

**JACKSON HOSPITAL  
EMPLOYEE HANDBOOK**

# **JACKSON HOSPITAL**

## **Employee Handbook**

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### **Handbook Interpretation**

The purpose of the Employee Handbook is to provide employees of Jackson Hospital with general information regarding the hospital. Employees are responsible for knowing its contents and keeping informed of updates to the handbook. The Human Resources policies in this handbook supersede and replace all prior published or unpublished policies, handbooks, or other publications related to personnel matters.

No part of this manual is to be interpreted as a contract or employment. Employment at Jackson Hospital is "AT WILL". The concept of "employment at will" allows the employee or the employer to terminate the employment relationship at any time.

The information in this handbook should be helpful in familiarizing the employees with the hospital. The handbook, however, cannot anticipate every situation or answer every question about employment. The policies set forth in this handbook may not apply in every situation. The hospital must demonstrate flexibility in the administration of policies and procedures, and reserves the right to change or revise policies and procedures when such action is deemed necessary by the hospital.

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### **A Welcome From Administration**

Welcome to the staff of Jackson Hospital, a tradition in community healthcare since its creation in 1939. By accepting employment, you are joining us in making a commitment to ensure the highest quality of care to our customers. We hope that you will receive a tremendous amount of personal gratification, as we have, from your association with Jackson Hospital.

You will no doubt be challenged by the healthcare environment as it is fast changing, and in some areas of the country, in a state of flux. The traditional patient flow from the doctor's office to a single area for care, the hospital bed, is no longer the standard as the expense associated with inpatient care has brought about many alternatives. Today much of the patient care that we deliver is on an outpatient basis as we see a transition of services and a reduction in both the number of patient admissions and in the length of time patients are cared for in a hospital bed. This paradigm shift has opened up new opportunities in the continuum of health care. Hospitals are also venturing into the areas of Skilled Nursing beds, Home Health, Durable Medical Equipment, and even Home Infusion. The direction, as you can see, is to push the delivery of care to the most cost effective setting.

So what should you expect at Jackson Hospital during these dramatic changes in healthcare? Well, you need to understand that the fundamental objectives of our institution will not change. We will continue to focus on enhancing the quality of life, dignity, and well-being of every individual needing healthcare services. With that in mind, understand that Jackson Hospital, like those providers around us, will adapt and find its niche within the healthcare market. With the assistance of every employee, success is possible.

Please take the time to read this employee handbook carefully. All Human Resources policies have been prepared in a spirit of goodwill and equality. This employee handbook provides the terms and conditions of your employment. We are sure that you will realize that no employee handbook can address every situation in the workplace. Nevertheless, the policies outlined within these pages are consistent with the basic philosophy and aspirations of our facility. If you should ever have a question about the terms or conditions of your employment, you are encouraged to ask them of your Department Manager or the Human Resources Department.

Again, Welcome! We wish you many years of success in your employment at Jackson Hospital.

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### **History of Jackson Hospital**

Jackson Hospital was chartered by the State of Florida in 1939.

Construction of the original structure was begun in 1940 and was located on Third Avenue. The Hospital was opened on January 1, 1942 and served the community for 37 years at that location.

In order to meet the ever increasing healthcare needs of the citizens of Jackson County, plans were developed and the new Jackson Hospital was opened for business on September 30, 1979. The new facility had 90 beds.

In October 1985, Fourth Floor additions were completed which added 17 beds including a unified Labor/Delivery Suite and a modern Nursery.

A helipad was built in 1988 with the funds donated by the late Miss Beulah Tidwell.

In October of 1991 expansion of the First floor included the addition of a consolidated Non-Invasive Cardiology Department, expansion of the Emergency Room, Physical Therapy, Radiology, Medical Records, and Surgery waiting area. As a part of the expansion, the separation of Emergency and Outpatient Registration areas was completed.

The most recent expansion included a dedicated Outpatient Surgery area, increased cafeteria, dining, meeting room facilities, and the Hudnall Building.

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### **Mission & Vision**

The mission of Jackson Hospital is:

To provide exceptional healthcare to every patient, every day.

The vision of Jackson Hospital is:

To be the best community healthcare system in the nation.

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### **Absenteeism/Punctuality**

Because of the urgent nature of the hospital work, regular attendance and punctuality by each employee is mandatory. If an employee is unable to report to work as assigned, the employee must **personally** notify his/her supervisor or department manager at least **two (2) hours** prior to the beginning of the work shift. Such notice must be given as far in advance of the time assigned for reporting to work as possible. An employee absent because of illness should advise their department manager or supervisor of their status and estimated date-of-return on a **daily basis**. Repeated absenteeism and tardiness will result in disciplinary action which could result in termination of employment. **An employee absent from work for two consecutive shifts without notifying the department manager or supervisor will be considered to have quit without notice.**



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### **Age Limit**

Normally, candidates for regular full-time employment must have reached their eighteenth birthday and a high school diploma/GED is preferred. However, persons who have reached their sixteenth (16) birthday may be considered for employment within the limits of state and federal law with the approval of the Assistant Administrator/Human Resources. The age limitations stated above are the only limitations related to age and employment utilized by Jackson Hospital.

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### **Bulletin Boards**

The hospital maintains bulletin boards throughout the facility and within departments for the purpose of providing employees with official notices including wage and hour laws, changes in policies, topical issues, etc. At times the hospital may also post information of general interest to the employees on the bulletin boards. Employees are to stay abreast of such material by frequently reviewing the bulletin boards.

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### **Business Travel and Automobile Expenses**

Employees who expect to incur expenses related to business travel are required to obtain pre-approval from department managers and/or the Administrator prior to incurring expenses.

Written receipts are required for the reimbursement of expenses. Additionally, employees are reimbursed for mileage while using personal automobiles for official, approved business travel. The reimbursement rate is periodically adjusted to reflect the rate in effect by the IRS and federal government.

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### **Computer System Security**

Each employee is responsible for protecting the security and confidentiality of the information accessed via the computer that the employee uses in performing daily job functions. No personal programs or non-hospital related software will be loaded on hospital-owned computers.

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### **Customer Relations**

The hospital intends to provide the best services possible to patients. They are customers. Revenues from patient care support this institution, which makes it possible for employees to keep their jobs and receive their paychecks. Employees are expected to treat every visitor or patient with the utmost respect and courtesy, doing so helps gain and hold their respect and loyalty. All employees have an obligation to represent the institution in a positive fashion and to make patients feel as comfortable as possible in dealing with the organization.

