All employees of St. Dominic’s are employed at will and neither this Employee Handbook nor the employment application constitutes an employment contract between employees and St. Dominic’s.

This Employee Handbook supersedes all others issued and states St. Dominic’s personnel policies and practices in effect at the date of the most recent revision. Revised 6/2013.
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St. Dominic’s Health Services
Operated by the Dominican Sisters of Springfield, Illinois

Accredited by:
The Joint Commission
CARF-CCAC

Licensed by:
Mississippi State Department of Health

Memberships in:
Catholic Health Association of the United States
American St. Dominic’s Association
Mississippi St. Dominic’s Association
Jackson-Vicksburg St. Dominic’s Council
Voluntary St. Dominic’s of America

This Employee Handbook supersedes all others issued and states St. Dominic’s personnel policies and practices in effect at the date June 2013.
WELCOME!

Congratulations on your decision to become a part of the St. Dominic’s family. You have been selected on the basis of your ability, background and experience to join an organization dedicated to fulfilling its mission of Christian healing.

You will play a vital part in the continuing fulfillment of our mission and in supporting our core difference of providing an exceptional encounter everytime. Only our combined efforts can make St. Dominic’s successful and assure the financial and professional growth of all employees. Your support and assistance lead to a mutually satisfying and successful employment.

We’ve prepared this handbook to tell you about St. Dominic’s mission, goals, policies and employee benefit programs. Some of these change from time to time through governmental regulation or administrative directive. St. Dominic’s may make changes in the terms of this handbook at any time. We will attempt to notify you when changes occur, but it is your responsibility to review, understand and adhere to policy changes.

As you become better acquainted with St. Dominic’s, your job and your fellow employees, we are confident that you will find personal and professional fulfillment in the service we provide to our patients, residents and our community.

Claude W. Harbarger, FACHE
President
EMPLOYEE ACKNOWLEDGEMENT FORM

I understand that the employee handbook contains general information and guidelines. It is not intended to be comprehensive or to address all possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Human Resources Department.

I acknowledge that neither this handbook nor any other St. Dominic’s document confers any contractual right; either expressed or implied, to remain in St. Dominic’s employ. Nor does it guarantee any fixed terms or conditions of employment. My employment is not for any specific time and may be terminated at will, with or without cause and without prior notice by St. Dominic’s, or I may resign for any reason at any time. I have received the handbook, and I understand that it is my responsibility to read, understand and comply with the policies contained in this handbook and any revisions made to it.

Since the information, policies, procedures and benefits described here are subject to change, I acknowledge that revisions to the handbook may occur, except to St. Dominic’s policy of employment-at-will. I understand that St. Dominic’s will attempt to inform me of changes as they occur through official notices, such as e-mail, management notification, and department postings. I acknowledge that revised information may supersede, modify, or eliminate existing information, policies, procedures and benefits. No supervisor or other representative of St. Dominic’s (except the President, in writing) has the ability to adopt any revisions to the policies in this handbook. I acknowledge that the most current handbook and policy information may be on Dominet and understand it is my responsibility to review and adhere to revisions.

I have entered into my employment relationship with St. Dominic’s voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or St. Dominic’s can terminate the employment relationship at will, with or without cause, at any time, as long as there is no violation of applicable federal or state law.

EMPLOYEE’S NAME (printed): _______________________________________

EMPLOYEE’S SIGNATURE: _______________________________________

DATE: ___________________________________________________
HISTORY OF ST. DOMINIC’S

FROM SMALL BEGINNINGS
Since 1946 the Dominican Sisters of Springfield, Illinois, have provided health care to the people of Jackson and central Mississippi. Beginning with the purchase of an existing facility in downtown Jackson, St. Dominic’s grew into a multi-faceted health care ministry that brings a healing touch to thousands of lives every year. The Jackson community generously supported the sisters in building up the ministry—renamed St. Dominic-Jackson Memorial Hospital—now one of the state’s largest privately owned and Mississippi’s only Catholic hospital.

The hospital relocated to the Lakeland Drive site in 1954. That original building is now the North Wing of the South Campus. Over the years a number of expansions were built including medical office buildings and, on the North Campus, a free standing Behavioral Health Services facility and Cancer Center.

ST. DOMINIC’S TODAY
St. Dominic’s is more than a hospital. It is a family of services focused on fulfilling a mission of Christian healing to those in need. Created in 1985 to reflect the growth and diversification of the healthcare enterprise, St. Dominic’s Health Services, Inc. is the parent company for a large group of subsidiary organizations, dedicated to the same mission. In addition to St. Dominic Hospital, these organizations include St. Catherine’s Village, St. Dominic Madison Health Services, St. Dominic Health Services Foundation, First Intermed Corporation and Community Health Services – St. Dominic. Within these organizations a wide variety of programs exist including the Community Health Clinic, St. Dominic Medical Associates (physician network), New Directions for Over 55, MEA Clinics, The Club at St. Dominic’s, the School Nurse Program, St. Dominic’s Foundation, and the Care-A-Van.

Across the ministry every effort is made to create a healing environment within a Christian community where we honor the human dignity of every person we serve and promote the common good. We acknowledge St. Dominic’s basic participation in the Church through two main ministries: Education and Health Care. The mission is expressed by Communicating a Christian Message, Establishing Community, and Performing Service.

St. Dominic Hospital is the largest operating entity under the St. Dominic Health Services umbrella with approximately 3,000 full time employees. The 535-bed, not-for-profit hospital offers the latest technology and includes outstanding facilities for both in-patient and outpatient care and is a prior recipient of Mississippi Quality Award. St. Dominic Hospital is committed to serving as a leading adult tertiary referral center for the central region of Mississippi–focusing on priorities but retaining the balance expected of a tertiary provider.

St. Dominic’s is a leading cardiovascular provider in the state of Mississippi. St. Dominic’s Mississippi Heart and Vascular Institute, through its exceptional team of skilled physicians and staff, has served the community and developed a center of excellence for interventional cardiovascular medicine. In addition to the Mississippi Heart and Vascular Institute, specialized services include:

- Neuroscience Center
- Comprehensive Cancer Center
- Behavioral Health Services
- Women’s Services
- Orthopedic Services
- St. Dominic Hospital Ambulatory Surgery Center

St. Dominic’s physician network – St. Dominic Medical Associates, LLC – employs primary care and specialty physicians in the community. Combined with St. Dominic’s ownership of MEA Clinics, our physician alignment and co-management arrangements, and the Clinic’s at Walmart, St. Dominic’s provide numerous
health care access points to the public. We have one of the most geographically accessible and comprehensive physician networks in the central Mississippi region.

The network was formed as a wholly owned subsidiary of St. Dominic Hospital to employ physicians and own and operate medical clinics. The network employs highly trained physician providers representing the specialties of cardiovascular surgery, family medicine, general surgery, infectious disease, internal medicine, neurosurgery, otolaryngology, and psychiatry.

St. Dominic Health Services’ second largest subsidiary is St. Catherine’s Village, which is located on a beautiful setting in Madison, MS. The Village offers mature adults the option of Garden Homes, Independent Living Apartments, Assisted Living Apartments, Skilled Nursing or Residential Alzheimer’s Care. The Village is the first in Mississippi to offer residents the all-inclusive security of the Life Care program, and the first of its kind in the state to receive accreditation by the Continuing Care Accreditation Commission, a widely recognized seal of approval within the retirement care industry.

St. Dominic’s, as part of its Christian ministry of healing, provides a broad spectrum of outreach programs and services. New Directions for Over 55, The Club at St. Dominic’s, the Community Health Clinic and the Care-A-Van are all part of the comprehensive outreach services which focus on improving the wellness of Jackson and surrounding communities. New Directions for Over 55 is a senior adult program which provides health and wellness lectures, trips and social outings, all in an effort to keep seniors active, in shape, and involved. The Club at St. Dominic’s is a community and corporate wellness center, offering world class equipment and exercise classes for the community, in addition to specialized health and wellness assessments and programs for corporations. The Club’s aquatics program was recently honored as one of the top 25 in the nation.

The Community Health Clinic treats minor injuries and illnesses at no cost to the medically underserved residents of Jackson’s inner city. St. Dominic’s 42-foot mobile screening bus known as the Care-A-Van travels throughout central Mississippi providing basic health screenings for public and parochial school children, as well as senior adults. The School Nurse program provides RN’s free of charge to local schools, providing care and assistance with health and wellness planning and education.

OUR MISSION and PHILOSOPHY

MISSION
St. Dominic Health Services recognizes its basic participation in the mission of the Church which involves two main ministries: Education and Healthcare. The three elements of the church’s mission - Communication, Community and Service - must be present in both the teaching and healing ministries. Therefore, these three activities: Communicating a Christian Message; Establishing Community and Performing Service- express our mission of Christian healing at St. Dominic’s Health Services.

COMMUNICATION - Given the nature of the Healthcare apostolate, the truths to be communicated are:
• That human life is sacred:
• That Christ gives meaning to suffering and death; and
• That Christ’s love for the poor must be extended into continuous concern for the needy in all St. Dominic’s institutions.

COMMUNITY - Every effort is made to create an atmosphere of a Christian community where it is realized that something more than scientific management is needed for the successful operation of all healthcare programs. Individuals on the staff and all personnel must see themselves as a group, i.e., a small “community,” working together to accomplish a shared mission of service to others.
**SERVICE** - Health is high among values. Efforts to preserve and prolong health are an expression of a desire to be fully human; a desire and effort that need no further justification.

Our mission means caring for all persons with respect for their personal worth and dignity, embracing their total needs – physical, spiritual, emotional and social. St. Dominic’s Mission of Service can be accomplished only through careful selection of dedicated, qualified employees who understand this mission; an organizational environment which stimulates all to high standards of performance and which provides ongoing educational programs; and appropriate programs of evaluation and quality assurance.

The mission of St. Dominic Health Services is accomplished in conformance with the philosophy of the Dominican Sisters and the Ethical Standards observed in Catholic Health Care Institutions in the United States, following the “Ethical and Religious Directives for Catholic Health Care Services” approved by the United States Conference of Catholic Bishops. This mission is pursued within our own fiscal limitations and those imposed by state and federal statutes.

St. Dominic Health Services and its entities continually assess the needs of the community and respond appropriately, assuming a major responsibility for the provision of quality services and healthcare to residents of Mississippi. As an integral part of its mission, St. Dominic’s strives always to deliver a broad variety of services including resident care, resident services, acute and critical care to inpatients, ambulatory and emergency care and to reach out to the poor and the elderly of our population.

Through wellness and health promotion programs and the provision of health education opportunities based on current needs, St. Dominic Health Services continues to preserve and improve the quality of life and health status of the community. It seeks constantly to improve the quality of service and care it offers, the level of which is always in response to services needed.

**PHILOSOPHY**

The philosophy of St. Dominic’s is based on the teachings of Christ and of His church. Respecting the sanctity of human life and caring for the sick, injured and vulnerable is the visible, public continuation of Christ’s healing ministry. Just as Christ came to make the Father known and loved, so we, through works of mercy, seek to extend this mission.

Throughout the history of the Church, Christ’s love for all people has been the motivating force behind the establishment of Catholic hospitals, including St. Dominic’s and other works of mercy. This love seeks to serve all persons in charity, with respect for their personal worth and dignity.

In its effort to provide high quality care, St. Dominic’s recognizes each patient or resident must receive appropriate care. This concept embraces not only the physical needs of those we serve but also the spiritual, emotional and social needs.

People with many different talents cooperate to provide this care. Every employee and staff member contributes professional competence and loyalty to the task of promoting health, healing and comfort. All personnel are entitled to the respect that their human dignity demands and are assured not only an equitable economic return for their services, but also a congenial environment in which to utilize their potential to the fullest and an opportunity to experience the satisfaction of personal achievement and development.

Employees of St. Dominic entities have the benefit of qualified supervision, orientation, training, evaluation and counseling; and are encouraged to advance their spiritual well-being. Finding these benefits and assurances, we hope personnel respond with devoted and dedicated service and see themselves as a group sharing a common goal of bringing, as Jesus did, compassion, love and understanding to those in need.
VISION AND VALUES

VISION
We are St. Dominic’s—A Christian healing community called to provide quality, compassionate care and an Exceptional Encounter Everytime.

VALUES

I CARE

Integrity
We build trust by doing the right thing, being honest, and adhering to the highest ethical and Catholic moral standards.

Collaboration
We work together to fulfill our mission of Christian healing.

Accountability
We take responsibility for our actions and performance. We will be good stewards of time and resources.

Respect
We believe that all life is sacred and worthy of our deepest reverence. We honor human life by providing for healing of body, mind and spirit.

Excellence
We always strive to provide an exceptional level of safe, effective clinical outcomes. We pursue the highest standards of performance, quality and service in all we do.

We express and embody our Mission, Vision and Values through E3: Providing an Exceptional Encounter Everytime.

PATIENT/RESIDENT EXPERIENCE

At St. Dominic’s we believe that patients and residents are better served when they are better informed. Our goal is to inform those who entrust their care to us. To better do this we expect all employees to utilize a technique that embodies the five fundamentals of patient and resident centered care - AIDET. Acknowledge, Introduce, Duration, Explain, Thank. Failure to utilize this technique may result in disciplinary action.

ACKNOWLEDGEMENT: Whether you acknowledge the patient or resident by name or with a friendly smile, you have connected with them. Acknowledgment includes putting down paper work and making the patient/resident your focus. Eye contact, a pat on the shoulder, and a smile are all non-verbal ways of acknowledging a patient, resident, visitor or family member.

INTRODUCTION/IDENTIFY: Introduce or identify yourself by name and title, state what you are going to do, for example, “Good morning Mr. Jones, My name is Mary, and I am here to start your IV. I am a nurse at St. Dominic Hospital and we will do everything to make this as comfortable as possible for you, or
Hello Mrs. Smith, I have your lunch here where would you like me to put it? I’ll be back in about an hour to pick up your tray. Is there anything else I can do for you while I’m here?”

**DURATION/TIME EXPECTATION:** Give an estimate of the time it will take to complete the procedure/task. For example, “It will take approximately 10 minutes to start your IV. First, I will insert some numbing medication under your skin to make this more comfortable for you.”

**EXPLANATION:** Give an explanation of what you are going to do for or to the patient, for example, “The IV solution helps to replace the fluids you need.” Explain as needed throughout the procedure.

**THANK YOU:** Thank the patient for choosing St. Dominic Hospital. Ask “Is there anything else I can do for you?” or, “Do you have any questions I can answer for you?” followed by, “I have the time.” If every employee utilized the Five Fundamentals of Patient Centered Care in every patient/family encounter, think about the impact this St. Dominic initiative would have on improving patient and resident satisfaction. From questions reflecting courtesy of the staff, to families being kept informed, to employees working together as a team, to involving the patient or resident in decisions about care, to explanation of tests and treatments, etc.

This is an initiative everyone can strive to follow to increase our satisfaction scores. Every department can work within these guidelines to create their own five fundamentals of patient/resident centered care. Failure to interact with patients and residents in an appropriate manner decreases customer satisfaction. It is critical to the success of our organization and to your employment that customer satisfaction remains high thus failure to use the method described above may result in disciplinary action.
SECTION I: EMPLOYMENT POLICIES

St. Dominic seeks applicants who meet high standards of character and occupational qualifications, who can work effectively, and who contribute to the stability and effectiveness of excellent patient and resident care. The way we do our job presents an image of our entire organization. Patients, residents and visitors judge us by how they are treated with each employee contact. Being courteous, friendly, helpful, and prompt in the attention you give is extremely important in our environment. Every employee is charged with providing an Exceptional Encounter Everytime (E3) to every person they encounter.

Our personal contact with the public, our peers, our manners on the telephone, and the communications we send to customers are a reflection not only of ourselves, but also of the professionalism of St. Dominic’s. Positive customer relations not only enhance the public’s perception or image of St. Dominic’s, but also pay off in greater customer loyalty and satisfaction.

