



*MISSION*

*It is our mission to deliver quality healthcare to the residents of and visitors to Big Bear Valley through the most effective use of available resources.*

*VISION*

*To be the premier provider of emergency medical and healthcare services in our Big Bear Valley.*

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**NOTICE AND CALL OF A  
SPECIAL MEETING OF THE  
HUMAN RESOURCE COMMITTEE  
MONDAY, JULY 01, 2019  
OPEN SESSION @ 12:00 PM –HOSPITAL CONFERENCE ROOM  
41870 GARSTIN DR., BIG BEAR LAKE, CALIFORNIA 92315**

NOTICE IS HEREBY GIVEN that a Special Meeting of the Human Resource Committee for the Bear Valley Community Healthcare District will be held on Monday, July 01, 2019 in the Hospital Conference Room. Open session will begin at 12:00 PM. A copy of the agenda is attached hereto.

Dated: June 27, 2019

A handwritten signature in cursive script that reads "Shelly Egerer".

Shelly Egerer  
Executive Assistant



*MISSION*  
*To deliver the standards of quality healthcare to the residents of and visitors to Big Bear Valley through the most effective use of available resources.*

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*The Human Resources Committee shall be responsible for reviewing and recommending personnel policies and salary and benefit packages prior to development of the annual operating budget*

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**SPECIAL HUMAN RESOURCES COMMITTEE MEETING AGENDA  
HOSPITAL CONFERENCE ROOM  
MONDAY, JULY 01, 2019  
12:00 PM OPEN SESSION  
41870 Garstin Dr., Big Bear Lake, California, 92315**

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Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the Chief Executive Officer's Office and are available for public inspection or purchase at 10 cents per page with advance written notice. In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if you need special assistance to participate in a District meeting or other services offered by the District, please contact Administration (909) 878-8214. Notification at least 48 hours prior to the meeting or time when services are needed will assist the District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service. **DOCUMENTS RELATED TO OPEN SESSION AGENDAS (SB 343)** -- Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the public counter located in the Administration Office, located at 41870 Garstin Drive, Big Bear Lake, CA 92315. For questions regarding any agenda item, contact Administration at (909) 878-8214.

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**OPEN SESSION**

- 1. CALL TO ORDER** **Gail McCarthy, 1<sup>st</sup> Vice President**
- 2. ROLL CALL** **Shelly Egerer, Executive Assistant**
- 3. ADOPTION OF AGENDA \***
- 4. PUBLIC FORUM FOR OPEN SESSION**  
Opportunity for members of the public to address the Board on items not on the agenda (Government Code Section 54954.3). There will be a three (3) minute limit per speaker on items not scheduled for action on this agenda. Any report or data required at this time must be requested in writing, signed, and turned in to Administration. Please state your name and city of residence.
- 5. DIRECTORS' COMMENTS**
- 6. APPROVAL OF MINUTES\***
  - A. January 29, 2019
- 7. OLD BUSINESS\***
  - None
- 8. NEW BUSINESS**
  - A. Discussion and Potential Recommendation to the Board of Directors of the Following Items:
    - (1) Human Resource Policies & Procedures (Summary Attached)
    - (2) BVCHD Employee Handbook

**\*Denotes Action Item**

**9. HUMAN RESOURCE REPORT\***

**Erin Wilson, Director of Human Resources**

(1) Human Resource Assessment:

- Staffing (New Hires, Terms, and Open Positions)
- Employee Performance Evaluations
- Workers Compensation Claims
- Employee File Audit
- Job Descriptions/Evaluation
- 2020 Employee Benefit Review
- Employee Turnover 2019

**10. ADJOURNMENT\***



**4. RESULTS OF CLOSED SESSION:**

**Board Member McCarthy reported that the Human Resource Committee recommends to the Board of Directors that the CFO receive a 4% increase. Board Member McCarthy called for the vote. A vote in favor of the motion was unanimously approved.**

- Board Member Robbins- yes
- Board Member McCarthy- yes

**5. PUBLIC FORUM FOR OPEN SESSION:**

Board Member McCarthy opened the Hearing Section for Public Comment at 12:30 p.m. Hearing no request to address the Committee, Board Member McCarthy closed the Hearing Section at 12:30 p.m.

**6. DIRECTORS COMMENTS:**

- None

**7. APPROVAL OF MINUTES:**

**A. September 24, 2018**

**Board Member Robbins motioned to approve the September 24, 2018 Human Resource Committee Meeting Minutes as presented. Second by Board Member McCarthy to approve the September 24, 2018 Human Resource Committee Meeting Minutes as presented. Board Member McCarthy called for the vote. A vote in favor of the motion was unanimously approved.**

- Board Member Robbins- yes
- Board Member McCarthy- yes

**8. OLD BUSINESS:**

- None

**9. NEW BUSINESS\***

**A. Discussion and Potential Approval of Changing the Human Resource Committee Meeting Date and Time:**

- The committee discussed the HR Committee Meeting and how often the committee should meet; at this time the committee meetings every other month and seems that there is not enough agenda items to continue the meetings.

**Board Member Robbins motioned to approve the HR Committee to be conducted annually, the 3<sup>rd</sup> Monday of July at noon and if additional meetings are needed a Special HR Committee would be scheduled. Second by Board member McCarthy to approve the HR Committee to be conducted annually, the 3<sup>rd</sup> Monday of July at noon and if additional meetings are needed a Special HR Committee would be scheduled. Board Member McCarthy called for the vote. A vote in favor of the motion was unanimously approved.**

- Board Member Robbins- yes
- Board Member McCarthy- yes

## 10. HUMAN RESOURCE REPORT\*

- Ms. Wilson reported the following information:
  - Staffing (New Hires, Terms, and Open Positions)
    - ER Manager position has been posted.
    - Positions are being posted on our website and LinkedIn.
    - There is a potential to move the Disaster Program away from the ER Manager's responsibilities.
  - Policy and Procedure Update:
    - Several policies are being reviewed at this time
    - The CEO and HR Director are to determine if the policy needs to go to legal counsel. At this time the committee is comfortable with the policy process.
    - Approximately 16 policies with no changes.
    - March is the target date to have HR policies & procedures to the full Board for potential approval.
  - 2019 Benefit Review:
    - Air Membership; 131 employees have signed up for the benefits and have expressed their gratitude.

**Board Member Robbins motioned to approve the HR Report as presented. Second by Board Member McCarthy to approve the HR Report as presented. Board Member McCarthy called for the vote. A vote in favor of the motion was unanimously approved.**

- Board Member Robbins- yes
- Board Member McCarthy- yes

## 11. ADJOURNMENT\*:

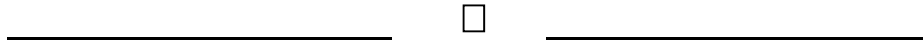
**Board Member Robbins motioned to adjourn the meeting at 12:50 p.m. Second by Board Member McCarthy to adjourn the meeting. Board Member McCarthy called for the vote. A vote in favor of the motion was unanimously approved.**

