

PERSONNEL POLICIES AND PROCEDURES

Hardin County General Hospital-Clinic
Rosiclare, Illinois
(Hourly Employees)
Revised March 2024

CONTRACT DISCLAIMER

This handbook is not intended to create any sort of contract of employment. Rather, it is simply intended to generally describe Hardin County General Hospital-Clinic and its present policies and procedures.

TABLE OF CONTENTS

I.	INTRODUCTION	
	Employee Welcome Message	3
	Mission Statement	4
	Vision Statement	5
	Philosophy Statement	5-6
	Introductory Statement	6
	Quality Improvement Statement	6
	Hospital Standards of Conduct	7
	Patient Relations and Values	8-9
	Confidential Information	10
II.	EMPLOYMENT	
	Equal Employment Opportunity	10
	Employment Applications	10
	Employment Classification	11
	Staff Rights	11
	Employee Relations	11
	Disability Accommodation (ADA)	11-12
III.	EMPLOYMENT STATUS & RECORDS	
	Introductory Period	12-13
	Performance Evaluation	13
	Employees Requiring License	13-14
	Physical Examinations	14
	Access to Personnel Files	14-15
	Personnel Data Changes	14
	Job Posting	15
	Transfers	15
IV.	TIMEKEEPING/PAYROLL	
	Wage Policy	15
	Pay Day	15
	Overtime	16
	Time Clock	16
	Administrative Pay Corrections	16
	Garnishments	16
	Deductions	16
V.	EMPLOYEE BENEFIT PROGRAMS	
	Employee Benefits	17
	Educational Assistance	17
	Health Insurance	18
	Dental, Vision and additional Life Insurance	18
	Life Insurance/ Long Term Disability	18
	Pension	18
	Holidays	18-19
	Jury Duty	19
	Paid Time Off	19-21
	Funeral Leave	21
	Military Leave	22
	Time Off to Vote	22

TABLE OF CONTENTS

	Worker's Compensation Insurance	22
	Reporting Injury/Illness	23
VI.	WORK CONDITIONS & HOURS	
	Work Schedules	24
	Patient Complaints	24
	Accidents to Patients or Visitors	24
	Reporting Abuse/Neglect	24
	Safety First	25
	Safety, Fire & Disasters	25
	On Call	25
	Off Duty Hours	26
	Rest & Meal Periods	26
VII.	EMPLOYEE CONDUCT & DISCIPLINARY ACTION	
	Absence	26
	Tardiness	27
	Dress Code	27
	Noise	27
	Tips & Gratuities	27
	Criticism	28
	Grievances	28
	Computer and Internet Usage	29
	Use of Telephone & Mail Systems	29
	Personal Cell Phone use by Employees	29-30
	Sexual & Other Unlawful Harassment	30
	Drug & Alcohol Use	30-31
	Drug Testing	31
	Smoking	32
	Record of Warning	32
	Employee Termination and Discharge	32
	Workforce Reduction/Employee Layoff	33
VIII.	LEAVES OF ABSENCE	
	Family Medical Leave	33-34
	Maternity Leave	34
	Leave of Absence	34-35
	Victims Economic Security and Safety Act	35
IX.	MISCELLANEOUS	
	Parking	35-36
	Bulletin Boards	36
	Solicitation of Medical Advice	36
	Personal Business & Solicitations	36
X.	DETACHMENTS	
	Employee Acknowledgment Form	37

Welcome new employee!!

On behalf of your colleagues, I welcome you to Hardin County General Hospital- Clinic and wish you every success here.

We believe that regardless of the capacity in which you serve, each employee contributes directly to Hardin County General Hospital- Clinic's growth and success, and we hope you will take pride in being a member of our team.

This handbook describes some of the expectations of our employees and outlines the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with Hardin County General Hospital- Clinic.

We hope that your experience here will be challenging, enjoyable and rewarding. Again, welcome!!

Roby Williams, Administrator

Caring for Your Family, With Ours

MISSION STATEMENT

The primary mission of Hardin County General Hospital- Clinic has always been and will continue to meet the health care needs of our patients, businesses and industries in Hardin and Pope Counties. We will continue to achieve the highest possible standards of quality in our delivery of care to our patients.

The hospital shall sustain its position as a Critical Access Hospital of the highest quality health care in both counties. In support of this, Hardin County General Hospital- Clinic, its medical staff and all employees will continue to provide the highest quality emergency, outpatient and inpatient services. The hospital will maintain a focus on primary care services and continue to develop those secondary and specialty services that meet the evolving needs of our service area while supporting the hospital's long-range financial viability.

We are equally committed to providing our employees with a positive work environment that is motivated by good leadership, respected for its management, consistent in its action, and fair in its treatment. To cultivate and maintain employee loyalty, we will uphold the highest possible ethics in a business culture of honesty and dignity. We will assist our employees in developing through training and work experience, so that all will grow and prosper with the hospital. We will provide open communication and planning with employees at all levels to ensure universal knowledge of our long-term strategic plans, and a team effort in achieving our goals.

We are committed to providing our medical staff and patients with excellence in patient care delivered in a cost-effective manner, and support in a dynamic environment. We believe in strong working relationships with our physicians and staff and will reward those involved in the development and growth of our hospital.

We have confidence in our management team and strongly believe that this team will carry us forward to the future with excellent results and achievements within our community.

To assure the continuing fulfillment of our mission, Hardin County General Hospital- Clinic will continue to expand its services, and strengthen our working relationship with health care professionals. The hospital will continue to implement cost containment measures and maintain appropriate financial resources. Development of our facility as well as service and resource enhancements will be pursued in response to environmental trends and patient satisfaction needs.

We look forward to a new decade of excellence and integrity with patients, physicians, employees and the community.

HARDIN COUNTY GENERAL HOSPITAL-CLINIC
Caring for Your Family, with Ours

VISION STATEMENT

Hardin County General Hospital- Clinic will continue to lead in providing and developing the highest quality health care services that far exceed the expectation of our patients. Our strategic plan and operational plan is linked directly to this vision.

FOR OUR PATIENTS:

Be the health care system of choice for patients, medical staff, and allied health professionals, third-party payers, and health care employees.

FINANCIAL PERFORMANCE:

Have the financial strength to weather external economic and industry pressures, maintain Hardin County General Hospital- Clinic's commitment to Quality Improvement and continuously improve our systems, processes, facilities, technology and organizational culture.

QUALITY IMPROVEMENT:

Hardin County General Hospital- Clinic's Quality Improvement philosophy and methods are supported and practiced both system wide and hospital wide as part of our daily work life.

INNOVATION AND LEADERSHIP:

Hardin County General Hospital- Clinic is an innovator and leader and will be recognized for Quality Improvement, development of health care programs and services, and community participation.

PHILOSOPHY STATEMENT

The Hardin County General Hospital- Clinic Board of Directors, Administrator, and Staff acknowledge the need for humanistic concepts and support a compassionate and caring approach to patients, family members and co-workers. We believe that each patient has psychosocial, economic, spiritual and physical needs that comprise the total person and that we have a responsibility to assist patients in meeting their needs at their individual state of wellness.

We believe that Health Care practice and medical technology are continually changing, and that the Board of Directors, Administrator and Staff must keep abreast of current trends in order to support management programs, orientation programs for new personnel, and the education of all our employees at our Hospital.