CLASSIFICATIONS OF EMPLOYMENT
St. Dominic’s employees are classified by length of service and nature of employment as follows:

FULL-TIME - Those who normally work a predetermined schedule of 60-80 hours a pay period or a work week of 30-40 hours. Fluctuations in St. Dominic’s activity may necessitate periods of increased or decreased work hours.

PART-TIME - Those who normally work regular schedules of fewer than 60 but not less than 40 hours per pay period. (Some benefits apply.)

FULL-TIME NON-BENEFIT - Premium pay added to base rate - without employee benefits. This employment status has limited availability and is restricted to RNs in direct patient/resident care roles. NOTE: No employees will be granted this status after July 1, 2011. Employees currently in this job classification are grandfathered in their current positions.

PRN - Employees hired with no budgeted hours will be considered PRN employees. Employees in this status are individuals who are employed for limited periods of time on a day-to-day basis to cover particular situations (such as vacations, sudden vacancies, etc.). Any hours assigned to PRN employees are at the sole discretion of management and PRN employees should have no expectation of hours or continued employment. PRN employees are subject to the special scheduling requirements of the department. It is an expectation that PRN employees will work weekends, holidays and nights according to department needs.

CELL PHONE AND WIRELESS COMMUNICATION’S
Our purpose here is to provide an exceptional encounter every time to our patients, residents, customers and visitors. It is impossible to appear attentive or interested in providing service to our patients, residents and visitors when we are talking, texting, playing games or facebooking on our phones. Because of this St. Dominic limits employee use of their telephones while on the clock, in uniform, while wearing ID badge or any other condition that would identify you as a St. Dominic’s employee. With the exception of clinical employees who have agreed to interact with physicians utilizing their personal communications device and have the appropriate software installed, employees should not use personal cell phones while on duty, this includes text messaging. Employees with questions regarding utilization of personal devices should see the "Use of Personal Electronic Devices to Direct Patient Care” guideline in the Reference Manual on Dominet.

Limited cell phone use is allowed on designated break and lunch periods in non public areas. Employees may not engage in texting or cell phone conversations in patient/resident rooms, waiting rooms, hallways or other public areas. Blue tooth, ear phones, head phones, ear buds or other hands free devices should not be visible or utilized in patient/resident care or public areas. If cell phones are brought to work, they should be kept in the off position or in the "silent" mode to avoid disruptions in the workplace. The use of camera
phones, PDA’s, laptop computers or other audio or video recording capable devices within St. Dominic’s may constitute not only an invasion of patient/resident and employee privacy, but may breach HIPAA regulations. Therefore, the use of cameras or other video-capable recording devices within St. Dominic’s is prohibited.

In some instances, St. Dominic’s may issue employees a business cell phone or PDA for work-related communications. Where job or business needs demand immediate access to an employee, a cell phone may be utilized for work related communications. In these circumstances the employee may not engage in cell phone usage in patient/resident rooms, waiting rooms, nor other public areas.

Employees in possession of company equipment such as cellular phones, PDA’s, I Pads, laptop computers, employee handbook, work manuals, etc., are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the equipment for return or inspection. All employees are required to be professional and conscientious at all times when using company equipment.

**Change of Vital Information**

Employees should utilize employee self service on Dominet or visit the Human Resource Department to update their personal information within 24 hours of changes in home address, home telephone number, emergency contact. Changes in marital status or insurance beneficiaries will require a form be turned into the Benefits Department.

**Discipline/Progressive Corrective Action**

In an institution such as St. Dominic’s it is necessary to establish certain guidelines, rules and regulations in order to balance the rights and responsibilities of both employees and the employer. St. Dominic’s must operate in an orderly and efficient manner and to develop an atmosphere of mutual concern and respect. Careless, unprofessional conduct cannot be tolerated in a facility dedicated to high quality care and service.

The best disciplinary measure is the one that does not have to be enforced. St. Dominic’s own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with St. Dominic’s is based on mutual consent and both the employee and St. Dominic’s have the right to terminate employment at will, with or without cause or advance notice, St. Dominic’s may use progressive discipline at its discretion.

Unacceptable behavior makes an employee subject to disciplinary action including verbal and written citations, final citation in lieu of suspension, suspension or termination. There are some offenses so serious that a first occurrence will normally warrant immediate discharge. Examples include but are not limited to:

1. Willful disobedience, insubordination, or failure to carry out a work order.
2. Dishonesty, deception, theft or fraud;
3. Verbal or physical mistreatment of patients, residents, visitors, or employees;
4. Failure to report to work without calling in for two consecutive days or without approval of the department head;
5. Possession of or use of alcoholic beverages or unauthorized possession or use of drugs on St. Dominic’s premises or on St. Dominic’s time; reporting to work under the influence of drugs, alcohol or narcotics;
6. Refusal to submit to drug, alcohol or narcotic screening
7. Willful falsification of St. Dominic’s records;
8. Accessing confidential patient, resident or St. Dominic’s information without authorization or job necessity;
9. Revealing confidential patient, resident or St. Dominic’s information to unauthorized individuals and accessing protected health information (PHI) with the intent to disclose.
10. Immoral or indecent conduct;
11. Conviction of a felony;
12. Willful acts or conduct detrimental to patients/residents care or St. Dominic’s operation that results in neglect, abuse or endangerment of any patient or resident;
13. Willful destruction or sabotage of St. Dominic’s property;
14. Intimidation or coercion of other employees;
15. Failure to report a situation threatening life, health or property;
16. Sleeping during working hours;
17. Refusal to cooperate with St. Dominic investigations;
18. Neglect or dereliction of duty; and
19. Sexual and other unlawful harassment.

There are other less serious offenses which may result in a verbal or written warning or suspension without pay. Repetition of this type of offense usually results in discharge.

1. Excessive absenteeism or tardiness;
2. Violating safety rules;
3. Leaving your work area prior to the end of your shift or during disaster drills without informing and obtaining permission from your supervisor;
4. Gambling, soliciting, or selling on work premises;
5. Arrest or conviction on misdemeanor charges involving moral turpitude or where arrest or conviction is for an act that relates to job duties or calls into question employees suitability to continue performing those job duties;
6. Disregarding parking and traffic regulations;
7. Acts or expressions of disloyalty toward superiors and/or St. Dominic’s values;
8. Violations of electronic media policy; and
9. Use of tobacco & smoking products on St. Dominic’s property.

Progressive discipline covers all violations. For example, if you have received a verbal citation for attendance, your next offense will be a written citation whether that offense is for attendance, parking or another policy violation.

This disciplinary policy is an attempt to advise you of the most common offenses and of the probable consequences for these violations. Management reserves the right to review each case based on its own individual facts. Employees who have final citations or have been suspended are not eligible to apply for transfers to other departments for twelve (12) months from the date of the last citation or suspension.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and St. Dominic’s.
Dress Code

This policy is a list of what is generally acceptable in our environment. Recognizing that some work areas have different concerns regarding safety, OSHA, Joint Commission requirements, etc., the supervisor has final determination as to what is considered appropriate for their area.

General – St. Dominic’s desires to present a conservative, professional image in keeping with our conservative Catholic values. St. Dominic employees are expected to be well groomed at all times, observant of good personal hygiene, well mannered and must conduct themselves with the dignity becoming those serving in a Catholic setting.

Makeup - Makeup must be conservative and kept within professional limits. Loud, eccentric neon colors are prohibited. Permanent eyelash extensions are permissible; however artificial eyelashes are not permitted. Eyelash extensions are permanent to the extent that, when properly applied, they will stay on until eyelashes shed.

Clothing - Employees may wear conservative street clothes or the approved color uniform/scrubs/lab coats while on duty. Halter dresses, leggings, stirrup pants, denim pants, Capri pants, skorts, shorts of any type, sweat suits, or any tight, revealing garments are not permitted. Exceptions may only be made for special job requirements. (Example: day care employees when working outside with children) Advertising or novelty Tee shirts are not permitted unless prior approval has been obtained from administration for special hospital sponsored/supported events. However, plain white tee shirts/turtlenecks or color coordinated tee shirts approved by the department director may be worn under scrub tops.

Skirts and dresses should be no shorter than two inches above the top of the knee. Proper undergarments should be worn and should not be visible through clothes. Lab coats/scrubs should be clean and pressed. Collared shirts for men are required. Except for emergency response situations, a professional appearance in keeping with the above philosophy statement (General) is expected of all employees while at St. Dominic owned business entities/partnerships.

Name Badges - Name badges are to be worn at all times at eye level (shoulder or chest area) with name facing out while on duty, either on an acceptable clip/necklace or on the lapel/pocket with an appropriate badge holder.

Shoes - Shoes are to be comfortable, clean, conservative, and kept in good repair. Sandals and other flip-flop type shoes are not allowed. Exceptions may be made on the basis of safety and utility. Cowboy boots may be worn with slacks but are not considered professional dress when paired with a dress.

Nails – Finger and exposed toe nails are to be kept neat and clean. Because of hand hygiene concerns employees with direct patient or resident contact and those who work in food service areas are to have natural nails trimmed to a minimal length (1/4 inch or less). Artificial nails and nail enhancements (solar, acrylic, overlay and gel) are not permitted for employees working in direct patient or resident care or food service areas. Polish colors for all employees should be conservative, not loud, neon or eccentric.

Hair - Hair is to be kept clean and neat with acceptable current styles. Extremes in hair style and color must be avoided with only naturally occurring hair colors allowed. Employees are prohibited from wearing beads and feathers in their hair. Facial hair, such as beards or mustaches, must be well-groomed. Hair is to be kept off the eyes.

Jewelry - Stud and small hoop earrings may be worn by female employees who work in clinical and patient/resident care areas and must be worn only in the ear lobes. Earrings are not permitted for male employees.
regardless of assigned work area. Earrings worn by females who work in non-clinical or non-patient/resident care areas must be conservative and acceptable in appearance and should not exceed the approximate size of a 25-cent coin. Earring sets worn by any female employees will be limited to one earring per ear lobe. Rings, necklaces, bracelets, etc. should be conservative and kept to a minimum.

**Body Piercing** - Body piercing jewelry designed to be worn in or around the eyes, nose, upper ears, tongue, and belly are not allowed to be worn in the workplace.

**Tattoos** – Extensive or offensive tattoos should not be visible while in the workplace. Factors to be used in determining whether personal tattoos pose a conflict with the job or work environment will include, but are not limited to: perceived offense to patients/residents, coworkers or others, community norms, or complaints from patients/residents or others. Nudity, profanity, or tattoos that violate St. Dominic’s commitment to equal opportunity and a non threatening work force are not acceptable. If a potential conflict is identified, the employee may be required to cover a tattoo(s), apply for a position where the tattoo(s) is/are no longer deemed offensive or inappropriate for that working environment. In cases where a tattoo cannot be effectively covered and no alternative position is available the employee’s employment may be terminated.

**Fragrances** - Employees should wear a limited amount of fragrances due to patient/resident/employee sensitivity to these products. When having direct patient/resident contact, no fragrances are allowed.

**Gum Chewing** - Gum chewing is not allowed on duty.

**Proper Attire If You Arrive At Work In Street Clothes** - Anyone changing to scrubs after coming to work is also expected to present a professional image and must follow the policy as stated by meeting all requirements specified in the Clothing section of this Dress Code. Customer interaction occurs in all areas, including the crosswalk and lobbies.

**Conformity With Regulatory Agencies** - Any clothing or accessories that violate requirements of a regulatory agency, such as OSHA, will not be permitted.

**Minimum Standards** – Individual departments may be more restrictive, but these are the minimum standards expected of St. Dominic professionals.

**Uniform Purchase** – Employees should check with their supervisor for details.

**Career Clothing** - In order to create a service-oriented, professional image, St. Dominic’s may elect to provide career clothing for employees working in selected areas. Career clothing required by and purchased by St. Dominic’s reverts to St. Dominic’s when personnel terminate employment. Employees should check with their supervisor for details.

**Conformity With Regulatory Agencies** - Any clothing or accessories that violate requirements of a regulatory agency, such as OSHA, will not be permitted.

**Minimum Standards** – Individual departments may be more restrictive, but these are the minimum standards expected of St. Dominic professionals.

**Uniform Purchase** - check with your supervisor for details.
DRUG & ALCOHOL TESTING

St. Dominic has established a comprehensive Drug & Alcohol Policy and Procedures, consistent with the requirements of Mississippi’s Drug & Alcohol Testing Act (Mississippi Code Ann. Sec. 71-7-101 et. Seq.), as well as, applicable state and federal regulations. Employees who violate any aspect of this Policy may be subject to disciplinary action up to and including termination. At its discretion, St. Dominic may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

For additional information, including a copy of the applicable St. Dominic Drug & Alcohol Drug Testing Policy and Procedures, see the Human Resources tab on Dominet."

EMPLOYEE EDUCATION

St. Dominic’s is committed to ensuring that employees have the skills needed to give the best possible care to our patients and residents and to complying with regulatory agency requirements including federal, state and local laws. St. Dominic’s provides a majority of the training at no charge to our employees through HealthStream our Learning Management System (LMS). Employees login monthly, while at work, to the LMS and complete assignments by stated deadlines. For any questions or concerns related to assignments or elective training, contact Education Services.

EMPLOYEE HEALTH

To a far greater extent than in business or industry, St. Dominic’s is concerned with the health of its employees. This concern extends to you and to the patients/residents you may interact with. As a new employee you will have a pre-employment physical examination. Should you interact with patients/residents with contagious diseases, prescribed measures are followed to reduce the risk of infection.

If you work in St. Dominic’s food service activities, you must secure and maintain appropriate health certificates.

St. Dominic’s has the right to require physical examinations to protect both the patients/residents and other employees. Should you contract a communicable disease, you should be referred to the employee health department.

EMPLOYEE ORIENTATION

Applicants selected for employment are scheduled to attend employee orientation. Orientation provides a broad overview of St. Dominic’s, its philosophy, services and personnel policies. Departmental orientation is conducted by the department head or supervisor.

EMPLOYEE STATUS

All employees are employed at will and neither this employee handbook nor the employment application constitutes an employment contract between you and St. Dominic’s. This means that either the employee or St. Dominic’s may terminate the employment relationship at any time.

Neither this handbook nor any other St. Dominic’s document confers any contractual rights, either expressed or implied, to remain in St. Dominic’s employ. Nor does it guarantee any fixed terms or conditions of employment. Employment is not for any specific time and may be terminated at will, with or without cause and without prior notice by St. Dominic’s. Employees may resign for any reason at any time. It is the employee’s responsibility to read, understand and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE TESTING

After an employee has been extended an offer of employment, but before employment commences, the new employee shall be given a physical examination to be provided by St. Dominic’s at no cost to the employee.
Mississippi law also requires a criminal background check, activated by transmission of fingerprints to the Mississippi Department of Public Safety and the FBI.

Some tests are required by certain groups which license or regulate St. Dominic’s. St. Dominic’s may also require the employee to take blood, TB or other similar tests as well as tests of mental ability, professional ability, psychological profiles or other job-related tests or evaluations. Drug testing is required as described in the above listed section on Drug testing.

**Employment of Minors**

St. Dominic’s adheres to the provisions of the Child Labor Regulations of Mississippi and the child labor provisions of the Fair Labor Standards Act as amended. The minimum age for employment within St. Dominic’s is 18 years of age. Exceptions may be granted to hire younger workers who are at least 16 years of age.

**Employment of Relatives/Personal Relationships**

No two family members (within St. Dominic’s definition of “immediate family”) are assigned to the same department unless the relative being considered has a different supervisor from the person already employed. Supervisors do not hire members of their immediate families or members of their household, related or not. No employee will be hired in a department where a relative or cohabitant holds the title of supervisor or above.