- Board Member Robbins- yes
- Board Member McCarthy- yes

Human Resources	Date Reviewed	Action
Absence/Excessive Absenteeism	5/24/2019	Annual review. Revised verbiage to reflect current process and formatted.
Advertising/External Recruitment	5/24/2019	Annual review. Revised verbiage to reflect current process and formatted.
Americans with Disabilities Act	4/12/2019	Annual review. Formatted.
Anniversary Date (Seniority)	5/24/2019	Annual review. Revised verbiage to reflect current process and formatted.
Applications and Resumes	5/24/2019	Annual review. Revised verbiage to reflect current process and formatted.
Bereavement Leave	4/19/2019	Annual review. Revised verbiage to reflect current process and formatted.
Call In/Standby	4/19/2019	Annual review. Changed policy name from "Employment Status". Revised verbiage to reflect current process and formatted.
Classification of Employees	4/19/2019	Annual review. Revised verbiage to reflect current process and formatted.
Compensation for Exempt Employees	4/19/2019	Annual review. Revised verbiage to reflect current process and formatted.
Confidential Information	4/19/2019	Annual review. Revised verbiage to reflect current process and formatted.
Conflict of Interest/Outside Employment	4/19/2019	Annual review. Formatted.
Corrective Action and Discipline	4/19/2019	Annual review. No changes.
Departure Gift Policy	4/19/2019	Annual review. Formatted.
Dress Code	4/12/2019	Annual review. No changes.
Drug and Alcohol Free Workplace	4/19/2019	Annual review. Changed policy name from "Drug and Alcohol Policy". Revised verbiage to reflect current process and formatted.
Education Assistance	4/19/2019	Annual review. No changes.
Employee Assistance Program (EAP)	4/19/2019	Annual review. Formatted.
Employee Handbook	4/19/2019	Annual review. Revised verbiage to reflect current process and formatted.
Employee Recruitment & Selection	4/19/2019	Annual review. Revised verbiage to reflect current process and formatted.
Employment of a Minor	4/19/2019	Annual review. Revised verbiage to reflect current process and formatted.
Employment of a Relative	4/19/2019	Annual review. Formatted.
Employment Reference Checks	4/19/2019	Annual review. Revised verbiage to reflect current process and formatted.
Equal Employment Opportunity	4/19/2019	Annual review. No changes.
Extended Sick Leave	4/19/2019	Annual review. No changes.
FMLA/CFRA Leave of Absence	4/19/2019	Annual review. No changes.
Garnishment of Wages		Recommended to change departments to General Accounting.
Gratuities	4/19/2019	Annual review. Formatted.
Holidays	4/19/2019	Annual review. Formatted.
Hours of Work, Scheduling	4/19/2019	Annual review. Revised verbiage to reflect current process and formatted.
Incentive Pay	4/26/2019	Annual review. Revised verbiage to reflect current process and formatted.
Job Descriptions	4/26/2019	Annual review. Revised verbiage to reflect current process and formatted.
Job Posting/Internal Recruitment	4/26/2019	Annual review. Revised verbiage to reflect current process and formatted.
Jury Duty	4/26/2019	Annual review. Revised verbiage to reflect current process and formatted.
Just Culture	4/26/2019	Annual review. Revised verbiage to reflect current process and formatted.
Keys	4/12/2019	Annual review. No changes.
Lactation Accomodation		Recommended to change departments to Plant Maintenance.
Legal Matters Concerning Employees	4/12/2019	New policy.
	4/26/2019	Annual review. Formatted.

License, Certification and Mandatory Training Requirements	4/26/2019	Annual review. Formatted.
Mandatory Employment Requirements	4/26/2019	Annual review. Formatted.
Meal and Rest Breaks	4/26/2019	Annual review. Formatted.
Non-Smoking Campus	4/26/2019	Annual review. Revised verbiage to reflect current process and formatted.
Orientation	4/26/2019	Annual review. Revised verbiage to reflect current process and formatted.
Paid Sick Leave	4/19/2019	Annual review. Revised verbiage to reflect current process and formatted.
Paid Time Off	4/19/2019	Annual review. Revised verbiage to reflect current process and formatted.
Payment of Benefits While On An Unpaid Leave	5/24/2019	Annual review. Changed policy name from "Benefits While in Non-Pay Status"; Revised verbiage to reflect current process and formatted.
Performance Evaluations	4/26/2019	Annual review. Formatted.
Personal Telephone Calls	4/26/2019	Annual review. Revised verbiage to reflect current process and formatted.
Personnel Records	5/24/2019	Annual review. Revised verbiage to reflect current process and formatted.
Post Job-Offer Physical Assessment	5/24/2019	Annual review. Revised verbiage to reflect current process and formatted.
Pre-Employment Inquiry	5/24/2019	Annual review. Revised verbiage to reflect current process and formatted.
Probationary Period	4/12/2019	Annual review. Revised verbiage to reflect current process and formatted.
Reimbursement for Cell Phone Usage	5/24/2019	Annual review. Revised verbiage to reflect current process and formatted.
Standards of Conduct	5/24/2019	Annual review. Revised verbiage to reflect current process and formatted.
Transfers	5/24/2019	Annual review. Revised verbiage to reflect current process and formatted.
Union Relations	5/24/2019	Annual review. Formatted.
Unlawful Harassment, Discrimination and Retaliation Prevention and Complaint Policy	5/24/2019	Annual review. No changes.
Use of Personal Electronic Devices	5/24/2019	Annual review. Revised verbiage to reflect current process and formatted.
Use of Social Networks	4/12/2019	Annual review. Formatted.
Verification of Licensure/Registration/Certification	5/24/2019	Annual review. Formatted.
Verification Procedures for Immigration Reform ACT 1986	4/12/2019	Annual review. Formatted.





## **EMPLOYEE HANDBOOK**

**Revision Date:**

## **CHIEF EXECUTIVE OFFICER'S WELCOME**

I want to welcome each and every new employee joining the staff of Bear Valley Community Healthcare District. The very fact that you have been selected to join us in our mission to serve the healthcare needs of our community speaks highly of you, your talent and abilities. Congratulations!

Bear Valley Community Healthcare District has established a reputation for quality services that is well recognized in our community. As our community's sole not-for-profit hospital, we take great pride in our mission of providing the highest quality services in a cost efficient, yet financially responsible manner. The only way that we can accomplish that goal is through the dedicated efforts of each and every individual associated with us in service. We believe that excellence in service involves not only professional and technical expertise, but as importantly, the genuine care, compassion and understanding that our patient families need for their complete care.

The Board of Directors, Medical Staff and Management rely heavily on your personal efforts to "make a difference" in the services that we provide to those who entrust their lives to our care. Each of you will be expected to utilize the best of your abilities and skills to continually improve our services, and the environment in which those services are provided.

Again, I want to welcome you to Bear Valley Community Healthcare District and wish each of you success in what is hopefully a long and satisfying career.

Sincerely,

Chief Executive Officer

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## **HISTORY**

The Bear Valley Community Healthcare District was founded in 1970 and the hospital was dedicated on June 24, 1971. Bear Valley Community Hospital officially opened its doors for patients on July 5, 1974. Bear Valley Community Healthcare District is a thirty (30) bed Critical Access facility comprised of a 21 bed Skilled Nursing Unit and a 9 bed Med/Surg General Acute Care unit, 24 hour/seven days a week Emergency Department, Family Health Center located across from the hospital and Rural Health Clinic located in Big Bear City to serve the population at the east end of the valley. The Healthcare District provides services on an inpatient and outpatient basis.

Bear Valley Community Healthcare District is the sole provider of 24-hour acute care inpatient and emergency health services to the mountain resort community of Big Bear Valley. The facility provides a full array of ambulatory services and routine inpatient healthcare services to the community. These services include a Radiology, Emergency, Laboratory, Respiratory Therapy, Physical Therapy and Surgery. Without our hospital, the community would have to travel a distance of 33 to 51 miles to receive hospital services.