Employees should never argue or act in a disrespectful manner towards a visitor or patient. That may be a challenge when faced with patients, family members, and visitors who are under emotional and/or physical stress. If problems arise which cannot be resolved by the employee, the employee should immediately notify their department manager. In addition, if a visitor or patient voices a complaint regarding our services, the department manager should be informed. Lastly, an effort should be made to be prompt in following up on visitor or patient complaints or questions.

When a problem arises, it is the hospital's intent to bring all needed resources together to resolve the problem. Employees are to view themselves as problem-solvers for the patients. Positive patient relations will go a long way in establishing this hospital as a leader in the field of healthcare. Employees are encouraged to strive for 100% patient satisfaction.

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### **Drug-Free Workplace**

It is the policy of Jackson Hospital that all of the workplace shall be free from alcohol and the illegal use, possession, or distribution of controlled substances by the officers and employees of the Hospital. It is the Hospital's policy that an employee found with the presence of alcohol or illegal drugs in his/her system, in possession of, using, selling, trading, or offering for sale illegal drugs or alcohol during working hours may be subject to disciplinary action up to and including termination.

**"For Cause"** testing of employees and officers of the Hospital might also be required of the individual employee. If the department manager and/or immediate supervisor in conjunction with the Assistant Administrator/Human Resources form a reasonable belief that substance abuse is affecting the work of a particular employee, that employee will be asked to submit to a drug screen.

**"Random Testing"** may be conducted with a random selection of employees submitting to a drug screen.

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### **Employees with Disabilities**

It is the hospital's policy to provide reasonable accommodations to qualified individuals with disabilities enabling them to perform the essential functions of their jobs unless such accommodations would impose an undue hardship on the hospital. Essential job functions are described in the job descriptions of each position in our facility.

A qualified individual with a disability is someone who . . .

- satisfies requisite skills, experience, education, and otherwise qualified for the position, and . . .
- can perform the essential function of the job . . .
- with or without a reasonable accommodation.

For this purpose, the hospital adheres to the use of the term "disability" as "a physical or mental impairment which substantially limits one or more of an individual's major life activities" as defined by the Americans with Disabilities Act (ADA).

The disability must "substantially" limit major life activities and have an adverse impact on the person's ability to work. The individual must be significantly restricted in the ability to perform a whole class of jobs or a broad range of jobs in various classes. Short term conditions and minor disabilities which do not substantially affect the person's ability to work on an on-going basis are not covered by this policy.

Employees who desire to be evaluated for status as a "qualified individual with a disability," should bring the matter to the attention of the appropriate department manager and the Assistant Administrator/Human Resources.

The provision of a reasonable accommodation does not excuse the employee from meeting standards expected of all employees in the same job position. Please also note that an employee who rejects an adequate reasonable accommodation forfeits status as a qualified individual with a disability.

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### **Employment Classifications**

Jackson Hospital classifies employees in three broad categories. These classifications frequently affect the employee benefit programs in which employees are eligible to participate.

**Full-Time** A full-time employee is one who has been scheduled to work a regular work week of 32 hours or more on an indefinite basis. Unless stated otherwise, all benefits provided to employees are for full-time employees only.

**Part-Time** A part-time employee is one who has been scheduled to work less than 32 hours per week on an indefinite basis. Part-time employees are not eligible for hospital benefits unless specified otherwise in this handbook or in the benefit plan summaries. A special class of part-time workers includes “PRN” employees who work on an “as needed” basis. “PRN” employees are not eligible for hospital benefits unless specified otherwise in this handbook or in the benefit plan summaries.

**Temporary** These employees are usually hired for a relatively short duration as the result of staffing needs which may not last for a long period of time. Special projects and seasonal work load variations occasionally provide opportunities for temporary workers. Temporary employees generally work 40 hours or less during the work week for as long as the need for their service continues. Temporary employees are not eligible for employee benefits unless specified otherwise in this handbook or in the benefit plan summaries.

The United States Department of Labor classifies employees in two broad categories: exempt and non-exempt. The hospital uses these terms for the purpose of determining overtime pay eligibility.

Employees classified as “exempt” are not eligible for overtime pay. Exempt employees include, but are not limited to executives, department managers, and supervisors.

Most other employees are classified as “non-exempt” and may receive overtime pay when appropriate.



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### **Environment of Care**

**DISASTER PLAN:** The hospital has developed an Emergency Response Plan for use in case of emergency when mass casualties might be expected. Each employee is required to become familiar with their role in the overall plan. A copy of the plan is available on the hospital intranet and/or upon request.

**FIRE SAFETY:** Fire poses the greatest possible danger in a hospital. Each employee is responsible for helping to prevent fires. Employees should always be on the alert! Employees are expected to know fire regulations and the locations of fire extinguishers throughout the hospital. Employees should become familiar with their location and how to use it.

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### **Equal Employment Opportunity**

Jackson Hospital is committed to the principals of equal employment opportunity and makes an effort to make employment decision based on merit. The hospital is committed to complying with all federal, state, and local laws providing equal employment opportunities as well as all of those laws related to terms and conditions of employment. The hospital desires to maintain a work environment free from sexual harassment or harassment because of race, religion, color, national origin, disability, marital status, age, and/or any other status protected by federal, state, or local laws. The hospital is willing to employ men and women of all ethnic and racial groups, representing a broad spectrum of religions and national origins. The hospital will make an effort to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for the hospital.

Just as the hospital bears a responsibility to enforce this policy, each employee must clearly communicate any offense with regard to any perceived verbal or physical harassment. All employees are responsible for upholding this policy and the spirit of the commitment for which it stands. Equal employment opportunity laws afford each one of us the chance to succeed or fail on individual merit.

In short, the hospital does not discriminate against anyone on any basis which is prohibited by law.

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### **Exit Interview**

It is the policy of Jackson Hospital to conduct exit interviews with employees leaving the hospital. The purpose of this exit interview is to provide management with greater insight into employee relations. Cooperation in the exit interview process will be greatly appreciated. Any information provided in the course of the exit interview will not affect any reference provided by the hospital.

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### **Hiring of Relatives**

Some restrictions apply to employment of members in an immediate family. Spouses and other related persons cannot work in positions which could compromise security and control protocols. Persons who are related by marriage or their immediate families will not be given positions in which one is directly responsible for making recommendations regarding promotions or salary for the other. They will also not be allowed to hold positions in the same budgetary unit when one has administrative responsibility for the area.

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### **Hours of Work**

This facility operates 24 hours a day, 7 days a week, 365 days per year. Personnel in various departments are therefore, on the premises around the clock.

Normal business hours for non-clinical departments are between 8:00 a.m. and 4:30 p.m., Monday through Friday. Many non-clinical support functions are officially closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. The employee's department manager or supervisor will determine hours and work schedule and will also inform the employee as to days off, lunch time and breaks. Meal periods are 30 minutes in length and are not included toward time worked.

