richard A. Henault Executive Vice President, Foundation Operations

Richard Henault is Executive Vice President of Methodist Health System Foundation, Inc. Mr. Henault serves in this position with system-wide management responsibilities related to Grantmaking. He is also the managing partner of the Methodist Psychiatric Pavilion. Mr. Henault joined the Methodist Health System in 1984.

Paul R. Page Chief Financial Officer

Paul Page is Vice President of Finance of Methodist Health System Foundation, Inc. Mr. Page is responsible for coordinating and managing all financial aspects of the Foundation and its subsidiaries. Mr. Page joined the Methodist Health System in 1997.

Foundation's Responsibilities and Authority

The Foundation is a corporate organization, authorized by the State to provide philanthropy care for the sick and injured as outlined in our Mission Statement. The Foundation has exclusive responsibility to exercise the customary managerial functions.

Ethics

Ethics is defined as a stated or unstated body of principles, which relates to right and wrong behavior.

This body of principles (morals) seeks to guide the conduct of certain persons or groups of persons.

Medical ethics attempt to address moral controversies which may arise between patients, their families, and their caregivers.

It is the intent of this corporation to act responsibly to resolve ethical conflicts that may arise.

Ethical concerns can be forwarded directly to the President of the Foundation.

II. General Information

Security Program

A secure environment and protection of MHSFI property is a priority to all employees. The wearing of an identification badge is one of several security-related programs. Every employee should report to the department director any suspicious person or circumstances.

MHSFI is not financially responsible for loss or damage to the personal property or valuables of employees, patients, or others using the MHSFI premises.

Theft Control and Package Inspection

Employees should report any reasonable suspicion of unauthorized removal of MHSFI property to their supervisor, regardless of the item or its perceived value.

If an employee has the need or is asked to remove MHSFI property, he/she should ask permission before doing so.

The following items should not be brought onto the premises of MHSFI: intoxicants, weapons, or any item which an employee does not lawfully possess. Entry to MHSFI property is conditioned upon the employee's agreement to the potential for search of his/her belongings or vehicle. Recording devices should not be brought onto MHSFI property without prior permission of the employee's supervisor.

A supervisor may, at random, or upon reasonable suspicion, inspect an employee's containers, bags, boxes, and/or package(s) upon leaving the premises. Wallets and small coin purses or not subject to inspection. An employee who fails to submit to an inspection is subject to progressive discipline up to and including termination.

Theft of MHSFI property is illegal. An employee will be terminated if found to have stolen MHSFI property, regardless of its value. MHSFI will prosecute where feasible.

Employee Suggestions

Because MHSFI seeks opportunities to continuously improve the work environment, employees are encouraged to seek new or improved systems or procedures within their own departments, as well as throughout the entire system. Employees are urged to make suggestions to their supervisor or department director.

Suggestions will be acknowledged and evaluated, and the presenter will be advised of the status of the suggestion.

Lost and Found

Articles found should be turned in to the President's office. Persons inquiring about articles that have been lost should be referred to the President's office. MHSFI does not accept responsibility for items lost or found, and items that have not been claimed within 30 days are normally discarded.

Garnishments

A garnishment is a court order requiring MHSFI to withhold part of an employee's wages, on behalf of a third party in payment of a debt. If MHSFI receives an excessive number of garnishments on an employee, a \$3 processing fee for each pay period in which the garnishment is in effect may be withheld.

Goals and Purposes

MHSFI's "not-for-profit" mission in the community remains the driving force behind its actions and policies. As part of an institution dedicated to such a mission, all members of MHSFI Family are called to meet high standards of performances, efficiency, and caring. Each member of our family makes an important contribution to its ultimate success.

The MHSFI adopted the watchwords of PMMH which are Courtesy, Concern, Kindness, and Compassion, reflecting our commitment to the human dimension of our work. These watchwords are supported by operational systems which have been implemented.

III. Employment

Beginning Employment

Because you are a new employee, it will take a little while before you are fully familiar with all of the people, procedures, and responsibilities involved in your job. For this reason, the first 90 days of your employment will be an introductory period. If your performance has been satisfactory throughout the period and your status is full-time or part-time, you will become a regular employee. This introductory period may be extended if necessary.

Equal Opportunity Employer

MHSFI is an equal opportunity employer, managing all aspects of employment on the basis of merit, qualification, competence and legitimate business needs. MHSFI does not, at any time, discriminate on the basis of age, gender, race, religion, color, national origin, disability, or any other limitations not specifically tied to performance of the job.

MHSFI shall, upon request, make reasonable accommodations of physical and/or mental limitations of qualified, and disabled, applicants or employees.

Harassment

It is the policy of MHSFI that all employees have the right to work in an environment free of harassment, whether the harassment is based on gender, age, race, national origin, religion, sexual orientation, marital status, or membership in any other legally protected groups. Harassing conduct in the workplace, physical or verbal, is prohibited.

If you feel that you are being harassed by someone, you should let that person know of your objections. If you find it difficult to do so, or if your objections do not produce results, report the problem promptly to your supervisor or, if you wish to the Director of Human Resources. An investigation will be conducted and action taken to assure that harassing conduct, if any, is immediately discontinued.

License / Registration / Certification

MHSFI verifies professional licenses on all employees working where licensure is required. It is the employee's responsibility to maintain required licenses.

Employees who fail to obtain or maintain documentation of license / registration / certification requirements will not be allowed to continue employment.

Drug and Alcohol Free Facility

In an attempt to provide a drug and alcohol free environment, MHSFI prohibits employees from selling, using, possessing, working or attempting to work "with the presence of" any illegal substance. The sale, distribution, or possession with the intent to distribute illegal drugs by any MHSFI employee is prohibited on or off MHSFI premises, regardless of whether the employee is on duty or not.

Employees are also prohibited from reporting to work under the influence of alcohol or consuming alcoholic beverages at work, unless authorized by management in connection with a Foundation sponsored event and consumed in moderation. When there is reasonable suspicion that an employee may have violated this policy, the employee may be requested to undergo a drug and alcohol test. A positive result from the testing or refusal to submit to such a test may subject the employee to corrective action, up to and including termination.