We believe we have a responsibility to work with all employees in coordinating and improving patient care services.

We believe that we have a special responsibility to our co-workers to maintain good working relations with one another. We realize that as individuals we must assume the initiative and responsibility to provide a pleasant work environment. Through open and honest communication and respect for one another, we will be better prepared to work as a cohesive unit in providing care to our patients.

INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with Hardin County General Hospital- Clinic and provide you with information about working conditions, employee benefits and some of the policies affecting your employment. You should read, understand and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Hardin County General Hospital- Clinic to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Hardin County General Hospital- Clinic continues to grow, the need may arise and Hardin County General Hospital reserves the right, to revise, supplement, or rescind any policies or portion of the handbook from time to time, as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or Hardin County General Hospital- Clinic to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

CONTINUOUS QUALITY IMPROVEMENT/TOTAL QUALITY MANAGEMENT

Consistent delivery of high quality health care services is a major goal of all employees at Hardin County General Hospital- Clinic, along with personal attention to each of our patients. We are equally committed to providing our employees with a positive work environment that is motivated by good leadership, respected for its management, consistent in its action, and fair in its treatment.

Our CQI/TQM philosophy and methods are supported and practiced both hospital-wide and system-wide as part of our daily work life.

We hope, as an employee, that you will take the personal responsibility to work with all employees in coordinating and improving our patient care service. As individuals, we must assume the initiative and responsibility to provide a pleasant work environment.

If, for any reason, you do not support being part of our hospital team, it would be much easier for you to decline employment during your introductory period.

HOSPITAL STANDARDS OF CONDUCT

Hardin County General Hospital- Clinic strives to maintain our reputation for conducting all fiscal and operational aspects of the hospital in accordance with the highest level of business and community ethics. As a health care provider, Hardin County General Hospital-Clinic is committed to operating under the highest ethical and moral standards and ensures to the best of our ability, that our facility, in all of its activities complies with applicable state, federal and local laws, as well as the policies and procedures of this facility. These include, but are not limited to Illinois Department of Public Health, Medicare, Medicaid, EMTALA, and OSHA, Anti-kickback and HIPAA regulations and guidelines. These standards can only be achieved and sustained through the actions and conduct of all personnel of the Hospital. This includes: the Board of Directors, Medical Staff, CEO, Department Directors, and Supervisors, employees, independent contractors, consultants and volunteers.

Accepted standards of conduct are included in the terms and conditions of employment as well as annual training and education for each staff member of the organization. Should staff, appointed agents, providers or others question the business integrity of any individual or department of this organization, they are expected to report their concerns, anonymously if so desired. This also applies to inappropriate behavior or actions that result in a conviction outside the workplace. These concerns can be reported to any member of the Corporate Compliance Team which includes: the CEO, CFO, Corporate Compliance Officer, Health Information Technology Manager (HIT), Quality Improvement Director, Patient Accounts Manager and the Director of Ancillary Services (DAS).

To maintain open lines of communication employees can report suspected compliance or HIPAA violations by calling the hospital telephone number at: 618-285-6634 ext.342 for the compliance officer or ext.309 for the HIPAA officer. *Toll free 1-877-356-6630*. In addition, they may go to our webpage at www.ilhcggh.org and click on compliance or just send an email to: ethicalconcerns@ilhcggh.org. Also, locked boxes labeled "Survey Collection" are located throughout the hospital and clinic where an anonymous communication may be placed. All employees are protected under the Federal False Claims Act, the Program Fraud Civil Remedies Act and the state Whistle Blower Reward and Protection Act. HCGH will not discharge, demote, suspend, threaten, harass, or in any other way discriminate against any employee for any disclosures of or refusal to participate in a violation of State or Federal law. Retaliation for any disclosures made is prohibited.

Policies detailing the Code of Conduct, Corporate Compliance Plan and HIPAA Privacy/ Security are located in the Hospital-Wide Policy and Procedure Manual located in each department director's office.

PATIENT RELATIONS

Hardin County General Hospital- Clinic is committed to providing excellent care to our patients and their families. We treat emergency patients whether or not they can pay. We do not share confidential patient information with anyone who does not have a legal need to know it. We will not tolerate poor care or service. Examples of poor care are:

- Bad manners to a patient or their family
- Something that places a patient in danger
- Failure to provide the standard of care
- Stealing patient property.
- Not reporting a problem with medical equipment
- Not providing a proper examination

All of us should report poor care or service if we observe it or become aware of it.

VALUES

With Co-Workers:

- Team Work/Cooperation - pitch in as needed. Together everyone achieves more.
- Support each other – help out when you see a need.
- Share knowledge and experience – build relationships/ help others succeed.
- Recognize each other's good work – write thank you notes, let others know you appreciate them.

With Customers:

- Professional, courteous, helpful interactions.
- Accurate information provided – get back to the customer when necessary or find someone to provide the information if you are unsure – follow through. Build partnerships whenever possible.
- Greet people by name whenever possible – let them know you have time to help them.
- Start scheduled appointments promptly – respect other's time.
- Practice good listening skills; give your full, undivided attention.

With Yourself:

- Refrain - from offensive/ vulgar language, gossip.
- Integrity – follow through on promises.
- Accountability – accept responsibility/ meet deadlines.

- Initiative and motivation – bring solutions forward. Own your job – don't rent it.
- Flexibility – little in life is black & white. Change is constant.
- Commitment to the success of the Organization – create wins for each other.
- Positive attitude – manage your own morale. We have a choice every day regarding the attitude we will embrace.
- Respond – immediately to your supervisor.
- Practice - good grooming skills.
- Punctuality – be at work on time and never leave during working hours without permission from your supervisor.
- Pride – in your work.
- Enjoy your job – look for things to be done instead of waiting to be told and don't be a “clock watcher”.
- Participation in Hardin County General Hospital- Clinic projects and events – get involved, make a difference!

We are responsible for your work. WE WANT you to make a success of your job and we are prepared to help you do it. By asking questions (and no question is considered by us to be an unnecessary question) when you are not sure of yourself and by asking for assistance when you need it, you will learn faster and make fewer errors. REMEMBER - all of us were once new employees, and we will try to help you as much as possible. Read hospital policies, job descriptions, nursing procedures and standard for practice.

Your success, and certainly the success of the hospital, is dependent upon your work and the teamwork of every person in the hospital. Without teamwork, all our energies are wasted. With teamwork, we will see our efforts transformed into the accomplishments of getting the patient well again.

No other type of work carries more individual responsibility than ours. High standards have been set and only with your cooperation will our hospital be able to *Care for Your Family, with Ours!*

Every employee should, and can, specialize in courtesy. Remember, the people you encounter are ill or worried because of the illness of a loved one. Treat them with kind consideration. A smile, a thank you, a friendly greeting, or an offer of assistance means so much to these people. Just picture yourself or a member of your family in their position. “Do unto others, as you would have them do unto you.” Always be courteous and friendly with your co-workers and visitors. Remember, however, that conversation interferes with your work and the other person's work. Your position is with an institution which has the following objectives -- EVERY patient who enters this hospital receives the care and attention necessary -- regardless of his/her financial status, social condition, race, or creed. The patient's care is measured by necessity, not by financial status. We are proud of the record we have as well as the service we offer to our patients and our community.