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### **Human Resources Records**

Jackson Hospital maintains a Human Resources file on every employee. The Human Resources file includes the employment application, appropriate testing results, payroll documents, performance appraisals, disciplinary notices, and other documents. Any changes in name, address, marital status, emergency notification, etc. must be documented on a Status Change Form along with attached documentation and left in the Human Resources Office.

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### **Identification Badge**

All employees, as well as contract staff, are required to wear a hospital provided identification badge in plain view at all times when on duty. Lost or damaged badges will incur a \$5 service charge to the employee for replacement. Badges that are worn or damaged by normal wear will be replaced at no charge to the employee.

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### **Introductory Period**

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

All new and rehired employees work on an introductory basis for the first ninety (90) calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence.

If Jackson Hospital determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employees performance, the introductory period may be extended for a specified period.

Upon satisfactory completion of the introductory period, employees enter the “regular” employment classification.

During the introductory period, new employees are eligible for the benefits that are required by law, such as worker’s compensation insurance and Social Security. They may also be eligible for other Jackson Hospital 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 of eligibility requirements.



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### **Legal Eligibility to Work in the U.S.A.**

The Immigration Reform Control Act of 1987 requires all employers to verify employment eligibility of all individuals. Employees will be required to complete an Employment Eligibility Verification Form (Federal Form I-9) prior to reporting to work. The Human Resources Department will supply employees with a list of approved documents which will verify eligibility to legally work in the United States. The I-9 form will be maintained in the Human Resources Department.

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### **Licensures and Certifications**

Some employees are required to maintain up-to-date licensure and certification as required by their professions. Proof of current licensure and good standing are required before being allowed to perform work.

Employees are expected to promptly inform Jackson Hospital of licensure renewal, status changes in licensure, and situations which may adversely affect licensure.

Employees are required to provide a photocopy of all original licenses and/or professional certifications to be maintained in the employee's Human Resources file and as defined by their department manager.

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### Pay Raises and General Compensation Policy

It is the hospital's desire to negotiate a fair rate of pay for all newly hired employees and to maintain a fairly compensated work force. Factors affecting initial compensation include, but are not limited to, such items as the specific talents and skills needed at a given time, the position level being filled, and the availability of labor in the marketplace. The hospital wishes to maintain levels of compensation which are competitive with those offered by other employers in the region for comparable type jobs.

There are basically four ways compensation is adjusted after employment:

1. An *Annual Increase* takes into account the marketplace cost of living and budget restraints.
2. A *Promotional Increase* occurs when an employee changes from one position to another position with different duties and responsibilities AND the position is deemed by management to have a greater value to the organization than the previously held position.
3. A *Reclassification Adjustment* occurs when the position held by an employee is reconsidered by management for its value to the organization based on current duties and responsibilities, additional duties to be assumed, duties being relinquished, or other structural changes to the duties being relinquished, or other structural changes to the job position.
4. A *Special Adjustment* is initiated to correct compensation inequities in relation to the supply and demand for specified skills in the available labor market. It may also be used to compensate for extenuating circumstances affecting certain employees.

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### **Paydays**

The hospital operates on a two-week payroll period beginning on Mondays and ending on Sundays. Employees will receive a paycheck every other week. Employees are required to receive their paycheck via direct deposit. The check stub can be viewed electronically after creating an account on the website. Instructions will be given at new employee orientation. Special provisions may be required from time to time if holidays fall on paycheck dates.

Questions regarding paychecks should first be directed to the department manager and/or supervisor. Errors will be corrected by the department manager and/or supervisor and sent to the payroll department for processing.

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### **Payroll Deductions and Paychecks**

The Hospital is required by federal and state laws to make certain deductions from paychecks. This includes federal income tax, state income tax (Alabama & Georgia residents) and FICA contributions which include Social Security and Medicare. Deductions may also be taken from the employee's portion of health, life, dental, and long-term disability premiums. The amount of deductions will depend on earnings and the number of exemptions listed on the employee's W-4 withholding form.

Employees may authorize other deductions for items such as uniforms, and with the approval of the Business Office, indebtedness of bills incurred at Jackson Hospital. Employees with questions concerning deductions, or any employee who believes their paycheck to be inaccurate, should contact their department manager and/or supervisor.

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### **Performance Evaluation**

It is the policy of the hospital to periodically review work performance. An employee's work performance will primarily be judged as it directly relates to duties and responsibilities as outlined in the job description. Performance evaluations may be done as business needs dictate.

The purpose of the evaluation is to assess the employee's progress, attitude, job performance, knowledge, attendance, and contributions made to the hospital. The employee's initiative, effort, attitude, job knowledge, and other factors will be addressed. Additionally, the performance evaluation process aids both the employee and the department manager or supervisor in the planning of strategies to develop and enhance the employee's professional skills. The performance evaluation should be seen as an opportunity and a means for improving the quality and quantity of work performance.

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### **Personal Appearance**

A good impression made on the patients and public we serve is a significant concern regardless of department or job assignment. Each employee is a reflection of Jackson Hospital's image. For this reason, anything that could be considered offensive, distracting, unprofessional, or not in the best interest of Jackson Hospital will not be permitted. All hospital employees must adhere to specific grooming, dress, and uniform regulations. Personal cleanliness, appearance, professionalism, and safety are important employee and organizational responsibilities. Appropriate dress and grooming are a condition of continued employment and violation is considered cause for disciplinary action. It will be the responsibility of each department manager and/or supervisor to ensure compliance with this policy.

#### **Grooming/Hygiene Standards**

1. The basic grooming standard for all employees consists of cleanliness, neatness, proper oral hygiene, good personal hygiene, and good taste.
2. Objectionable body odor is unacceptable. Employees should use moderation regarding perfumes, lotions, body sprays, powders, etc.
3. Hair is to be neat, clean, and of a color natural to humans. Hair long enough to interfere with patient care, job performance, or safety must be pulled back and secured. Hairstyles will be neat, clean, and conservative in style and color in keeping with a professional image. Extreme hair styles and/or colors are prohibited. Barrettes, ribbons, and other hair ornamentation should be kept to a minimum.
4. Facial hair should be short and neat, clean, appropriately groomed, and should not interfere with patient care or proper use of personal protective equipment.
5. Cosmetics should display a healthy and natural appearance.
6. Fingernails are to be clean and neatly manicured. The fingernails of non-clinical staff may not be longer than ½-inch from the tip of the finger. The fingernails of clinical staff may be no longer than ¼-inch from the tip of the finger. Under no circumstances may the length of the nail impede the performance of duties.

