

THE SISTERS OF CHARITY HEALTH SYSTEM POLICY AND PROCEDURE MANUAL

Section I. Introduction

- i. Introduction to The Sisters of Charity Health System
- 1.1 Purpose of Policy and Procedure Manual

Section II. Work Environment

- 2.1 Equal Employment Opportunity
- 2.2 Harassment
- 2.3 Disability (ADA)
- 2.4 Drug and alcohol free workplace
- 2.5 Violence in the workplace
- 2.6 Reporting compliance concerns
- 2.7 Solicitation
- 2.8 Visitation
- 2.9 Weapons and searches

Section III. Selection and Orientation

- 3.1 Employment
- 3.2 Introductory/Training period
- 3.3 New hire orientation
- 3.4 Job posting
- 3.5 Employment of relatives
- 3.6 Seniority
- 3.7 Transfers within Health System

Section IV. Compensation and Performance

- 4.1 Performance evaluation
- 4.2 Salary administration
- 4.3 Employment classification
- 4.4 Corrective action
- 4.5 Overtime

Section V. Payroll, Scheduling and Records

- 5.1 Scheduling, rest and meal breaks
- 5.2 Pay checks
- 5.3 Employee records

Section VI. Benefits

- 6.1 Employee benefits
- 6.2 COBRA (benefit continuation)
- 6.3 Vacation
- 6.4 Holidays
- 6.5 Sick time
- 6.6 Injury reporting/workers' compensation
- 6.7 Tuition reimbursement

Section VII. Leave of Absence

- 7.1 Family and Medical Leave (FMLA)
- 7.2 Personal leave
- 7.3 Military leave
- 7.4 Jury duty
- 7.5 Bereavement

Section VIII. Business Expenses

- 8.1 Expense reporting

Section IX. Expectations/Standards of Conduct

- 9.1 Standards of conduct
- 9.2 Confidentiality
- 9.3 Personal appearance/dress
- 9.4 Smoke free workplace
- 9.5 Safety
- 9.6 Information and communication systems
- 9.7 Business ethics/Conflict of interest
- 9.8 Grievance procedure
- 9.9 Media inquiries
- 9.10 Child sex abuse
- 9.11 Personal calls and cell phones

Section X. Termination of Employment

- 10.1 Termination
- 10.2 Reduction in force



SISTERS *of* CHARITY HEALTH SYSTEM

HUMAN RESOURCES POLICY & PROCEDURE MANUAL

Revision Date: *December 01, 2009*