## **MISSION, VISION, VALUES AND GUIDING PRINCIPLES OF BEAR VALLEY COMMUNITY HEALTHCARE DISTRICT**

### **MISSION:**

To deliver the highest quality of healthcare to the residents of and visitors to Big Bear Valley through the most effective use of available resources.

### **VISION:**

To be the premier provider of emergency medical and healthcare services in our Big Bear Valley.

### **VALUES:**

**I** = Integrity

**C** = Compassion

**A** = Accountability

**R** = Respect

**E** = Excellence

## **EQUAL OPPORTUNITY EMPLOYMENT**

Bear Valley Community Healthcare District is an equal opportunity employer. The District is committed to providing a work environment free from unlawful discrimination, harassment and/or retaliation. It has been, and will continue to be, the policy and practice of the District not to discriminate against any applicant or employee because of race, color, ancestry, citizenship, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, physical or mental disability, medical condition, pregnancy, marital status, registered domestic partner status, military service or any other basis protected by federal, state or local law, regulation or ordinance. This policy extends to every phase of the employment process, including recruiting, hiring, training, promotion, compensation, benefits, transfers, reductions in force, and separation of employment. It also includes a

perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

### **AT-WILL STATEMENT**

Nothing contained in this Handbook is intended to nor does it create a contract of employment for any specific duration. Your employment can be terminated with or without cause and with or without notice at any time at the option of either me (employee) or the Bear Valley Community Healthcare District. No employee of BVCHD has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

### **PURPOSE OF THE HANDBOOK**

The purpose of this handbook is to establish a basis for consistent personnel administration for the Bear Valley Community Healthcare District and to provide both management and employees with a ready reference to established policies and procedures. These policies are subject to revisions, additions and modifications as they become necessary.

It is your responsibility to read the entire handbook so that you will have a complete understanding of the material covered. Any suggestions for improvement are always welcome. It is continually the District's policy to encourage employee recommendations that will benefit employee-employer relations. Anyone needing assistance in interpreting the information contained in this handbook should contact their department manager or the Human Resources Department.

### **FOUNDATION AND AUXILIARY VOLUNTEERS**

Bear Valley Community Healthcare District Foundation members give freely of their personal time for the purpose of fundraising events to raise revenue for capital equipment for the facility. Auxiliary volunteers perform valuable services in assisting to the needs of the patients as well as fundraising for special projects within the facility. In addition, a patient information desk is staffed by volunteers to assist in directing visitors. The lobby gift shop, operated by the volunteers, produces a significant financial award to the hospital and related hospital activities.

From time to time you will be meeting and working with Auxiliary members, and you are urged to cooperate with them as they endeavor to fulfill their assigned tasks as well as make our jobs a little easier.

### **ORIENTATION**

All new employees will participate in both general and departmental orientation to enable them to more effectively perform the functions of their jobs. The department manager or delegate, orients new personnel to the department. New employees are required to complete general orientation within ninety (90) days of hire. General Orientation is required annually.

## **WHAT IS EXPECTED OF THE NEW EMPLOYEE**

### **Assigned Work:**

Each employee's most important responsibility is to meet the standards of the job description and perform the work assigned by his/her Department Manager. The Department Manager is responsible for the job performance of all of his/her employees.

### **Quality of Service:**

The success of our Healthcare District depends upon each of our employees. We depend on each employee to provide the best in healthcare for the community.

Quality implies more than simply trying to do a good job. It is a commitment to excellence that each employee of Bear Valley Community Healthcare District needs to adopt. It also requires that employees not only set the highest standards for excellence in their service to our patients, but also to continuously improve their performance and make their jobs more efficient.

### **Personal Conduct:**

Bear Valley Community Healthcare District relies on your good judgment and sense of responsibility to conduct yourself with dignity and decorum. Everyone likes to be treated courteously, so please be courteous to your fellow employees, patients, visitors, physicians, and guests. A kind word, courteous and polite responses and helpful attitude goes a long way to make our patients more comfortable and makes the work environment more productive for everyone. You can make a **REAL DIFFERENCE!**

### **Security:**

Employees can also do their part to assist in maintaining the security of our facility. Of necessity, the hospital is open at all times and employees are encouraged to be alert for the entry of unauthorized persons. If you see anyone who does not have a badge and does not appear to be an employee, please offer assistance in directing him to his destination. This simple procedure will go a long way to insure the safety and the possessions of our employees and our patients.

**SECTION I**  
**POLICIES AND PROCEDURES**



## **COMPLIANCE**

### **PURPOSE OF THE COMPLIANCE PROGRAM**

The Hospital Board of Directors adopted the compliance program, to provide standards by which personnel must conduct themselves in order to protect and promote District integrity and to enhance the District's ability to achieve its objectives.

Bear Valley Community Healthcare District is committed to ensuring compliance with all applicable statutes, regulations, and policies governing our daily business activities. This compliance program is intended to further our day-to-day commitment that our operations comply with federal and state laws, to provide guidance for all employees, and to serve as a mechanism for preventing and reporting any violation of those laws.

It is the policy of Bear Valley Community Healthcare District that:

- All employees are educated about applicable laws and trained in matters of compliance, upon hire and annually.
- There is periodic auditing, monitoring and oversight of compliance of those laws;
- An atmosphere exists that encourages and enables the reporting of noncompliance without fear of retribution; and
- Mechanisms exist to investigate, discipline, and correct noncompliance.

### **OPEN COMMUNICATION**

The District encourages open lines of communication between personnel. If you are aware of an unlawful or unethical situation there are several ways you can bring this to the District's attention. Your supervisor is the best place to start, but you can also contact the Compliance Officer or call the Compliance Hotline to express your concerns.

**Hotline at: 800-826-6762 or at the Website: <https://alertline.com>**

The telephone number for the Hotline is posted in employee locations throughout the District and a copy of the Compliance Program shall be available upon request.

All employee reports of unlawful or unethical conduct will be investigated promptly. The District does not tolerate threats or acts of retaliation or retribution against employees for using these communication channels.

### **PHYSICAL EXAMINATION REQUIREMENTS**

Each prospective employee who receives an offer of employment is required to successfully complete a medical examination after receiving an offer of employment and before beginning work. These post offer examinations are provided by the District free of charge to the prospective employee. All offers of employment with Bear Valley Community Healthcare District are made contingent upon passing the physical

examination process. The Employee Health Department will screen all employees, regardless of their work, upon hire and at least annually for tuberculosis.

### **AMERICANS WITH DISABILITIES ACT**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that prohibit employers from discriminating against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Bear Valley Community Healthcare District (BVCHD) to comply with all federal and state laws concerning the employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

### **PROBATIONARY PERIOD**

All employees are considered to be in a probationary period for the first 90 calendar days of their employment at Bear Valley Community Healthcare District. During this time, employees become acquainted with their new job, fellow employees and other BVCHD departments. This probationary period also gives BVCHD the opportunity to evaluate the employee's job performance. During this important period of time, the employee's abilities, work performance, attitude, safety practices, attendance and dependability will be carefully evaluated by the supervisor.

At the discretion of management, the probationary period may be extended a maximum of three (3) months in one (1) month increments, if circumstances and further evaluation is warranted. The extension requires the approval of the Department Manager and the Human Resources Department. Probationary employees do not have property or vested rights to their position with the District. During the probationary period an employee may be rejected at any time without cause and without the right to appeal.