#### **Jewelry**

1. Jewelry is acceptable when worn in moderation, unless the department has more specific rules.
2. Jewelry should be worn conservatively and must not interfere with work. Jewelry that may be considered a safety hazard must be

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avoided. Body jewelry such as nose rings or jewelry for tongues, lips, or face must be removed during working hours. Visible body piercings other than earrings are prohibited. Earrings must be appropriate for the workplace. Piercings must be in good taste and not interfere with performance of duties.

3. Tattoos must be covered wherever possible. Tattoos that are unable to be covered should be in good taste and non-offensive to our customers.
4. Employee ID badge provided by the organization must be worn at all times while on duty.
5. The Employee ID badge should be worn at chest level and should be free of pins, stickers, and other items that may be distracting, unless issued or required by the organization. Any items placed on badge should not cover the employee's picture or name or puncture the bar code.

### Attire

1. All attire must be neat, clean, wrinkle free, and in good condition. Proper fit is a must.
2. Skirts and dresses must not be shorter than approximately three inches above the knee. Discretion should be used when wearing skirts with slits.
3. Appropriate undergarments are required at all times but must not be visible.
4. The following clothing is **NOT** appropriate:
  - a. Blue jean pants or skirts. Employees who participate in the charitable giving program will be allowed to wear denim on Fridays.
  - b. Shorts.
  - c. Sweatpants or athletic clothing.
  - d. Head coverings, unless designated as part of a uniform, for religious reasons, or for health/safety reasons.
  - e. Clothing with insignia or appliqués that could be offensive.
  - f. Clothing that is tight, revealing, or otherwise considered inappropriate at the discretion of the dept manager.
5. Those who change into scrubs or uniforms after reporting to work should use discretion in the apparel they choose to wear entering or leaving the workplace.
6. For employees in patient care areas or areas where scrubs are approved attire, the following attire is acceptable:
  - a. Scrub bottoms must be solid colors only.
  - b. Scrub tops can be solid colored or print. Printed tops should be in good taste and not portray any advertisements or cartoon characters.



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- c. Tops and bottoms must be color-coordinated.
  - d. May wear Jackson Hospital polo-type shirt instead of scrub top.
  - e. May wear lab jackets or a Jackson Hospital jacket.
7. For employees in non-patient care areas, the following attire is acceptable:
- a. Non-uniformed male staff members must wear collared shirts made of non-transparent material. Suits, dress slacks, or business casual pants such as khakis are acceptable.
  - b. Conservative dress blouses and shirts are preferred for non-uniformed females. Suits, dress slacks, or business casual pants such as khakis are acceptable.

### **Footwear**

1. Footwear must meet all safety requirements and be of a professional style and color appropriate to the department.
2. Staff in patient care areas must wear closed toed shoes which are impervious to fluids per OSHA standards (no CROCS with holes in patient care areas).
3. In other departments, shoe choice should be conservative, practical, and safe.
4. Footwear style and heel height should coordinate with the apparel and be suitable for the type of work performed.
5. Flip-flops and house slippers of any kind are not permitted.
6. All shoes must be clean and in good repair. Shoes must be tied or appropriately fastened at all times.

### **Casual Day Dress Code**

1. Casual days are not allowed unless outlined in this policy or announced by Administration.
2. Employees may wear Jackson Hospital T-shirts on Fridays. Other T-shirt designs may be worn on special occasions pre-approved by the department manager.
3. In the circumstances that other casual days are permitted, employees may choose to wear denim shirts, skirts, dresses, or jeans, hospital approved T-shirts, polos, and tennis shoes as casual attire as long as it is neat, clean, in good taste, and projects a positive image.

### **Education Day Dress Code**

1. For employees attending education days or in-services on campus, employees must adhere to the dress code unless otherwise indicated by Administration.

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2. Proper judgment regarding attire should be used when attending education or in-services off campus.

### **Policy Interpretation**

1. It is the responsibility of each department manager or supervisor to ensure that all employees in his/her department adhere to all the standards listed in this policy. Department managers are authorized to impose stricter standards and/or make the determination that an employee's dress or grooming is unprofessional, inappropriate, or interferes with the ability to safely and professionally carry out the mission of the department.
2. Violations of this policy may result in the employee being sent home. Employees will not be paid for the time used to change clothing or otherwise become compliant with the policy. Staff members who are sent home in these circumstances are expected to return to work.
3. Employees needing further information regarding proper dress or grooming should contact their supervisor or department manager.
4. Any medical exceptions/accommodations to this policy must be presented to and approved by the Human Resources Department.
5. Disciplinary action will be taken if an employee's dress is in violation of this policy, or if it is offensive, distracting, or not in the best interest of Jackson Hospital.

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### **Physical Examination/Drug Screen**

All new employees are required to complete a physical examination and drug screen prior to reporting to duty. Failure to meet certain health criteria could jeopardize employment due to regulatory constraints externally imposed on this health care facility. The physical examination will be performed by our Employee Health Nurse. Applicants that fail the drug screen test will not be considered for employment.

Any applicant failing the drug screen portion of pre-employment must wait six (6) months before reapplying.

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### **Posting of Job Openings**

Jackson Hospital utilizes a number of methods to attract qualified job applicants including advertising in newspapers, participating in job fairs, taking advantage of employee referrals, employment office and recruiters.

The hospital makes every effort to promote from within when possible. Employees interested in moving up the career ladder or diversifying their skills by gaining experience in other positions are encouraged to prepare themselves for opportunities.

Job openings are posted on the hospital's website located under CAREERS for current employees and external applicants seeking employment.

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### **Public Information Releases**

The Administrator, or a person specifically authorized by the Administrator is allowed to release information concerning plans and operations of the hospital. This includes all releases to news media such as the newspaper, radio, and television stations as well as individuals.

All employees are directed not to give out information about any patient's condition to anyone without specific authorization as outlined below. To do so may involve you and the hospital in legal action. The Administrator, Associate Administrator/Fiscal Services, Assistant Administrator/Patient Services, and Assistant Administrator/ Human Resources, or their designee are the only individuals authorized to release information.

1. Inquiries from friends and relatives are to be directed to the nursing station.
2. Inquiries from newspaper, radio, and television stations and other sources of public information are to be referred to the Administration Office or designee.
3. Do not become involved in discussions about insurance of any type with patients or visitors. Insurance programs are frequently very complex. Any matter concerning hospitalization insurance should be referred to the Business Office. Any pending claims against the hospital for injury or other damage will be considered on an individual basis and must be reviewed by the Administrator.

# **JACKSON HOSPITAL**

## **Employee Handbook**

### **Re-employment of Former Employees**

Former employees who apply for a job at Jackson Hospital will be treated like any other applicant. Reassessment will be made of their employment references as well as their skills for the job. Former employees will be considered for job openings if they left the hospital in good standing. At the time of application, former employees are required to disclose their previous employment and reason for leaving. Re-employing with the hospital does not imply a reinstatement of benefits or any terms other than as a new employee or as otherwise required by law.

