



Pushmataha  
Hospital

# **EMPLOYEE HANDBOOK**

*POLICIES*

*AND*

*PROCEDURES*

Page Left Blank



# PUSHMATAHA HOSPITAL

510 East Main \* PO Box 518 \* Antlers, OK 74523  
Ph: (580) 298-3341 \* Fax (580) 298-4713  
www.pushhospital.com

Wednesday, January 31, 2024

TO: Pushmataha Hospital Staff

RE: Personnel Policies

---

The Board of Trustees and the staff of Pushmataha County City of Antlers Hospital Authority, also known as Pushmataha Hospital, welcomes everyone to our healthcare facility. We feel everyone is an individual with personal expectations. Pushmataha Hospital hopes to provide a workplace that you feel proud to be a part of, and that the hospital meets your expectations.

This manual has been prepared as a guide and reference for all of the staff of Pushmataha Hospital. Every staff member needs to know what the hospital expects of them. This manual has the approval of the Board of Trustees of Pushmataha Hospital.

Any policy is only as good as its implementation by the staff. The Board of Trustees of Pushmataha Hospital request that each of you thoroughly familiarize yourself with the contents of this manual, so that all personnel policies of the hospital may be administered fairly and effectively.

Although we hope your employment relationship with us is long term, either you or Pushmataha Hospital may terminate this relationship at any time, and for any reason, with or without cause or notice (employment-at-will). This employee handbook is for understanding the requirements to work at Pushmataha Hospital and is NOT an employee contract, nor shall it be construed as one.

David Smith  
Chairman

Mike Burrage  
Vice-Chairman

Mike Riser  
Secretary/Treasurer

Page Left Blank

## Table of Contents

EMPLOYMENT	1
EQUAL EMPLOYMENT OPPORTUNITY	3
HIRING	3
EMPLOYMENT-AT-WILL	3
EMPLOYMENT PROCESS	4
REFERENCE CHECKS	4
ORIENTATION AND TRAINING	5
PROBATION	5
PRODUCTIVE WORK ENVIRONMENT	6
PRE-EMPLOYMENT PHYSICAL AND ANNUAL RE-EXAMINATION	7
DRUG TESTING	7
CRIMINAL BACKGROUND AND LICENSURE VERIFICATION	12
TRANSFERS	13
EMPLOYEE DEFINITIONS	13
EMPLOYMENT OF RELATIVES	14
RE-EMPLOYMENT OF FORMER EMPLOYEES	14
EMPLOYEE RECORD	14
REDUCTION IN WORK FORCE	15
EMPLOYEE STATUS CHANGE	15
TERMINATION OF EMPLOYMENT	15
PAY PRACTICES	17
SALARY ADMINISTRATION	19
PERFORMANCE APPRAISAL	19
MERIT PAY ADJUSTMENTS	19
TIME AND ATTENDANCE RECORDS	20
ON-CALL PAY	20
OVERTIME	21
PAY DAY AND PAY PERIOD	21
CALLBACK	22
WEEKEND SHIFT DIFFERENTIALS	23
NIGHT SHIFT DIFFERENTIALS	23
HOLIDAY DIFFERENTIALS	24
EXPENSES	25
TRAVEL REIMBURSEMENT	27
EMPLOYEE BENEFITS	31
PAID TIME OFF (PTO)	33
EMPLOYEE HEALTH INSURANCE	35
WORKERS' COMPENSATION	35
WORK AREAS	37
EMPLOYEE SAFETY	39
SOLICITATION POLICY	39
EMPLOYEE IDENTIFICATION	40
ATTENDANCE AND PUNCTUALITY	40
LEAVES OF ABSENCE	41
BEREAVEMENT LEAVE	42
JURY DUTY	43

VOTING	43
CONDUCT	45
PERSONAL CONDUCT	47
PERSONAL CALLS, CELL PHONES, INTERNET, TEXTING, MEDIA	48
DRESS CODE	49
PERSONAL FINANCE OF EMPLOYEES	51
CONFLICT OF INTEREST	51
CONFIDENTIAL BUSINESS INFORMATION	52
EMPLOYEE DISCIPLINE	53
MISCELLANEOUS	55
GRIEVANCE PROCEDURE	57
OPEN DOOR POLICY FOR EMPLOYEES	57
INCIDENT REPORTS	58
LOITERING	58
REVIEW AND REVISION	58



# EMPLOYMENT

Page Left Blank



## EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Pushmataha Hospital (PH) to provide equal opportunity employment to all employees and applicants for employment. No person working at PH facilities is to be discriminated against in employment because of race, religion, color, sex, age, national origin, or handicap.

## HIRING

It is the policy of PH to be an equal opportunity employer and to hire individuals solely upon the basis of their qualifications for the job for which they have applied. Every effort is made to hire new employees for positions which make the best use of their abilities and in which they will be able to achieve personal satisfaction. In no event shall the hiring of an employee be considered as creating a contractual relationship between the employee and PH; and, unless otherwise provided in writing, employment shall be at will, so that either party may terminate the relationship at any time and for any lawful reason.

## EMPLOYMENT-AT-WILL

It is the policy of PH that all employees who do not have a separate, individual employment contract with the hospital for a specific, fixed term of employment are employed at the will of the hospital for an indefinite period.