CONFIDENTIAL INFORMATION

Carefully guard personal information concerning patients, the physician, and your fellow employees. The hospital has to depend upon you to protect the patient and the hospital against improper discussions or release of any information. It is improper and unlawful to discuss *medical* information in public INSIDE or OUTSIDE the hospital. Patients and employees must complete a Release of Information form before any protected information can be obtained from Medical Records. *All* employees must adhere to the HIPAA privacy and security laws as described in the HIPAA manual which is located on the Intranet and Medical Records.

EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Hardin County General Hospital- Clinic will be based on merit, qualification, and abilities. Hardin County General Hospital- Clinic does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Hardin County General Hospital- Clinic will make reasonable accommodations for qualified individuals with known disabilities as required by Americans with Disabilities Act of 1990 as amended, unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

EMPLOYMENT APPLICATIONS

Hardin County General Hospital- Clinic relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Hardin County General Hospital- Clinic's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

EMPLOYMENT CLASSIFICATION

Full-time employees are those employees who have completed the 90-day introductory period and who work a minimum of 32 hours per week averaged over a period of twelve months. Review of hours will be conducted on an annual basis and applied to the new calendar year.

Part-time employees are those employees who have completed the 90-day introductory period and who work less than 32 hours per week averaged over a period of twelve months. Temporary employees are those hired for a designated amount of time and do not have access to benefits. (Pension, health insurance, vacation days); however, if working full-time hours they will be eligible for holiday pay.

STAFF RIGHTS

Hardin County General Hospital-Clinic will make reasonable efforts to accommodate health care professionals' personal moral, religious, or cultural values, but, at the same time, will try to keep personal objections of caregivers from disrupting care.

EMPLOYEE RELATIONS

The purpose of delivering the highest quality care can only be met when the governing board, administration, medical staff, supervisors and employees work together in an atmosphere of mutual trust and cooperation free from conflict. To this end, it is the responsibility of administration to train and develop a management staff, at all levels, that will have the abilities necessary to manage and communicate with employees in such a manner that all employees will be motivated to work together to help the hospital achieve the highest quality of patient care at all times. It is the responsibility of each person associated with the hospital to recognize that the dignity of each individual must always be respected.

DISABILITY ACCOMMODATION (ADA)

Hardin County General Hospital-Clinic does not discriminate on the basis of disability in the programs, activities and services which it provides pursuant to the requirements of the Americans with Disabilities Act of 1990 as amended. This policy extends to both employment by and admission to and participation in the programs, services and activities of Hardin County General Hospital-Clinic.

Hardin County General Hospital-Clinic is committed to providing equal employment opportunities to individuals with disabilities who are qualified to perform the essential functions of the position in question, with or without reasonable accommodation. You may request reasonable accommodation at any time during your employment. When appropriate, we may need additional information from your physician or other medical or rehabilitation professionals to determine if your medical condition meets the ADA definition of "disability," a prerequisite to

be entitled to a reasonable accommodation. While an individual with a disability may request an accommodation or change due to a medical condition, this request does not necessarily mean that the Hospital is required to provide the change. A request for reasonable accommodation is the first step in an informal, interactive process between Hardin County General Hospital-Clinic and you. Relevant questions may be asked that will enable an informed decision to be made pertaining to the request.

Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of position.

Medical examinations are given to all persons entering the position only after conditional job offers. Medical records will be kept separate and confidential.

Hardin County General Hospital-Clinic may choose among reasonable accommodations as long as the chosen accommodation is effective and affordable. Thus, as part of the interactive process, Hardin County General Hospital-Clinic may offer alternative suggestions for reasonable accommodations and discuss their effectiveness in removing the workplace barrier that is impeding the individual with a disability.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) in job assignments, classification, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

Hardin County General Hospital-Clinic is also committed to nondiscrimination against any qualified employees or applicants because they are related to, or associated with, a person with a disability. Hardin County General Hospital-Clinic will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Hardin County General Hospital-Clinic is committed in taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state and local laws.

INTRODUCTORY PERIOD

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Hardin County General Hospital-Clinic uses this period to evaluate employee capabilities, work habits and overall performance. Either the employee or Hardin County General Hospital-Clinic may end the employment relationship at will, at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Employees who are promoted or transferred within Hardin County General

Hospital-Clinic must complete a secondary introductory period of the same length of duration. If Hardin County General Hospital-Clinic determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

In cases of promotions or transfers within Hardin County General Hospital-Clinic, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and Hardin County General Hospital-Clinic's needs, with seniority, vacation, status and pay intact.

Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification.

Employment status is not changed during the secondary introductory period that results from a promotion or transfer with Hardin County General Hospital-Clinic.

PERFORMANCE EVALUATION

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted by the immediate supervisor at the end of a 90-day period in any new position. This period, known as the introductory period, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. The evaluation will then be reviewed by the Department Head and the Administrator. If approved by the Administrator, it will then become a part of the employee's file. Additional formal performance evaluations are conducted annually to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

EMPLOYEES REQUIRING LICENSE

All staff members requiring a license or certification by the State of Illinois will be current in their license procedure. Human Resources, the Nursing Secretary, and Department Heads will keep a current list of licenses and certifications, including expiration dates. This is checked periodically to assure that no license or certificate has expired without renewal.

It is the ultimate responsibility of employees to maintain a current license. Hardin County General Hospital-Clinic will pay for employee's who are required a State license or certificate for the current position only. The employee is responsible for renewing their licenses either by mail or giving the application to Accounts Payable for online renewal. Upon receipt of the licenses the employee who mailed in their application will be reimbursed. All employees are required to furnish Hardin County General Hospital-Clinic a copy of their license. This pertains

to current employees who have worked at the hospital for one year or longer or a minimum of 1000 hours per year. If they fail to present proof of renewal (canceled check or money order) they will be removed from the work schedule until license is ordered.

PHYSICAL EXAMINATIONS

All new employees are required to have a complete pre-employment physical examination by the doctor of his/her choice on the Medical Staff, as well as chest and back x-rays (back x-rays on initial exam only), complete blood count, drug screen and TB test. The TB test is also available for any employee as part of his regular physical. Nursing and Ancillary Department employees will also be required to test for color blindness. Hepatitis vaccine is available to employees. Employment is conditional upon passing the required physical examination.

All employees (old or new) are required to have the same examinations once every three years. Nursing, Laboratory, X-ray, Dietary, and Respiratory Therapy personnel are required to have the TB test annually, to be followed up by the Infection Control nurse.

It is completely understood that continuation of employment depends upon results of these tests. They will all be performed at no expense to the employee, if performed by a doctor on our medical staff. If examination is not done within 30 days of due date, you could be removed from the work schedule without pay until the examination is completed.

ACCESS TO PERSONNEL FILES

Hardin County General Hospital-Clinic maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases, and other employment records.

Personnel files are the property of Hardin County General Hospital-Clinic, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Hardin County General Hospital-Clinic, who have a legitimate reason to review information in a file, are allowed to do so.

Employees who wish to review their own file should give a written request to the Human Resource Manager. Your employer will comply with the request within seven (7) working days.