The substance abuse policy shall apply to all applicants considered for employment from their first day of employment.

Employee Identification Badge

All MHSFI employees are issued identification badges which should be worn so the name is visible above the waist while on duty. The badge displays the employee's name and job title. It is intended primarily to help patients, visitors, and fellow employees identify a MHSFI employee by name.

The badge is MHSFI property, and part of the employee dress code. Stickers or pins should not be attached to the badge. A lost badge may be replaced by paying the Foundation \$5.00. The badge must be surrendered upon termination of employment.

Personal Appearance

Appearance and attitude are very important. When on duty, the following personal appearance requirements must be observed:

Dress:

Employees are expected to use good taste in selecting clothes for work, avoiding extreme styles: tight fitting pants, shorts and short (mini) apparel or extreme styles. The wearing of culottes (split skirts) is permissible provided they are no higher than mid-knee in length.

Cosmetics:

The use of cosmetics should be moderate.

Hair Styles:

Hair styles for both men and women are expected to be conservative and in good taste. Maximum hair length for men will be collar length, neat and trim, not to extend below the bottom of the collar, nor below the earlobe on the sides. Ponytails on men are inappropriate while at work.

Jewelry:

The wearing of excessive jewelry is not allowed. Employees are expected to be conservative in their choice of jewelry. Male employees will not wear earrings while at work

Uniforms:

MHSFI requires designated employees to wear uniforms while on duty. Employees are expected to wear their complete uniform in accordance with department policy.

Shoes:

Shoes should be clean and polished. Uniformed employees may wear clean tennis shoes that are appropriate for use and conservative in style. Safety, comfort and appearance are the main considerations for acceptable footwear for all employees. Departmental standards should be followed in all cases.

Employment Status

Employee status is categorized as follows:

Full-time: *32-40 regularly scheduled hours per week*

Part-time: *20-31 regularly scheduled hours per week*

Temporary: *Regularly scheduled less than 20 hours per week*

Pool: *Regularly scheduled less than 20 hours per week,
on an "as needed" basis*

Employee Health Service Scope:

Pre-employment, Annual, Post-employment. All employees complete a pre-employment health screening. The screening consists of a health inventory, drug screen, blood pressure screening, chest x-ray, Hepatitis Antigen screening, functional capacity screening for identified job categories, in addition to measles / mumps / rubella immunization. TB screening is required annually for all employees who work in direct patient care areas.

A chest x-ray will be required for all previous TB reactors and all reactors to pre-employment TB skin test. Instruction for use of TB masks is provided to designated employees.

A Hepatitis B vaccination program is optional. All employees must complete an acceptance or refusal form during the health screening.

Verification of Employment Record

Your personal employment record is maintained in a confidential file in the Human Resources Department. It is important that you notify your supervisor and/or Human Resources of any changes that might affect your benefits, in addition to changes such as the following: address, telephone number, family status, number of dependents, name change. You may make arrangements through your supervisor to view the contents of your file. The file itself is the property of MHSFI and may not be copied.

Internal Changes Affecting Employee Work Status *

It may become necessary for departments to reduce or change the size or composition of the work force due to economic or related conditions. There may be days when there is not enough work for a full day and employees may be rotated so that no employee will lose more time than other employees. Whenever such is initiated by MHSFI, the employee has the option to use accrued paid time or take the time off without pay.

Hours of Work *

Supervisors will notify employees of their respective work schedules. Management may change individual employee schedules based on departmental and operational needs.

Lunch and Rest Periods *

MHSFI will make every effort to allow employees a half-hour meal period during each 8-hour tour of duty. The meal period is unpaid time.

MHSFI also attempts to provide two rest periods of fifteen minutes each to employees during each 8-hour shift. The rest periods or breaks are paid time.

Meal and rest periods are granted depending on the needs of the department. Employees should have the approval of their supervisor when they leave for a meal or rest period. The approved lengths of time for meal or break periods should not be exceeded. Breaks should not be combined with meal periods.

When leaving the premises for a meal break or personal business, non exempt employees are required to clock out.

When non exempt employees go off campus for personal activities you must clock out and clock in when you return. The only exception is when you are going off campus within a 5 mile radius to purchase lunch and return to the office for your lunch break.

Employees are responsible for accurately recording time worked. When a non exempt employee does not clock out for a meal break, the Foundation's time-keeping system presumes a lunch break of 30 minutes. If an employee's lunch break is longer or shorter than 30 minutes, he/she must notify his/her supervisor in writing, so time records can be adjusted appropriately. It is a job requirement to accurately report all time worked.

*** School-Based Health Center employees should refer to the Human Resource Manual Policy #3350-A.**

The following scale will indicate the appropriate number of meal and rest periods scheduled, based on the length of tour of duty:

<u>Scheduled Shift Hours</u>	<u>Lunch Periods</u>	<u>Rest Periods</u>
4 Hours	0	1
6 Hours	0	1
8 Hours	1	2
10 Hours	1	2
12 Hours	1	3
14 Hours	1	3
16 Hours	2	4

Payday / Pay Period

Paychecks are distributed bi-weekly (every two weeks) and there are 26 pay periods each year. Checks will not be released to anyone other than the employee for whom they are intended unless written authorization is received from the employee. Payroll direct deposit is mandatory. Employees should complete a Direct Deposit Authorization Form available from the Human Resources Department.

Direct Deposit

Payroll direct deposit is mandatory.

Employee Overtime

All non-exempt employees will be paid at 1 ½ times their regular rate of pay for hours worked in excess of 40 within the work week. Schedule adjustments may be made within the 7-day work week to ensure no more than 40 hours are worked.

Posting of Job Vacancies

The Human Resources Department will post positions on the Employee Bulletin Board as notification to individuals who wish to apply. Employees interested in an open position should complete a Job Posting Application and submit it to their department director for completion and forwarding to Human Resources. Job Posting Applications may be obtained from the department director or the Human Resources Department. Employees must complete the application and may submit an updated resume with the application. Employees must submit the application to their respective director for review before submission to the Human Resources Department.

All applicants, internal or external, will be considered for open positions. If an internal candidate is equally qualified for a position as compared to an external candidate, the internal candidate will be offered the position.