When relatives or persons involved in a dating relationship work in the same area of an organization, it may cause problems at work. In addition to claims of favoritism and morale issues, personal conflicts from outside can sometimes carry over to work.

This policy applies to all employees regardless of their gender or sexual orientation. Our policy is that an employee may not directly work for a relative or supervise a relative. We also do not allow a person in a dating relationship to work for the other person in that relationship or to supervise the other person. St. Dominic’s reserves the right to take quick action if an actual or potential conflict of interest arises involving relatives or persons involved in a dating relationship who are in positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If two employees become relatives, starts a dating/romantic relationship, or cohabitate and one of them supervises the other, the one who is the supervisor is required to immediately tell management about the relationship. We will then ask the two employees to decide which one of them is to be transferred to another available position. If they do not make that decision within 30 calendar days, St. Dominic will decide which one will be transferred or, if necessary, terminated from employment.

There may also be situations when there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved. In that case, we may separate the employees by reassignment or termination of employment.

St. Dominic’s definition of “immediate family” includes parent, stepparent, spouse, child, brother, sister, grandparent, father/mother-in-law, son/daughter-in-law, brother/sister-in-law, stepchildren, stepbrother/sister, or whose relationship with you is similar to that of a relative. We define a dating relationship as a relationship that might reasonably be expected to lead to a consensual “romantic” or sexual relationship or one of cohabitation.

**Equal Employment Opportunity**

St. Dominic is an equal opportunity employer and as such, makes employment decisions on the basis of merit, qualifications, potential and competency. In order to provide equal employment and advancement opportunities to all individuals, St. Dominic bases employment decisions on merit, qualifications, and abilities. St. Dominic’s does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender (to include pregnancy), national origin, age, disability, or any other characteristic protected by law.
St. Dominic’s will make reasonable accommodations for qualified individuals with known disabilities 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.

“Zero-Tolerance” Policy
St. Dominic’s has a “zero-tolerance” policy against any form of discrimination or harassment in its workplace. Discrimination and discriminatory harassment—including but not limited to sexual harassment—will not be tolerated by St. Dominic. This Policy applies to all sexual and other discriminatory harassment occurring in the work environment, whether in the Hospital, in an office-environment, or any other St. Dominic-related settings (both in the workplace and outside the workplace)—including through the use of any St. Dominic-provided business systems, including e-mail, voice mail, and the Internet. Any St. Dominic employee who engages in such conduct or behavior will be subject to discipline, up to and including immediate discharge.

Discriminatory Harassment Prohibited: Discrimination and discriminatory harassment—including but not limited to sexual harassment—degrades another’s dignity and privacy. It has been and remains St. Dominic’s long-standing policy to prohibit such conduct.

Discriminatory Harassment Defined: Discriminatory harassment is defined as verbal or physical conduct that degrades or shows hostility or aversion towards an individual because of his or her race, color, gender (to include pregnancy), sex, age, religion, creed, national origin, ancestry, citizenship, physical or mental disability, medical condition, veteran status, or any other characteristic protected by law, and that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or has the purpose or effect of unreasonably interfering with an individual’s work performance.

Examples of Discriminatory Harassment: Examples of such discriminatory harassment includes, but is not limited to:

- Verbal comments that are derogatory in nature (i.e., epithets or slurs) relating to another’s race, color, religion, gender (to include pregnancy), national origin, age, ancestry, disability, or any other characteristic protected by law.
- Hostile and/or intimidating behavior that focus on a protected characteristic, including jokes and/or pranks.
- Placing or circulating anywhere on St. Dominic’s premises, or using the Hospital’s business systems to create, send, receive, or store, written or graphic material that denigrates or shows hostility, bias against, or aversion toward a person or group because of a protected characteristic.

The above list is not intended to be all inclusive.

Sexual Harassment Prohibited: No employee, supervisor, manager or other person, whether or not employed by St. Dominic, shall engage in sexual or gender-based conduct that creates an intimidating, hostile, or offensive work environment. No supervisor, manager or other member of management, regardless of title, shall threaten or suggest that another employee’s refusal to submit to sexual harassment will adversely affect that person's employment, work status, evaluation, wages, advancement, assigned duties, shifts, or any other terms or conditions of employment. Similarly, no supervisor, manager or other member of management, regardless of title, shall promise, imply, or grant any preferential treatment in return for another employee’s acceptance of conduct that is sexually harassing.

If an investigation confirms that harassment has occurred, the company will take prompt corrective action, up to and including termination of the harasser's employment. Claims of assault or the threat of assault, if proven, will result in the dismissal of the harasser.
Sexual Harassment Defined: Sexual harassment may be overt or subtle. Some behavior which is appropriate in a social setting may not be appropriate in the workplace. Sexual harassment does not refer to behavior or occasional complements of a socially acceptable nature. It refers to behavior that is sexual or gender-based, not welcome and which unreasonably interferes with an individual's job performance or creates a work environment that is intimidating, hostile or offensive. Sexual harassment can occur in a wide variety of circumstances that do not involve the persons, actions or results that stereo-typically associated with this conduct. Whether or not a particular action constitutes sexual harassment depends on the circumstances surrounding the event.

Examples of Sexual Harassment: Because sexual harassment may occur in a variety of forms, the company cannot and will not attempt to provide an exclusive list of conduct that will be considered to be sexual harassment. The following list is provided, however, to identify some examples of conduct that may constitute sexual harassment:

- Making unwelcome statements of a sexual nature directed at another person or group of persons. Such statements include, but are not limited to: sexual innuendo or sexually suggestive comments; sexually oriented kidding, teasing or practical jokes; jokes about gender specific traits; foul or obscene language; references to a person's anatomy; catcalls; whistles; demeaning name-calling; remarks about intimate details of one's private life or sexual preferences; and, if unwelcome, invitations for a meal, drinks, date or other social activity.
- Posting or otherwise displaying sexually oriented visual or graphic materials such as magazines, pictures, photographs, videos, drawings, cartoons, or posters (including calendars).
- Making obscene gestures.
- Sending, posting, displaying or otherwise publishing written, typed, or computer-generated notes, letters, memos, e-mail or other messages containing sexual or obscene words, phrases or graphics.
- Initiating unwelcome physical contact with another person such as hugging, kissing, pinching, patting, fondling, brushing up against another's body, unnecessary touching, or, in some instances, close physical positioning.

This list does not include all the possible behaviors that could constitute sexual harassment. Other behavior, depending on the circumstances of such conduct, might also constitute sexual harassment.

In addition, St. Dominic’s affirms a nondiscrimination policy in patient/resident care practices, in the admission of patients/residents, in accepting physicians and dentists on the medical staff, and accepting students in any St. Dominic’s educational programs.

Reporting Procedure
St. Dominic cannot resolve matters that are not brought to its attention. Any employee, regardless of position, who has a complaint of or who witnesses harassment at work by anyone, including supervisors, managers, employees or even non-employees, has a responsibility to immediately bring the matter to the Hospital’s attention.

If you believe that you have been subjected to any form of discrimination or harassment—sexual or otherwise—you are encouraged to report such incidents to your immediate supervisor and/or the Human Resources Manager. If either of these options are not available, you can contact the Vice President or Director of Human Resources. Employees can raise concerns and make reports without fear of reprisal.

A complaint may be made orally or in writing. A written report may be submitted in a letter, email or memo that fully describes the employee's harassment complaint.
You may be required to provide a brief, written statement of your complaint, setting forth a description of the incident, the names of the individuals involved and the names of any witnesses. St. Dominic will immediately undertake an effective, thorough and objective investigation and will attempt to resolve the situation. If St. Dominic determines that a violation of this policy has occurred, effective remedial action will be taken, commensurate with the severity of the offense. Whatever action is taken will be made known to you.

Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment. St. Dominic will attempt to handle all complaints discreetly and in a professional manner but cannot guarantee that your complaint or any ensuing investigation will remain confidential.

**POST-EMPLOYMENT QUESTIONNAIRE**

In any organization there always will be turnover. Some employees leave of their own accord and others because of inability to meet St. Dominic’s employment standards. Resignation may result from unavoidable circumstances or from some misunderstanding. In all cases St. Dominic’s wants to address problems which lead to resignation. For these reasons the Human Resources Department requests your cooperation in the completion of a confidential post-employment questionnaire.

**PROBATIONARY PERIOD**

The Probationary 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. St. Dominic’s uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or St. Dominic’s may end the employment relationship at will at any time during or after the Probationary period, with or without cause or advance notice.

All new and rehired employees work on a Probationary basis for the first 90 calendar days after their date of hire. Those hired at the supervisory level and above shall be subject to a 180 day Probationary period. Employees who are promoted or transferred within St. Dominic’s must complete a secondary Probationary period of 90 days with each reassignment to a new position. If St. Dominic’s determines that the designated Probationary period does not allow sufficient time to thoroughly evaluate the employee’s performance, the Probationary period may be extended for a specified period not to exceed an additional 30 day period. Employees who have attendance and tardiness issues during this new hire period will be terminated where allowed by law.

In cases of promotions or transfers within St. Dominic’s, 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 Probationary period. If this occurs, the employee may be allowed to return to their former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the needs of the organization.

During the initial Probationary period, new employees are eligible for those benefits that are required by law, such as workers’ compensation insurance, and Social Security. After successful completion of the Probationary period, they may also be eligible for other St. Dominic’s provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Benefits eligibility and employment status are not changed during the Probationary period that results from a promotion or transfer within St. Dominic’s.

**PROMOTIONS AND TRANSFERS**

Promotions often occur from within. However, there is no guarantee of preference for current employees. Current job vacancies are posted on Dominet and at www.stdom.com. Employees interested in open positions make electronic application via Inter or Intranet. Interviews will be conducted with the most qualified candidates
as described in the job posting. Once a mutual interest has been determined, the employee must notify their current department head/supervisor of their intentions. Employees must have no disciplinary actions within the 12 months prior to applying for a transfer and generally must have completed six months of employment in their current position before asking to be considered for another position. Exceptions may be granted by the current manager or the Vice-President of Human Resources or their designee for unusual staffing situations.

**Reduction in Work Force**
St. Dominic’s strives to provide job security for all employees. Likewise, employees help ensure their own job security as they strive to be as productive and cost conscious as possible. However, despite all our efforts if a reduction in work force becomes necessary, those employees who best meet the operational needs of St. Dominic’s will be retained.

**Re-Employment**
If you give adequate notice of resignation and leave with a satisfactory employment record, you may be considered for re-employment. A re-employed individual must meet all normal conditions of employment. Re-employment does not restore seniority or benefits with the possible exception of the retirement plan. Reinstatement of prior creditable service under certain conditions is explained in the summary plan document of the retirement plan.

**Resignation and Dismissal**
This employee handbook is not a contract and is not intended to create any contractual rights in favor of either St. Dominic’s or the employee. This handbook is not to be construed as a guarantee of employment for any specific period of time or any specific type of work as employment at St. Dominic’s is considered to be at-will. You are also able to terminate your employment with St. Dominic’s at any time, for any reason, but if you decide to leave, you must provide at least fourteen calendar days’ notice with a written resignation to protect accrued benefits and leave in good standing. Management employees provide at least one month’s written notice to the administration. This will give St. Dominic’s time to find replacements to ensure the continuation of quality patients/residents care. **In the event you leave St. Dominic’s for any reason during the first year of employment, if you are discharged for any reason, or if you fail to give proper notice, all accrued BTO will be forfeited.**
SECTION II: SALARY ADMINISTRATION

It is our policy and practice to pay all employees accurately and in accordance with all applicable state and federal laws. In the event that we make an error in the processing of payroll, we will make corrections to improper deductions or incorrect amounts as soon as practical after we become aware of it. Employees are encouraged to review electronic pay stubs to ensure they are correct. Any questions as to the amount or nature of any deductions, or if an employee believes that an improper deduction was made from their paycheck, the employee should immediately notify their supervisor or the payroll department.

COMPUTING PAY
Salaries are calculated in proportion to the relative contribution of the work performed, the resources of the institution and the responsibility to assure the viability of the ministry. The St. Dominic’s method of job evaluation examines position content and the general salary level of similar jobs in our competitive labor market. This information is used to assign salary ranges that allow us to be competitive within the healthcare industry while maintaining fairness in our pay practices within St. Dominic’s.

DIRECT DEPOSIT
St. Dominic’s requires direct deposit of pay into a financial institution with a valid routing number. Employees must complete an enrollment form and provide a voided blank check. Payroll deposits are posted at the beginning of the business day on pay days. Employees who do not provide direct deposit information will be paid via “Pay Card”. Direct deposit forms are available on Dominet and in the Human Resources Department. Employees will be responsible for delivering completed forms to the Human Resources Department.

EXEMPT EMPLOYEES
Exempt salaried employees are paid a salary each pay period regardless of hours worked and the pay is intended to be full compensation for the work completed during the covered work week(s). A salary may be changed from time to time due to a salary review, promotion, incentive program, commission or other change in job duties. However, the paychecks of exempt employees are not subject to deductions for variations in the quantity or quality of the work performed. There are certain specific deductions allowed under federal and state law. Salary deductions for exempt employees can be made for the following reasons:

1. Full day absences for personal reasons.
2. Full day absences for sickness or disability.
3. Full day disciplinary suspensions for infractions of written policies.
4. Absences covered by the Family and Medical Leave Act (FMLA);
5. To offset amounts received as payment for jury and witness fees or military pay.
6. The first or last week of employment in the event you work less than a full week.
7. Employee contributions to benefit plans such as 401(k) or pension plan, medical, dental, life or disability insurance premiums.

In a workweek in which you performed any work, we will not make deductions for any of the following reasons:

1. Partial day absences for personal reasons, sickness or disability.
2. Closure of the work facility or lack of work of less than a full week.
3. Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.
4. Any other deductions prohibited by state or federal law.

We are entitled to charge absences for personal reasons, sickness or disability to an employee’s sick time, BTO or other paid time off eligibility.
GARNISHMENTS
St. Dominic’s expects its employees to conduct their personal lives in a manner that reflects favorably on St. Dominic’s. It is important that employees show the ability to manage their personal finances and meet their financial obligations. St. Dominic’s must honor garnishments, which are court orders to withhold and pay to the court specified amounts from your earnings. It is the responsibility of the courts to notify employees of wage garnishment; however as a service to our employees St. Dominic’s Payroll Department makes an attempt to ensure that employees are notified of any garnishment received.

INCOME TAX
Federal income tax deductions from paychecks are based upon the number of exemptions claimed on the W-4 form. Completion of both the W-4 form and the state tax form are required upon initial employment. If you wish to change your exemptions forms are available on Dominet and in Human Resources. Taxes will also be affected according to elections made within the guidelines of the Cafeteria/Flexible Benefits Plan.

OVERTIME/WAGE AND HOUR REGULATIONS
St. Dominic attempts to minimize overtime. Limiting hours to 40 hours per week allows time for family and other interests. Despite the best intentions, overtime occasionally will be necessary. Overtime must be authorized in advance by a department head. Unless specifically authorized on each occasion, employees should not punch in more than three minutes before the shift begins, or punch out later than three minutes after the shift ends. Working overtime without prior approval may subject you to disciplinary action, up to and including termination.

St. Dominic’s functions under both the “40-hour” and the “8/80” rule for non-exempt employees. Upon initial employment, information concerning wage and hour regulations is explained as it pertains to individual job classifications. If your job is classified as a “40-hour” position, time-and-one-half is paid for any hours worked over 40 in a workweek (7 days). Should your position be classified as “8/80”, time- and-one-half is paid for any hours worked over 8 in one day and/or over 80 in a 2-week (14-day) pay period, whichever is greater. Paid time off for any purpose is not considered “hours worked” in computing overtime.

PAYDAY
St. Dominic’s has a bi-weekly payroll system. Biweekly payroll covers the two previous weeks excluding the week in which they are issued. Pay is deposited via direct deposit into employee designated bank accounts or onto employee pay cards. Employees who choose not to participate in direct deposit will have their pay loaded onto a pay card.