# **JACKSON HOSPITAL**

## **Employee Handbook**

### **Safety**

In order to protect the personal well-being of both patients and employees, the hospital has implemented certain safety precautions. Safety rules are for the protection of employees as well as patients and visitors. Each employee can do a part by always being on the alert for any unsafe conditions and by following safety rules. Department managers will inform and train employees on safety precautions related to specific jobs.

To minimize hazards of fire or accidents, employees are required to maintain a clean, uncluttered work area and generally to maintain a healthy and safe work environment. Each employee shares responsibility for the appearance of the hospital both inside and outside. Receptacles are provided for trash. It is up to each employee to set an example of neatness and pride in the cleanliness of the hospital.

Employees are required to report all occupational illnesses or injuries to their supervisor and to complete an employee injury report form. Department managers should also be notified of any health or safety concerns regarding the work place.

Some employees must wear health or safety related equipment provided or required by the hospital.

Typical examples of unsafe conditions include, but are not limited to the following: wet floors, equipment left in such a manner as to be a safety hazard; defective or broken equipment; defective electrical outlet and appliances, etc.

# **JACKSON HOSPITAL**

## **Employee Handbook**

### **Security**

Every employee at Jackson Hospital is responsible for helping to make this hospital a secure place in which to work. All desks, lockers, and doors related to the work area should be secured upon leaving work. Lost or stolen keys, passes, or other similar objects should be reported to the department manager immediately. Employees should refrain from discussing specifics regarding hospital security systems, alarms, passwords, and codes, etc. with non-employees.

Suspicious conduct of employees, patients, or guests of the hospital should be brought to the attention of management. Employees are also to inform the hospital of any known security risks such as broken locks, burnt out bulbs, persons loitering, or any other potential risks to the security of property or the safety of persons.

Jackson Hospital will not tolerate internal theft. Internal theft will result in severe and immediate disciplinary action including possible termination. Internal theft may also result in prosecution by the hospital. The unauthorized use of hospital property or proprietary information is considered internal theft. The hospital reserves the right to inspect all packages entering or leaving hospital premises.



# **JACKSON HOSPITAL**

## **Employee Handbook**

### **Sexual Harassment & Discrimination**

Any form of sexual harassment or discrimination based on gender is expressly prohibited. Jackson Hospital will not tolerate any form of discrimination or sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Any employee who feels that he/she has been subjected to any form of discrimination or sexual harassment should immediately contact the Assistant Administrator/Human Resources. The hospital will investigate complaints and take appropriate action. Jackson Hospital will seek to impose appropriate sanctions against any person found to be in violation of this policy. Such sanctions may include, but are not limited to reprimand, suspension, demotion, and termination.

# **JACKSON HOSPITAL**

## **Employee Handbook**

### **Smoking Policy**

Jackson Hospital is concerned about the effect that smoking and second hand smoke inhalation can have on its employees and patients. The hospital desires to maintain a "Smoke Free" campus and to comply with all applicable federal, stated, and local regulations regarding smoking in the work place. It is Jackson Hospital's Policy that there is to be No Smoking on its grounds. Employees, patients, and visitors are encouraged to not smoke on the hospital's campus. To comply with the hospital mission, it is everyone's responsibility to advance compliance to the No Smoking policy.

# **JACKSON HOSPITAL**

## **Employee Handbook**

### **Solicitation and Distribution of Literature**

It is the hospital's policy to generally prohibit solicitation or distribution of literature on hospital premises.

The hospital does, however, occasionally allow persons representing business related interests to contact employees on the job providing that work activities are not unduly disrupted. Representatives of hospital benefit programs are allowed to contact employees on the job at certain times of the year. Administration may also authorize fund drives by charitable organizations such as the United Way. Employees are encouraged to participate.

Hospital employees may use the bulletin board for posting of "For Sale" items with prior approval from Human Resources, but may not solicit or distribute literature during hospital work hours or in hospital work areas. If there are any questions as to the propriety or any solicitation or distribution of literature, employees should consult with Human Resources.

# **JACKSON HOSPITAL**

## **Employee Handbook**

### **Standards of Conduct**

Certain rules and regulations regarding employee behavior are necessary for the efficient operation of the hospital and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the hospital, or is offensive to patients or fellow employees will not be tolerated.

Employees are expected, at all times, to conduct themselves in a positive manner so as to promote good will. Normal standards of courtesy, consideration, politeness will provide sufficient guides for most situations.

By agreeing to work at Jackson Hospital, employees agree to follow the hospital's rules and refrain from conduct which is detrimental to the hospital's goal. In general, the following applies to all hospital employees:

Physicians have the training, primary responsibility and legal right to diagnose and treat human illness and injury.

All information concerning patients, fellow employees, and other hospital business of a confidential nature must not be discussed with persons not concerned with such information, and certainly never with people outside the hospital. Any employee who is found to have released confidential information may be terminated without warning.

An employee's conduct in his/her professional life should be consistent with the responsible image the hospital wants to project to patients, visitors, and the general community. Failure to do so may result in immediate termination.

Employees are not to burden patients or other employees with their personal problems.

# **JACKSON HOSPITAL**

## **Employee Handbook**

### **Telephone Usage**

Telephone courtesy establishes good public relations. Good telephone habits give people the feeling that employees are interested in serving them. A pleasant, businesslike tone of voice as well as an efficient and cooperative attitude is complimentary to each employee and to the hospital.

When answering the telephone, employees should always identify their department and their name. Employees should be prompt and courteous, transfer calls quickly, and record messages accurately. Return calls should be made if necessary. The caller should be thanked when terminating the conversation.

This facility has an up-to-date telephone system with a wide variety of features. Its proper use can greatly assist each department in becoming more efficient and effective. Each employee is expected to be knowledgeable about how to use the telephone system and its features.

The hospital encourages wise employee use of telephone lines. Cost considerations related to telephone usage can only be controlled through a cooperative effort of all of our employees. Employees are requested to limit long distance telephone calls for business purposes. The hospital absolutely prohibits long distance telephone calls for personal purposes unless there is an emergency. Employees should limit personal use of the telephone for local phone calls to rest periods when possible.

# JACKSON HOSPITAL

## Employee Handbook

### Termination

Employment with Jackson Hospital is on an “at-will” basis. Since employment is based on mutual consent, either the hospital or the employee is privileged to terminate employment at any time. It is important to the employee’s record that termination be brought about properly. It is also important for Jackson Hospital to have adequate advance knowledge of the employee’s desire to terminate. Common types of termination procedures are described below.