Time Clock Plus System (TCPS)

Employees of MHSFI are required to report to work as scheduled. The automated Time Clock Plus System is used by all employees to record worked time.

All hourly employees should clock in when beginning work for the day and clock out upon ending work for the day. Exempt employees should clock in at the beginning of the work day. Failure by an employee to use the time and attendance reporting system as required will result in disciplinary action.

Attendance

As an organization which operates 8 hours a day, it is important that each department be adequately staffed. The Foundation recognizes circumstances which may warrant an employee's absence. Absenteeism is categorized as "scheduled" or "unscheduled". This includes tardiness, and/or leaving work early.

For an absence to be considered scheduled, it must be requested at least 48 hours in advance, otherwise it is considered unscheduled. Any combination of three (3) unscheduled "tardies" or "leave early's" will equal one (1) unscheduled absence. When unscheduled absences are consecutive, they are considered one (1) occurrence.

Employees who report to work more than six (6) minutes after the scheduled reporting time will incur an unscheduled "tardy". The same applies for employees who leave six (6) minutes before their "approved" time. Only the supervisor or department director may allow an employee to come in late and make the time up at the end of the shift.

When an employee's absence is certified under the Foundation's Family / Medical Leave policy, that absence is not considered unscheduled and will not be recorded in the employee's attendance record. The following table reflects the Foundation's standard regarding unscheduled absences:

	Excellent	Above Satisfactory	Satisfactory	Below Satisfactory	Poor
3 MOS.	0	2L / LE	1	2	3+
6 MOS.	0	1	2-3	4-5	6+
12 MOS.	2	3	4-6	7-9	10+

Any combination of three (3) unscheduled, unapproved "lates" or "leave early's" will equal one (1) absence.

Service / Salary Review Date

Adjustments to Service Date / Salary Review Date for full-time or part-time employees will be made in the following manner:

Any unpaid absence exceeding two (2) calendar weeks will result in an adjustment to the employee's "Service" and "Salary Review" dates for the entire period of the unpaid absence.

IV. Orientation and Development

Education

Employee development and training are fundamental parts of MHSFI operations. In addition, other programs designed to improve job-related skills and knowledge are presented throughout the year.

Performance Evaluations

The Foundation recognizes the importance of employees knowing and understanding how well they are performing their duties. A system of performance appraisals is used to evaluate the work performed by employees, to delineate those areas in which improvement is needed, and to discuss the employee's concerns or questions.

Employees should review and discuss their appraisal with the appropriate supervisor. Unresolved concerns should be referred to the Director of Human Resources.

Evaluations are conducted annually on the job anniversary date, less formally at mid-cycle on an interim form (if required), and additionally, whenever it is deemed appropriate by the supervisor.

Telephone Courtesy

Methodist Health System Foundation is committed to providing excellence in customer service. Consistent with that commitment are our standards in servicing our customers both inside and outside of the Foundation.

The telephone standards below reflect the image presented by the Foundation to those customers interacting with us via telephone and these standards are suggested for your use:

ANSWERING THE PHONE:

1. ANSWER THE PHONE WITHIN THREE (3) RINGS
2. ANSWER THE PHONE USING THE FOLLOWING GREETING (SMILE):

INTERNAL CALLS: "(METHODIST HEALTH SYSTEM FOUNDATION), THIS IS (YOUR NAME), MAY I HELP YOU?"

EXTERNAL CALLS: "METHODIST HEALTH SYSTEM FOUNDATION, THIS IS (YOUR NAME), MAY I HELP YOU?"

PLACING SOMEONE ON HOLD:

1. WHEN PLACING THE CUSTOMER ON HOLD, USE THE FOLLOWING STATEMENT:

"MAY I PUT YOU ON HOLD WHILE I (DESCRIBE THE ACTION YOU ARE TAKING)?"

2. IF THE CUSTOMER HAS BEEN ON HOLD FOR ABOUT 1 AND ½ MINUTES, RETURN TO THE CUSTOMER, **THANK THEM FOR WAITING**, AND INFORM THE CUSTOMER THAT YOU ARE CONTINUING TO WORK ON THEIR REQUEST. **REMEMBER TO ASK THE CUSTOMER IF YOU MAY PUT THEM ON HOLD AGAIN BEFORE CONTINUING TO HELP THEM.**

TRANSFERRING A CALL:

1. WHEN TRANSFERRING A CALL, USE THE FOLLOWING STATEMENT:

"WOULD YOU MIND HOLDING WHILE I TRANSFER YOUR CALL? IN CASE WE GET DISCONNECTED, THE EXTENSION IS (EXTENSION YOU ARE TRANSFERRING CALLER TO)"

2. ATTEMPT TO REACH THE PERSON THAT THE CUSTOMER IS TRYING TO GET IN TOUCH WITH SO THAT YOU CAN BE SURE THE CALL IS BEING CONNECTED TO THE CORRECT PARTY.
3. ANNOUNCE THE CALL TO THE RECEIVING PARTY SO THAT THEY ARE AWARE OF THE NEEDS OF THE CUSTOMER BEFORE HAND (THIS WILL AVOID THE CUSTOMER HAVING TO EXPLAIN THEIR NEEDS AGAIN).
4. IF THE PARTY IS AVAILABLE, CONNECT THE CUSTOMER TO THEIR PARTY, IF THE PARTY IS NOT AVAILABLE, INFORM THE CUSTOMER BY SAYING "HE/SHE IS NOT AVAILABLE, MAY I GIVE HIM/HER A MESSAGE? OR WOULD YOU LIKE THEIR VOICE MAIL.

AVOID THE FOLLOWING SCENARIOS:

1. GREETING THE CUSTOMER WITH "HOLD PLEASE".

IF YOU ARE UNABLE TO ASSIST THE CUSTOMER IMMEDIATELY AND YOU MUST PUT THE CUSTOMER ON HOLD, ANSWER THE PHONE WITH THIS IS (YOUR NAME) WOULD YOU MIND HOLDING?" WAIT FOR A RESPONSE, THEN THANK THE CUSTOMER.