Electronic pay stubs are available on Dominet under employee self service or at www.my.stdom.com. To ensure that final paychecks are accurate, terminated employees should ensure that all St. Dominic equipment is returned and accounts are settled PRIOR to payday. Employees who have outstanding balances are subject to have their final paychecks held and/or be turned over to collections.

PAYROLL DEDUCTIONS
Federal and state laws require that we deduct income taxes, Social Security payments and garnishments from paychecks. You also request use of payroll deductions for:

- Contributions to St. Dominic’s development fund
- Credit Union
- Flexible Benefits
- Gift Shop purchases
- Healthy Weight Advantage
- Humanitarian Fund
- St. Dominic approved insurance benefits
- St. Dominic bills*
• Meals
• Outpatients/residents pharmacy purchases
• The Club
• The Spa
• Tax deferred annuities
• Uniforms

Note: No charges or discounts will be accepted in the Cafeteria, Deli, and other point of sale locations without name badges. As noted above there are many opportunities for employees to use their employee badge to make purchases within the organization. Employees are responsible for all charges made on their employment badges and should control access accordingly. Lost and/or stolen badges should be immediately reported to Human Resources.

St. Dominic’s has an IRS-approved “Cafeteria Plan” which allows employees to elect qualified benefits exempt from taxation. Except as required by law new elections and changes may occur only at the beginning of a new plan year (January 1).

*You can setup payroll deduction for balances due on yours or your dependant’s St. Dominic bills. The minimum deduction St. Dominic can setup is $25.00 per pay period. This is not an automated process. You must request the payroll deduction at the time of service or upon receipt of bill. If payroll deduction is not setup, the account will go through regular St. Dominic billing and collection cycle.

**QUESTIONS, COMPLAINTS AND REPORTING ERRORS**
Questions regarding payroll issues, complaints, or errors should be directed to your immediate supervisor, human resources or the payroll administrator.

**SHIFT DIFFERENTIALS/CALL PAY**
St. Dominic’s pays hourly shift differentials for certain evenings and night job classifications. Call pay applies to certain job classifications when services of an emergency nature require employees to be available and/or return to work outside of scheduled hours. Employees who are already working a shift will not be paid on call pay until their shift is over. For example an employee who is scheduled to work for 12 hours and to be on call during that same time frame can only be paid a maximum of 12 on call hours as they are being paid 12 regular hours within a 24 hour scheduling period. Exempt employees are not eligible for call pay.

**SOCIAL SECURITY**
Contributions to Social Security are made by both the employee and St. Dominic’s. The Federal Insurance Contribution Act (F.I.C.A.) requires a deduction from salary which is matched by St. Dominic’s. The total amount - your contribution and ours - is designed to provide Social Security retirement and disability payments, Medicare benefits and benefits to surviving dependents.

**TIME AND ATTENDANCE SYSTEM**
St. Dominic’s employees are issued photo identification badges which are used to electronically record time and attendance in conjunction to bio-med identification. Supervisors will instruct employees concerning procedures for registering all productive and non-productive time.
SECTION III: EMPLOYEE BENEFITS
St. Dominic’s is proud of its wage and benefit program. A good wage and benefit program is possible if we all give good service to our patients/residents and work efficiently. Your good work and courtesy encourages community residents to choose St. Dominic’s as their health care center. This helps to generate revenue and permits St. Dominic’s to offer benefits.

BENEFIT TIME OFF (BTO) AND EXTENDED SICK LEAVE (ESL)
Regular employees will be credited with paid time off benefits each pay period which may be used to supplement pay for holidays, vacations, sickness, and personal leave with supervisor approval. Non-benefit full-time and PRN employees will not be credited with paid time off benefits. Paid time off is credited according to employment classification and length of service based on the date of hire. Only regular full-time employees are credited with both BTO and ESL. Full-time employees who regularly work less than 40 hours per week and part-time employees are credited BTO time on a pro-rated basis based on the number of regular hours worked, but a minimum of 40 hours must be worked in a pay period to receive a BTO credit. All regular full-time employees are credited three hours of ESL each pay period, or 76 hours per year, regardless of hours worked. Part-time, non-benefit full-time, and PRN employees do not accrue ESL hours.

Eligible employees will accrue BTO according to the following guidelines:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Hours per Pay Period</th>
<th>Hours Last Pay Period of Year</th>
<th>Hours Per Year</th>
<th>Days Per Year</th>
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<td>8.924</td>
<td>8.900</td>
<td>232</td>
<td>29</td>
</tr>
</tbody>
</table>

Use of paid benefit hours are subject to the following guidelines:
1. All BTO requests must be scheduled in advance and approved by the employee’s immediate supervisor.
2. St. Dominic’s recognizes the following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. Employees must use BTO hours to be compensated for these holidays. An employee must obtain supervisory approval to work on a recognized holiday. NOTE: To ensure that new employees are compensated for St. Dominic recognized holidays, eligible employees who are employed for less than 90 days may take credited BTO for holidays they are not scheduled to work. BTO is not available for vacation or other holidays until the employee has completed 90 days of employment.
3. Employee illnesses are compensated with BTO and ESL hours. The first 16 hours of each episode of illness are compensated with BTO hours. All subsequent hours/days are compensated with ESL hours if the employee provides his/her supervisor with a physician’s statement. ESL will be paid from the first day of absence to employees that have a medically necessary, physician-verified invasive medical procedure. If an employee has subsequent intermittent, full day absences based on a continuation of the same illness or injury, hours missed within the first 10 days of their return to work date will be covered by ESL. Furthermore, if an employee has subsequent intermittent absences based on a continuation of the same illness or injury within 30 days of the first absence for the incident, hours missed subsequent to the first 16 hours of absence will be covered by ESL.
4. Employees should notify supervisors of unplanned absences at least two (2) hours prior to their scheduled shift. BTO5 (Benefit Time Off Sick) hours will be paid for unscheduled absences.
5. Funeral leave will be paid from ESL hours.
6. An employee may use ESL and BTO hours to make up the difference in pay between Workers’ Compensation benefits and regular pay when the employee is off work due to injury.
7. Available BTO should be used for all scheduled absences including requests to leave early. BTOU (BTO Unscheduled) should be used for unscheduled absences and BTOS should be used for sick time that is not covered by ESL. Employees will not be allowed to take BTO in excess of budgeted hours.

8. With the exception of St. Dominic recognized holidays new employees must complete a 90-day qualifying period from date of hire to use BTO hours. New employees must complete a 180-day qualifying period to use ESL hours although hours are credited from date of hire. PRN employees who change to part-time or full-time status must complete a 90-day qualifying period for BTO use. Part-time and PRN employees who change to full-time status must complete a 180-day qualifying period for ESL use.

9. BTO and ESL hours are available for use during the pay period after they are credited (after meeting qualifying period requirements). Current BTO and ESL amounts are available on Dominet under employee self service, personal information, leave balance.

10. Employees will not be allowed to have a negative BTO accrual (borrowing from future accruals). If for some reason an employee has mistakenly been granted BTO in advance of eligibility and is terminated prior to being eligible for BTO, all advance payments will be deducted from their final paycheck as allowed by law.

11. Hourly employees are allowed to take BTO and ESL time in increments of hours or tenths of hours. Because of the nature of exempt employees and the expectation of the hours they are required to work, BTO should only be given to exempt employees for full days.

12. The number of BTO hours that an employee is allowed to have at one time is limited to the maximum credit allowed according to years of experience. When an employee’s credited BTO hours exceed the maximum, the excess hours will be assigned to a “Lost Hours” category. The payroll system will annually survey each employee’s BTO credits and transfer up to twenty hours from the Lost Hours category to ESL. Any Lost Hours in excess of twenty will be deleted. No Lost Hours may be restored to BTO. Requests for exceptions to this policy should be rare occurrences. It is expected that proper planning of BTO time will be conducted by the employee and coordinated with the supervisor. In the event an exception is requested for payment of excess BTO hours due to unusual circumstances, a recommendation and explanation from the employee’s department manager must be forwarded to the Vice-President of Human Resources for review. Only St. Dominic’s President may authorize exceptions if recommendations are approved.

13. On December 1 of each year, employees with ESL hours in excess of 720 may be allowed to convert excess hours on a two-for-one basis into either cash or BTO hours. Employees with 90-119 days of ESL may convert a maximum of 10 days of ESL per year provided that a balance of 90 days is maintained. Employees with 120 days of ESL or more may convert a maximum of 12 days of ESL per year provided that a balance of 90 days is maintained.

14. Employees may be allowed to voluntarily convert up to 20 hours of BTO to ESL annually on November 30 of each year.

15. Employees who resign with proper notice and who have completed at least one year of employment will be paid for all unused BTO hours. Employees who terminate within the first year of employment, who terminate without notice or who are discharged, will not be paid for credited and unused BTO hours. Excess ESL may be paid out on a two-for-one basis at termination when the ESL balance exceeds 720 hours. Employees who are terminated or quit without notice are not eligible for ESL payout.

**BURIAL INSURANCE**
Voluntary group burial insurance is available to all full-time and part-time employees after completion of 3 months of employment. A brochure explaining the benefit and premium cost is available in the Benefits Department.

**CHILD CARE**
St. Dominic’s operates a child care development center for the children of employees. It provides a safe and happy place in which your child can grow intellectually and socially. The center is licensed by the Mississippi
Department of Health and meets state requirements for staffing, facilities, curriculum and program. More information is available from the childcare director.

**CREDIT UNION**
All St. Dominic’s employees are eligible to join the Magnolia Federal Credit Union. Detailed information about the Credit Union can be obtained from the Briarwood and Castlewood locations. Credit union contact information is available in the Benefits Department.

**CRITICAL ILLNESS**
Voluntary critical illness insurance is available to full-time and part-time employees during annual open enrollment. Eligible employees must have completed a minimum of 3 months of employment.

**DENTAL INSURANCE**
Voluntary group dental insurance is available to all full-time and part-time employees after completion of 3 months of employment. A brochure explaining the benefit and premium cost is available in the Benefits Department.

**DISABILITY INSURANCE**
Voluntary long-term and short-term disability is available to all full-time employees after completion of 3 months employment. Information regarding benefits and costs are available in the Benefits Department.

NOTE: Please note that all voluntary benefits are an agreement between the vendor and the employee and not between St. Dominic’s and the Vendor. St. Dominic collects premiums for voluntary benefits as a convenience to our employees. Any questions regarding voluntary benefits should be directed to the specific vendor. Information for voluntary plans is available on Dominet or in the Employee Benefit Office.

**EDUCATION PROGRAMS**
St. Dominic’s provides educational programs to help you develop your skills. Some of the education programs offered are:

- **Orientation** – required for all new employees. This is coordinated by Education Services and/or department heads that are responsible for introducing you to the work area, job description, duties and responsibilities.

- **On-The-Job Training** – under the direction of the department head or their designee;

- **In-service Education** – a responsibility of the department head in cooperation with the Education Services. This provides current work-related information for previously trained or job-qualified employees;

- **Seminars or Workshops** – sponsored by St. Dominic’s and conducted at St. Dominic’s by qualified St. Dominic’s personnel or visiting instructors;

- **Off-Premises Meetings** – including seminars and workshops conducted by professional or health-related associations. For department heads and supervisors, St. Dominic’s may pay the cost of attendance.

Seminar, workshops and in-service education opportunities sponsored by St. Dominic’s are scheduled to include as many employees as possible. If you are off duty and come in for required educational programs, you are paid. Participation in outside educational programs is arranged in keeping with your needs and those of St. Dominic’s. It is the responsibility of all employees to ensure that all required licenses and certifications are kept current. Employees who fail to maintain required licensure and/or certifications should not be allowed to work and will be subject to disciplinary action up to and including termination.
EMPLOYEE DISCOUNTS

Meals – St. Dominic’s gives all employees a discount on cafeteria meals and allows employees to charge meals for payroll deductions. Employee discounts or purchases charged to the employee’s payroll account will not be granted without St. Dominic’s issued employee badge.

PERKS List – St. Dominic’s has a list of vendors interested in providing services and discounts to our employees. The most recent list of vendors can be found on Dominet under the Human Resources tab. All interactions with these vendors are between the employee and the vendor. St. Dominic makes no statement regarding reliability nor assumes responsibility for product and services offered.

Pharmacy Discounts - Physician prescriptions for non-insured St. Dominic’s employees or their non-insured dependents may be obtained at a reduced rate from the outpatient pharmacy, located in the Medical Mall. St. Dominic employees or their dependents who are enrolled in third party insurance plans or prescription discount/assistance plans are not eligible for this discount except for those specific medications which are not covered under such third-party or prescription discount plans. Discounts are available to all employees or their dependents for most nonprescription items at the outpatient pharmacy.

EMPLOYEE LEAVE BANK
Employees who have exhausted all paid leave (BTO/ESL) may be eligible for extensions of paid leave. The Employee Leave Bank is established by donations from St. Dominic employees for assistance to individuals in time of personal need. The Employee Leave Bank is managed by a committee of employees who review requests for assistance. The decision of the employee committee is confidential and final. Information and application for benefits is available on Dominet.

EMPLOYEE OF THE MONTH
St. Dominic’s is blessed with many wonderful, dedicated employees who embody the mission of the Dominican Sisters. The Employee of the Month program is an employee nomination program that is designed to recognize employees who attempt to “live” the mission in their everyday work and community activities. Selection is made by a committee of employees and management with appropriate recognition and rewards given to recipients.

EXCUSED OUR CONVENIENCE (EOC)
St. Dominic’s, must be staffed 24 hours a day, seven days a week. Therefore work schedules are developed on a departmental basis to meet these needs. On occasion fluctuations in the workload may cause the need to reduce scheduled work hours to bring staffing levels into balance with department workloads. Therefore, a consistent method of assigning these temporary reductions, Excused Our Convenience (EOC’s), is used in an attempt to assure fair and equitable treatment of all employees.

FLEXIBLE BENEFITS PLAN
St. Dominic’s has implemented an IRS - approved cafeteria/flexible benefits plan for all full-time employees. The plan allows employees to pay on a pre-tax basis for certain expenses such as employee cost of health insurance, and other medically-related expenses. Enrollment is limited to a period designated by St. Dominic’s administration prior to the beginning of each plan year (January 1).

FUNERAL LEAVE
In the event of a death in an employee’s immediate family, regular full-time employees are permitted to take up to 24 hours (three 8-hour or two 12-hour shifts) of accrued ESL (Extended Sick Leave) with pay within 10 days of the date of death. Immediate family is defined as parents (including step-mother/father), spouse, children, brother, sister, grandparents (including step-grandparents), father/mother-in-law; brother/sister-in-law, son/daughter-in-law, and step-children, step-brother/sister.
HEALTH INSURANCE PLAN
St. Dominic’s provides a group health plan for all full-time personnel working at least 60 hours a pay period (except those who have elected non-benefit status).

St. Dominic’s pays most of an individual’s coverage under the plan. To include members of your immediate family, an additional premium is applied. Coverage begins on the first day of the month following 30 days of employment.

If you take an approved leave of absence, you must arrange with the Benefits Department to make premium payments by the first of each month to continue health coverage. Detailed information about the plan can be obtained from the Benefits Department.

JURY DUTY COMPENSATION
St. Dominic encourages employees to fulfill their civic duties. To that end, employees will be allowed leave to serve on a jury, if summoned. Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor can make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits. Either St. Dominic’s or the employee may request an excuse from jury duty if in St. Dominic’s judgment; the employee’s absence would create serious operational difficulties.

Jury duty can last from several days to several months or more. During this time employees will be considered on a leave of absence and will be entitled to continue to participate in insurance and other benefits as if they were working. While serving on jury duty, employees are expected to call their supervisor periodically to keep them apprised of their status.