1. **Resignation:** Non-licensed employees who find it necessary to terminate their services should give at least two work weeks written notice to their department manager or supervisor. In this way, department managers will have an opportunity to secure a replacement. Licensed employees, supervisors and department heads are expected to give at least one month written notice.
2. **Quitting:** This term applies when an employee leaves without notice or with less than the required notice. This is a poor practice which causes an employee’s record to carry an unfavorable termination report and will adversely affect the person’s eligibility for rehire.
3. **Lay Off:** This term refers to temporary terminations of employment by the hospital due to the lack of work or reorganization.
4. **Discharge:** This is a termination imposed by the authority of a department manager or supervisor or higher authority. Discharges are made in compliance with applicable laws and other regulations. Employees discharged “for cause” are not eligible for rehire.
5. **Retirement:** This term refers to employees who have reached retirement age or who have completed the specified years of service defined in their retirement plan. Employees must return all applications for retirement 90 days prior to actual retirement date to the Human Resources Office for processing.

Upon termination, all hospital owned property including, but not limited to, identification badge, keys, credit cards, etc. must be returned immediately.

# **JACKSON HOSPITAL**

## **Employee Handbook**

### **Work Time Records**

Federal and state law requires the hospital to keep accurate records of hours worked by all employees. Every employee of the hospital is required to record hours worked. Employees are not allowed to make entries into the timekeeping system for any other employee.

Each employee is provided a time badge and is expected to clock in and clock out each working day. The time recorded must reflect the time actually worked.

Each employee is expected to follow his/her work schedule. Employees should not report to work in more time than is normally needed to reach their work stations after clocking in (normally 3 to 5 minutes). At the conclusion of the work shift, employees must leave work and clock out in the same reasonable time frame. Any deviations should be specifically approved by the department manager or supervisor.

An employee should not leave their general work area except for meal periods, which are 30 minutes in duration, and fifteen minute breaks, which may be taken workload permitting. If an employee leaves the hospital premises, he/she must clock out and clock back in before returning to work (this includes leaving during meal periods).

It is anticipated that an adequate number of employees are available to do the work of the hospital without regularly scheduled overtime. However, each employee will be expected to work overtime as assigned. When overtime becomes necessary, the department manager or supervisor must specifically approve and be responsible for it.

Each employee is responsible for the accuracy of their time sheet at the end of the work week. Time sheets with errors or omissions will be returned to the employee for completion. Time entries which are manually entered, rather than automatically processed, must be approved by the department manager or supervisor. The time sheet must be completed and returned by the department manager or supervisor in time to process with the regular payroll.

Tampering with or altering the time keeping system is a serious matter and will be considered grounds for immediate dismissal. Deliberately clocking another employee in or out is against hospital rules and will result in the dismissal of the employee(s) involved.

# **JACKSON HOSPITAL**

## **Employee Handbook**

### **Bereavement Allowance**

The Hospital recognizes that the death of a family member is one of the most traumatic events in anyone's life. In the event of a death within an employee's immediate family (and the employee is scheduled to work), the employee will be allowed time off with pay from the day of the death through the day of burial or three (3) days, whichever is less. The immediate family is defined as the employee's spouse, child(ren), parents, brother, sister, parent-in-law, sister or brother-in-law, grandparents, grandparents-in-law and grandchildren.



# **JACKSON HOSPITAL**

## **Employee Handbook**

### **Break Privilege**

The privilege of enjoying a fifteen-minute break for each four hour period worked is observed by the hospital as long as the break will not interfere with the quality of patient care. The scheduling of breaks will be the responsibility of the department manager or supervisor and it must be realized that breaks are not “automatic” and work loads on a given day may eliminate the break period. It should be understood that employees on break do not go into other work areas for non-business purposes and interfere with or distract other employees who are working. These breaks are a privilege offered as a courtesy by the hospital when possible. There is no promise that breaks will always be available.

Employees are not required to clock out for breaks and are expected to remain on the premises during the break. Time spent on breaks will be compensated as working time.

# **JACKSON HOSPITAL**

## **Employee Handbook**

### **Cafeteria**

Jackson Hospital provides a cafeteria open to the public and its employees. Employees will receive discounted meals when wearing an identification badge. The cafeteria is also available to employees who wish to bring their own food. Soft drink and food vending machines are located in the snack bar area for the convenience of our employees and to the public. Employees are asked to maintain high standards of cleanliness and sanitation in all approved eating areas.

# **JACKSON HOSPITAL**

## **Employee Handbook**

### **Catastrophic Pool Days (Former Sick Leave Time)**

Sick leave is no longer available as a category of leave. A reasonable amount of time to accommodate personal illness is built into the accruals of the hospital's Paid Days Off program. As of October 1988, (policy implementation date), accrued sick leave hours were placed into a catastrophic illness bank of hours. As the term suggests, it is designed to be available only for rather severe episodes of illness.

Catastrophic Pool Days can be accessed for long-term illnesses in the following manner:

The first six (6) days of illness should be used from the employee's PDO pool (if available).

Once the available PDO time has been used (available time up to six (6) days), the employee's catastrophic pool may be accessed for the other days needed for illness coverage.

If the employee does not have PDO time available, the catastrophic pool may be accessed immediately.

The catastrophic illness bank will remain available to the employee for as long as employed. However, once catastrophic bank hours are used, they cannot be replenished. Catastrophic illness hours are not available to employees hired after the October 1988 conversion to the paid days off system which incorporates an allowance for personal illnesses. Nor is it available to employees receiving workers' compensation lost wage benefits.

The catastrophic illness bank of time will not be paid upon termination.

# **JACKSON HOSPITAL**

## **Employee Handbook**

### **Continuing Education**

The hospital recognizes the value of a well educated, well trained, work force. The hospital also recognizes the need to continually update and enhance the knowledge and skills of employees. The hospital supports several methods of knowledge and skill development for employees.

The Education Director frequently conducts continuing education classes at no charge to the employee. Some of the subjects are open to all employees while others may be of the technical nature offered to specific employee groups.

Watch the bulletin boards for announcements concerning in-house training programs.

The hospital pays the direct costs related to expenses for employees to attend authorized outside seminars, conventions, courses, and conferences.

Each education/travel request will be evaluated for approval through the employee's department manager or supervisor.

In general, approval may be given if the course of study:

- directly relates to the employee's present job and will enhance knowledge and skills in that area, or
- will enhance the employee's potential for advancement with the hospital.

# **JACKSON HOSPITAL**

## **Employee Handbook**

### **Credit Union**

Jackson Hospital is a qualified employer, which makes available to employees the privilege of membership into Tyndall Federal Credit Union of Panama City. Since the credit union is a separate business not connected to the hospital, it is the employee's responsibility to establish an account with the credit union by applying for membership. Membership forms and information is available at the Marianna and Panama City Branches.