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify Hardin County General Hospital-Clinic of any changes in personnel data. Personal mailing addresses, telephone numbers, name changes (marriage, divorce), number and name of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, bank account information, and other such

status reports should be accurate at all times. If any personnel or payroll data has changed, notify the Human Resource Manager.

JOB POSTING

Job vacancies will be posted on the bulletin board located beside the time clock and on the website at www.ilhcggh.org. If possible these jobs will remain open for a minimum of fourteen (14) days. In general, notices for job openings are posted, although Hardin County General Hospital-Clinic reserves its discretionary right not to post a particular opening.

TRANSFERS

If a position becomes available in another department, an employee may ask to be transferred. The request must be in writing and transfers will be made based upon the ability to perform the job. The tenure of the employee's previous position will be transferred with him/her to the new position for the purpose of calculating hospitalization, personal leave, annual vacation, etc. Salary will be determined by the current wage scale for the position. All transfers must be approved by the Administrator.

All transfers are subject to an additional 90-day secondary introductory period. If, at any time during the introductory period, the employee or employer wishes to terminate the agreement and return to their former position, they may do so with seniority, vacation status, and pay intact.

WAGE POLICY

The hospital pays as much as possible, consistent with its financial ability and business economic principles. We pay the minimum wage as regulated by government authorities. It should be recognized and understood that all jobs do not receive the same amount of pay. The starting rate of pay for each job is determined by qualifications and experience, job functions, responsibility and most importantly performance evaluations.

PAY DAY

Payday is every other Friday (biweekly) using direct deposit. If there is any question about your check, contact your supervisor.

OVERTIME HOURS

Your supervisor will attempt to plan your work so that it can be completed during the regular working hours. However, on occasion you may be requested to work overtime. Employees are expected to comply with a request for overtime work in any emergency situation or when given a reasonable advance notice of the need for extra work. Any overtime MUST BE authorized by your supervisor in advance. Time and one half will be paid for all time WORKED over forty (40) hours in any work week--our work week being Monday through Sunday.

For purpose of computing overtime, only those hours actually worked will be considered. Paid hours of vacation, holiday, personal days, etc. are not included for purposes of computing overtime.

TIME CLOCK

There is a time clock for recording your hours worked. Your paycheck is computed from these punches. Therefore, it is important that you remember to clock in and out at the start and close of each shift you work. Do not clock in earlier nor leave later than time scheduled unless authorized by your supervisor to work overtime. You are NOT permitted to clock in or out for another employee. Such tampering with the time clock, if proven, will lead to immediate dismissal of the employee. Failure to clock both in and out on same shift will forfeit your time. ANY failure to clock must be approved by your supervisor. Any exceptions to the above procedures must be approved by the administrator.

ADMINISTRATIVE PAY CORRECTIONS

Hardin County General Hospital-Clinic takes all reasonable steps to ensure that employees receive the correct amount of pay each paycheck and those employees are paid promptly on the scheduled payday. In the event that there is an error in the amount of pay, the employee should bring the discrepancy to the attention of the Payroll Manager so that corrections can be made as quickly as possible.

GARNISHMENT OF WAGES

You are urged to take care of your financial obligations in a manner so as to avoid garnishment of wages or voluntary wage assignments.

DEDUCTIONS

Regular deductions are made from employee's paycheck for Social Security and federal and state income taxes. Health insurance is available after three (3) month for full time employees.

Disability, dependent life, dental, vision and additional employee/family life insurance is available after six (6) months for full time employees at the rate provided by the Insurance Company. These premiums will also be deducted from your paycheck.

EMPLOYEE BENEFITS

Eligible employees at Hardin County General Hospital-Clinic are provided a wide range of benefits. A number of programs (such as Social Security, worker's compensation and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to some eligible employees:

Educational Financial Assistance	Maternity Leave
Family Medical Leave	Military Leave
Family Leave	Funeral Leave
Health Insurance	Holidays
Dental Insurance	Vision Insurance
Jury Duty Leave	Life Insurance, Long-term Disability
Pension Plan	Paid Time Off
Voting time off	Employee and Family Life Insurance

Other benefits may be added or terminated by Hardin County General Hospital-Clinic.

Some benefit programs require contributions from the employee, but most are fully paid by Hardin County General Hospital-Clinic.

EDUCATIONAL ASSISTANCE PLAN

The hospital encourages supplementing on-the-job learning by taking job-related courses after hours. Employees are assisted in this effort by the hospital reimbursing the employee for a share of the expenses involved in continuing education. In order to be eligible for tuition reimbursement, the employee must obtain approval from the Administrator before enrolling.

Consideration will be made on an individual basis and the decision on whether or not assistance is granted will be based on the status of the employee requesting assistance, the benefit to be derived by the hospital, and the financial feasibility of the assistance being granted.

HEALTH INSURANCE

The hospital provides access to health coverage for employees after 90 days of full-time employment. The costs of individual and family plans are available from the Human Resource manager. This will be deducted from your wages after acceptance into the plan. Terminated, retired and disabled employees may be eligible for COBRA benefits (Employee paid group health insurance program).

DENTAL, VISION and additional LIFE INSURANCE

Employees are offered Dental, Vision and additional Life insurance after completing six months of full time employment. The cost of individual and family plans will be deducted from your wages after acceptance into the plan.

LIFE INSURANCE/LONG TERM DISABILITY

Life insurance and Long Term Disability may become available as designated by the plan.

PENSION

At the end of six (6) months' employment, you are eligible to enroll in the hospital pension plan, provided you meet the requirements as set forth by the company handling the plan.

HOLIDAYS

Hardin County General Hospital-Clinic will grant holiday time off to all employees on the holidays listed below.

New Year's Day (January 1)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Thanksgiving (fourth Thursday in November)
Christmas (December 25)
Floating Holiday (Employee's Birthday)

Hardin County General Hospital-Clinic will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times eight (8) hours. Eligible employees are full-time employees only.

All eligible employees, who work on a recognized holiday, will receive a holiday plus wages at one and one-half times their straight-time rate for the hours worked on the holiday. Part-time employees will receive no holiday benefits, but will receive overtime for hours worked on the holiday.

In addition to the recognized holidays previously listed, eligible employees will receive one floating holiday (employee's birthday) in each anniversary year to be taken within the pay period of the birthday. These holidays must be scheduled with the prior approval of the employee's supervisor. The employee's birthday is exempt from the holiday overtime policy.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime. If a holiday falls during a leave of absence or disability leave, it is not earned and therefore is not given.

JURY DUTY

It is your patriotic duty as an American citizen to serve on a jury when requested. Upon presentation of a notice from the State's Attorney's or Circuit Clerk's office listing the date you were either subpoenaed or served on jury duty, you will receive the difference between jury pay and your straight time hourly earnings for the days listed, provided they were days you were scheduled to work. During jury selection, employees need to report to work when possible.

Employees will be required to have a court official sign your selection notice and note the time arrived and departed in order to receive pay for those hours waiting for jury selection. Check with supervisors about work schedule. You will receive this pay during the pay period you were required to be in court, provided the notice is received in payroll from the State's Attorney or Circuit Clerk. Jury duty is not paid when the employee is on regular days off, holidays, vacation, personal leave, or leave of absence for any reason.