As a benefit to our employees, St. Dominic’s elects to pay full time employees their regular hourly rate for up to five (5) days of jury duty served during regular working hours. This provision will not apply in instances where an employee is called to court as a witness in or party to a case which is not St. Dominic’s related. If additional time is required, it will be granted, but without pay unless the employee elects to take credited BTO. To receive pay for these hours the employee must present a copy of the jury duty check to their supervisor as evidence of having served as a juror. St. Dominic’s does not require the employee to turn in their check to receive their regular hourly pay, only to show the check as verification of service.

LEAVE OF ABSENCE & FAMILY MEDICAL LEAVE
St. Dominic recognizes that there are times when employees may need to be away from work for an extended period of time due to special circumstances. All leaves of absence will be administered through Employee Health.

NOTE: Employees who are absent for more than 3 days for FMLA related reasons are required to complete FMLA paperwork. FMLA regulations allow employers to directly contact an employee’s health care provider to seek clarification. To ensure confidentiality any necessary interaction with your health care provider will be handled by Employee Health.

Family Medical Leave Act (FMLA)
It is the policy of St. Dominic’s to grant up to 12 weeks of family and medical leave during any 12-month period to eligible employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and up to 26 weeks of leave in any 12-month period in compliance with the expansion of FMLA under The Support for Injured Service Members Act of 2007. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

- The birth of a child and in order to care for that child.
- The placement of a child for adoption or foster care and to care for the newly-placed child.
- To care for a spouse, child or parent with a serious health condition.
- The serious health condition (described below) of the employee.
A covered family member’s active duty or call to active duty in the Armed Forces.
To care for an injured or ill service member.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee’s position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year or treatment on at least one occasion which results in a regimen of continuing treatment.

St. Dominic’s may require an employee to provide a doctor’s certification of the serious health condition.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to 12 weeks of leave for reasons related to or affected by the family member’s call-up or service. Reasons related to the call-up or service includes helping the family member prepare for the departure or caring for children of the service member. The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as child for other types of FMLA leave, except that the person does not have to be a minor.) This type of leave would be counted toward the employee’s 12-week maximum of FMLA leave in a 12-month period.

Employees requesting this type of FMLA leave must provide proof of the qualifying family member’s call-up or active military service before leave is granted.

This leave may extend up to 26 weeks in a 12-month period for an employee whose spouse, son, daughter, parent or next-of-kin is injured or recovering from an injury suffered while on active military duty and who is unable to perform the duties of the service member’s office, grade, rank or rating. Next-of-kin is defined as the closest blood relative of the injured or recovering service member. An employee is also eligible for this type of leave when the family service member is receiving medical treatment, recuperation or therapy, even if the service member is on temporary disability retired list.

Employees requesting this type of FMLA leave must provide certification of the family member or next-of-kin’s injury, recovery or need for care. This certification is not tied to a serious health condition as for other types of FMLA leave. This is the only type of FMLA leave that may extend an employee’s leave entitlement beyond 12 weeks to 26 weeks. Other types of FMLA leave are included with this type of leave totaling the 26 weeks.

An eligible employee can take up to 12 weeks (or up to 26 weeks of leave to care for an injured or ill service member) under this policy during any 12-month period. St. Dominic’s will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks (or 26 weeks for the care of an injured or ill service member) of available leave, with the balance remaining being the amount the employee is entitled to take at that time.

**Definition of 12-month Period:**
The leave year selected to measure the leave is a rolling 12-month period measured backward from the date an employee first uses any FMLA leave.

**Eligibility:**
1. The employee must have worked for St. Dominic’s for 12 months or 52 weeks.
2. The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

3. The employee must work in an office or work site where 50 or more employees are employed by the company within 75 miles of that office or work site. The distance is to be calculated by using available transportation by the most direct route.

4. A husband and wife, both of whom are eligible for FMLA, will be permitted to take only a combined total of 12 weeks of leave for (a) the birth of a child and to care for the child after birth, (b) adoption of child or foster care of a child after placement, or (c) to care for a parent with a serious health condition. A husband and wife, both of whom are eligible for FMLA, will be permitted to take a combined total of 26 weeks of leave to care for a covered injured or ill service member.

5. An employee’s entitlement to leave for birth or placement for adoption expires at the end of the 12-month period beginning on the date of the birth or placement.

Intermittent Leave or Leave on a Reduced Leave Schedule:

1. Eligible employees will not be permitted to take intermittent leave or leave on a reduced leave schedule for the birth or placement of a child for adoption or foster care. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

2. Intermittent leave or leave on a reduced leave schedule will be permitted where medically necessary for the care of the employee, spouse, child, or parent with a serious health condition. In all cases, the leave may not exceed a total of 12 work weeks (or 26 work weeks to care for an injured or ill service member over a 12-month period).

3. If leave is taken intermittently or on a reduced leave schedule, the employee may be temporarily transferred to any available alternative position which will better accommodate the recurring periods of leave. The alternative position will have equivalent pay and benefits.

4. If the leave is for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the company before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary. St. Dominic’s may require certification of the medical necessity.

All FMLA leaves taken will be counted against annual FMLA leave entitlement.

If an FMLA Leave of Absence is approved for less than the maximum 12 or 26-week period, the employee must contact Employee Health prior to the expiration date of the approved leave period if an extension is needed.

After an FMLA leave has been exhausted, an employee may apply for a personal leave. If an employee applies for a personal leave after the 12 or 26-week period of FMLA leave, St. Dominic’s reserves the right to fill the employee’s position immediately following the FMLA leave period.

Procedure to Request an FMLA Leave of Absence:
Employees are obligated to inform St. Dominic’s of their need for a leave. Either verbal or written notice should be given to the person the employee normally contacts to request other types of time off, generally the employee’s supervisor. The employee is responsible for getting the necessary forms to request leave from Employee Health.

NOTE: If the employee’s immediate supervisor or department manager has reason to suspect that FMLA is required the manager should notify Employee Health to follow up with the employee regarding eligibility for FMLA.
Notice Requirement
The employee must provide their supervisor reasonable notice prior to commencement of leave under terms of this policy and coordinate documentation with Employee Health. If the reason for the leave is foreseeable, an employee must notify their manager a minimum of thirty (30) days prior to the commencement of the leave. If the reason for the leave is not foreseeable, an employee must contact the department manager within 2 business days of learning the reason for the leave, if practical. The supervisor will also notify Employee Health if an employee may have a qualifying FMLA absence.

For non emergency situations employees may be requested to change the date of their leave to minimize the disruption to operations. In the case of medical procedures most non emergency medical procedures can be scheduled in advance thus making it easy for the employee to give a 30 day notice. Employees are required to inform Employee Health of their leave status and intention to return to work at least every 30 days. St. Dominic reserves the right to request recertification of any FMLA leave every 30 days. **If the employee fails to give a minimum of 30 days’ notice for foreseeable leave, the leave request may be denied until at least 30 days from the date St. Dominic’s receives notice.**

If the reason for the leave is not foreseeable, an employee must provide notice within two (2) business days of learning the reason for the leave, if practical.

Should leave be denied, the employee will be expected to return to work as soon as possible, depending on the circumstances.

Employees who require time away from work due to occupational injuries or illnesses covered under Worker’s Compensation will be required to follow the same guidelines as outlined for FMLA Leave of Absence. After 12 weeks FMLA and up to 12 weeks LOA employees on Workers Compensation will be placed in PRN status and will be subject to rules and regulations of the PRN job classification.

Employees on an approved leave of absence due to work-related illness or injury may elect to utilize BTO hours during the waiting period for Workers’ Compensation benefits.

St. Dominic’s reserves the right to authenticate or clarify medical certification of a serious health condition with your physician. To ensure confidentiality, any communications with your physician will be handled by the Employee Health office.

Once the completed request has been received in Employee Health, both the employee and department manager will be notified whether the leave is approved or denied or pending a second opinion. The 12-week maximum leave period will begin on the first day of leave.

Medical Certification
When requesting leave for a serious health condition of a family member or for an employee’s own serious health condition, an employee will be required to provide a Medical Certification from the health care provider of the family member or employee’s own health care provider. The standard Medical Certification Form (DOL Form WH-380) is available from Employee Health. Once Employee Health provides you with the form, the completed Medical Certification Form must be returned to Employee Health within 15 days of the request, or provide a reasonable explanation for the delay. Failure to provide medical certification may delay the start of the leave or result in a denial of a leave continuation request. If the health care provider requires specific information on the essential job functions, Employee Health will provide the job description to the provider. **NOTE: ABSENCES WITHOUT APPROVED FMLA WILL BE HANDLED UNDER THE ATTENDANCE AND TARDINESS POLICY.**

Certification of the serious health condition shall include the date when the condition began, its expected duration and a brief statement of treatment. For medical leave for the employee’s own medical condition, the
certification must also include a statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee’s position. For a family member who is seriously ill, the certification must include a statement that the family member requires assistance, and that the employee’s presence would be beneficial or desirable.

If the employee plans to take intermittent leave or work a reduced schedule, a statement of medical necessity for taking intermittent leave or working a reduced schedule should be included with the request.

St. Dominic’s has the right to ask for a second opinion. Should a second opinion be desired, St. Dominic’s will pay for the employee to get a certification from a second doctor whom St. Dominic’s will select. If necessary to resolve a conflict between the original certification and the second opinion, St. Dominic’s will require the opinion of a third doctor. St. Dominic’s and the employee will mutually select the third doctor, and St. Dominic’s will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under FMLA pending the second and/or third opinion.

Employees requesting FMLA for a covered family member’s active duty or call to active duty in the Armed Forces must provide proof of the qualifying family member’s call-up or active military service. This documentation may be a copy of the military orders or other official Armed Forces communication.

Employees requesting FMLA to care for an injured or ill service member must provide documentation of the family member’s or next-of-kin’s injury, recovery or need for care. This documentation may be a copy of the military medical information, orders for treatment, or other official Armed Forces communication pertaining to the service member’s injury or illness incurred on active military duty that renders the member medically unfit to perform his or her military duties.

**Pay During Leave**

Employees on an approved FMLA or other Leaves of Absence will be required to utilize Benefit Time Off (BTO). For an employee’s own illness the first 16 hours the employee misses of work will be compensated with available BTO hours. All subsequent hours/days the employee is ill will be compensated with available ESL hours if the employee provides his/her supervisor with a physician’s statement.

ESL will be paid for full days only and cannot be utilized for intermittent leave. ESL will be paid from the first day of absence to employees that have a medically necessary, physician-verified invasive medical procedure. If an employee has subsequent intermittent, full day absences based on a continuation of the same illness or injury, hours missed within the first 10 days of their return to work date will be covered by ESL. BTO hours will not accrue during the leave period.

**NOTE:** Diagnostic procedures such as MRI, Cat Scan, Colonoscopy, Lab Tests, etc. are not eligible for ESL.

**Maintenance of Benefits**

While on FMLA, an employee will continue to be covered under the current group health and dental plans as long as the employee portion of the premiums are paid on time. Assuming the employee pays their premiums on time, St. Dominic’s will continue their contribution toward the premiums.

a. If an employee is utilizing BTO/ESL, the premiums normally paid by the employee will be deducted from each paycheck.

b. If the leave is unpaid or BTO/ESL hours are exhausted before the completion of the leave, the employee must remit insurance premiums directly to Employee Benefits within the two-week pay period. If payments are 30 days late, insurance coverage is subject to cancellation.

c. If St. Dominic requests medical certification and the employee does not provide such certification in a timely manner (within 30 days); the employee does not return to work after the expiration of their leave or if the reason for not returning to work does not meet the test of other circumstances beyond the
employee’s control, the employer may recover 100% of the health benefit premium it paid during the period the employee was on FMLA.

If an employee elects not to continue insurance coverage during the FMLA leave period, their previously-elected benefits will be reinstated upon their return from leave without a waiting period or evidence of insurability. It will be the employee’s responsibility to contact Employee Benefits regarding their benefit status.

**Return from FMLA Leave of Absence**
To be reinstated following continuous FMLA, an employee must notify their department manager and Employee Health of their intent to return to work not less than one week prior to the anticipated return date. If the employee discovers that the amount of leave originally requested is no longer necessary, they should notify Employee Health and their supervisor as soon as their circumstances change.

When ready to return to work the employee must present Employee Health with a Return to Work Certificate from their physician in order to verify fitness to return to work. Based upon the employee’s condition and job duties, the Employee Health nurse may request further health screening before verifying ability to return to work without restrictions.

Upon an employee’s return from an FMLA leave, they will be returned to their same job or to an equivalent job with equivalent benefits, pay and other terms and conditions of employment. If an employee extends their time off through the personal leave process, St. Dominic reserves the right to fill the employee’s position immediately upon approval of the personal leave.

With the exception of employees on qualified military leave any employee who is absent from work for more than six months (inclusive of time spent on FMLA leave) regardless of the reason, may be discharged. Such discharged employees are welcome to reapply for employment when they are able and willing to return.

Key employees may be denied reinstatement of their position and benefits upon completion of FMLA. The FMLA defines a “key employee” as a salaried FMLA-eligible employee who is among the highest paid 10 percent of all the employees employed by the employer within 75 miles of the employee's worksite. The law gives an employer the option of declining reinstatement to an employee because of his/her status as a “key employee” if such reinstatement would cause the employer substantial and grievous economic injury to its operations.

**Abuse of FMLA**
FMLA leave abuse occurs when an employee uses leave for unauthorized purposes or misrepresents the actual reason for charging an absence to FMLA leave. Abuse is cause for discipline, up to and including dismissal.

**Personal Leave of Absence**
In situations where an employee may be faced with special circumstances in their personal life which require being away from work for an extended period of time, an employee may request a Personal Leave of Absence for up to six (6) months.

Employees receiving temporary total disability payments under Workers Compensation may have the six-month maximum leave of absence period extended until the employee is no longer receiving temporary total disability benefits.

To request a Personal Leave of Absence, an employee should provide a written request to their department manager at least thirty (30) days in advance where possible. Approval of the personal leave is at the discretion of the department manager in collaboration with human resources. Consideration will be given to operational needs and the employees anticipated return to work date. If the manager approves the employee’s request, the manager will refer the employee to Employee Health to complete the required paperwork.
Employees on an approved personal leave will be required to utilize BTO hours for any personal leave. Once BTO hours are exhausted the balance of the leave will be unpaid, and BTO hours will not accrue during the leave period.

While on unpaid personal leave, Employee Benefits will bill an employee for their benefit premiums, and the employee must remit premiums to continue benefits. If an employee elects not to continue insurance coverage during the personal leave period, their previously-elected benefits will be reinstated upon their return from leave without a waiting period or evidence of insurability. It will be the employee’s responsibility to contact The Benefits Departments regarding their benefit status. While St. Dominic’s cannot guarantee position availability employees who desire to return to work after their personal leave is exhausted are encouraged to apply for available positions where they meet minimum posted requirements.

**Military Leave of Absence**

In situations where an employee requires time away from work to fulfill military obligations to the Armed Forces of the United States or a Reserve Unit of the Mississippi National Guard, the employee may apply for a Military Leave of Absence.

To request a Military Leave of Absence, an employee should provide a copy of their orders to their department manager at least thirty days in advance, whenever possible. The manager will refer the employee to Employee Health to complete the required paperwork.

An employee who is inducted into the Armed Forces of the United States shall be granted an LOA for the first tour of duty in accordance with the Military Training and Service Act. An employee on an approved military leave of absence has the option to utilize all of their available BTO hours or to take time off without pay as provided under federal law. It is the responsibility of the employee to notify their department manager of their choice in this matter prior to the commencement of the leave. If the employee elects to utilize BTO hours, the hours will be paid in the first pay period following the commencement of the leave. BTO hours will continue to accrue during the time off and will be provided to the employee upon return from leave.