### **CLASSIFICATION OF EMPLOYEES**

It is the policy of Bear Valley Community Healthcare District to classify employees into the following categories:

- Exempt – Full-time employee that is compensated via a salary, does not clock in/out, and is not subject to overtime compensation.
- Regular Full Time Employee – regularly scheduled employee who works at least 60 hours or more during each 14-day period (per two week pay period).
- Regular Part-time Employees – regularly scheduled employee who work 48 to 60 hours during each 14-day period (two-week pay period).

- Temporary (Seasonal) Employees – temporary employee who is hired to fill a position on a short- term basis, maximum length of six (6) months.
- Per Diem Employees – employee who is hired to work on an “as needed” basis and is not regularly scheduled.

## **POLICY AGAINST HARASSMENT, DISCRIMINATION, AND RETALIATION OF EMPLOYEES**

Bear Valley Community Healthcare District is committed to providing a work environment that is free of discrimination and harassment, and will not tolerate behavior that is inconsistent with BVCHD’s values and commitment to a fair and just culture. In keeping with this commitment, the District maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy applies to all agents and employees of Bear Valley Healthcare District. Furthermore, it prohibits harassment in any form, including verbal, physical and visual harassment.

Sexual harassment includes a broad spectrum of conduct, including harassment based on sex or of a sexual nature, gender, gender identity or expression, sexual orientation, pregnancy, childbirth or related medical conditions. Examples include, but are not limited to:

- Unwanted sexual advances or propositions.
- Offering an employment benefit (such as a raise, promotion or career advancement) in exchange for sexual favors, or threatening an employment detriment (such as termination or demotion) for an employee’s failure to engage in sexual activity.
- Visual conduct, such as leering, making sexual gestures and displaying or posting sexually suggestive objects or pictures, cartoons or posters.
- Verbal sexual advances, propositions, requests or comments.
- Sending or posting sexually related messages, videos or messages via text, instant messaging or social media.
- Verbal abuse of a sexual nature, graphic verbal comments about an individual’s body, sexually degrading words used to describe an individual and suggestive or obscene letters, notes or invitations.
- Physical conduct, such as touching, groping, assault or impeding or blocking movement.
- Physical or verbal abuse concerning an individual’s gender, gender identity or gender expression.
- Verbal abuse concerning a person’s characteristics such as pitch of voice, facial hair or the size or shape of a person’s body, including remarks that a male is too feminine or a woman is too masculine.
- Actual or threatened retaliation.

Any employee who believes he or she is being or has been harassed, discriminated or retaliated against, or has any other complaint should:

- Bring the matter to the attention of his/her manager or supervisor, the Human Resources Manager (HR), or to the Chief Executive Officer (CEO) immediately,

or as soon as possible after the incident. The employee should talk with a member of leadership with whom he or she feels most comfortable discussing his/her concern

- Provide a full and accurate report of the underlying circumstances and people involved; identifying any witnesses, as well as provide any relevant documents or other evidence.
- A supervisor or manager who receives report of harassment, discrimination and/or bullying are responsible for notifying Human Resources.

### **ALCOHOL AND DRUG USE POLICY**

The following rules and standards of conduct apply to all employees whether on District property or elsewhere during the workday (including meals and rest periods).

The Healthcare District prohibits the following:

- Possession, or being under the influence, of alcohol or an illegal or controlled substance (other than medication prescribed for the employee by the employee's physician and used in accordance with such physician's directions) while on the job.
- Distribution, sale or purchase of an illegal or controlled substance while on the job.
- Driving a District vehicle for district business while under the influence of alcohol or an illegal or controlled substance.

Violations of the above rules and standards of conduct will not be tolerated; The Bear Valley Community Healthcare District also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, the District reserves the right to conduct searches of District property and to implement other measures necessary to deter and detect abuse of this policy. An employee may be requested to submit to testing procedures designed to detect the presence of drugs and/or alcohol if he/she is acting in a manner that leads to an articulated belief that he/she either possess, controls, or is under the use, and/or sale of drugs, or alcohol in District controlled areas, on company owned property, or while on duty. Failure to submit to drug testing may result in disciplinary action up to and including termination.

### **WORKPLACE VIOLENCE**

Bear Valley Community Healthcare District (BVCHD) maintains a zero tolerance policy on workplace violence. Acts or threats of physical violence, including intimidation, harassment, or coercion, which involve BVCHD will not be tolerated.

### **OVERTIME**

On occasion, you may be asked to work beyond your normally scheduled hours. When this occurs, your supervisor should attempt to provide as much notice as possible. If you are a non-exempt employee and required or permitted to work overtime, you will receive overtime pay in accordance with the requirements of the Fair Labor Standards Act, State Laws and the Memorandum of Understanding (MOU) between the union and District.

- All overtime must be authorized

- Overtime is based on actual hours worked
- With the exception of employees assigned to nine, ten and twelve hour shifts, all hours worked in excess of eight (8) per day shall be paid at the rate of one and one-half (1 ½) times their regular rate of pay.
- Work in excess of twelve (12) hours per day will be compensated at the rate of two (2) times your regular hourly rate of pay.
- Employees who are classified as “EXEMPT” are not entitled to overtime pay.

**TIME CLOCK**

The time clock is the District’s way of making sure you receive the correct amount of pay. All non-exempt employees use the time clock when they report to work and the time they stopped working at the end of their shift. Employees must clock at the beginning and end of each meal period as well as anytime you leave the premises for personal reasons. **You must notify your immediate supervisor prior to missing a meal or rest period to allow your supervisor the opportunity to provide coverage.**

Overtime must be approved by your supervisor or department manager in advance of the time being worked. Unapproved time will be paid, but you may be subjected to disciplinary action. Employees who qualify as administrative, executive or professional employees within the meaning of the state and federal wage and hour laws are exempt from overtime pay and are not subject to this policy. All non-exempt employees qualify for overtime pay.

All employees must record hours used as PTO, PSL or ESL on an edit slip. Edit slips are also used to correct time clock errors. It is time consuming and therefore expensive for the District to process edit slips for time clock errors. Excessive edit slips to correct time clock errors subject employees to disciplinary action. Falsification of information on an edit slip is grounds for Just Culture review.

**ATTENDANCE**

Bear Valley Community Healthcare District's (BVCHD) main objective is to provide the best care possible to our patients. In order for BVCHD to accomplish this goal, it is of the utmost importance and expectation that every employee report to work in a timely manner to perform their assigned duties for which they were hired to do.

The following are steps that the department manager will take for absenteeism, tardiness or lack of clocking in/out:

	<b>Occurrence/Days</b>	<b>Corrective Action Step</b>
<b>Occurrence</b> <b>1 Occurrence is equal to:</b> <ul style="list-style-type: none"> <li>• 1 Absence</li> <li>• 2 Tardies</li> <li>• 2 Missed Punches</li> </ul>	< 4 Occurrences	Coaching
	≥ 4 Occurrences	Verbal Warning
	5 Occurrences	Written Warning/PIP
	6 Occurrences	Corrective Action Plan
	7 Occurrences	Termination
<b>Single Day of No Call/No</b>	1 Occurrence	Written Warning

<b>Show</b>	2 Occurrences	Corrective Action Plan
	3 Occurrences	Termination
<b>Consecutive No Call/No Show</b>	3 Days	Voluntary Resignation

Unreported absences of three (3) or more consecutive days will be considered a voluntary resignation.