PAID TIME OFF POLICY

Paid time off (PTO) provides employees with the flexibility to use their time off to meet their personal needs, while recognizing their individual time worked. PTO is paid time off that is available to all employees to provide opportunities for rest, relaxation, and personal pursuits. Full-time employees will accumulate PTO for each year worked and it is up to the employee to allocate how they will use it – for vacations, illness, caring for children, school activities, medical/dental appointments, leave, personal business, or emergencies.

Part-time and PRN employees will accrue 1 hour of PTO for every 40 hours worked.

The company may require employees to use any unpaid PTO during disability or family medical leave, or any other leave of absence. The amount of PTO earned will depend on the employee's time of service and hours worked.

PTO does not replace the Hospital's holiday schedule. We will continue to have designated paid holidays each year.

ELIGIBILITY

PTO time is accrued based on time worked from hire date. An employee is eligible to use PTO after being employed for 90 days. The amount of PTO an employee accrues each year is based on their length of service and hours worked throughout the calendar year. PTO is assessed at the end of each calendar year. An employee will not accrue PTO time while they are on leave of absence, disability leave or suspension by the Hospital.

ACCRUAL SCHEDULE FOR FULL TIME EMPLOYEES

	50	48	46	44	42	40	38	36	34	32
	hr/wk	hr/wk	hr/wk	hr/wk	hr/wk	hr/wk	hr/wk	hr/wk	hr/wk	hr/wk
hrs/year	2600	2496	2392	2288	2184	2080	1976	1872	1768	1664
1 year PTO										
hrs	120	115	110	106	101	96	91	86	82	77
2 years										
PTO hrs	130	125	120	114	109	104	99	94	88	82
3 years										
PTO hrs	140	134	129	123	118	112	106	101	95	90
4 years										
PTO hrs	150	144	138	132	126	120	114	108	102	96
5 years										
PTO hrs	180	173	166	158	151	144	137	130	122	114
10 years										
PTO hrs	200	192	184	176	168	160	152	144	136	128
15 years										
PTO hrs	220	211	202	194	185	176	167	158	150	141
20 years										
PTO hrs	240	230	221	211	202	192	182	173	163	152
25 years										
PTO hrs	260	250	239	229	218	208	198	187	177	166

* All numbers in charts represent hours*

MAXIMUM TIME ACCUMULATED

Full-time employees may carry over a maximum of 96 hours of PTO time from year to year. This encourages the employee to use their PTO and allows the company to manage its financial obligations responsibly.

Part-time and PRN are not eligible to carry over PTO from year to year.

TERMINATION OF EMPLOYMENT

Upon termination of employment, employees will be paid for unused PTO that they have in their PTO account.

NOTICE AND SCHEDULNG

PTO time can be used in any whole hour increment (1 hour, 3 hours, 8 hours, and 18 hours).

Employees are required to provide their supervisor with reasonable advance notice and obtain approval prior to using PTO. This allows for the supervisor to prepare for your time off and assure that all staffing needs are met. PTO can be requested through the Employee Portal. Request forms can be found on the Intranet or obtained from supervisors. Paper PTO requests should be given to the employee's supervisor. Once the request has been approved by supervisors, department heads, and the Hospital Administrator, it is then submitted to Human Resources. Requests will be reviewed based on a number of factors. Request for one or more weeks will be based on a forty (40) hour work week. Approval is not always guaranteed, business needs and staffing requirements must be considered first. If an employee requests a day off, the number of hours of PTO should match the number of hours they would have been scheduled for that day. If an employee normally works 8 hour shifts, a request for a day off should be 8 hours of PTO. The employee's supervisor has the ability to look at the circumstances and allow an employee to take less than the total hours of their scheduled shift if it will not cause a hardship for the department or Hospital. Employees may not take unpaid time off until they have exhausted all of their PTO.

UNSCHEDULED USE OF PTO

There may be occasions, such as sudden illness, when an employee cannot notify their supervisor in advance. In those situations, the employee must inform their supervisor of their circumstances as soon as possible. PTO time will be used to fulfill the number of hours the employee was scheduled to work (8 or 12 hours depending on the shift schedule). If an employee has prescheduled all of their allotted PTO time for the year, and an unscheduled event happens, they must use any unused PTO to cover their unscheduled absence and rearrange any future plans. Again, employees may not take unpaid time off until they have exhausted all of their PTO.

RATE OF PAY

PTO time is paid at the employee's base pay rate for the number of hours used. It does not include overtime or any special forms of compensation such as shift differentials.

RECORDING PAID TIME OFF

The Hospital is required to track absences for illness, work related illness/injury, or other activities for legal compliance reasons.

The amount of PTO accrued, used, and available will appear on the employees' paycheck stubs.

FUNERAL LEAVE

When a death occurs in the immediate family of a full-time employee, (husband, wife, child, brother, sister, parent, step-parent, or legal guardian) a leave of three (3) days with pay will be given to employees when such leave necessitates absence on employee's normal work days. A leave of one (1) day (day of funeral) with pay will be given when absence from a normal work day is necessary due to the death of a sister-in-law, son-in-law, brother-in-law, daughter-in-law, grandchild, grandparent, mother-in-law, or father-in-law.

Funeral leave is not paid when employee is on regular days off, holidays, vacation, personal leave, or leaves of absence for any reason.

MILITARY LEAVE

Employees who are members of a military reserve or National Guard unit will be granted two (2) weeks of leave if they are required to attend an annual military training period or any time required by their military unit for other service related requirements.

Request for a military leave must be submitted to employee's supervisor at least thirty (30) days before such a leave commences if possible.

TIME OFF TO VOTE

An employee will be given time off to vote, provided it does not hinder patient care. You must get permission from your department head as to what time you may leave the building without interrupting the work in your department.

WORKER'S COMPENSATION

Hardin County General Hospital-Clinic provides comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

All work-related injuries/illnesses are to be reported to the appropriate supervisor immediately and/or no later than the end of the shift during which the injury/illness occurred. The injured employee must immediately report to the (ER) emergency room to receive a medical evaluation, including a drug screen. An incident form must be completed by the employee and supervisor. Also, the appropriate "Authorization for Release of Medical Information" form must be completed by the employee, either for injury and/or for exposure, such as Hepatitis or HIV claims. If the incident was witnessed by another employee, a "Witness Statement" form must be completed.

If further evaluation needs to be conducted by a physician, or if work time is lost, the employee must obtain an *Employee Evaluation and Injury Follow-up form* from their supervisor or Human Resources and have it filled out and returned to Human Resources immediately after the appointment. This will enable an eligible employee to qualify for coverage as quickly as possible.

You will not be paid vacation, holiday, or personal day pay while you are receiving Workmen's Compensation benefits.