# **JACKSON HOSPITAL**

## **Employee Handbook**

### **Dental Insurance**

The hospital offers a dental plan that is available to all full-time employees. The employee has two options for coverage that they can choose from. The hospital along with the employee pays a percentage of the premium. The premium is payroll deducted when coverage is elected by the employee.

# **JACKSON HOSPITAL**

## **Employee Handbook**

### **Direct Deposit**

Employees are required to enroll in the hospital's Direct Deposit program. Direct Deposit automatically deposits the employee's payroll check into any account at any banking facility designated by the employee. Direct Deposit forms are available in the Payroll Office upon request.

# **JACKSON HOSPITAL**

## **Employee Handbook**

### **Health Insurance**

A group medical insurance program is available to regularly scheduled full-time employees. Insurance coverage begins with the first day of the month following 30 days from the date of full-time employment. The employee pays a portion of the premium with the hospital paying a portion as well. If family coverage is desired, the employee must pay the additional premium which applies to the additional insurance.

Medical plan benefits for eligible employees and their dependents are described in detail in the summary plan description which is available to all eligible employees. Employees should understand that plan eligibility does not necessarily mean coverage for all medical treatments or procedures. In addition, employees may be responsible for contributing to the cost of increased premiums.

Employees who leave employment with Jackson Hospital may have the option to continue medical benefits under the federal statute known as COBRA. Upon termination, the employee will receive information regarding COBRA options mailed to his/her home address.



# **JACKSON HOSPITAL**

## **Employee Handbook**

### **Jury Duty**

Employees must notify their department manager or supervisor immediately when a jury duty summons is received. However, the hospital reserves the right to petition the court to postpone an employee's jury duty if the absence would seriously interrupt hospital operations. Employees will be paid for time lost from work at their regular pay rate. In order to receive this pay, employees must provide the department manager or supervisor with a statement issued by the Court indicating the notification of required jury duty. The employee must also surrender any compensation received from the courts for jury duty to the hospital. The effect of this procedure is that the hospital makes up the difference between court provided jury duty pay and earnings for hours which would have normally been worked during that day at the employee's base rate of pay.

# **JACKSON HOSPITAL**

## **Employee Handbook**

### **Leave of Absence**

The Leave of Absence policy of Jackson Hospital exists for the purpose of protecting the longevity of employees who must absent themselves from their work for acceptable reasons for periods in excess of three weeks. Several types of absence exits:

#### Educational Leave:

Employees may obtain an educational leave of absence to continue his/her education (if that employee has completed at least six months of continuous service). If the employee has expressed full intention of returning to the hospital's employee and the request for leave is approved, the employees' benefits and longevity may be protected for a specific time period. However, depending upon staffing needs and any other condition which may affect employment decision, the employee will receive preferential treatment in the hiring process. The employee will not continue to accrue PDO time while on leave. The employee will be responsible for paying premium on insurance coverage and that of dependents. If the employee does not continue premium payments, there is a substantial risk of the loss of coverage or reinstatement by the insurance carriers.

#### Family and Medical Leave:

Family and Medical Leave allows employees who have completed 12 months of continuous service and have worked at least 1250 hours during the 12 months period prior to the commencement of the leave, up to 12 weeks of unpaid, job-protected leave for certain family and medical reasons.

Family and Medical Leave will be granted to the employee for the following:

- A. The birth of a child or to care for the child who is incapable of self-care because of a mental or physical disability.
- B. The placement of a child for adoption or foster care. (Such requests for leave may only be taken within 12 months of that birth or placement.)
- C. To care for the employee's spouse, child (a dependent son or daughter under the age of 18) or a parent who has a serious health condition or

# **JACKSON HOSPITAL**

## **Employee Handbook**

who is incapable of self-care because of a mental or physical disability. (The term parent is defined as an employee's biological parent or an individual who stood in such a relationship to the employee.)

- D. Employee's serious health condition renders the employee unable to perform the function of the employee's position. (Serious health conditions in C and D cover various types of physical and mental conditions. With respect to an employee and a spouse, child, or parent of an employee, the general test is that the serious health condition involves either inpatient care or continuing treatment by a health care provider.)

Upon requesting a leave for family and medical, an employee must utilize all PDO time and this must be paid to the employee in 40 hour increments per week until such time as all PDO accrual time is used, or in the case of intermittent leave (example one week per month), as the leave is taken. In the instance that Family Medical Leave is taken on an intermittent basis, the employee may temporarily be transferred to an alternative job position as long as:

- 1) the employee is qualified for the job
- 2) the job provides equal pay and benefits
- 3) the job is better suited to recurring periods of leave.

In cases where both husband and wife are employed at the hospital, the leave will be limited to a total of 12 work weeks for both employees for the birth, adoption, or care of a child or the care of a parent.

In all cases where the need for leave is foreseeable the employee is required to provide the hospital with 30 days notice that leave will be taken prior to the time the leave is to begin. The 30 day advance notice is waived if care of a family member is necessary due to a medical emergency or other unforeseen events. The employee must provide the hospital with as much notice as is practical under the circumstances.

The taking of Family and Medical Leave may not result in the loss of any employment benefit accrued prior to the date the leave began. The hospital will ensure that the employee continues to be covered under any "group health plan" at the same level and under the same conditions of coverage as existed before the employee took leave.

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## **Employee Handbook**

### Military, National Guard, Reserve Leave:

Employees who have military obligations in the U.S. Armed Forces, the National Guard, or the Reserves will be granted a leave of absence without pay. At his/her written request, an employee may be given an opportunity to utilize PDO time for military requirements.

In the event of military service lasting more than 31 days, the employee will be required to pay for group medical premiums for the employee and any qualified dependents covered under this plan. The terms are basically the same as employees continuing coverage under COBRA provisions.

### Personal Leave:

The hospital understands that employees may, for various reasons, need a personal leave of absence. Every effort should be made by the employee to give as much advance notice as possible as to the length of the personal leave as well as the expected return to work date. Employees must understand that while an effort will be made by the hospital to accommodate the leave of absence, the hospital cannot make a guarantee that upon return that the job position will remain available.

If the employee does not, cannot, or does not anticipate reporting back to duty after approved leave, then the employee is considered to have voluntarily terminated. If the employee was in good standing at the time of termination, the employee would be eligible for rehire at a later date, but there is not a promise or guarantee of future employment.

During a personal leave, longevity will not accrue, and the leave will be terminated if an employee works elsewhere during the absence. Unless the employee is on a qualified Family and Medical Leave of absence, the employee will be responsible for paying premiums on insurance coverage and that of dependents. If the employee does not continue premium payments, there is a substantial risk of the loss of coverage or reinstatement by the insurance carriers.