2. LETTING THE PHONE RING MORE THAN THREE TIMES BEFORE ANSWERING.
3. LEAVING A CUSTOMER ON HOLD LONGER THAN 1 AND ½ MINUTES WITHOUT INFORMING THEM OF YOUR PROGRESS.
4. PUTTING THE PHONE DOWN INSTEAD OF PLACING THE CUSTOMER ON HOLD.

REMEMBER:

1. EMPLOYEES ARE ALSO CONSIDERED "THE CUSTOMER".
2. USE THE CUSTOMER'S NAME IN YOUR CONVERSATION.
3. **LISTEN** CAREFULLY
4. IF THE PERSON BEING CALLED IS UNAVAILABLE, ASK THE CUSTOMER IF SOMEONE ELSE CAN HELP.
5. ASK THE CUSTOMER IF THEY WOULD LIKE YOU TO TAKE A MESSAGE IF THEIR PARTY IS UNAVAILABLE OR WOULD THEY LIKE THEIR VOICE MAIL. BE SURE TO TAKE A COMPLETE MESSAGE INCLUDING:

- A. *CUSTOMER'S NAME*
- B. *CUSTOMER'S COMPANY*
- C. *RETURN PHONE NUMBER*
- D. *DATE*
- E. *TIME OF CALL*
- F. *YOUR NAME / INITIALS*
- G. *MESSAGE AND / OR ACTION TAKEN, IF APPROPRIATE*

V. BENEFITS

IMMEDIATE BENEFITS

- * Applies to School-Based Center Employees
- ** Updates for all Employees (see page 27)
- *** Explanation of Temporary Employee Status (see page 27)

*** School-Based Health Center employees should refer to the Human Resource Manual Policy #3350-A.**

Wage and Salary

It is the policy of MHSFI to maintain a fair and equitable compensation system, which complies with all state and local laws. The system is referred to as the Wage and Salary Program. The goal of the program is to pay employees based on job requirements and performance, without regard to race, color, national origin, sex, age, religion, disability or status as a Vietnam-era or special disabled veteran.

Advances in Pay

MHSFI does not issue paychecks to employees in advance of the regularly scheduled paydays. Checks will be distributed by Human Resources on payday.

When an employee uses Paid Days Off (PDO), advanced pay may be requested at least 2 weeks prior to the payday in which the PDO time will be paid.

Holiday Pay * ** (see page 27)

MHSFI recognizes the following holidays: New Year, Mardi Gras, Good Friday, Independence Day, Labor Day, Thanksgiving, Christmas, and Employee Birthday. It is the policy of the Foundation to recognize designated holidays, with full-time employees earning eight (8) hours of pay at their regular base rate. Part-time employees earn prorated paid time off.

Employees who work a holiday will “bank” the day off with pay (to be used at a later date) and non-exempt employees will receive time and one-half for hours actually worked on a holiday. The time and one-half payment for hours worked on a holiday is effective for the 24 hour period beginning at 11:00 p.m. the evening before the holiday, and ending 11:00 p.m. on the holiday itself.

An employee may carry no more than 32 banked holiday hours into any new payroll year. Excessive holiday hours will be forfeited. (Payroll year-end is the last pay period for which a check is received in the current calendar year.)

For a detailed explanation of the Holiday Pay and Procedures, please see HR Policy #3500 Holiday Pay. This Manual is kept in the office of the President.

MHSFI Celebrations

MHSFI will sponsor events for employees during the year.

Medical / Dental / RX Plan

FOR EMPLOYEES AND ELIGIBLE DEPENDENTS I.E. SPOUSE OR DEPENDENT CHILD UNTIL AGE 21 OR TO AGE 25 ATTENDING SCHOOL ON A FULL-TIME BASIS.

ELIGIBLE AT TIME OF HIRE OR DURING OPEN ENROLLMENT

PREMIUM DEDUCTED FROM FIRST TWO PAYCHECKS OF EACH MONTH

DEDUCTIONS BEGIN MONTH PRIOR TO EFFECTIVE DATE

TEMPS AND POOL ARE NOT ELIGIBLE

EFFECTIVE FIRST DAY OF MONTH FOLLOWING 30 DAYS OF EMPLOYMENT

BENEFITS AFTER 90 DAYS OF EMPLOYMENT

Compassionate Leave ** (see page 27)

Employees are provided up to 3-paid days off for the death of an immediate family member (husband, wife, father, mother, son, daughter, brother, or sister). A regular status employee may be authorized 1 paid day off in the event of an absence to attend the funeral of a grandparent, or a parent-in-law, or a grandparent in-law. Time off without pay may be arranged with the supervisor or department director for an employee who wishes to attend funeral services of individuals not designated above.

Tuition Assistance

The tuition payment plan provides full tuition payment to qualified full-time employees who have completed approved courses which lead to an Associate Degree or higher from an accredited college. Courses taken must be Foundation approved, in advance, and also job-related. A commitment of three (3) months full-time employment per semester following graduation is required in return for the Foundation paid tuition. For more information, contact Human Resources.

The Foundation encourages professional advancement and provides tuition assistance to full-time employees for approved, job related courses at accredited colleges or universities, including community or vocational colleges.

Tuition "Payment" is available after employment for 90 days and is targeted toward specific hard-to-fill positions. Participation requires commitment from the employee to work three (3) months after program completion based on each semester of satisfactory assistance.

Tuition "reimbursement" is available to full-time employees after 1 year of continuous employment. Participation does not require a commitment after program completion. Reimbursement is based on the University of New Orleans tuition scale.

Applications are available in Human Resources and upon approval by respective director, must be submitted to Human Resources within 30 days after the start of the semester.

BENEFITS AFTER 6 MONTHS OF EMPLOYMENT

Extended Illness Bank (EIB) * ** (see page 27)

An Extended Illness Bank (EIB) of hours is accrued to supplement hours for those employees who miss more than three (3) days of work due to their own illness. If an employee has a surgical procedure performed or has more than 300 hours in his/her bank, earned EIB hours can be used immediately. **If an employee's accumulated EIB balance exceeds 300 hours, payment for personal illness will be paid from the first day of absence, provided that proper supervisory notification and approval takes place.** EIB hours are earned at the rate of six (6) days per year for full-time employees, prorated for part-time employees. EIB hours may be used in one-hour increments. EIB is not available to employees in temporary or pool status.