PROCEDURE FOR REPORTING INJURY/ILLNESS

1. The injured/ill employee is required to go to the emergency room (ER). The employee will receive the employee incident report from the ER Registration personnel or the ER Nurse. The employee and any witnesses will complete their sections of the incident report.
2. The emergency room (ER), registered nurse or physician will evaluate the employee's condition to decide if the employee requires treatment.
3. If, in the judgment of the emergency room (ER), registered nurse or physician, the employee does not require treatment, the nurse will complete their section of the incident report and the appropriate emergency (ER) room records and related documents. If the employee still wishes to see a physician, they may see the physician.
4. If the employee requires treatment by the physician, the physician will complete the required medical records and attach copies to the incident report. The injured/ill employee must see the physician if the registered nurse deems it necessary.
5. In the event the emergency room (ER) or physician is unable to attend to the employee promptly, and the employee is not obviously seriously injured, they may request the emergency room (ER) or physician to contact them at their work station *before the end of the injured employee's work shift*. It is **MANDATORY** that all injured employees are seen by the employee health nurse and/or the physician prior to the end of their shift.
6. The supervisor will complete their sections of the incident report.
7. The employee will report promptly to their supervisor or department head if they are not able to receive an evaluation or treatment for the work-related illness/injury by the end of the shift.
8. The Emergency Room personnel or physician is responsible for seeing that all pertinent information and related documentation are returned promptly to the Human Resources Office.
9. Any employee sustaining a repeated work-related injury will be retrained and in serviced by their supervisor and appropriate departments. Example: any employee sustaining two back injuries will be retrained and in-serviced on their lifting techniques by their supervisor and the Rehabilitation Department.

WORK SCHEDULES

The hospital is open for service to the community 24 hours a day - every day in the year. Because of this fact, the demands of patient care and the demands of your particular job may cause the work schedule will vary. The normal work week is approximately 40 hours. Shifts are determined by the Supervisor/ Department Head. The shifts worked shall be assigned and rotated at the discretion of the department head and in accordance with the needs of the hospital. Saturday, Sunday and holidays will be rotated among employees, whenever feasible and wherever necessary to meet the demands of the hospital in carrying out its functions. You are expected to be at your assigned job PUNCTUALLY at the starting time and to remain in your job until your proper quitting time, unless a bona fide emergency arises. Failure to do so is an automatic reason for dismissal. Time off for personal reasons will not be made up unless the supervisor feels it necessary, even though the employee has not completed 40 hours for that week. You may not change days or time with any other employee unless both parties come to their immediate supervisor prior to the change and it is approved by the supervisor.

In the event of a disaster, employees may be expected to work beyond their designated shift.

PATIENT COMPLAINTS

Any complaint received from a patient concerning an employee of this hospital will be investigated by an immediate supervisor. If the complaint is found to be legitimate, the proper disciplinary action will be taken. Complaints and action taken need to be reported to the Social Service Department for the purpose of Continuous Quality Improvement monitoring. Remember, presenting a complaint from a patient is NOT causing a problem; it is merely acknowledging a problem for corrective action.

ACCIDENTS TO PATIENTS OR VISITORS

Accidents to patients or visitors should be reported to your supervisor immediately, and Incident Report forms are available at the nurse's station. It is the responsibility of the immediate supervisor to see that the report is promptly and properly completed, including the physician's findings and his signature. A copy of this report, when fully completed, should be sent to the Administrator's office as soon as possible.

REPORTING ABUSE/NEGLECT

Orientation of new employees will include an in-service on recognizing signs and symptoms of all forms of abuse/neglect, which shall include: Domestic Violence; Workplace Violence; Elder Abuse/Neglect; Child Abuse/Neglect; Victims of Sexual Assault. All Hardin County General Hospital-Clinic employees are mandated reporters. All employees will be required to review

procedures on domestic violence annually. If suspected, employees are to file a report immediately to the Director of Social Services or the ER nurse on duty.

SAFETY FIRST

Safety is a matter of habit, judgment and mental attitude. The major cause of accidents is carelessness. Developing safety attitudes toward preventing accidents is much more important than blaming the people who cause them. Some safety reminders for all employees are as follows:

1. Immediately wipe up anything spilled on the floor; clean up broken glass.
2. Immediately pick up paper clips, flower petals, pencils, etc.
3. Leave mops, buckets, brooms or any other equipment in a place where people traveling up and down the corridors will not trip over them.
4. Report any defective equipment immediately, especially wiring. Put a slip at nurse's station, or notify your supervisor.
5. When lifting, make sure the strain is on the legs instead of the back.
6. Report any safety hazard to your supervisor immediately.
7. Do not carry a load that is too heavy.

SAFETY, FIRE AND DISASTER PROCEDURES

The hospital has written Safety, Hazardous Materials, and Fire and Disaster policies. Each employee will receive a copy of these policies at time of employment or during orientation period.

It is the responsibility of each employee to become completely familiar with all safety, fire and disaster policies. They are required to attend annual in-services for these policies.

Each employee, regardless of shift worked, must attend safety, fire and disaster drills, and annual in-service programs. Attendance at such drills and programs, if outside normal working hours, will be compensated.

ANY HAZARDOUS OR UNSAFE CONDITIONS MUST BE REPORTED TO EMPLOYEE'S IMMEDIATE SUPERVISOR.

ON CALL PROCEDURE

Because of the demands of patient care and the demands of your particular job, you may be required to be on-call at certain times. You will be compensated for your on-call hours according to the payroll guidelines. You will also be paid callback time at time and one half, with a guarantee of minimum of one-hour time paid.

OFF-DUTY HOURS

Employees are not allowed to visit with their friends or relatives who are employed in other departments of the hospital; nor are employees allowed to converse on the telephone (other than hospital business) with employees working in other departments. Employees will refrain from loitering around the hospital during their off-duty hours. If employee's family should come to visit, during work hours they should check in at the Front Lobby and have the employee called to the lobby to visit. The number and length of the visits should be kept to a minimum to avoid interference with the employee's duties.

REST AND MEAL PERIODS

Each full workday, employees are provided with two rest periods of 15 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time. Abuse of this privilege by overstaying the break period or by not adequately covering your department or section of a department will result in disciplinary action. Employees should not take their break periods in other departments as this interferes with their work.

All Hardin County General Hospital-Clinic employees, working a full shift, are provided one uninterrupted meal period of a consecutive 30 minutes each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees shall be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

In an acute care hospital there will be some instances that prohibit an uninterrupted meal period from being granted. In these cases, we have a mechanism in place to reimburse the employees for their meal period. Request for consideration for this payment is the responsibility of the employee. The request must be submitted on the appropriate form. (See your immediate supervisor for this form.) This request must be submitted the day the meal period was interrupted. *Meal periods should not be taken at the employee's workstation. If an employee does not leave the building for their meal period, it must be taken in the employee lounge, nurse's lounge or other area designated by Administration.*

ABSENCE

You are requested to notify your supervisor at least eight hours prior to an absence so that arrangements can be made for someone to cover your position during your absence. Excessive or continued absenteeism or failure to notify your supervisor on the first day of absence will be considered just cause for dismissal.

An unreported absence for two (2) consecutive scheduled days, or two (2) unreported absences within a six-month period, will be considered as grounds for termination of your employment.

TARDINESS

You're starting time means just that, starting time, not that you come in and go to the lounge, coffee shop, etc. and then come to your designated job 15 minutes late. It means that you are ready to clock in and ready to work.

Repeated and frequent tardiness will not be allowed. If one person is late getting to the job, it delays the work of the entire department. We realize, of course, that an emergency can arise at rare intervals, but unless the tardiness is an emergency, it must receive very serious consideration by the hospital administration.