Upon termination of duty, reinstatement rights will be granted by St. Dominic’s in accordance with Federal law pertaining to veterans’ rights. An employee who is in the military reserve unit of the Mississippi National Guard and who is required to attend training sessions or is called to active duty shall be granted the necessary time off as military leave.

**Other Employment**

St. Dominic’s has a policy of prohibiting employees from working at other jobs during normal working hours. If an employee works while on FMLA, personal or other leave, the employee will be terminated immediately. With the exception of military duty while on Military Leave this policy will be enforced during all leaves.

**Reduction in Workforce**

When a reduction in workforce occurs and the employee who will be affected is on an approved leave of absence, the employee will maintain their seniority rights. If the returning employee is determined to be affected by the reduction in staff due to seniority, they shall be immediately processed for layoff.

**Life Insurance**

St. Dominic’s provides a fully paid term life insurance policy to all full-time employees (excludes non-benefit employees). The policy provides a face value approximating annual salary and double payments (double indemnity) in the event of accidental death. Eligibility for this benefit begins on the first day of the month following 30 days of employment. You are asked to designate a beneficiary for your life insurance. When you wish to change your beneficiary, contact the Human Resources Department. St. Dominic’s also makes available
to all full and part-time employees a term life and whole life insurance program on a voluntary basis. Eligible employees can cover spouse and all dependents.  Premiums are payroll-deducted.

**LONG TERM CARE INSURANCE**
Voluntary, long-term care insurance is available to all full-time employees (excludes non-benefit employees) during open enrollment. A brochure explaining the benefit and premium cost is available in the Benefits Department.

**MEALS & REST PERIODS**
Each employee may be granted the privilege of a rest break of fifteen (15) minutes during the workday. Each employee scheduled to work more than four (4) consecutive hours during any workday is **eligible to** receive a 30-minute unpaid meal break. Since meals are automatically deducted from the employee’s time record, it is the employee’s responsibility to notify their manager when they are not paid for hours they worked. Employees should submit a “Timekeeping Edit Request” form to their manager.

**PARKING**
As a benefit St. Dominic’s provides free parking privileges to all employees. Because of the growth in our facility much of our parking is off site, however for hospital employees free shuttle service to and from our off-site parking facilities is provided to our employees. Upon hire, employee will be assigned to a parking area and issued parking decals which are required to be placed on the driver’s side of the front window of all vehicles. Employees are required to park in their assigned area.

**RETIREMENT PROGRAMS**
As more and more companies eliminate retirement programs St. Dominic’s is pleased to offer our employees additional contributions to their retirement. The St. Dominic retirement program is entirely funded by St. Dominic’s and is provided to all full and part-time employees working 1,560 hours or more per year (excludes non-benefit employees). The program provides for employees in their retirement years and in the event of total and permanent disability. Included in the retirement program is a life insurance feature providing death benefits to the beneficiary if the employee dies before retirement.

Participation in the program begins at the end of the first year of continuous service for employees who are 21 or older. A tax deferred program is available for employees not eligible for St. Dominic’s retirement program.

**403b**
A 403 (b) plan is a tax deferred annuity that is similar to a 401k plan but one that is offered by non-profit organizations such as St. Dominic’s. Full and part time employees (excludes non-benefit employees) are eligible to participate in St. Dominic’s 403 (b) programs which allows employees to save for their retirement through payroll deductions. Annually the first five hundred dollars ($500) employees contribute to their account will be matched dollar for dollar by St. Dominic’s. In other words if employees contribute $500 to the 403(b), St. Dominic’s will contribute $500 into the employees account for a total contribution of $1000). Contributions over $500 will be matched at fifty cents (.50) for every dollar ($1.00) employees invest.

Since investments in these programs are tax deferred until withdrawal, contributions to the plan may lower taxable income.

Brochures explaining details of the retirement plan and 403(b) are available on Dominet and in the Benefits Department.

**SERVICE AWARDS**
Long term employees who have completed years of continuous service as of April 30 are honored each year at an annual awards dinner. Awardees are designated based on service in 5-year intervals. As a token of St. Dominic’s appreciation of their faithful service, each honoree receives a specially designed award pin.
THE CLUB @ ST. DOMINIC’S
St. Dominic employees are eligible for membership in The Club at St. Dominic's (The Club). The Club is a medically-based facility geared toward helping employees and the community reach and maintain an optimal level of health through safe exercise and strength training. The Club offers an exceptional aquatic exercise program, state-of-the-art equipment, an array of fun and exciting classes as well as a personable, qualified staff. The Club’s modern weight training/exercise facility is located in Dominican Plaza and is open daily.

TUITION ASSISTANCE
St. Dominic’s supports its employees in their efforts to develop their job-related skills through higher education. Qualified employees may receive up to $2,500 annually to pursue health care-oriented careers from accredited college programs or courses provided by approved training facilities.

Eligible employees must have a minimum of one year of full-time (60-80 budgeted hours) employment with no disciplinary actions within the 12 months preceding their request for tuition assistance. NOTE: The full time employment requirement is waived for Nursing Technicians who have completed one year of nursing school with a minimum of a 2.5 GPA OR those who have successfully completed a St. Dominic’s Internship or Externship. Employees may review the full tuition assistance policy on Dominet under the Human Resources tab.

UNEMPLOYMENT COMPENSATION
As an employee of St. Dominic’s you are covered by unemployment compensation insurance which provides benefits to those who lose their job under certain conditions. Benefits, which are subject to change in accordance with state laws, provide payments in the State of Mississippi to those who are out of work. Employees who resign or are terminated may file a claim for benefits which may or may not be awarded by the Mississippi Employment Security Commission.

VISION INSURANCE
Voluntary group vision insurance is available to all full-time and part-time employees beginning on the first of the month after completion of 30 days of employment (excludes non-benefit employees). Information regarding benefits and costs are available in the Benefits Department.

WORKERS’ COMPENSATION
Workers’ Compensation insurance protects you from medical charges resulting from a job-related illness or injury. This benefit is provided without cost to employees. St. Dominic’s pays all premiums. State law requires that all injuries or illnesses - no matter how slight - be reported immediately to your supervisor. Injured employees seek treatment in the emergency room and an incident report is completed. Failure to comply with these requirements may result in benefits being disallowed or delayed.

St. Dominic reserves the right to investigate all claims which are potentially work related. Investigation may include but not be limited to review of medical records, interviews and/or surveillance.
SECTION IV: GENERAL PERSONNEL POLICIES

ATTENDANCE & TARDINESS
All employees are expected to report to work as scheduled and to work scheduled hours and any required overtime. Employees are charged with an absence occurrence when they fail to report for scheduled work hours. Employees should notify their supervisor in advance at least two hours prior to their shift (or the time frame designated within their department) if unable to work as scheduled.

Absence shall be defined as failure to report for a scheduled shift of work. Available BTO hours should be used for time missed. Scheduled absences should be coded BTO, unscheduled absences should be coded BTOU (BTO-Unscheduled) and BTOS (BTO-Sick) should be used for sick time not covered by ESL.

Personal illness requires a physician’s statement to qualify for paid sick leave (ESL). The employer has the right to verify a claim of illness or injury. **St. Dominic reserves the right to designate appropriate leaves due to illness or injury as Family Medical Leave Act leave.**

Absences of several days are treated as two incidents. After an absence of two (2) consecutively scheduled shifts without satisfactory notice, an employee will be considered to have voluntarily resigned without notice from St. Dominic’s. Employees who voluntarily resign without notice will forfeit unpaid BTO hours.

In dealing with attendance problems, St. Dominic managers consider facts and circumstances of a particular case, including the employee’s overall attendance and performance records, reasons for missing work, and prospects for future improvement.

Employees are required to report off duty daily before each scheduled workday or as soon as reasonably possible in case of a serious accident. In the case of an employee who will be absent (but not on a leave of absence) for more than 2 days the department manager may waive the daily call-in requirement and make other arrangements.

For all full-time and part-time employees, violations of this policy will result in progressive corrective action up to and including termination of employment. All disciplinary actions remain active for a rolling 12 month period and are subject to St. Dominic’s progressive discipline policy.

Progressive Corrective Action will not be followed for PRN employees who do not have assigned budgeted hours due to the nature of their status. If these PRN employees are not available to work as needed, their employment may be terminated.

Absenteeism/Tardiness

Absences will be assigned two points, unless specifically outlined in this policy. Each occasion of tardiness will be considered as equal 1 point.

An employee shall be considered tardy if the employee signs in or reports to assigned work area anytime after the scheduled starting time.

An employee reporting for work more than 30 minutes late and who has not notified the supervisor of their expected tardiness may lose their right to work the balance of the shift. In these cases available BTOU will be used.

Unless requested by the manager, employees are not allowed to make up time lost due to tardiness or absence.
For disciplinary purposes excessive absenteeism/tardiness shall be defined as follows:

<table>
<thead>
<tr>
<th>BUDGETED HOURS</th>
<th># OF POINTS</th>
<th># OF DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>41-80</td>
<td>4</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>180</td>
</tr>
<tr>
<td>0-40</td>
<td>3</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>180</td>
</tr>
</tbody>
</table>

EXAMPLE: If you work 41-80 hours and you accrue 4 points you are subject to disciplinary action as described in the progressive corrective action section.

Where an employee exhibits a chronic pattern of absence, such as repeated weekend absences or the day before or after a holiday, the department manager may move the employee to the next step in the progressive corrective action process. (See Progressive Action Policy)

**Communicable Illness/Disease:**
Managers should use their discretion to send an employee home when it is determined that the employee is creating an at-risk situation for residents/patients and/or coworkers. If the manager is unable to determine the employee’s fitness for duty, the employee should be sent to the Employee Health Office. In situations where an employee is sent home under these conditions, the employee would be considered as being excused.

**ATTENDANCE AND TARDINESS POLICY POINTS**

**NOTE:** BTOU should be paid for all of the above if BTO is available.

<table>
<thead>
<tr>
<th>NUMBER OF POINTS</th>
<th>REASON(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tardy</td>
</tr>
<tr>
<td>1</td>
<td>Forget to swipe - for each required instance</td>
</tr>
<tr>
<td>1</td>
<td>Home early after working at least half of scheduled shift</td>
</tr>
<tr>
<td>2</td>
<td>Call-in within call-in procedure guidelines</td>
</tr>
<tr>
<td>2</td>
<td>Home early or arriving late without working at least half of scheduled shift</td>
</tr>
<tr>
<td>3</td>
<td>Holiday or day before/ after call in</td>
</tr>
<tr>
<td>3</td>
<td>Failure to call in or appear for scheduled shift</td>
</tr>
<tr>
<td>3</td>
<td>Call-in for a shift where BTO was requested and denied by manager</td>
</tr>
<tr>
<td>3</td>
<td>Call-in when on weekend call</td>
</tr>
</tbody>
</table>

The entire attendance and tardiness policy can be found on Dominet. Questions concerning the interpretation and administration of this policy should be directed to your manager or Human Resources.

**CODE OF CONDUCT**
St. Dominic has established a Code of Conduct to provide a standard to protect and promote integrity and to enhance St. Dominic’s ability to achieve the organization’s mission of Christian healing. The Code of Conduct is to be considered as part of this handbook and should be used, along with the employee handbook, to identify the principle standards to which St. Dominic employees are expected to adhere as part of their daily activities. More information regarding St. Dominic’s Code of Conduct policy is available in the St. Dominic Reference Manual on Dominet.
**Compliant Procedures**

**General Complaint Procedure**

In any organization occasional problems and misunderstandings arise between employees, or between an employee and a supervisor. This complaint procedure allows active employees to resolve misunderstandings. This procedure is initiated in writing by the employee within seven (7) calendar days of the occurrence of the complaint. Failure of the employee to initiate this procedure may render the complaint null and void.

Step 1: In order to minimize the possibility of misunderstanding, the employee should first discuss the complaint with their immediate supervisor. If the employee is not satisfied with the supervisor’s decision, a written complaint should be submitted to the Department Head. The Department Head should meet with the employee to review the complaint and provide a written response within seven (7) calendar days. In the event the complaint is about the Department Head the employee should proceed to step 2 below.

Step 2: If the employee is not satisfied with the results of Step 1, they have seven (7) calendar days to appeal the complaint to the Department Vice President. The Vice President shall meet with the employee, review all previous responses to the complaint and conduct additional investigation as deemed necessary. The Vice President shall render a decision that is final and binding within fourteen (14) calendar days.

Step 3: If the employee is unable to obtain a satisfactory response from Step 2, the employee has seven (7) calendar days to appeal the Step 2 findings to the Vice President of Human Resources, who will review all aspects of the complaint and complete an additional investigation if necessary. A meeting between these parties shall be held and a written response provided by the Vice President of Human Resources within seven (7) calendar days of such meeting.

All time limitations previously described will be observed unless circumstances beyond the control of St. Dominic’s prevent response of its representatives within stated time limits. This policy applies to active employees only and is not designated to address issues arising from termination of employment.

Nothing in this policy or complaints procedure shall in any manner diminishes, restricts or impairs the employee’s rights under federal or state law.

**Discrimination Against Individuals with Disabilities**

Any person who believes that he/she or any class of individuals have been subjected to discrimination as prohibited by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act (ADA) may file a complaint pursuant to the procedures set forth below, on his/her behalf, or on behalf of another person or on behalf of handicapped persons as a class. Your filing a complaint will not subject you to any form of adverse action, reprimand, retaliation or otherwise negative treatment by St. Dominic’s personnel.

**Procedures for Processing Complaints:**

Step 1: Within (7) calendar days of the time a complaint becomes known, the complaint shall be given in writing to the immediate supervisor and the Human Resources Director. Within seven (7) calendar days of receipt of the complaint, the Human Resources Director shall conduct or cause to be conducted a thorough investigation including questioning of all parties involved. After the investigation is complete, the Human Resources Director shall meet with the complaining party and give a full report of the findings.

Step 2: If the complainant is not satisfied with the results of Step 1, the complaining party shall have seven (7) calendar days to appeal the complaint to their Department Vice President. The Department Vice President shall meet with the employee, review all previous responses to the complaint and conduct
further investigation as deemed necessary. The Department Vice President shall render a decision that is final and binding within fourteen (14) calendar days.

Step 3: If the complainant is unable to obtain a satisfactory solution in Step 2, the complainant shall have seven (7) calendar days to appeal the Step 2 findings to the Vice-President of Human Resources, who shall review all aspects of the complaint and complete an additional investigation if necessary. The Vice-President of Human Resources shall meet with the employee and present a written response within (7) calendar days.

All time limitations previously described will be observed unless circumstances beyond the control of St. Dominic’s prevent response of its representatives within the stated limits.

A complaint should be in writing, contain the name and address of the person filing it, and briefly describe the actions alleged to be prohibited by Section 504/ADA.

Nothing in this policy or complaints procedure shall in any manner diminish, restrict or impair the employee’s rights under federal or state law.

**Sexual Harassment**

Sexual harassment violates St. Dominic’s moral code and Section 703, Title VII of the Civil Rights Act of 1964, and is not tolerated by the administration of St. Dominic’s. Sexual harassment consists of unwanted or unwelcome conduct, whether verbal, physical or visual and is without regard to gender. Complaints of violation of this policy may be made to the appropriate administrative officer without fear of reprisal.

Should violations be substantiated, the offending employee shall be subject to disciplinary action not to exclude termination of employment.

**Procedures for Processing Complaints:**

**Step 1:** Within seven (7) calendar days of the time a complaint becomes known, the employee will present the complaint in writing to the immediate supervisor or to an authorized representative of the Human Resources Department. In the event the immediate supervisor is alleged to be the harassing party, the complaint will be presented only to the Human Resources representative. Within seven (7) calendar days of receipt of the complaint, the Supervisor or the Human Resources representative shall conduct or cause to be conducted a thorough investigation of the incident, including questioning of all parties involved in the sexual harassment complaint. A written record shall be made of the statements made by all parties involved. After the investigation is complete, the Supervisor or the Human Resources representative will meet with the complaining party to discuss the findings.