In addition, as long as the employees EIB balance exceeds 300 hours, the employee may use EIB hours for a physician visit in increments of 1 hour and not to exceed 4 hours per visit.

Paid Days Off (PDO) * ** (see page 27)

MHSFI recognizes that employees need time off for rest, relaxation and leisure activity. PDOs may be used in increments of one hour. Employees will be paid for all unused PDO hours, provided they have been full-time / part-time status for at least six (6) months.

Full-time employees earn PDOs at the following rates:

<u>Years of Service</u>	<u>Hours Per Pay Period</u>	<u>Days Per Year</u>
0 - 5	5.544 Hours	18 Days
5+ - 10	6.464 Hours	21 Days
10+ -15	7.080 Hours	23 Days
15+	7.696 Hours	25 Days

The maximum number of PDO hours which an employee may carry forward into a new payroll year is as follows:

<u>Years of Service</u>	<u>PDO Hours Carryover Limit</u>
0 – 5	180 (22.5 days)
5+ - 10	200 (25 days)
10+ - 15	220 (27.5 days)
15+	240 (30 days)

All hours will be paid at the employee's base hourly rate, exclusive of differentials.

Part-time employees accrue on a prorated basis, according to scheduled hours.

Once you reach your maximum accrual limit, you will no longer continue to accrue PDO's until such time as you use PDO time, and your balance falls below your maximum accrual level.

Conversion Options at Payroll Year-End: * (see page 27)

Each employee is able to cash-in annually up to 40 hours of PDO time, provided the balance in their PDO bank has at least 40 hours of PDO time remaining after the cash-in. Cash-in requests for 40 hours of pay, will be processed in the last pay period of the calendar year.

- Payroll year-end is defined as the last pay period for which the payday falls in the current calendar year.

Leave of Absence

Full and part-time employees are eligible to request a leave of absence after satisfactorily completing six (6) months of employment. A leave of absence is an unpaid absence which exceed two (2) calendar weeks. The request for leave must be submitted to the appropriate supervisor prior to the end of two (2) unpaid weeks. A leave of absence may be approved for no more than three (3) months at a time and may not exceed six (6) months total.

Types of leaves, include educational, Worker's Compensation, military, and personal (*see section for detailed explanation on Family Medical Leave*).

BENEFITS AFTER 1-YEAR OF EMPLOYMENT

Family Medical Leave Act of 1993

- Entitles you to 12 weeks of unpaid leave for specific family and medical reasons.
- Job protected
- Employee Eligibility

An eligible employee for Family / Medical leave is one who has been employed at MHSFI for at least twelve (12) months (not necessarily consecutive) and worked at least 1250 hours with MHSFI during the 12-month period immediately prior to the start of leave, regardless of status (full-time, part-time, pool / temporary).

- 12-Month Period

For the purpose of the policy, the 12-month is a "rolling" 12-month period measured backward from the date an employee uses any family medical leave. Thus, each time an employee takes family medical leave, the remaining leave entitlement would be any balance of the 12 weeks, which has not been used during the immediately preceding 12 months.

See HR Policy #3804 for further details

Life Insurance

- Free
- 1 ½ times your annual salary up to \$50,000
- Will receive eligibility letter from Human Resources

Long-Term Care Insurance

Full-time employees are eligible for basic long-term care insurance coverage after 1 continuous year of satisfactory full-time employment. Additional coverage's can be added to the basic plan through payroll deduction.

- **Only applicable to employees with hire date prior March 1, 2011**

Pension Plan

- Employee participation is eligible upon hire date
- **Employer portion after 1 year of participation in plan**
- Must work at least 1,000 hours in a calendar year
- Must be at least 21 years of age
- Contribution:
EMPLOYEE MINIMUM CONTRIBUTION IS 3%
MHSFI WILL CONTRIBUTE 6% MAXIMUM
IMMEDIATE VESTING

Long-term Disability

- Must be full-time employee
- Free to the employee
- Pays 60% after 90 days

BENEFITS AFTER 10 YEARS OF EMPLOYMENT

Longevity Bonus ** (see page 27)

Employee with 10 years and above at 5 year increments will receive an extra week's pay on anniversary date of service.

*

School-Based Health Center employees should refer to the Human Resource Manual Policy #3350-A

**

Applies to Holiday Pay, Vacation/PDO, Sick Time (EIB) and Compassionate Leave

The awarding of these benefits for both full and part-time employees is based solely on the allocated percentage of time that is worked by the employee (per their agreed upon work agreement) in an 80 hour payroll period. For an example, if an employee is regularly scheduled to work 40 hours each week (80 hours per pay period) then the award will be 100%. If the employee is regularly scheduled to work 32 hours per week (64 hours per pay period) then the award will be 80%, and so forth.

DEFINITION AND EXPLANATION OF TEMPORARY EMPLOYEE STATUS

When the Foundation expects a position to be maintained for a limited period of time only, the employee who occupies that position will be classified as “temporary.” Temporary status is appropriate when, among other reasons, a position is funded by a grant, which is limited in duration. Temporary status is applicable whenever the Foundation expects a position to be filled for no longer than 18 months. If the Foundation subsequently determines that a position will be maintained for a longer period, such as may occur when a grant is renewed, the President will review the temporary classification and either: a) extend the classification for up to 18 months; or b) change the classification, at his discretion. Designation as “temporary” does not alter the at will employment relationship between the Foundation and the employee who occupies the position.

Employees classified in “temporary” status will receive all benefits required by law. They are also eligible for the following benefits, pro-rated based upon the employee’s work schedule, as described in the applicable policies: PDO; EIB; Compassionate Leave, and Holidays. Otherwise eligible employees may also receive benefits, including time off, pursuant to Foundation’s Family Medical Leave policy. Due to the nature of temporary status, employees are not eligible for additional time off, including leaves of absence. Likewise, temporary employees are not eligible to participate in the employee pension plan or the Foundation’s medical life, long-term disability, or long-term care insurance plans.