DRESS CODE

Personnel who are required by Hospital Policy to be in uniform shall be in full uniform at all times while on duty and all employees must wear a name badge above the waist in plain view. It is the employee's responsibility to furnish and launder his/her own uniforms. Those employees who are not required to wear uniforms should use discretion in their apparel and in their hairstyles. T-shirts and sweatshirts should not have inappropriate logos, i.e. advertisement for bars, etc. Blue denim jeans are prohibited except in departments where necessary. ALL personnel should be clean, neat and tidy at all times. No open toed shoes or flip-flop style shoes are to be worn while on duty. If your supervisor feels that you are not properly dressed for your position, you will be sent home and will not return to work until your next regular scheduled workday. You will not be allowed to make up the time lost.

NOISE

Our primary concern is the patient's comfort. Kindly refrain from talking or creating any other disturbance which may detract from the patient's comfort. Practical jokes, loitering, and talking in patients' corridors has absolutely no place in this hospital. When televisions are too loud, the patient should be requested politely to turn down the volume or to close the door of their room. See that the rule of two visitors per patient is strictly adhered to. If visitors tend to get too loud, again request politely that they lower their voices or close the door of their room. Do not discuss your own illness or complaints with patients.

TIPS AND GRATUITIES

Each patient is entitled to efficient and courteous service from all employees. Tips from patients, their families and/or visitors are not to be solicited or accepted. Violation of this policy will result in disciplinary action and possible dismissal.

CRITICISM

Certainly you have the right to criticize -- it is a good old American custom and many fine ideas and advancements have come as a direct result of constructive criticism. In the interest of fair play and sportsmanship, however, before you criticize, ask yourself the following questions:

1. Do I really have facts before I speak up?
2. How about the other fellow -- if I were in his shoes, would I feel the criticism was deserved?
3. Can I take it as cheerfully and as freely as I give it?
4. What do I have to offer that is better?

When you ask yourself these questions and when you answer yourself truthfully, according to the dictates of your own conscience, then no one will question your right to criticize. Always turn your criticism into constructive criticism and not detrimental criticism. Keep your criticism within your own department where you understand the working conditions and direct the criticism to YOUR superior.

ATTITUDES ARE CONTAGIOUS. IS YOURS WORTH CATCHING?

GRIEVANCES

DEFINITION OF A GRIEVANCE -- A grievance shall be considered to be any complaint or dissatisfaction arising from an interpretation, application, or claimed violation of any provisions of hospital policies, rules, or regulations and may be submitted to arbitration in the following manner:

The supervisor should attempt to anticipate and prevent causes of grievances. Employees, however, have the right to seek assistance in solving on-the-job problems via the following procedure:

Any employee with a grievance should discuss the grievance ORALLY with his/her immediate supervisor. If the grievance is not satisfied, the employee should give his supervisor WRITTEN notice within five (5) days (the term "day" means his/her working days -- Monday through Sunday), that he/she is appealing to the Administrator. This appeal must be clearly stated, dated and signed by the employee. The Administrator will then meet with the employee within six (6) days of the receipt of the appeal. The Administrator must, in turn, give a written answer to the employee's grievance within ten (10) days of the meeting with the employee. The answer, also, must be clearly stated, dated, and signed. If the grievance is still unresolved, it may be submitted to the Board of Directors upon the employee's written notification to the Administrator that he or she desires this step be taken. This notice must be made within five (5) days after receipt of the Administrator's written answer to the grievance. This, also, must be clearly stated, dated, and signed.

COMPUTER AND INTERNET USAGE

The hospital will provide computers and internet access to employees and contracted personnel to perform their duties. Usage is to be limited to job-related activities for proper health care or business related purposes including education, training and maintaining skills. Employees may use for personal reasons only during meal and rest breaks, not to exceed a total of 15 minutes daily. No games are to be downloaded, stored or played on HCGH-C computers.

All data, including e-mail correspondence that is composed, transmitted or received via HCGH-C's computer communications systems is considered to be part of the official records of the Hospital and the property of HCGH-C. No data or e-mail should contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating or disruptive to any employee or other person. Examples of unacceptable content may include but are not limited to sexual comments or images, racial slurs or gender-specific comments.

Employees will report security problems immediately to their supervisor or department head so the IT department can be notified. A detailed policy concerning procedures for computer and internet use can be found in the Hospital-Wide policy and procedure manual located in your department director's office.

USE OF TELEPHONE AND MAIL SYSTEMS

Personal use of telephones for outgoing calls, including local calls, should be limited. Employees may be required to reimburse Hardin County General Hospital-Clinic for any charges resulting from their personal use of the telephones.

To ensure effective telephone communication, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

Employees are strongly encouraged to receive their personal mail and special delivery packages (i.e. UPS) at their home addresses.

PERSONAL CELL PHONE USE BY EMPLOYEES

While at work, employees are expected to exercise the same discretion in using personal cell phones (including text messaging) as is expected for the use of regular hospital telephones.

Excessive personal use during the workday, regardless of the type of communication device used, can interfere with employee productivity and be distracting to others. A reasonable standard is to limit use during work time to no more than once or twice per day if needed. Employees are therefore asked to use personal cell phones on non-work time only (lunches and breaks) and to ensure that friends and family members are aware of HCGH policy. The devices should be kept off of desks and away from the employees work area. They should not be carried

on the person unless it must be used and carried in the course of business. Cell phones should be kept on mute/ silent mode or turned off completely to avoid distraction of co-workers. Flexibility for additional cell phone use under circumstances which demand immediate attention can be authorized by your immediate Supervisor.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

Hardin County General Hospital-Clinic is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, works, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Human Resources Manager or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the Human Resources Manager or any member of management who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

DRUG AND ALCOHOL USE

It is Hardin County General Hospital-Clinic's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Hardin County General Hospital-Clinic premises and while conducting business-related activities off Hardin County General Hospital-Clinic premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Director of Social Services to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of disciplinary action, may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all Hardin County General Hospital-Clinic policies, rules, and prohibitions relating to conduct in the workplace; and, if granting the leave will not cause Hardin County General Hospital-Clinic any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Hardin County General Hospital-Clinic of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Human Resources Manager without reprisal.

DRUG TESTING

Hardin County General Hospital-Clinic is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthy working environment, employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

SMOKING

Hardin County General Hospital-Clinic is a smoke-free facility. Smoking by medical staff, employees, and visitors is not permitted within the interior spaces of the hospital, clinic or any buildings associated with the hospital. In addition, smoking is prohibited within a distance of 15 feet from entrances, exits, windows that open and ventilation intakes that serve an enclosed area where smoking is prohibited under the Act (IDPH Section 975.30). The only designated smoking areas are located under the carport behind the warehouse.

RECORD OF WARNING

An employee may receive a warning for inefficiency, improper conduct, or violation of hospital policies. Such a warning will be written, signed by the supervisor, counter signed by the employee and placed in his/her personal file. A total of any three (3) warnings within a twelve (12) month period may mean immediate dismissal.