**Step 2:** If the employee is not satisfied with the response provided by the Vice-President of Human Resources, the employee shall have an additional seven (7) calendar days to present a written complaint to the Department Vice President. The Department Vice President shall meet with the employee, review all previous responses to the employee’s complaint and conduct further investigation as deemed necessary. The Department Vice President shall render a decision that is final and binding within fourteen (14) calendar days.

**Step 3:** If the employee is dissatisfied with the results of Step 2, the employee may within seven (7) calendar days make a written presentation to the Vice President of Human Resources describing the reason for dissatisfaction. The Vice President of Human Resources shall review all aspects of the complaint and make an additional investigation if necessary. The Vice President of Human Resources shall present a written response to the employee within seven (7) calendar days.

All time limitations previously described will be observed unless circumstances beyond the control of St. Dominic’s prevent response of its representatives within stated time limits.

Any incident or practice of sexual harassment involving persons not employed by St. Dominic’s should be reported to a supervisor, department head, or administration.
Nothing in this policy or complaints procedure shall in any manner diminishes, restricts or impairs the employee’s rights under federal or state law.

**COMPUTER SOFTWARE USE AND MANAGEMENT**

*Purpose:*
As an advanced technology organization, St. Dominic’s will increasingly provide employees with access to various tools. The use of computer technology is encouraged to accomplish job responsibilities more effectively, for professional development of the employee, and to enhance the services we provide. This policy is to assure that all employees are aware of the appropriate and acceptable use of these tools.

*Scope/Audience:*
This policy applies to all computer equipment or services owned or provided by St. Dominic’s, all users of the equipment or services, and all records created by the equipment or services.

*Caution/Security Issues:*
Most computer software is protected by federal copyright laws and licensing agreements. It is considered a criminal offense to use illegally copied software. St. Dominic’s prohibits the reproduction or use of unauthorized copies of licensed software. All records created by St. Dominic’s equipment or technology are and will remain St. Dominic’s property. Electronic records may constitute a St. Dominic’s record, and as such, could be subject to disclosure. All written, verbal, or electronic confidential St. Dominic’s or patient/resident information should be protected. Such information, when no longer necessary, must be destroyed or disposed of in such a way that protects confidentiality of the information. Access or security codes should never be shared, intentionally or unintentionally, with any other individuals. Managers requesting codes for their staff are responsible for ensuring the employee has been trained to use the software and have demonstrated competency. The manager is also responsible for providing these policies to the employee before allowing access to the systems. Each user is responsible for the use of their security or access codes. Workstations with logged-in access should never be left unattended. Access codes must be revealed to St. Dominic’s administration on request. Disciplinary action will be taken against violators of this policy.

*General Provisions:*
**Allowable Use:**
1. Copyright restrictions prohibit unauthorized copying or distributing of any software or material that is protected by a copyright. Violations are a criminal offense. Copyrighted software must not be downloaded or installed without the appropriate authorization.
2. Personal employee files or software must not be maintained on St. Dominic’s equipment for personal use.
3. Virus detection scanning must be used on any material downloaded to a computer from the Internet or any external source, as authorized by the Information Technology Department. All software will be installed by, or with authorization from, the Information Technology Department. Only software licensed to St. Dominic’s, as required, will be installed on St. Dominic’s computers and licensing agreements must be followed. Any unauthorized software will be removed.
4. St. Dominic’s licensed software will be installed on employees’ personal computers only with approval and only for St. Dominic’s business needs, according to licensing agreements.
5. St. Dominic’s owned electronic media should not be used for personal gain. The operation of St. Dominic’s or the productivity of the employee must not be compromised by the use of electronic media.

**Violations:**
Violations of this policy by any employee may result in restrictions or revocation of the privilege to access the computer technology. Other disciplinary actions may be taken, as appropriate, up to and including termination.
Monetary damages caused by violation of licensing agreements may be recovered by St. Dominic’s from the employee responsible. Violations of this policy must be reported to the Vice-President of Information Technology.

Responsibility for the Policy:
This policy will be developed, maintained, and publicized by Information Technology. Records of authorized users will be maintained by Information Technology. Usage patterns may be routinely monitored for content or misuse. All department directors, managers, and supervisors are responsible for ensuring that their staff complies with this policy.

CONFIDENTIAL INFORMATION
As a St. Dominic’s employee you may learn certain confidential information. Confidential information is considered any information relating to patients or residents, the business of St. Dominic’s or patient/resident families. You are expected to respect the dignity and rights of others and keep such information in confidence. This applies to verbal, written or electronic information. Violations are considered a disciplinary offense which subjects violators to disciplinary action not to exclude termination of employment.

COURTESY
Courteous is a measure of respect. Your pleasant manner is very important to our patients/residents, visitors and fellow employees. We ask you to take the time and make the effort to be polite to everyone. Courtesy is a way of saying that you respect the other person. St. Dominic’s expects you to be sensitive to the feelings of patients/residents and visitors. Good patient/resident care requires that patients/residents, their relatives and guests receive extra kindness and courtesy. Try to show courtesy to your coworkers also to help make this a better place to work. Don’t forget telephone courtesy! Proper, telephone communication conveys you are interested in serving, and are friendly, helpful and considerate. In answering and using the telephone:

- Answer promptly and courteously;
- Give your name, title and department;
- Transfer calls tactfully;
- Give accurate and careful answers;
- If you are unable to answer a question, refer the person to someone who can;
- Make certain the party has enough information; and
- Hang up carefully.

Remember that on the telephone, as well as in person, you represent St. Dominic’s.

ELECTRONIC MAIL USE AND MANAGEMENT
St. Dominic provides its employees with the privilege of utilizing electronic mail. Employees are encouraged to use electronic mail to its fullest potential to accomplish their job responsibilities more effectively, and to enhance the health care services we provide. In using electronic mail it is important that all employees are aware of the appropriate and acceptable use of electronic mail and the requirement to protect the security of electronic business and patient and resident health and privacy.

This policy applies to all forms of electronic communications that utilize equipment or services owned or provided by St. Dominic’s, all users of the equipment or services, and all records created by the equipment or services. Employees authorized to use electronic mail must be familiar with this policy.

Electronic mail cannot be considered confidential and secure. Erased or deleted mail messages or files can be retrieved. Messages can be intercepted, misaddressed, or forwarded to others. Employees cannot expect privacy. St. Dominic’s may monitor electronic mail messages for auditing compliance and security, and for other
investigative purposes. St. Dominic’s business or patient/resident information must not be transmitted by unsecured means.

All records created by St. Dominic’s equipment or technology are, and will remain, St. Dominic’s property. Electronic records may constitute a St. Dominic’s record, and as such, could be subject to disclosure. All written, verbal, or electronic confidential St. Dominic’s business or patient/resident health information should be protected. Such information, when no longer required, must be destroyed or disposed of in such a way that protects confidentiality of the information.

Access or security codes should never be shared, intentionally or unintentionally, with any other individuals. Each user is responsible for the use of their security or access codes. Workstations with logged-in access should never be left unattended. Access codes must be revealed to St. Dominic’s administration on request.

State and federal laws protect individually identifiable patient/resident health information and may carry civil and criminal penalties.

**General Provisions:**

**Allowable Use:**

1. Always use the same professional and personal courtesy that would be used with any form of communication. Electronic mail must never be used for unlawful activities. This includes but is not limited to fraud, hacking, transmitting threatening or obscene material. Any material containing pornographic, sexual, racist, sexist, or any other offensive references should not be transmitted.
2. Unauthorized transmission of confidential St. Dominic’s or patient/resident information is strictly prohibited. Patient/resident health information should not be sent via electronic mail. Patient/resident consent and administrative approval are required before transmitting health information.
3. There should be no unauthorized entry, use, transfer, or tampering of another person’s mail records. Employees shall not access or retrieve information unless authorized. Sharing of user ids and passwords is prohibited.
4. Unauthorized encryption of messages is not allowed. In the event that confidential information must be transmitted electronically, encryption is required. If authorized to encrypt information for transmission, contact Information Technology for assistance with this process.
5. Be courteous and use the subject line function. Provide a description of the subject.
6. Mail messages take up space. Perform periodic maintenance on personal files. File size will be limited.
7. No activity is allowed that will disrupt, strain or threaten the network. Messages should be sent to targeted audiences only. Employees are strictly prohibited from sending or receiving chain letters through electronic mail.
8. Never transmit or request transmission of copyrighted or other proprietary materials without authorization.
9. The system must not be used for commercial ventures, or any non-job-related solicitation.
10. Personal use should be incidental.

**Violations:**

Violations of this policy by any employee may result in restrictions or revocation of the electronic mail privilege. Other disciplinary actions may be taken, as appropriate, up to and including termination. Violations must be reported to the Vice-President of Information Technology. St. Dominic’s reserves the right to review, audit, and intercept access and disclose any messages created, received, or transmitted through St. Dominic electronic systems.

**Responsibility for Policy:**

This policy will be developed, maintained, and publicized by Information Technology. Records of authorized users and access will be maintained by Information Technology. Usage patterns may be routinely monitored for content or misuse. Mail messages may be monitored in the routine maintenance or back-up of the system,
without permission of the employee. All department directors, managers, and supervisors are responsible for ensuring that their staff complies with this policy.

**Employee Advisory Committee**
St. Dominic’s officially supports the Employee Advisory Committee which consists of representatives of St. Dominic’s units and departments. The committee meets monthly and considers items of interest to employees. Recommendations are made to St. Dominic’s President and Administrative Teams to effect changes of importance to St. Dominic’s and its employees.

**Employee ID Badge**
Every employee is issued an employee ID badge that gives specific access to certain parts of the organization based on the employee’s job duties and security needs. The employee ID badge also gives employees the privilege of delaying payments on organizational purchases until the next pay period. Employees should maintain control over their employee ID badge at all times. Lost or stolen ID badges should be reported to security immediately.

**Fund-Raising**
St. Dominic’s formally authorizes and sanctions the St. Dominic Foundation to conduct a community and corporate-wide fund-raising program each year. The Foundation's annual campaign is the primary fund-raising program sponsored by St. Dominic’s for employees and friends alike. Funds raised by the Foundation supports the mission and vision of St. Dominic’s, furthering the two main ministries of education and health care through giving initiatives that communicate a Christian message, establish community and perform service. Other fund-raising activities will be determined by St. Dominic’s Administrative Council and may include recommendations from the Employee Advisory Committee and/or other appropriate groups within St. Dominic’s.

**Gratuities and Gifts**
Employees are prohibited from soliciting tips, personal gratuities or gifts from patients and from accepting monetary tips or gratuities. Employees may accept unsolicited perishable or consumable gifts of nominal value from patients. When applicable, the gifts should be shared with the employees’ coworkers. Other gift offers should be discussed with administration prior to acceptance. Please review the Code of Conduct for the complete gifts and gratuities policy.

**Internet Use and Management**
The purpose of this policy is to assure that all employees are aware of appropriate and acceptable use of the privilege of Internet access. St. Dominic’s grants the privilege of Internet access to accomplish job responsibilities more effectively, for professional development of the employee, to enhance the services we provide, and a desire to provide a supportive work environment that enhances the quality of the workplace by allowing limited personal use.

*Scope/Audience:*
This policy applies to all Internet access through equipment or services owned or provided by St. Dominic’s, all users of the equipment or services, and all records created by the equipment or services.

*Caution/Security Issues:*
Electronically retrieved information, such as from the Internet, may not be accurate. Creditable sites should be chosen carefully.

Electronic files cannot be considered confidential and secure. Erased or deleted files can be retrieved. All written, verbal, or electronic confidential St. Dominic’s or patient/resident information must be protected. Such information, when no longer necessary, must be destroyed or disposed of in such a way that protects confidentiality of the information. Access or security codes should never be shared, intentionally or
unintentionally, with any other individuals. Each user is responsible for the use of their security or access codes. Workstations with logged-in access should never be left unattended. Access codes must be revealed to St. Dominic’s administration on request.

General Provisions:
Allowable Use
1. Internet access must not be used for any unlawful activity or outside operations of commercial business. Unlawful activities include, but are not limited to fraud, hacking, transmitting threatening or obscene material, or viewing pornographic material.
2. Internet use should never negatively impact an individual user's job performance; personal use should be limited to non-work times (breaks, lunch, etc.) and only on appropriate workstations that do not interfere with work processes.
3. There should be no activities that may disrupt or cause a strain on the network such as unauthorized downloads of files.
4. All copyright restrictions must be respected. Material downloaded from the Internet must include copyright notice granting permission, if it is to be distributed.
5. Virus protection scanning should be performed on any downloaded material.
6. Prohibited sites include, but are not limited to, those containing pornographic, sexual, racist, or sexist, or otherwise offensive material.
7. Unauthorized non-business software may not be downloaded from the Internet by individual users unless authorized by the Information Technology Department (i.e. games, screen savers, etc.).
8. St. Dominic’s domain should not be used for unauthorized commercial business. Articles should not be posted on the Internet using St. Dominic’s resources. Personal devices should not be connected to St. Dominic’s network without authorization.
9. Confidential St. Dominic’s material may not be transmitted without authorization.

Violations:
Violations of this policy may result in restrictions or revocation of the privilege to access the Internet. Other disciplinary actions are also possible, as appropriate, up to and including termination. Violations must be reported to the Vice President of Information Technology.

Responsibility for the Policy:
This policy will be developed, maintained, and publicized by Information Technology. Records of authorized users and access to the Internet will be maintained by Information Technology. Usage patterns may be routinely monitored for content or misuse. All Department Heads, Managers, and Supervisors are responsible for ensuring that their staff complies with this policy.

Labor Relations
St. Dominic’s recognizes its responsibility to treat employees respectfully and justly and prefers to deal with people directly and not through third parties. In regard to organized labor, St. Dominic’s acknowledges the teaching of the Catholic Church that employees have a right "to organize and bargain collectively without prejudice to the common good" (Ethical and Religious Directives for Catholic Health Care Services, 5th ed., directive #7).

St. Dominic’s is pro employee. This does not mean that St. Dominic’s is problem-free. No organization is free from day-to-day problems, but we prefer to continue to resolve disputes and differences internally. The policies and procedures outlined in this handbook are designed to prevent conflict and to help solve problems. We do not perceive the need to have a third party tell us how to interact with our employees, what we should pay them or what type of benefits we should provide, etc. Nor do we believe that our employees should pay for representation in the form of union dues.
St. Dominic’s maintains an environment where all employees have access to management to discuss their concerns on a regular basis. St. Dominic’s encourages you to bring problems directly to your supervisor or to those in St. Dominic’s organization who can help. St. Dominic’s and its supervisors pledge to listen and to provide the best possible solution or response. The insertion of a third party would compromise this access. Today’s society produces many pressures. St. Dominic’s wants to remain free of artificial tensions created by outsiders. We, therefore, wish to remain union free because we believe this is in the best interest of our employees, our ministry and the people we serve.

You are an individual with the right to speak for yourself. The procedures outlined in this Employee Handbook should help you address most problems or difficulties you may encounter, and to have such problems solved as fairly and as quickly as possible. If any individual asks you to sign a union authorization card, we ask that you refuse to sign. Signing the card has legal significance. You also have the absolute legal right not to sign a card and not to join a union. If any other employee interferes, or tries to force you to sign a union authorization card, please report the incident promptly to your supervisor so that such harassment may be stopped. If you are threatened, St. Dominic’s will make sure your legal rights are protected. You have a right to join and belong to a union, and you have an equal right not to join and not to belong to a union.

Only by working together to make this an organization providing the best possible care to our patients and residents can we continue to provide jobs. Unions neither obtain jobs nor make them secure.

**MEDIA REQUESTS**

To ensure accuracy and consistency, well-defined procedures are used to handle release of information to the media. Through these procedures, St. Dominic maintains an effective working relationship with the news media and protects the personal privacy of our employees, patients, residents, visitors and volunteers.