**MEAL AND REST PERIODS**

It is the policy of Bear Valley Community Healthcare District (BVCHD) to provide meal and rest breaks in accordance with applicable laws to allow employees to rest while maintaining department productivity and patient care standards.

Except for certain salaried exempt employees, BVCHD will offer all employees that work more than five (5) hours in one day a meal period that is 30 minutes in length.

Employees are permitted a 15-minute rest break every four hours worked.

Meal periods are unpaid and rest periods are paid.

**LACTATION ACCOMMODATION**

Bear Valley Community Healthcare District (BVCHD) shall provide a room or other private location for employees who wish to express breast milk or breastfeed at work. Lactation accommodations will be provided to employees for as long as they desire to express breast milk or nurse their infant. In addition, BVCHD will provide a reasonable amount of break time to accommodate employees desiring to express breast milk or nurse their infant.

**PERSONNEL RECORDS**

Bear Valley Community Healthcare District (BVCHD) maintains an accurate and confidential personnel file for each employee. This record includes information regarding pay, benefits, performance reviews, discipline, licensures/certificates and any other employment-related documentation. With the exception of written references and other confidential documents, employees have a right to read and review any information in accordance with California State Law.

**PAYDAYS AND PAYCHECKS**

The pay period established for payment of wages is a bi-weekly pay period, fourteen (14) consecutive days beginning on Sunday and ending on Saturday of the second week.

Questions regarding calculation of your paycheck or wages must be taken to your supervisor and/or payroll for clarification. Any changes made to the edit slips must have prior approval by the Department Manager as well as the appropriate administrative approval before restitution is made.

**PAYROLL DEDUCTIONS**

Federal and State law require the following deductions from every paycheck:

1. Federal income tax (FED)
2. State income tax (SWH)
3. State Disability Insurance (SDI)
4. Social Security tax up to the required annual amount (FSS)
5. Medicare tax (FMC)

Other deductions may be made from your paycheck with your written permission, including:

- Insurance premiums for your dependent coverage or your own
- Payments due the organization per your request
- Retirement Account

### **GARNISHMENTS**

Bear Valley Community Healthcare District is required by law to recognize certain court orders, liens and wage assignments. Therefore, Bear Valley Community Healthcare District accepts legal assignments or garnishments against the wages of employees as needed to comply with the law.

### **PERFORMANCE REVIEW**

The employee job performance appraisal program serves as a basis for recognizing an employee's job performance based upon specific job performance standards. The employee performance review gives the employee and the department manager and/or supervisor an opportunity to discuss the employee's overall performance, high achievement areas, areas where improvement is needed, and to prepare an action plan for the next evaluation period. During this performance appraisal time, the organization's requirements are also checked for completion. It is the responsibility of the employee to satisfactorily complete these requirements every year.

Each employee's job performance and progress is evaluated at the following intervals.

1. Upon completion of the 90-day probationary period.
2. When an employee is promoted or transfers to another department.
3. Upon completion of 12 months of employment as a new hire or in a new position; and thereafter on or about an annual basis.

### **PROMOTIONS AND TRANSFERS**

Available positions within the organization will be posted on the bulletin board in the hallway next to the Dietary Department. In addition, the District posts open positions on the BVCHD website.

Because of legal requirements, levels of education, and other specific requirements for many positions, promotions from within are not always possible. Your past performance, qualifications, potential, abilities, and job experience are important considerations during selection of employees for promotion.

A transfer involves a move to a job at the same or lower salary range than your present position. Transfers and promotions are possible if you have worked in your current position for at least 90 days and are qualified for the new position. **In addition, an employee who has received level 1 disciplinary counseling within the most recent 12-month period, will not be eligible for a transfer or promotion.**

If you are interested in a promotion or a transfer, you should discuss the matter with your immediate supervisor or department manager who will advise you as to whether you are eligible and how you can apply. If the promotion or transfer is to a position in another department, you will be referred to the Human Resource Department which will advise you of the requirements and coordinate your transfer or promotion application process.

### **JUST CULTURE**

Bear Valley Community Healthcare District (BVCHD) supports a “Just Culture” that encourages employee self- disclosure and continual delivery of high quality services for patients, employees, and the community it serves. BVCHD encourages employees to report adverse events, near misses, existence of hazardous conditions, and related opportunities for improvement as a means to identify systems changes and behavior changes which have the potential to avoid future adverse events. BVCHD believes in a consistent, fair, systematic approach to managing behaviors that facilitate a culture that balances a non-punitive learning environment with the equally important need to hold persons accountable for their actions.

### **CORRECTIVE ACTION AND DISCIPLINE**

Bear Valley Community Healthcare District (BVCHD) uses disciplinary action to correct performance or behavioral issues. BVCHD believes in a consistent, fair, systematic approach to managing behaviors that facilitate a Just Culture.

The Employer shall have the right to discipline an Employee, up to and including discharge, for reasonable cause only which encompasses the concept of progressive discipline.

### **SOCIAL MEDIA**

BVCHD sets guidelines for appropriate online conduct related to the use of social networking. On-line posting of financial, confidential, sensitive or proprietary information about BVCHD or any of our physicians, employees or patients is strictly prohibited.



## **SECTION II**

### **BENEFITS**

#### **PAID TIME OFF (PTO)**

Paid Time Off (PTO) is the combining of short-term sick leave days, vacation days, and holidays into one account. A PTO system allows the employee greater flexibility in the use

of time off according to the employee's varying needs. Regular full-time and regular part-time benefit eligible employees are eligible for Paid Time Off based upon the hours they work during the year.

Paid Time Off will begin to accrue on the employee's hire date; however, PTO may not be used until after successful completion of the probationary period.

The accrual rate per pay period and maximum allowable accrued hours per pay period for all regular full-time employees are as follows:

Length of Service	Accrual Rate Per Paid Hours
0 to 4 years of service	.09615
5 years to 9 years of service	.1154
10 or more years of service	.1346

Employees are encouraged to use all of their accrued PTO each year. Accrued balances will carry over to the next year until the employee's accrued balance reaches the maximum allowable balance. If an employee's accrued but unused PTO hours reach the maximum allowable balance, the employee will not earn any additional benefits until the employee later uses enough PTO to fall below the maximum allowable balance. At that time, the employee will resume earning PTO until the employee again reaches the maximum allowable balance.

**PAID SICK LEAVE (FOR BENEFIT ELIGIBLE EMPLOYEES)**

All benefit-eligible employees who work for the Bear Valley Community Healthcare District for more than 30 days in a calendar year shall receive three (3) days of paid sick leave hours at the beginning of each calendar year.

An employee may use paid sick leave for the diagnosis, care or treatment of an existing health condition of, or preventative care for, his/herself or the Employee's family member, for those purposes described in applicable law for an employee who is a victim of domestic violence, sexual assault, or stalking, or as otherwise permitted by California's paid sick leave law.

An employee shall be eligible to use paid sick leave after the 90th calendar day of his/her employment.

In the event and employee has unused Paid Sick Leave (see Paid Sick Leave policy) hours at the end of a calendar year, the unused hours will be converted to Extended Sick Leave (ESL) hours, subject to the maximum accrual.

## **CALIFORNIA PAID SICK LEAVE (FOR NON- BENEFIT ELIGIBLE EMPLOYEES)**

Under the Healthy Workplace Healthy Family Act of 2014, Bear Valley Community Healthcare District provides paid sick leave to eligible employees who have worked 30 or more days within a year of their employment with the District.

