

HR Policies and Benefits

A comparison of HR Policies was made between Saint Joseph's Health System and Emory Healthcare. Most policies were found to be very similar. Differences in commonly referenced policies have been noted below. We will adopt Emory Healthcare's HR policies. You will have access to these policies on the EHC intranet on January 22.

Employment Status:

- **FT** : 36 hours
- **Regular PT** is a regular work schedule of less than 36 hours per work week and equal to or greater than 20 hours per work week.
- **Temporary PT** is a temporary work schedule of less than 36 hours per work week for limited duration.
- **Casual PT** is a regular or varied work schedule of less than 20 hours per work week.
- **PRN** is no set schedule and called to work on as needed basis.

Benefit Status:

- **FT for EHC Benefits:** Scheduled to work 31 hours a week or more
- **PT for EHC Benefits:** Scheduled to work 20-30 hours a week

Corrective Disciplinary Action Process

- Progressive Disciplinary Corrective Action steps include:
 - Verbal
 - Written
 - Suspension or Final Written Warning in Lieu of Suspension
 - Termination
- Disciplinary Actions for Attendance are counted separately from other behavioral and performance based disciplinary actions (e.g., an employee can be on a verbal for attendance and a verbal for failing to meet minimum performance standards concurrently)
- Suspension, Final Written Warnings, and Terminations must be reviewed and approved by Human Resources
- Suspensions are 1-5 days based on severity
- Employees terminated for gross negligence are not eligible for COBRA

Attendance Policy:

No. Of Unscheduled Absences & Tardies	Disciplinary Action
6-8 Occurrences	Verbal Warning
9+ Occurrences	Written or continue Disciplinary Action process up to and including termination

- Prorated for part time employees

- Based on a rolling 12 month calendar
- Any disciplinary step may be circumvented depending on the severity of the tardies and/or non-scheduled absences (for example: a pattern of absence on Mondays or Fridays may be elevated).
- Employees are counted as tardy when they arrive late or miss a punch
- no grace period
- 3 tardies = 1 occurrence
- Three (3) or more occurrences of tardiness in a rolling four-week period is considered unsatisfactory and is subject to disciplinary action.

Leave of Absence Policy:

In addition to FMLA and Medical Leave of Absence, EHC offers:

- Living Donor Leave of Absence
- Judicial Services & Summons Leave
- Education Leave
- Administrative Leave
- Employees will submit a request for a Leave of Absence on line
- Medical and FMLA leaves are managed by a central Case Manager

Influenza Vaccine Policy:

- All EHC employees are required to be vaccinated against influenza each year as a condition of continued employment.
- Exemptions may be granted through the Employee Health Department as described in the policy
- flu vaccination is provided by EHC free of charge
- Failure to participate in EHC's vaccination program or to provide acceptable documentation of vaccination will result in disciplinary action of EHC's employees.

Employee Education Plan:

- **Eligibility:** Regular full-time and part-time employees who work at least twenty hours per week are eligible to participate after satisfying the appropriate waiting period. The waiting period is one year for undergraduate program and two years for graduate program reimbursement.
- **FT Employees-** 80% of tuition costs paid of up to 18 credits per calendar year. Reimbursement will have a capped amount of \$7,500 per calendar year for graduate program course and \$5,250 per calendar year for undergraduate program courses.
- **PT Employees-** 40% of their tuition cost paid up to \$3,750 per calendar year for Graduate programs and \$2,650 per calendar year for Undergraduate programs.
- **Work Commitment:** Employee begins a work commitment once the degree is completed. The work commitment is one year for undergraduate degrees and two years for graduate degrees.