All questions and requests for interviews from news media MUST be referred to the Marketing Department.

Contacts are as follows:
8:00 a.m. - 4:30 p.m. Marketing Department Director or Specialist
4:30 p.m. - 8:00 a.m. Evening or Night Supervisor, Administrator on Call

In special situations, it may be necessary to locate the Marketing Director or Marketing Specialist at home after hours.

**NAME BADGES**

Photo ID badges are worn to identify employees to patients, residents, physicians, visitors and other employees. They are also used to record time and attendance. In disasters, the badge identifies employees for emergency purposes. For employee convenience, badges may also be used to charge purchases in St. Dominic retail businesses.

At the time of initial employment, a personalized name badge with photograph will be provided at no cost. A charge will be imposed for replacements due to loss or personal damage. No charge will apply for name changes, title changes or other legitimate reasons. Since the badge is St. Dominic’s property, it must be returned when leaving St. Dominic’s employment. While on duty, employees should not wear identifying emblems or badges except those provided by St. Dominic’s or to signify professional or educational achievements or identify specific medical conditions.

**PARKING POLICY AND PROCEDURES**

All employees receive free parking privileges in designated parking areas on St. Dominic’s North and South Campuses. Upon hire, employees are assigned to a parking area and issued parking decals which are to be placed on the driver’s side of the front windshield above the state inspection sticker of all vehicles.

When employee vehicles are parked in unauthorized areas, the following procedures and penalties will apply:
A. Security officers will issue parking citations when employee vehicles are improperly parked. One copy of the citation will be placed on the violator’s vehicle. The two remaining copies will be filed in the Security Office. The violator will have ten (10) calendar days in which to make a written appeal of the citation to the Director of Security, whose decision will be final. (Appeals of parking violations will not be subject to St. Dominic’s Complaint Procedure.) Any written appeals not received within ten (10) calendar days or appeals not approved by the Director of Security will result in disciplinary actions as specified in Section B of these procedures.

B. Penalties will be applied in the following manner:
   1) A $25.00 fine will be payroll deducted for all parking violations.
   2) Per the employee Progressive Corrective Action policy each employee’s disciplinary action will be determined by their current place in the corrective action process. Progressive discipline covers all violations. For example, if the employee already has a verbal citation for attendance, the parking violation would move them to the next stage in the progressive discipline process which would be a written citation.

C. All proceeds from parking fines will be allocated to the Employee Humanitarian Fund.

**PERFORMANCE MANAGEMENT**

St. Dominic’s performance management system is designed to improve individual performance and help align employee performance with the mission, strategic direction, and E3 service philosophy of St. Dominic’s. It is an ongoing process focused on relationships, conversations, and employee development. Improving individual performance leads to improved work group performance which ultimately improves organizational performances.

Individual performance is assessed using a variety of tools. These include, but are not limited to, observation, competency, peer feedback, defined performance attributes for staff and leaders, indicators of performances, and customer feedback. While performance is informally evaluated through an ongoing process, a formal written evaluation is provided annually.

**PERSONAL BUSINESS**

Except in emergencies, you are expected to take care of personal business during non work time. This applies to consultations with physicians and dentists. Employees are prohibited from stopping physicians for personal business while the physicians are making rounds.

**PERSONAL TELEPHONE CALLS AND MAIL**

St. Dominic’s telephone, email, and mail systems are reserved for St. Dominic’s business. Personal telephone calls should be kept at a minimal while on duty. Personal calls may be made during break or lunch periods. Emergency incoming calls are directed to the Human Resources Department, and messages are forwarded to the employee’s department. Personal mail should be directed to your home address.

**REST PERIODS AND MEALS**

Meal times and rest periods are scheduled by your supervisor to assure uninterrupted service in all departments. One-half hour of non-paid time is authorized for meals while you are on duty. Employees must record times “out” and “in” for a meal period if they leave St. Dominic grounds. **Hourly employees should not take their meal break at their work station and should perform no work during their unpaid meal period.**  During the eight-hour workday, one 15-minute rest period may be granted if the work load allows. Rest periods are paid time; therefore, you must remain on St. Dominic’s premises. To keep St. Dominic’s clean and to comply with certain regulations, eating is necessarily confined to the cafeteria, break rooms, vending room or in similarly-designated non-work areas. St. Dominic’s vending area is open 24 hours each day.

**SCHEDULES**

The work week begins with the first scheduled shift on Monday (11:00 p.m., Sunday night) and ends with the last scheduled shift on Sunday. Working hours are scheduled to satisfy the needs of the department and to make
certain that adequate staff is on hand when needed. St. Dominic reserves the right to change schedules as necessary to meet the needs of our customers.

SOCIAL MEDIA
St. Dominic’s understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, the following guidelines have been established to ensure appropriate social media usage.

This policy applies to all employees, physicians, volunteers, non-employee assistants/students, vendors, contract personnel and other non-employees of St. Dominic’s to the extent such non-employed individuals are contractually or otherwise obligated to follow St. Dominic’s policies (“individuals”), accessing St. Dominic’s hosted sites. It applies to the use of social media during work and non-work time, when the person’s affiliation with St. Dominic’s is identified, known or presumed. It does not apply to content that is otherwise unrelated to St. Dominic’s.

GUIDELINES
In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not employed or affiliated with St. Dominic’s, as well as any other form of electronic communication. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects patients, residents, visitors, employees, suppliers, people who work on behalf of St. Dominic’s or St. Dominic’s legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules
Carefully review all St. Dominic’s guidelines related to Ethics, HIPAA, Information Technology, Discrimination and Harassment Prevention, and ensure your postings are consistent with these policies. These can be found in your Employee Handbook or in the Reference Manual on Dominet. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination. This includes posting protected health information or images, even unintentionally. Be respectful!

Always be fair and courteous to fellow employees, patients, residents, vendors, or people who work on behalf of St. Dominic’s. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage patients, residents, employees, vendors, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be honest and accurate
Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that
you know to be false about [St. Dominic’s], fellow employees, members, customers, suppliers, people working on behalf of [St. Dominic’s] or competitors.

Post only appropriate and respectful content
- Maintain the confidentiality of St. Dominic’s trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Respect financial disclosure laws. It is illegal to communicate or give a “tip” on inside information to others so that they may buy or sell stocks or securities. Such online conduct may also violate the Insider Trading Policy.
- Do not create a link from your blog, website or other social networking site to a [St. Dominic’s] website without identifying yourself as a [St. Dominic’s] employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for [St. Dominic’s]. If St. Dominic’s is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of [St. Dominic’s], fellow employees, members, customers, suppliers or people working on behalf of [St. Dominic’s]. If you do publish a blog or post online related to the work you do or subjects employed with [St. Dominic’s], make it clear that you are not speaking on behalf of [St. Dominic’s]. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of [St. Dominic’s].”

Using social media at work
Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with St. Dominic Policy. Do not use St. Dominic email addresses to register on social networks, blogs or other online tools utilized for non work related reasons.

Retaliation is prohibited
St. Dominic’s prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts
Employees should not speak to the media on behalf of St. Dominic’s without contacting the Marketing Department. All media inquiries should be directed to them.

TOBACCO & SMOKE FREE ENVIRONMENT
St. Dominic’s provides a tobacco & smoke free environment for all employees and guests. Use of any tobacco or smoking products including but limited to e-cigarette’s on any part of the buildings and grounds of St. Dominic’s is strictly prohibited. Employees who violate St. Dominic’s tobacco or smoke free policy will be subject to disciplinary action up to an including termination.

WEAPONS IN THE WORKPLACE
St. Dominic seeks to provide a safe and secure environment for all employees, patients, visitors and volunteers. In view of this goal, St. Dominic prohibits the possession of firearms and other weapons on Hospital-owned or leased property by anyone with the exception of law enforcement officials and specifically-authorized security personnel. Hospital property is defined as all St. Dominic owned or leased buildings and surrounding areas, including sidewalks, and walkways. Employees are also prohibited from possessing weapons in Hospital vehicles. Weapons include, but are not limited to, firearms of any kind,
explosives, tasers, knives and other instruments meant to cause bodily harm, gain an advantage or inflict injury.

Possession of a weapon in violation of this policy will subject the employee to immediate discipline, up to and including immediate termination.

**WORKPLACE VIOLENCE**

Workplace violence is a hazard which can lead to serious harm and even loss of innocent lives. There is never a legitimate reason to permit, excuse or tolerate abusive, threatening, intimidating or violent behavior. As such, it is the intention of St. Dominic’s to take measures to maintain a workplace free from violent actions or the threat of violent actions for all of our employees.

Workplace violence is defined as aggressive or threatening behavior which occurs in a work setting. The violent offender may be an employee, a supervisor or manager or any third party who is on the employer’s property for any reason, business or otherwise. This includes family members or personal acquaintances of employees. The commitment to protect employees requires the assistance of everyone. It is your responsibility to observe and report all behavior which causes you to believe a person is or may become violent either immediately or in the future. Such behaviors which may indicate a tendency toward violence include:

- Threats toward co-workers, supervisors or managers, or other employees;
- Threats of violence against St. Dominic’s;
- Aggressive behavior toward co-workers;
- Aggressive behavior including destruction of St. Dominic’s property; or
- Any other hostile behavior which you feel may lead to violent acts.

If you observe behavior which is violent or makes you uncomfortable or fearful, it is your responsibility to report such behavior to your supervisor or manager, who will then promptly notify St. Dominic’s Security and/or the appropriate administrative office. Because of the serious nature of this issue, all complaints will be treated with confidentiality. To the extent possible, the person demonstrating violent behavior will not know the name of the employee who reports this behavior.

St. Dominic’s officials will not ignore any potentially dangerous behavior. It is everyone’s responsibility to report incidents or situations which appear to be threatening so that proper actions may be taken to avoid situations which may bring harm to others.
SECTION V: ADDITIONAL INFORMATION

**Bulletin Boards**
Employee bulletin boards should be checked regularly for information concerning St. Dominic’s policies, job opportunities and other items of current interest. Only department heads or supervisors are authorized to post or remove notices or other materials on department bulletin boards. Permission is obtained from the Marketing Department or administration before posting notices anywhere else in St. Dominic’s.

**Buying Through St. Dominic’s**
St. Dominic’s is a nonprofit organization. All proceeds are used in the operation, maintenance and expansion of St. Dominic’s. Being nonprofit, St. Dominic’s is eligible for certain tax exemptions and purchase discounts. Merchandise purchased by St. Dominic’s is not for resale except to patients and residents through regular patient/resident charges. St. Dominic’s may not honor other requests for direct purchases or services such as printing, copying or photography.

**Consumer Health Resource Center**
St. Dominic’s provides health-related information and services to employees and the public. The Center is located on the lower level of the hospital near the education department.

**Disaster Plan**
In keeping with St. Dominic’s responsibilities to its community, its patients, residents and employee’s, there is a disaster plan designed to respond to major catastrophes inside and outside St. Dominic’s. Each department has a copy of the disaster plan. Employees have a role in the plan and are responsible for knowing and successfully performing their duties.

**Fire Prevention**
St. Dominic’s buildings are fire-resistant, and we take every precaution to prevent fires. You are important to our fire prevention effort. Here’s what you need to do:
- Be on the alert for fires.
- Know your part in fire procedures and be prepared to follow these procedures in case of fire or fire drill.
- Report promptly any unsafe condition which might lead to fire or other disaster or accident.

**St. Dominic’s Supplies and Equipment**
As a St. Dominic’s employee, you are responsible for proper use of St. Dominic owned materials, supplies and equipment. St. Dominic supplies and equipment are expensive. You help us control costs by being careful. **Do not take or use St. Dominic’s property for personal reasons.** This requires restitution and may result in termination.

**Lockers**
Lockers are provided in some departments and employee lounges for employee use. Supervisors assign lockers and employees are responsible for providing their own lock and locking personal belongings. Lockers should be kept neat and clean. These lockers are St. Dominic’s property and as such may be inspected by your department head, supervisor, or security personnel without notice.

**Lost and Found**
To assist patients, residents, visitors and employees, St. Dominic’s has a lost and found service through St. Dominic’s Security office. All articles found are sent to this office as soon as possible. Although attempts are made to locate the owner, St. Dominic’s is not responsible for articles lost or stolen on or around St. Dominic’s property.
OSHA/Safety
St. Dominic’s is covered under the federal Occupational Safety and Health Act. This law contains strict requirements regarding safety practices. An on-going safety program at St. Dominic’s insures that St. Dominic’s is a safe place to work. You do your part by observing St. Dominic and departmental safety requirements, which comply with federal and state statutes. If some condition or procedure in your work area is not safe, report it immediately to your department head or supervisor. St. Dominic endorses the following creed published by the National Safety Council:

“SAFETY IS POSITIVE. It is doing things the right way. It is interested in the welfare of others. It is a contribution to good living, good government, respect for law and order, efficient production, and the well-being of every individual.”

Because of our dedication to safe practices, St. Dominic’s has developed a St. Dominic’s-wide safety plan. In addition, each department maintains written safety procedures. Your supervisor gives you any special instructions you need.

Photography
St. Dominic uses photography for documentation, education and publicity. When you sign the verification card attesting that you have read this handbook, you consent to have your photo taken if and when St. Dominic’s may need it. Please cooperate if you are asked to be in a picture. If the picture is for promotional purposes, such as a brochure or newsletter, you may decline to be photographed.

If a representative from the news media asks you about photographs of patients or residents, refer them to the Marketing Department. Photographs may not be taken without written consent of the patient or resident. In addition, news photographers and others who ask to take photos of facilities and equipment should be referred to the Marketing Department.

Security
St. Dominic’s security system helps protect the person and property of patients, residents, employees and others authorized to work or visit in buildings or grounds. For your own protection and that of others, follow the security regulations, instructions of security personnel and procedures that help to safeguard our security.

St. Dominic’s policy provides that:

- All packages and parcels brought onto or being removed from St. Dominic’s premises may be searched by security personnel and/or law enforcement agencies. Bring to St. Dominic’s only necessary personal belongings. Don’t bring packages or large sum of money.
- All lockers, desks, files and other locked compartments on St. Dominic’s premises, including vehicles in St. Dominic’s parking lots, may be searched by security personnel and/or law enforcement agencies at any time without notice.
- Employees park only in assigned areas. Parking permit decals must be on lower left side of the front windshield above the state inspection sticker.
- Employees should arrive no earlier than thirty (30) minutes before the start of a shift and leave no later than thirty (30) minutes after the end of a shift.

These regulations exist because St. Dominic’s may be held legally responsible for any harm or damage to persons and property while on its premises.

Volunteer Activities
Employees who desire to participate in volunteer activities on a scheduled work day must secure permission from their immediate supervisor to be away from normal work duties. If the approval is given, employees may be paid for up to sixteen (16) hours per calendar year for volunteer activity. For paid time to exceed sixteen (16)
hours per year for volunteer work occurring on scheduled work time, approval must be secured from the employee’s respective Vice President.

Volunteer activities qualifying for paid time away from scheduled work duties must be related to or sanctioned by a St. Dominic’s Health Services subsidiary. The Vice President of Human Resources will determine if an activity qualifies for paid time off under the terms of this policy. Examples of qualified activity include (but are not limited to) Care-A-Van, United Way Day of Caring, or Habitat for Humanity (sponsored projects only). Volunteer work not sanctioned by or related to any St. Dominic’s Health Services’ entity must be performed on the employee’s personal time, and paid through the employee’s credited BTO, subject to approval requirements of the BTO policy.

All approved volunteer time away from work duties should be documented and entered on St. Dominic’s Community Benefit Report form.

We want you to have a good work experience at St. Dominic’s. That depends on whether or not you understand our personnel policies. If you have any questions, please ask your supervisor, department head or staff members in the Human Resources Department.