VI. Safety

Employee Accident / Exposure Reporting

All accidents and exposures involving employees which occur office, and/or Foundation property, or while an employee is on duty, regardless of the severity, must be immediately reported. A written account of the accident / exposure occurrence must be made no later than the end of the work shift during which the accident / exposure occurred. The supervisor will document the incident and instruct the employee as to any follow-up action required.

- I. Report all employee accidents and / or exposures
 - A. **Accident** – Any occurrence inconsistent with accepted or standard work practices or activities which causes or has the potential to cause specific injury to the employee or results in loss or damage to property.
 - B. **Exposure** –
 1. **Infectious** – Specific eye, mouth or other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.
 2. **Hazardous** – Includes, but not limited to, identified toxic chemical exposure via inhalation, ingestion, or eye, skin, mucous membrane irritation due to chemical, gas or radioactive material.
- II. When an accident / exposure occurs
 - A. It is the employee's responsibility to report incidents immediately to the supervisor on duty. Failure to report an incident in a timely manner is cause for disciplinary action.
 - B. It is the supervisor's responsibility to investigate / document all employee incidents. An Employee Accident / Exposure Report Form must be completed before the end of the shift, preferably within the hour, making certain that the following information is completed in detail:

1. *Identification of employee(s) involved – name, social security number, employee number, department and job title.*
 2. *Facts related to accident / exposure – date, time, shift and location.*
 3. *Description of accident / exposure – describe the employee activity in detail at the time of the incident. Include details such as “right hand”, “index finger”, etc.*
 4. *Cause of accident / exposure – describe in detail all factors which contributed to the incident. Include conditions, materials, training, etc.*
 5. *Nature of injury – describe the injury which occurred in detail, i.e., contusion to right leg just below the knee.*
 6. *Witnesses – have the form signed by any witness to the incident.*
- C. The Employee Accident / Exposure Report Form must be signed by the department director to show that it has been reviewed and checked for accuracy and completeness. It is the supervisor’s responsibility to investigate / document.
- III. If injury requires immediate attention, the employee is referred to an Emergency Room with the white copy of the Employee Accident Report Form for examination. Or he / she is referred to an Industrial Clinic for follow-up, if necessary.
- IV. If the employee is required to miss work because of an accident / exposure at work, it is the employee’s responsibility to keep his / her supervisor informed of his / her progress and expected return to work date. Employee must furnish supervisor with a note from the physician indicating the need to stay out of work and a release from the physician to return to work.
- V. Accidents requiring special handling due to unusual circumstances, i.e. kidnapping, etc. which might result in media queries, should be reported to the department director or to the responsible administrative Vice President.
- VI. Employees who incur injury / exposure while on the job shall be escorted to the appropriate facility for examination and / or treatment.
- VII. Dissemination of Employee Accident / Exposure Report Form
- A. White copy goes with the employee to the Emergency Room for completion of the medical diagnosis portion and then forwarded to Human Resources. Yellow copy remains with the department director.

VIII. Additional Responsibility

- A. Individual employees are responsible for keeping their department director and / or supervisors advised of any change in his / her status resulting from an accident or exposure.
- B. Department Directors are responsible for keeping Human Resources apprised of the employee's status.

Safety

The Foundation has established and maintains an efficient and effective Safety Management Program. The program is endorsed and supported by the governing body, and is an integral element of the institution's commitment to provide quality care and a safe work environment. The structure of the safety program is such that both management and employees are aware of their responsibilities regarding accident prevention and safety in the workplace. The Foundation Safety Management Program, including departmental safety program, incorporates and complies with the standards of safety issued by the United States Department of Labor, Occupational Safety and Health Administration (OSHA), and other federal, state and local regulatory agencies.

Philosophy of Safety

The Foundation is committed in its Statement of Mission and Roles to provide quality health care services. The philosophy of the Safety Management Program is to support that commitment and includes the following concepts:

Accidents and injuries in the workplace can be prevented by ensuring a safe environment and providing proper equipment and training for all employees.

Accidents almost always cause human suffering and financial loss; neither of which is consistent with the Foundation's commitment to quality.

Operating safely and operating efficiently are without conflict.

The attitude toward safety by employees must be a cooperative effort, and is a condition of employment.

Readiness to respond efficiently and effectively to community emergencies and disasters is imperative.

Smoking

MHSFI is committed to a smoke-free environment. Recognizing that smoking is both a fire and health hazard, the Foundation requires that employees smoke only in the designated areas outside of facility.

VII. Rights and Responsibilities

Confidentiality

In the process of performing your job duties within the Foundation, you may hear or see confidential information regarding patients, doctors, the business of the Foundation, or others. Employees should not discuss any confidential information outside the Foundation, or with other Foundation employees. Casual conversation in elevators and break areas could violate the privacy of others.

Solicitation

It is prohibited for anyone to solicit employees, patients, or visitors on Foundation premises for the purposes of gambling (including raffles), charities, business sales or services, without written approval from the Executive Vice President of Operations. Employees who discover persons making unauthorized solicitations should report this to their supervisors immediately.

Conflict of Interest

MHSFI respects the rights of its employees to engage in private activities outside of their employment. MHSFI does, however, expect its employees to use good judgment, observe high ethical standards and honesty in their dealings, and to avoid any conflict of interest. Matters which involve MHSFI should not be influenced, or appear to be influenced, by the employee's personal interests or relationships. Should an actual or potential conflict of interest occur, the employee is required to notify Human Resources of the conflict in writing by completing a conflict disclosure form. Failure to report an actual or potential conflict within 30 days is grounds for disciplinary action.

Grievance Procedure

When an employee experiences problems with work circumstances, co-workers, or supervisors, the availability of an avenue to discuss these problems with management helps to resolve these concerns. MHSFI provides such an avenue in its simple five-step grievance procedure.

Through the grievance procedure, MHSFI provides a system that allows the employees the means to present their concerns to the appropriate individuals. MHSFI will always attempt to ensure that employees are treated fairly and with respect.

MHSFI is committed to providing an environment where employees can present a grievance without fear of retaliation. Any such fear should be discussed with Human Resources immediately.