Eligible employees will accrue one hour of sick time for every 30 hours worked up to a maximum accrual of 48 hours or six days, whichever is greater, per calendar year. On the 90<sup>th</sup> day of employment, eligible employees may begin to use paid sick time under this policy, up to a maximum of 24 hours, or three days, whichever is greater, per calendar year. Accrued, unused time under this policy will carry over each year up to a maximum accrual of 48 hours or six days, whichever is greater.

Leave under this policy may be used in connection with the diagnosis, care or treatment of an existing health condition for, or the preventive care of, an employee or an employee's immediate family member. "Family member" for purposes of this policy includes spouses, registered domestic partners, children (regardless of age), parents (including step-parents and parents-in-law), grandparents and siblings. Leave under this policy may also be used for employees who are the victims of domestic violence, sexual assault or stalking.

## **EXTENDED SICK LEAVE**

Bear Valley Community Healthcare District (District) management believes employees may need to supplement their income when they meet the eligibility requirements of State Disability Insurance or Worker's Compensation.

All benefit eligible employees will accrue Extended Sick Leave (ESL).

All eligible employees will accrue ESL at 0.01731 per paid hour.

## **PERSONAL LEAVE**

Employees classified as full time or regular part time, who have completed their probationary period are eligible to request a personal leave of absence, after all accrued Paid Time Off (PTO) has been used. A personal leave of absence is discretionary, and must be approved in advance by the department manager and the appropriate administrative authority, with concurrence of the Human Resource Director.

A Leave of Absence exceeding thirty (30) days requires payment of premiums by the employee to keep health, vision and dental coverage in effect. Payments must be made by the 10<sup>th</sup> of each month, to the Human Resource Department. Failure to pay premiums as appropriate while on leave will result in cancellation of benefit coverage and the employee will be offered COBRA coverage.

## **BEREAVEMENT LEAVE**

After ninety (90) days of continuous employment at Bear Valley Community Healthcare District, bereavement leave of up to three consecutive days will be granted to regular full-time and part-time employees in case of death of an immediate family member. For

purposes of clarification of the policy, immediate family is considered to be: spouse, domestic partner, and children of employee, parents, brothers, sisters, grandparents, grandchildren and parents-in-law. One additional day with pay will be granted for each 1000 miles of travel from the employee's residence, up to an overall maximum of five (5) days. If an employee wishes to have additional time off without pay, it may be arranged upon request; however, the total amount of bereavement leave will not exceed fifteen (15) calendar days, including both paid and unpaid days.

### **FAMILY MEDICAL LEAVE OF ABSENCE CALIFORNIA FAMILY RIGHTS ACT (FMLA/CFRA)**

Eligible employees may take unpaid family/medical care leave (FMLA/CFRA) of up to twelve (12) weeks during a twelve (12) month period for any of the following reasons:

- Birth of a child, or to care or bond with a newly born child, including incapacity due to pregnancy or prenatal medical care.
- Placement of a child with the employee and/or the employee's registered domestic partner for adoption or foster care or to care or bond with the child.
- To care for an immediate family member (employee's spouse, registered domestic partner, child, registered domestic partner's child or parent) with a serious health condition.
- Because of the employee's serious health condition that makes the employee unable to perform his or her job.

An employee is eligible for family or medical leave if the employee has worked at least 1250 hours over the previous twelve (12) months immediately preceding the commencement of the leave. The twelve (12) month period shall be a "rolling" twelve (12) month period measured backward from the date the employee uses any family or medical leave.

If employees and/or their families participate in BVCHD's group health plan, BVCHD will maintain coverage during the first twelve (12) weeks of an approved FMLA/CFRA leave on the same terms as if employees had continued to work. After the first twelve (12) weeks of an approved leave, employees will be required to pay the full costs of such benefits.

If applicable, employees must make arrangements to pay their share of health plan premiums while on leave. BVCHD may recover premiums it paid to maintain health coverage or other benefits for employees and/or their families.

If foreseeable, thirty (30) days advance notice is needed.

### **MILITARY LEAVE**

Regular full time and part time employees called into active military service are granted extended leave without pay, consistent with existing laws. Members of reserve units or the National Guard will be granted leave without pay for the two-week training programs. Paid

leave may be taken under our PTO guidelines when fulfilling this obligation if the employee so desires.

### **MEDICAL/DENTAL/VISION INSURANCE BENEFITS**

It is the policy of Bear Valley Community Healthcare District to provide a variety of insurance benefits for eligible employees. Life (AD&D), Health, vision and Dental insurance are available to our eligible employees and their eligible dependents. Specific details regarding health insurance benefits and eligibility can be found in the Human Resource Department.

On the first day of the next month following completion of 30 days of continuous employment, full time and part time employees will have the option to be covered by the District's medical, dental and vision plan.

During the annual "Open enrollment Period" in September/October, family members may be added to the medical plan if they are not covered at the time the employee is enrolled or within 30 days of birth, marriage or status change. Additional information is available through the Human Resource Department.

### **CONTINUATION OF BENEFITS RETIREMENT ACT (COBRA)**

Continuation of benefits is offered to employees and their families for the temporary extension of health coverage at group rates in certain instances where coverage under the plan would otherwise end. For more information about this coverage please contact the Human Resource Department.

### **BASIC LIFE INSURANCE (Accidental Death & Dismemberment – AD&D)**

All benefited employees are eligible for life insurance and Accidental Death and Dismemberment (AD&D) which is paid for by the District. \$20,000 is the amount paid for AD&D.

### **ADDITIONAL BENEFITS**

Flexible Spending Account (FSA) – lets you use pre-tax dollars to cover eligible health care and dependent care expenses.

Voluntary Plans – optional Aflac and additional life insurance coverage (Long Term Disability and Short Term Disability).

### **RETIREMENT PLAN**

It is the policy of Bear Valley Community Healthcare District to provide all benefit-eligible employees the opportunity to participate in a Retirement Plan to financially prepare for their retirement. Details can be obtained from the Human Resource Department.

### **EMPLOYEE ASSISTANCE PROGRAM**

The Employee Assistance Program (EAP) is a confidential counseling and referral service provided free of charge to all Bear Valley Community Healthcare District employees. The purpose of the EAP is to help employees cope effectively with the stress of their personal

concerns since these concerns can affect the employee's job performance. Some common concerns that can cause problems for employees are: any marriage or family concern; illness/disability or other physical issues; death; financial or legal problems; alcohol or other drug use; and transitional issues such as moving and changing jobs or job assignments. No question, problem, or issue an employee has is ever considered too unimportant for intervention. Contact the Human Resource Department for the telephone number of the counselor to assist you.

### **EDUCATION ASSISTANCE**

Bear Valley Community Healthcare District (BVCHD) encourages employees to improve their career development. To accomplish employee career development, BVCHD provides loan repayment to employees who are pursuing accredited programs that will benefit the employee and BVCHD. In addition, BVCHD will pay for training courses/seminars to which it specifically sends employees.

Education assistance is a partnership between BVCHD and the applicant and is not intended to cover all expenses related to the applicant's education but rather assist in relieving some of the financial burden of tuition. Education assistance is only available upon approval and availability of funds.

Refer to the Education Assistance policy or see Human Resources with any questions.

### **WORKERS COMPENSATION (JOB RELATED INJURIES)**

It is the policy of Bear Valley Community Healthcare District to carry workers' compensation insurance, which provides income continuation and medical benefits for employees injured on the job. Every effort is made to ensure employee's safety at their place of employment.