Holidays and Holiday Pay 2012:

Holiday	Observed Holiday	Holiday Pay Schedule
New Year's	Monday, January 2	Saturday, December 31, 3 p.m., to Sunday, January 1, 11 p.m.
Martin Luther King Jr. Day	Monday, January 16	Sunday, January 15, 11 p.m., to Monday, January 16, 11 p.m.
Memorial Day	Monday, May 28	Sunday, May 27, 11 p.m., to Monday, May 28, 11 p.m.
Independence Day	Wednesday, July 4	Tuesday, July 3, 11 p.m., to Wednesday, July 4, 11 p.m.
Labor Day	Monday, September 3	Sunday, September 2, 11 p.m., to Monday, Sept. 3, 11 p.m.
Thanksgiving	Thursday, November 22, and Friday, November 23	Wednesday, Nov. 21, 11 p.m., to Thursday, Nov. 22, 11 p.m.
Christmas	Monday, December 24, and Tuesday, December 25	Monday, December 24, 3 p.m., to Tuesday, December 25, 11 p.m.

Certification Pay:

Active full time, part time (at least 20 hours per week) or PRNs employees are eligible for bonus award. Employee must have a date of hire on or before August 31 to be eligible to apply for the award and maintain an active status at the time of payout in the current plan year. Employee must work in one of the defined clinical professions listed below:

Nursing, Laboratory, Radiology, Respiratory, Pharmacy, Rehabilitation Therapy, Quality, Occupational Health or Social Work Services/Utilization Review, Food & Nutrition Services (Registered Dietitians), and Transplant.

Eligible employee must obtain and maintain a current clinical certification. The obtained clinical certification is in a clinical specialty that is representative of the patient population to which the employee is primarily assigned to and works within. The clinical certification must not be required as a minimum qualification as defined in the job description for the job in which an employee is currently employed. Management positions that do not deliver direct clinical patient care on a routine basis are not eligible to participate in this award program.

For active full-time and part-time employees: The award amount is \$1,000 (subject to applicable taxes). Only one award will be paid per fiscal year, regardless of the number of eligible clinical certifications currently held.

For active PRNs or employees in Registry job title: The award amount is \$250 (subject to applicable taxes). Only one award will be paid per fiscal year, regardless of the number of eligible clinical certifications currently held.

Comprehensive/PTO Leave and Extended Illness Leave Benefit:

- **PTO** is provided to benefit eligible employees who work at least 20 hours per workweek to use for scheduled and unscheduled absences except jury duty and extended illness.
- accrual is based on paid hours, up to 80 paid hours per pay period
- Maximum accrual is 320 hours
- Employees may cash-in accrued PTO hours in excess of 80 hours for full-time and 40 for part-time employees, at 80% of their regular hourly rate of pay
- The EHC PTO plan is as follows:
 - 0-5 years: max 8.00 hours/pay period
 - 6-10 years: max 9.54 hours/pay period
 - 11-20 years: max 10.46 hours/pay period
 - 21+ years: max 11.38 hours/ pay period
- Hours for part-time employees are prorated based on hours paid each pay period

Extended Illness Leave Bank (EILB)

- authorized only to eligible employees who are medically unable to perform job duties and have provided written medical certification from a healthcare provider authorizing the medical necessity for absence from work
- EILB is accrued each pay period beginning the first day of employment in a benefits eligible status
- accruals are based on hours paid each pay period (up to 80/pay period)
- EILB may be taken after 40 hours of PTO (based on full time), except if person is admitted as an inpatient to the hospital
- Maximum accrual is 800 hours.

Kronos:

- Exempt and non exempt employees are required to clock-in
- Exempt employees do not clock out
- Employees make entries over the telephone using a unique 9 digit employee number
- Meal breaks (30 minutes) will be automatically deducted. There will be a process in place for employees to document when they were unable to take a meal break

Staff Credentials

- Human Resources is responsible for verifying the initial certification and licensure for new hires
- Department managers are responsible for verifying subsequent renewals
- Department managers will receive a monthly report from PeopleSoft indicating expiration dates of credentialed employees
- Managers are responsible for verifying renewal of the credentials and indicating verification on the PeopleSoft report
- Human Resources will continue to verify all certifications through January, 2012