To initiate a grievance, the employee should obtain a Grievance Summary Form from Human Resources and present a completed copy to his / her immediate supervisor within ten (10) working days of the participating occurrence. It should be noted that all parties should involve only those individuals directly related to the grievance. Upon request, in Human Resources an employee may receive assistance in presenting a grievance.

As a general rule, an employee may initiate a grievance on any work related concern or circumstance, provided that the issue is raised in good faith. Human Resources may advise the employee on this question, and provide the managers involved with a summary of any previous grievances filed.

All employees have access to the grievance procedure, as well as all other aspects of the employment relationship, without regard to race, religion, sex, national origin, age, marital status, veteran status, or disability.

Department Rules

Employees should know and observe the rules and procedures developed for the department in which they work. Employees are encouraged to discuss these rules with their supervisor. Suggestions for improvement are encouraged.

Jury Duty

MHSFI provides all regular status employees with regular pay when there is lost work time due to service as a juror in a federal, city or parish court when proper notification is given to the supervisor.

Computers, E-Mail and the Internet

The following policy governs the use of all computers and e-mail systems owned or issued by Methodist Health System Foundation, Inc. (The "Foundation"), and Internet access via Foundation computers, servers and/or data lines.

A. Foundation Property

All Foundation computers, e-mail facilities, and Internet access accounts are the Foundation's property to be used solely to facilitate the business of the Foundation. In addition, all software that has been installed on Foundation computers and any data collected, downloaded and/or created on Foundation computers is the exclusive property of the Foundation and may not be copied or transmitted to any outside party or used for any purpose not directly related to the business of the Foundation. Upon termination of employment, no employee shall remove any software or data from Foundation-owned computers.

B. Proper Use

Employees are strictly prohibited using Foundation computers, e-mail systems, and Internet access accounts for personal reasons or for any improper purpose. Some specific examples of prohibited uses include, but are not limited to:

- Transmitting, retrieving, downloading, or storing messages or images that is offensive, derogatory, defamatory, off-color, sexual in content, or otherwise inappropriate in a business environment.
- Making threatening or harassing statements to another employee or to a vendor, customer, or other outside party.
- Transmitting, retrieving, downloading, or storing messages or images relating to race, religion, color, sex, national origin, citizenship status, age, handicap, disability, sexual orientation, or any other status protected under federal, state and local laws.
- Sending or receiving confidential or copyrighted materials without prior authorization.

- Soliciting personal business opportunities, or personal advertising.
- Gambling.

C. Monitoring

Employees should expect that all information created, transmitted, downloaded, received or stored in Foundation computers may be accessed by the Foundation at any time without prior notice. Employees should not assume that they have an expectation of privacy or confidentiality in such messages or information (whether or not such messages or information is password-protected), or that deleted messages are necessarily removed from the system.

Employees must provide all passwords and access codes for Foundation computers to the CEO or designee. Changing passwords or creating new passwords without requesting permission from the CEO or designee is strictly prohibited.

D. System Integrity

Because outside disks may contain viruses, employees are not permitted to use personal disks or copies of software or data in any form on any Foundation computer without first (1) obtaining specific authorization from the Administrator, and (2) scanning the data for viruses. Any employee who introduces a virus into the Foundation's system via use of personal software or data shall be deemed guilty of gross negligence and/or willful misconduct and will be held responsible for the consequences, including cost of repair and lost productivity.

Similarly, information is not to be downloaded directly from the Internet onto the Foundation's computer system. All information downloaded from the Internet is to be placed on a disk and scanned for viruses before being introduced into the Foundation's system.

E. Enforcement

Violations of this policy may result in disciplinary action, up to and including termination of employment. Employees who damage the Foundation's computer system through its unauthorized use may additionally be liable for the costs resulting from such damage. Employees who misappropriate copyrighted or confidential and proprietary information, or who distribute harassing messages or information, may additionally be subject to criminal prosecution and/or substantial civil money damages.

VIII. Separation

Progressive Discipline

The progressive disciplinary procedure at MHSFI is based on the need of the organization to maintain standards of conduct and behavior in providing the best environment for patients, guests, and employees of the Foundation. Under the procedure, unacceptable conduct will be pointed out to an offending employee, and except in the case of severe violations, he / she will be given the opportunity to improve or correct his / her conduct.

Violations or offenses are addressed with employees in conference or counseling sessions with their direct supervisor(s). Proceedings of each session will be documented. The purpose of this policy and procedure is to address violations of rules, policies, standards of conduct, and other “infractionary” issues. Poor job performance should be addressed through the Employee Improvement Plan (EIP). While infractions and poor work performance are addressed through different procedures, they will not be considered in isolation. For example, an employee on probation under the Employee Improvement Plan may be terminated upon accumulating three points under this policy.

With each successive offense, discipline becomes progressively stronger. Depending upon the seriousness of the offense, points will be accumulated for offenses categorized in four levels, with Level I being the least serious and Level IV the most serious.

MHSFI recognizes that issues in the individual’s personal life may affect work performance. Therefore, the Foundation has made available an Employee Assistance Plan (EAP). However, an employee remains responsible for his / her actions and is expected to follow all Foundation policies and standards of performance.

The point system is tied to the fact that not all offenses are of equal gravity in their affect on the facility and the people in it. Therefore, points will be recorded in order to cumulatively measure and evaluate disciplinary incidents on a consistent basis.

Examples of each level of offense are presented below. It should be noted that these are examples, and are not all-inclusive lists. They are presented to help the supervisor / manager in categorizing the offense. The facts and circumstances of each case will ultimately determine MHSFI’s action.

Points are accumulated as follows: A Level I offense counts as one point, Level II as two points, Level III as three points, and Level IV as four points. When an employee accumulates four points, he / she will be terminated.

Points remain on an employee's record until he / she has completed 13 consecutive months without further point assignment, and without being placed on an EIP.

Therefore, an employee may be terminated for one Level IV offense without a second chance, but for lesser offenses, would be given an opportunity to change his / her behavior. An employee who has not attained regular status will be terminated for accumulating three points. A probationary employee with two cumulative points will automatically have his / her probationary status extended for 60 days.

Disciplinary conference should be documented on the Disciplinary Conference Summary Form, but it is not necessary that the employee sign the form unless the result of the conference will give the employee at least two cumulative points.