All work incurred injuries/illnesses must be reported to his/her department manager, Charge Nurse, Clinical Manager or Employee Health Nurse no later than the end of the shift during which the injury/illness occurs.

Failure to comply with the above policy may jeopardize employee benefit status under Workers' Compensation laws and result in disciplinary action.

**SECTION V**  
**STANDARDS**

## **STANDARDS OF CONDUCT**

It is Bear Valley Community Healthcare District's (BVCHD) policy to establish rules of conduct which ensure a safe, pleasant working environment and to achieve an atmosphere that encourages high productivity and smooth business operations. Standards of conduct are not designed to restrict the employees' activities, but are required to protect the safety and wellbeing of all patients, employees, and visitors. In addition to the general standards outlined by Bear Valley Community Healthcare District, the employee is expected to follow any additional standards of conduct that apply to his/her department and profession. Employees who fail to conduct themselves in a professional and business-like manner will be subject to Just Culture review. Please refer to the Standards of Conduct policy for details.

## **IDENTIFICATION BADGES**

Each employee is given a photo identification badge at the time of hire. The ID badge includes the employee name, job title and department, and is the property of the healthcare district. It is required that the ID badge be worn above the waist at all times while at work.

## **DRESS AND GROOMING STANDARDS**

The District's professional atmosphere is maintained in part, by the image that you present to patients, visitors, physicians, and vendors. You should, therefore, utilize good judgment in determining your dress and appearance. Employees who are inappropriately dressed will be sent home and directed to return to work in proper attire. Such employees will **NOT** be compensated for the time away from work.

This is an overview of our policy on dress and grooming standards. You are requested to ask your department manager for specific dress standards for your department and refer to the Dress Code policy.

## **PARKING**

Designated parking for the employees of the district is located in the front (West) side of the parking lot or in the back (north east) side of the parking area. Parking in the Visitors or handicapped areas are prohibited. Each employee will be assigned a parking sticker to which should be visible while parking at work.

## **SOLICITATION AND DISTRIBUTION OF LITERATURE ON HOSPITAL PROPERTY**

To avoid disruption of healthcare operations or disturbance of patients, the following rules apply to solicitations and the distribution of literature on hospital property.

### **1. Outsiders**

Persons not employed by the healthcare district may not solicit or distribute literature on hospital property at any time for any purpose without authorization of the Human Resource Director

### **2. Employees of the District**

- Employees may not solicit during working time for any purpose
- Employees may not solicit at any time, for any purpose, in immediate patient care areas such as patient rooms, operating rooms and places where patients receive



treatments, such as x-ray and therapy areas or in any other area that would cause disruption of health care operations or disturbance of patients, such as corridors in patient treatment areas, and rooms used by patients for consultations with physicians or meeting with families or friends.

### **PATIENT CONFIDENTIALITY**

Employees having access to any type of patient health information must remember that disclosing or discussing such information with persons other than those authorized to know is a violation of ethical and legal principles and may be a violation of California State and HIPAA law's. Patient health information (PHI) includes any information about a patient regardless if the information is on oral, written, or electronic form (computer system). PHI includes patient names, condition, diagnosis, or treatment. Employees who violate a patient's rights to privacy under HIPAA by disclosing or discussing protected patient health information with those who do not have an authorized need for the information will be subject to Just Culture review. No patient health information is to leave the premises for any reason. New employees will receive HIPAA training at New Employee Orientation. All employees will receive annual HIPAA training.

### **ELECTRONIC PRIVACY AND CONFIDENTIALITY**

The District's automated information and electronic messaging systems permit authorized employees to receive, send and transfer all types of business-related information throughout the organization. Because much of this information can be highly confidential in nature, the Association maintains a strict policy with regards to the privacy and confidentiality of hospital electronic information available to its employees that have access to such systems.

### **EMPLOYEE HEALTH (INJURY AND ILLNESS PREVENTION PLAN (IIPP)**

Your safety, that of your fellow employees, and that of our patients is a primary commitment at Bear Valley Community Healthcare District. It is our intention that our facilities will be maintained at appropriate standards, and that proper methods and procedures be followed.

Workplace safety is every employee's responsibility. Bear Valley Community Healthcare District's Injury and Illness Prevention Program (IIPP) requires that employees know their duties, know the procedures to follow to avoid unsafe situations, and be motivated to maintain an accident-free workplace. The urgency of accomplishing a task should never compromise safe and prudent practices. Employee's performance evaluations include compliance with accepted safety procedures. The essential elements of our IIPP are: Safety Communications; Hazard Assessment and Control; Accident Investigation; Safety Planning and Safety and Health Training.

Department Managers and the Safety Officer will update/communicate to its staff about health and safety matters through development and implementation of sound operating procedures, staff meetings, posting of notices and on-the-job training.

We expect employees to question supervisors before engaging in an activity in which he/she is unfamiliar. Do not attempt to make repairs you are not qualified to make. Each

employee is responsible for immediately correcting any hazard or unsafe condition he/she observes in the workplace. If you do not have the knowledge or resources to do so, inform your supervisor of the conditions immediately.

**Reporting Incidents:** If you are involved in, or witness an accident or injury, call for assistance and report this incident to your supervisor immediately. Follow the instructions of trained employees. Do not discuss liability or responsibility for the incident with anyone, or volunteer information or opinions to anyone other than your supervisor regarding the circumstances surrounding the incident, or how it occurred.

**Hazardous Material Communications Plan:** Employees at Bear Valley Community Healthcare District are trained in the safe use of chemical products. There are jobs that require the use of cleaning agents and other chemicals that may be hazardous. The general rule is to ask your supervisor any questions you may have about a substance, chemical or material you may be using. The emergency room will have current MSDS (Material Safety Data Sheet) book that will give detailed information about each chemical, handling precautions and first aid procedures. Know the location of this book and review this information before your use of any chemical or material.

### **LOST AND FOUND**

Articles found on the premises must be turned over to your manager. Management will then forward articles to the Maintenance Department. After proper identification, articles may be claimed by proper owner. Bear Valley Community Healthcare District is not responsible for personal articles lost or stolen on the premises.

### **GRATUITIES**

Employees of Bear Valley Community Healthcare District are not permitted to accept gratuities from vendors, patients or relatives of patients.

### **SAFETY MEETINGS**

The Safety Committee will have regularly scheduled meetings to discuss work hazards and unsafe practices that lead to injuries. All employees are invited to submit ideas to their supervisors for presentation to the Safety Committee. Your ideas are welcome.

### **CAFETERIA**

The cafeteria is operated for employees, visitors and medical staff. Free coffee or tea is provided to employees during their coffee breaks. The cost of meals will be discounted for employees using meal tickets. Meal tickets may be purchased from the Dietary Department.

### **LICENSURE**

It is the policy of Bear Valley Community Healthcare District to ensure employees whose job classification requires licensure by the State of California present such license at the time of hire. Thereafter, all licensed personnel must present proof that licenses are current. Other certifications required to perform specific jobs will be furnished by employees to the Human Resource Department as required by District job description requirements or policy and procedure protocol. Copies of current licenses shall be kept in the personnel file in the

Human Resource Department. Failure to maintain a current license may result in termination or reclassification.

**NON-SMOKING CAMPUS**

BVCHD is a non-smoking campus.

## SECTION VI

### SUMMARY AND ACKNOWLEDGMENT

As signed below, I agree that I am responsible for reading and familiarizing myself with all of the information contained in the Employee Handbook.