# **JACKSON HOSPITAL**

## **Employee Handbook**

### **Life and AD & D Insurance**

The hospital provides all full-time employees a term life and accidental death and dismemberment insurance at no cost to the employee. Employees may purchase additional term life insurance on their spouse and/or children. Effective dates and eligibility are the same as those of the group medical plan.

This insurance is payable in a lump sum or installment basis to beneficiaries in the event of an employee's death. Employees will be required to notify the Human Resources Office of intended beneficiaries or changes in existing beneficiaries.

The hospital also makes available to regularly scheduled full-time and part-time employees, other universal life insurance plans. These plans are administered solely through an independent insurance company, and the hospital does not pay any portion of the premium on behalf of the employee. Yearly enrollment is made available for these insurance plans and notices are posted with dates and times hospital-wide.

# **JACKSON HOSPITAL**

## **Employee Handbook**

### **Short Term/ Long Term Disability**

Short Term/Long Term Disability insurance is available to all full-time employees who have completed 30 days of employment. A proposal for coverage is given to the employee during their attendance at New Employee Orientation. Information on Short Term/Long Term Disability is available in the Human Resources office.

# **JACKSON HOSPITAL**

## **Employee Handbook**

### **Meal Periods**

Each employee who works six (6) or more hours will receive an unpaid meal period of thirty (30) minutes per day. Meals are to be eaten in non-work areas provided for that purpose. The department manager or supervisor will schedule and advise employees of meal periods.

# **JACKSON HOSPITAL**

## **Employee Handbook**

### **Paid Days Off (PDO's)**

Paid Days Off is a system of combining all paid benefit time (with the exception of bereavement and obligated jury duty), into a bank of days or time that is to be used for any absence from work which is to be compensated. This includes all vacation, holiday, and sick time.

The calculated number of Paid Days Off varies with the length of service of the employee. Employees with less than five (5) years of service will earn .09231 hours of paid time off per hour worked, up to 80 hours per pay period. Employees with greater than five (5) years of service will earn .1115 hours per hour worked. (80 hours worked/pay period x .09231=7.38 PDO hours/pay period; 80 hours worked/pay periods x .1115= 8.92 PDO hours/pay period.

All Paid Days Off should be scheduled (when possible) and taken with the authorization of the department manager or supervisor. This includes time taken due to illness, vacation, or holidays.

Paid Days Off may be used as they are earned for vacation, sickness, or holidays. PDO's can be accumulated up to 70 days (560 hours). PDO's will not be accumulated above this ceiling. Prior to an employee exceeding this total it is his/her responsibility to sell back or use time in excess of 70 days (560 hours).

Since Paid Days Off belongs to the employee when earned, they may be sold back to the hospital for cash at any time during the year. If an employee desires to sell back his/her time, he should obtain the sell back form from their department manager or supervisor, complete it and return it back to their department manager or supervisor for processing. Payroll will process the request and the hours sold back will be paid on the next check (taxes will be deducted based upon the employee's W-4 Form and the current tax tables and deducted from the employee's PDO amount total. PDOs can only be SOLD BACK down to 80 hours.

All Paid Days Off which have been earned but not used will be paid to the employee upon termination or changing from full-time status to part-time or PRN status.



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## **Employee Handbook**

### **Parking**

Parking is provided free of charge to employees on a first come, first serve basis.

Employees may use parking facilities provided by Jackson Hospital at their own risk. The hospital assumes no responsibility for any damage to, or theft of, any vehicle or personal property left in the vehicle while on the parking lot.

Employees are expected to observe the parking rules of the hospital which restrict employee parking to designated areas.

In addition, the parking lot is a part of the hospital's premises, so all hospital policies and rules apply to employees and their vehicles while on the parking lot.

# **JACKSON HOSPITAL**

## **Employee Handbook**

### **Retirement Programs**

Employees hired prior to January 2, 1996 are covered under the State of Florida Retirement System. Employees hired after January 1, 1996 are eligible to participate in the Valic Retirement Program. Details are available in the Human Resources office.

# **JACKSON HOSPITAL**

## **Employee Handbook**

### **Tax Sheltered Annuities**

Jackson Hospital offers a special type of retirement plan that allows employees to put aside before-tax dollars to defer taxes on everything they earn. These special plans are called Tax Sheltered Annuities (TSAs) and they are offered through payroll deduction. Information on TSAs is available in the Human Resources office upon request.

# **JACKSON HOSPITAL**

## **Employee Handbook**

### **Voting**

If an employee is unable to vote before or after regular working hours, they will be allowed reasonable time off with pay to discharge this civic duty. The employee must, however, schedule this time off with his/her department manager or supervisor realizing that in all circumstances the needs of the patients come first during working hours.

# JACKSON HOSPITAL

## Employee Handbook

### Workers' Compensation

Employees are covered against loss of earnings due to injuries on the job by a workers' compensation insurance policy furnished by the hospital. In all instances, the employee must report any injury, no matter how slight, which occurs while on the job to his department manager as well as to the Employee Health Nurse (and the Emergency Room of the hospital if of a serious nature). Failure to do so may jeopardize eligibility for workers compensation at a later date. The following is additional information regarding on the job injuries:

- If injured while performing assigned job duties, complete an **EMPLOYEE INCIDENT REPORT FORM** and turn in the form immediately to your Department Manager or the Nursing Supervisor which serves in their absence. Their signature is required on the report form.
- If desired, medical treatment is available through the Emergency Department. Medical follow-up treatment is available through contracted physicians. Contact Employee Health for follow-up treatment. A completed injury report form is required prior to *any* treatment. All injury report forms must go to Employee Health.
- Prescriptions may be filled through any accepting pharmacies. The Employee Health Nurse's or Emergency Department Physician's approval must accompany prescription.
- If you are required to take time away from work, you must use your PDO time for the first 7 days; if you miss more than 7 days, our Workman's Compensation insurance company will start compensating you for the additional time off, at 66% of your average weekly rate.
- Every effort is made to return you to work, even if at an alternative duty, as soon as possible. Each employee's full cooperation is expected and appreciated.
- Contact the **Employee Health Nurse at 718-2524** for questions or if assistance is needed.

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## **Employee Handbook**

### **Acknowledgment**

I have read the Jackson Hospital Employee Handbook and am familiar with the policies as outlined.

I also understand that I am responsible for the observance of the rules and regulations contained therein, including the rules for safety of hospital patients in the event of a fire or other disaster.

Having read this handbook, I realize what benefits are available to me as an employee and understand that it is my responsibility to claim these benefits when due.

**Name (Please Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_