EMPLOYEE TERMINATION AND DISCHARGE

Some reasons for possible termination:

1. Poor job performance.
2. Poor attitude and behavior.
3. Being under the influence of, possessing, or consuming intoxicants, illegal drugs, or narcotics while on duty or on the hospital premises.
4. Smoking on duty in areas where smoking is not permitted.
5. Deliberately destroying or removing hospital property or property of a patient or another employee.
6. Refusing to observe hospital safety rules and regulations and hospital house rules.
7. Engaging in disorderly conduct.
8. Being dishonest; theft.
9. Sleeping while on duty.
10. Missing consecutive scheduled working days without the required notice to supervisor (considered voluntary termination).
11. Fighting while working on hospital premises.
12. Bringing firearms or other concealed weapons onto hospital property.
13. Refusal to obey instructions of a supervisor.
14. Falsifying your own time card or clocking for another employee.
15. Breaking patient confidentiality.
16. Abuse of rest periods and time allotted for meals.
17. Failure to keep up a good personal appearance after due warnings.
18. Falsified application for employment.
19. Unsatisfactory performance of duties after three (3) months introductory period.
20. Discourtesy to and/or abuse of patients, visitors, and employees.
21. Other situations which the Administrator deems serious enough for immediate dismissal.
22. Excessive absenteeism/ tardiness

Persons rehired after termination of employment will be considered new employees and seniority will begin from first day of re-employment.

All employees upon termination, resignation, or retirement will be required to complete an exit interview. This will be conducted by the Human Resources Manager and is the employee's responsibility to schedule before their last working day.

WORKFORCE REDUCTION/EMPLOYEE LAYOFF

There are times, when due to circumstances beyond our control, there may need to be a cutback in personnel. Should this happen, the laid-off employees that have earned vacation and personal days will be paid for these days.

In the event it becomes necessary to reduce employment, layoffs will proceed according to seniority and employment classifications within each department. Part time employees will be laid off first in order of seniority, followed by full time employees in order of seniority. Order of seniority in layoffs means those with the least amount of seniority will be laid off first, provided those remaining are qualified to carry on work required.

Because of responsibility for patients, the hospital reserves the right to insure that qualified employees, regardless of seniority, are employed at all times.

FAMILY MEDICAL LEAVE

Hardin County General Hospital-Clinic provides medical leave of absence, without pay, to eligible employees who are temporarily unable to work due to serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Full time employees are eligible to request medical leave as described in this policy.

Eligible employees may request medical leave only after having 365 calendar days of service. Exceptions to the service requirement will be considered to accommodate disabilities.

Eligible employees should make request for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted, verifying the need for medical leave and its beginning and expected ending dates. Any changes in the information should be promptly reported to Hardin County General Hospital-Clinic. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work to the Human Resources Manager.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within the calendar year beginning January 1. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension. Employees will be required to first use all vacation and personal days before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment. Health insurance will still be available to employees on medical leave, but if the employee does not return within the predetermined time, or a maximum of 6 months, the employee will then be terminated and will be required to reimburse Hardin County General Hospital-Clinic for insurance paid by the employer while the employee was on medical leave.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide Hardin County General Hospital-Clinic with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the medical leave, Hardin County General Hospital-Clinic will assume that the employee has resigned.

MATERNITY LEAVE

Pregnant employees are permitted to work as long as they are able to do so as certified by their physician. Maternity leave will need to be requested of your supervisor, and approved by supervisor and administrator. Employees will be required to first use all vacation and personal days before taking unpaid maternity leave. You are expected to return to work when you are physically able to do so and as so certified by your physician or twelve (12) weeks.

Advance notice of return to work is required to allow time for scheduling. A Request for Leave form must be filled out and an anticipated return to work date included. This is to be approved by your supervisor and the administrator. If the anticipated return to work date cannot be met you must let your supervisor know immediately.

LEAVE OF ABSENCE

Leave of absence may be requested from your supervisor, and approved by supervisor and administrator. All available PTO are to be taken before a leave of absence will be granted. During this leave, insurance is offered at complete expense to the employee. If the employee desires to continue his/her insurance during this period, financial arrangements must be made with administration to continue payments before starting such leave. Should an employee not return to work by the date stated or 6 months, he/she will be terminated, unless a mutual extension is agreed upon. These leaves will be without pay and the request must be in writing -- showing the date the leave will start, date the employee will return to work and arrangements made as regards to insurance. It must be signed and approved by the supervisor, employee, and administrator. This includes *all* leaves of absence, Workers Comp, Long Term Disability, etc. Vacation and personal days will be prorated upon return to work after leave of absence.

The hospital may request an employee to begin a leave of absence if the hospital decides that performance of duties may be injurious to employee's health and/or the condition of the employee may affect job performance.

VICTIMS' ECONOMIC SECURITY AND SAFETY ACT (VESSA)

An employee who is a victim of domestic or sexual violence, defined as domestic violence, sexual assault or stalking, or whose household member is a victim of domestic or sexual violence (unless the employee is the perpetrator) may take up to twelve (12) weeks of unpaid leave to address the domestic or sexual violence for the following reasons:

1. Seeking medical attention for or recovering from physical or psychological injuries caused by the violence, or the employee's family or household member, which includes a spouse, parent, son, daughter or persons jointly residing in the same household;
2. Obtaining services from a victim services organization for the employee or his/her family or household member;
3. Obtaining psychological or other counseling for the employee or his/her family or household member;
4. Participating in safety planning, temporary or permanent relocation, or taking other actions to increase safety from the violence or to ensure economic security for the employee or his/her family or household member;
5. Seeking legal assistance or remedies to ensure the health and safety of the employee or his/her family or household member, including preparing for and participating in any civil or criminal proceeding related to the violence.

This Act does not create a right for the employee to take a leave that exceeds the leave time allowed under, or in addition to, the leave time permitted by the Family and Medical Leave Act. For employees on VESSA leave who are also eligible for FMLA leave, VESSA leave time is not in addition to the 12-week FMLA.

PARKING

Individuals are required to and **MUST** park in areas not marked for handicapped, emergency vehicles or visitors. Failure to do so causes inconvenience for patients and visitors. The hospital

assumes no responsibility for loss, damage, or theft in parking areas. For your protection, it is advisable to LOCK YOUR DOORS.

BULLETIN BOARDS

Bulletin boards are for official hospital use only. Posting unauthorized notices or removing official notices from bulletin boards will be cause for disciplinary action. Employees wishing to post events such as rummage sales, etc. should do so on the bulletin board located in the employee lounge.

SOLICITATION OF MEDICAL ADVICE

Employees are not to solicit individual medical advice from physicians who are making rounds in the hospital.

PERSONAL BUSINESS AND SOLICITATIONS

Unless the Administrator specifically approves, all personal business must be conducted away from the hospital. Outside agents are not permitted to conduct business with employees during working hours. This includes sale of products.

Collections and solicitations among employees are discouraged unless authorized by the Administrator.

REMEMBER: Each employee is an ambassador of Hardin County General Hospital-Clinic. Patients, families of patients, and visitors should always be made to feel welcome. A smile and a friendly attitude will ensure that those of our community, who use our facility, will feel welcome, have good thoughts about us, and will continue to use our hospital.

EMPLOYEE ACKNOWLEDGMENT FORM

The employee handbook describes important information about Hardin County General Hospital-Clinic, and I understand that I should consult the Human Resources Manager regarding any questions not answered in the handbook. I have entered into my employment relationship with Hardin County General Hospital-Clinic voluntarily and acknowledge that there is no specified length of employment. Accordingly, either Hardin County General Hospital-Clinic or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described herein are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to Hardin County General Hospital-Clinic's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Revisions will be made at least every two years as deemed necessary.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