I understand that the policies and statements contained in the Employee Handbook are guidelines for employees concerning policies, procedures and benefits at Bear Valley Community Healthcare District (BVCHD) and that the Employee Handbook is not intended to create any contractual or other legal obligation, or to otherwise alter the at-will nature of my employment with BVCHD.

I understand that policies and practices may be changed at any time by BVCHD, and the company reserves the right to modify or eliminate existing policies with official notice.

I also understand and agree that my employment with BVCHD is at-will and can be terminated with or without cause. I acknowledge that BVCHD may modify or rescind any policies, practices, procedures or benefits in the Employee Handbook.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature



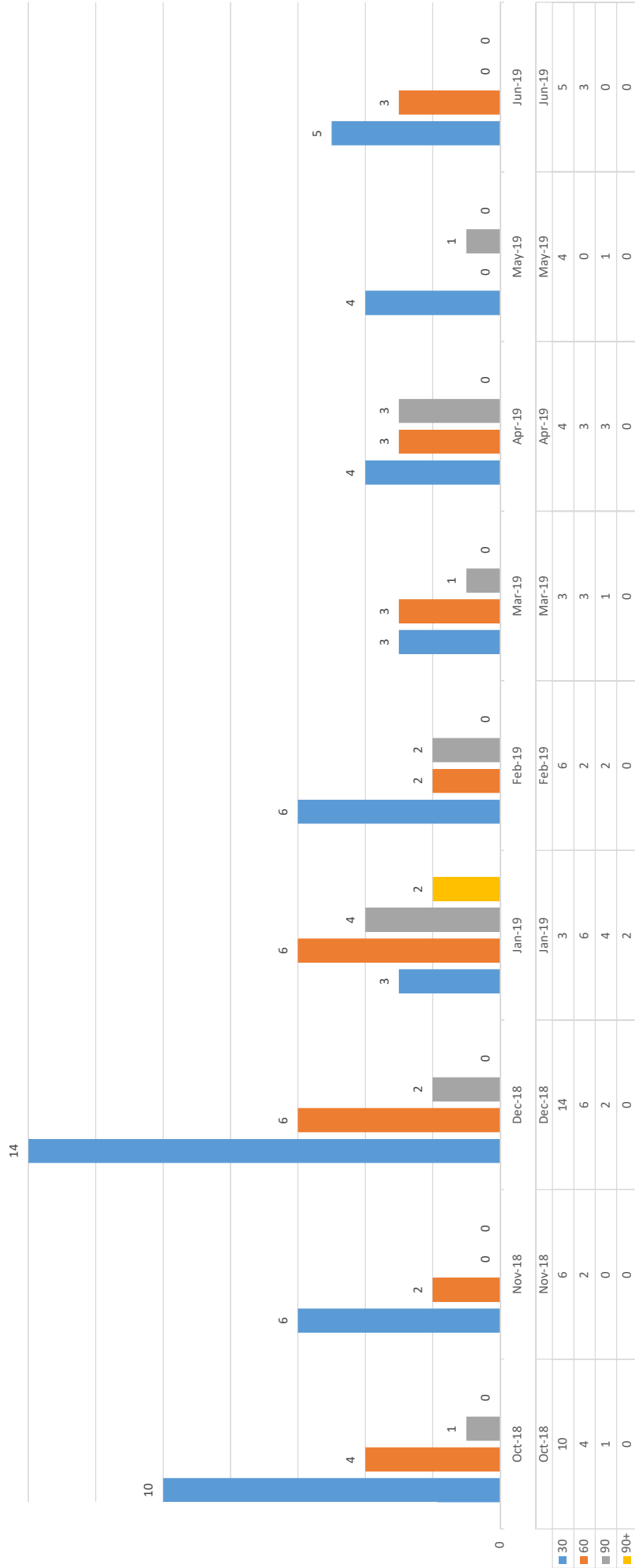
## HR Committee/Board Report

### June 2019

<b>Staffing</b>	<b>Active:</b> 213 – FT: 143 PT: 13 PD: 57 <b>New Hires:</b> 3 <b>Terms:</b> 2 (1 Voluntary 1 Involuntary) <b>Open Positions:</b> 9																																				
<b>Employee Performance Evaluations</b>	<b>DELINQUENT: See attachment</b> 30 days: 5 60 days: 3 90 days: 0 90+ days: 0 <b>See Attachment</b>																																				
<b>Work Comp</b>	<b>NEW CLAIMS: 1</b> <b>OPEN: 7</b> Indemnity (Wage Replacement, attempts to make the employee financially whole) - 6 Future Medical Care – 1 Medical Only – 0																																				
<b>Employee File Audit</b>	<b>FILE AUDIT:</b> All up to date All licenses are up to date																																				
<b>Job Descriptions/ Evaluation</b>	<b>Job Descriptions:</b> In process <b>Evaluations:</b> In process																																				
<b>Policies for Review</b>	HR policies are updated awaiting approval																																				
<b>Employee Handbook</b>	Updated – awaiting approval																																				
<b>2020 Benefit Review</b>	CalPers just released rates Benefit brokers are working on quotes																																				
<b>Employee Turnover 2019</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>Hospital Wide to Date</b>  <b>First six months</b>  <b>2018 Total = 14%</b> </td> <td style="width: 50%; vertical-align: top;"> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="2">By Department</th> </tr> <tr> <th>Department</th> <th>Turnover%</th> </tr> </thead> <tbody> <tr><td>ED</td><td>14%</td></tr> <tr><td>SNF</td><td>21%</td></tr> <tr><td>FHC</td><td>3%</td></tr> <tr><td>Dietary</td><td>63%</td></tr> <tr><td>Maintenance</td><td>0%</td></tr> <tr><td>Lab</td><td>14%</td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Department</th> <th>Turnover%</th> </tr> </thead> <tbody> <tr><td>EVS</td><td>0%</td></tr> <tr><td>PT</td><td>0%</td></tr> <tr><td>Pharmacy</td><td>20%</td></tr> <tr><td>Radiology</td><td>11%</td></tr> <tr><td>RT</td><td>55%</td></tr> <tr><td>HIM</td><td>67%</td></tr> <tr><td>Acute</td><td>10%</td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> </td> </tr> </table>	<b>Hospital Wide to Date</b> <b>First six months</b> <b>2018 Total = 14%</b>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="2">By Department</th> </tr> <tr> <th>Department</th> <th>Turnover%</th> </tr> </thead> <tbody> <tr><td>ED</td><td>14%</td></tr> <tr><td>SNF</td><td>21%</td></tr> <tr><td>FHC</td><td>3%</td></tr> <tr><td>Dietary</td><td>63%</td></tr> <tr><td>Maintenance</td><td>0%</td></tr> <tr><td>Lab</td><td>14%</td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Department</th> <th>Turnover%</th> </tr> </thead> <tbody> <tr><td>EVS</td><td>0%</td></tr> <tr><td>PT</td><td>0%</td></tr> <tr><td>Pharmacy</td><td>20%</td></tr> <tr><td>Radiology</td><td>11%</td></tr> <tr><td>RT</td><td>55%</td></tr> <tr><td>HIM</td><td>67%</td></tr> <tr><td>Acute</td><td>10%</td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	By Department		Department	Turnover%	ED	14%	SNF	21%	FHC	3%	Dietary	63%	Maintenance	0%	Lab	14%	Department	Turnover%	EVS	0%	PT	0%	Pharmacy	20%	Radiology	11%	RT	55%	HIM	67%	Acute	10%		
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# Past Due Evaluations

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