All employees have the same right to the Grievance Procedure under this policy. Human Resources must approve all terminations in advance, and the President must also approve the termination of any employee with five (5) years or more seniority. Supervisors should suspend an employee during a final review of the facts and his / her documented record before requesting termination.

Examples of Level I offenses, but are not limited to:

- Repeated tardiness (four or more occurrences in any 90-day period)
- Repeated excessive break time (four or more occurrences in any 90-day period)
- Repeated carelessness in performing assignment (three or more occurrences in any 90-day period)
- Failure to wear prescribed uniform or apparel
- Attending to personal affairs on company time
- Contributing to unsanitary conditions
- Non-deliberate failure to record attendance accurately
- Negligent non-compliance with the MHSFI Corporate Integrity Program (adopted by the Board of Directors on 6/25/09)

Examples of Level II offenses include, but are not limited to:

- Failure to follow MHSFI safety procedures
- Performing work other than MHSFI assignments during working hours
- Failure to report an accident
- Soliciting monetary contributions or distributing unauthorized materials on premises
- Chronic credit disability considered to be a problem to the facility
- Interfering with or distracting another employee at work
- Failure to notify supervisor of absence on or before date of absence
- Display of poor attitude and / or inability to support the MHSFI mission and programs
- Misuse of MHSFI property, including ID cards
- Posting, altering, or removing material on MHSFI bulletin boards or MHSFI property without authorization
- Repeated failure to use time-reporting system in prescribed manner
- An unexcused absence
- Excessive unscheduled absences or tardiness (3 or more occurrences in one month, 5 occurrences in 6 months, or 7 in one year)
- Removal of MHSFI property from premises without written authorization
- Boisterous non-work related activity

Examples of Level III include, but not limited to:

- Smoking in non-designated areas
- Gambling on the premises
- Refusal to work, without good reason, in times of emergency call-ins, disaster, patient emergency
- Disorderly, disruptive conduct
- Failure to render service to any patient or fellow employee if such service is within the normal and usual scope of the employee's duties, or is required by reason of an emergency related to the patient
- Negligence, including leaving duty station without authorization
- Accepting gratuities from patients
- Breach of confidentiality
- Verbal abuse of other individuals on premises
- Wearing or using another employee's ID badge

Examples of Level IV include, but are not limited to:

- Dishonesty or theft, regardless of the amount
- Unauthorized personal use of Foundation property and resources is prohibited, and based on facts and circumstances may be equivalent to theft (for example, making unauthorized long distance phone calls or utilizing MHSFI postage for personal mailings)
- Threatening, coercing, intimidating, or otherwise abusing patients or others
- Possession of weapons or firearms on the premises
- An act of sexual harassment or other discriminatory activity
- Use of vile, intemperate, or abusive language in front of patients or guests
- Conviction of a felony
- Sleeping on the job
- Intentional or negligent violation of MHSFI policies regarding code of conduct or ethics
- Unauthorized possession, use, copying or reading of hospital records, or disclosure of information contained in such records to unauthorized persons
- Insubordination, refusal or intentional failure to perform work assigned
- Willful or negligent damage of facility property
- Indecent conduct
- Violation of the facility's substance abuse prevention / detection policy, including the possession of prohibited substances on the premises
- Fighting on premises
- Deliberate or negligent omission, or falsification, of significant information on the employee application, time records, benefit forms, or other company-related forms
- Absence of three (3) consecutive workdays without proper notification, or an approved reason
- Willful or negligent acts of conduct detrimental to patient care, Foundation operations, or which result in the neglect or abuse of any patient
- Failure to report for and/or participate in drug/alcohol testing as instructed
- Unauthorized recording (via audio or video mechanisms) of any conversation, communication, meeting, activity or event
- Intentional non compliance with the MHSFI Corporate Integrity Program (adopted by the Board of Directors 6/25/09)
- Removal of Foundation property from premises without written authorization (see Policy #2350)

These lists are presented to provide examples, but the specific circumstances of each infraction will be considered in determining its classification. Questions should be discussed with Human Resources.

Termination

MHSFI may terminate an employee for poor job performance or for violation of Foundation policies (see Progressive Discipline section).

All employees are eligible to participate in an employee exit interview with Human Resources.

Termination Review

When an employee is terminated from the Methodist Health System Foundation, Inc., the employee may feel that the termination was not justified. In such a case, MHSFI has provided the means for an employee to request a review of his / her termination.

An employee may request a termination review in good faith by obtaining a Termination Review Summary Form from Human Resources. The request must be made within five (5) working days from the date of termination. The employee should list the reason(s) for his / her request for review and the specific issue and persons involved. It should be noted that all parties should involve only those individuals directly related to the termination. It is the employee's responsibility to present the appropriate documentation to the designated Vice-President / Executive Vice-President within the prescribed time frames at each step of the process, and to likewise provide Human Resources with the same documentation.

All employees have access to the termination review policy as well as other aspects of employment without regard to race, religion, sex, national origin, age, marital status, veteran status, or disability.

Separation of Employment (Resignation, Quitting, Reduction in Work Force, Termination)

Since employment is based on mutual consent "at will" the employee or the employer may terminate employment without cause. Categories of separation are discussed below:

Resignation

Non-exempt employees who terminate their employment should give a written 14-day calendar notice to their supervisor. Exempt employees should give a written 28-day calendar notice of resignation.

Quitting

Employees who quit without proper notice as defined above will not be eligible for rehire. An employee who is absent for more than 3 consecutive scheduled workdays without approval will be terminated as having quit.

Reduction in Work Force

When conditions necessitate a reduction in work force, a number of factors will be considered in determining who will be affected. The factors may include, but are not limited to:

- **JOB PERFORMANCE**
- **DISCIPLINARY RECORD**
- **VERSATILITY OF EMPLOYEE:**
 - **ABILITY AND/OR WILLINGNESS TO ACCEPT REASSIGNMENT**
- **LENGTH OF SERVICE**
- **ATTENDANCE RECORD**

If a reduction in work force is implemented, it will be considered a final separation with no rights to recall. Those employees affected will receive notice, or pay in lieu of notice, in addition to payment of unused holiday and PDO time.