1. Employees who do not have a separate, individual written employment contract or collective bargaining agreement are employed at the will of the hospital and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, such employees may terminate their employment at any time and for any reason.
2. At the time of hiring, employees shall be required to sign a written statement acknowledging their understanding that they are employed at the will of the hospital and are subject to termination at any time, for any reason, with or without notice, and with or without cause.
3. Completion of the probationary period or conferral of regular status shall not change an employee's status as an employee-at-will or in any way restrict the hospital's right to terminate such an employee or change his terms or conditions of employment.
4. Nothing contained in this manual, employee handbooks, employment applications, memorandums, or other materials provided to the employees in connection with their employment shall require the hospital to have a "just cause" to terminate that employee or otherwise restrict the hospital's right to terminate an employee at any time or for any reason. Statements of the specific grounds for termination set forth in this manual or elsewhere are not all-inclusive and are not intended to restrict the hospital's right to terminate at-will.

## EMPLOYMENT PROCESS

PH believes that all persons are entitled to equal employment opportunities provided they meet the established qualifications which commensurate with the job responsibilities. No discrimination will be shown to an applicant because of race, religion, color, age, national origin, sex, or physical or mental handicap.

The personnel department and the department seeking an applicant both share joint responsibility in the employment and placement of all personnel.

### Department Head:

1. The department head prepares a written request for personnel, outlining the job to be filled.

### Personnel Department

1. The Personnel Department places advertisement in appropriate newspapers/journals if appropriate. Posts position on "Job Availability" list within the hospital.
2. The Personnel Department will review all applications, interview and screen all applicants, conduct reference checks (if department head/supervisor so requests) and confirm all licensure or registration with appropriate agencies.

### Department Head/Supervisor

1. Conducts interview with the applicant.
2. Performs the Reference Checks
3. Prepares Payroll Status Change and obtains Administrator's signature of approval.
4. Notifies Personnel Department of decision regarding the applicant.

### Personnel Department

1. Proceeds with final processing which requires satisfactory completion of pre-employment physical, drug screen, criminal background check, employee health screenings and required safety training before employment.
2. Informs the candidate of employment, start date, orientation and training schedule.

## REFERENCE CHECKS

To collect past employment information during the selection process. In the course of the normal selection process, references will be verified prior to the offer of employment.

Applicant:

1. Signs a release authorizing his/her former employers to provide employment related information (this release is included in the application form).

Personnel Office or Department Head:

1. Telephone previous employer asking questions which comply with EEOC's "Guidelines for pre-employment Inquiries."
2. Follow-up with written inquiries as necessary.
3. Reviews results of reference checks with interviewing supervisor.

#### ORIENTATION AND TRAINING

It is the policy of PH to conduct orientation and training programs when it feels such programs will help familiarize employees with the organization.

1. Each new employee is required to attend orientation sessions.
2. Some employees may participate in continuing education and training programs when such instruction is considered necessary for satisfactory job performance, in some cases, employees may be required to enroll in, and satisfactorily complete, such programs.
3. Records will be maintained by the Personnel Department of all training programs completed by each employee.
4. Each department head/supervisor is responsible for specific departmental orientation, a copy of which is placed in the personnel file.
5. The department orientation provides a detailed introduction and orientation to the employee's assigned department and job responsibilities.
6. Each new employee is given access to a handbook and appropriate job description.

#### PROBATION

It is the policy of PH that all new employees and all present employees transferred or promoted to a new job shall be placed on probation for a period of 90 days. Upon successful completion of the probationary period the employee will be given regular status.

1. During the probationary period, the employee's job performance will be carefully observed by the supervisor. Where appropriate, weaknesses in performance or attitude will be brought to the employee's attention for self-correction.
2. **New employees**, during their probationary period, will not be allowed to use benefits such as Paid Time Off (PTO), requesting hardship advances, qualifying for educational assistance, or obtaining insurance within their first sixty (60) days of employment. Holidays can be paid if the employee has enough PTO (Paid Time Off) accumulated at the time and works in a non-clinical area which closes during holidays.
3. During this probationary time the employee is subject to all rules and regulations of the hospital. If the work or progress is not satisfactory, the department head has the prerogative of dismissing the employee, or the employee may leave without prejudice.

4. Upon completion of a 60 day period, full time and part time employees will have access to eligible benefits. However, employment will continue "At-will," and the employee may be discharged at any time.

#### PRODUCTIVE WORK ENVIRONMENT

It is the policy of PH that it will not tolerate verbal or physical conduct by any employee which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive or hostile environment.

1. While all forms of harassment are prohibited, it is PH's policy to emphasize that sexual harassment is specifically prohibited. Each supervisor has a responsibility to maintain the work place free of any form of sexual harassment. No supervisor is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. In addition, no supervisor is to favor in any way any applicant or employee because that person has performed or shown a willingness to perform sexual favors for the supervisor.
2. Other sexually harassing conduct in the work place, whether committed by supervisors or non-supervisory personnel, is also prohibited. Such conduct includes:
  - (a) Sexual flirtations, touching, advances, or propositions
  - (b) Verbal abuse of sexual nature
  - (c) Graphic or suggestive comments about an individual's dress or body
  - (d) Sexually degrading words to describe an individual
  - (e) The display in the work place of sexually suggestive objects or pictures, including nude photographs.
3. Any employee who believes that the actions or words of a supervisor or fellow employee constitute unwelcome harassment has a responsibility to report or complain as soon as possible to the appropriate supervisor or to the personnel manager, if the complaint involves the supervisor.
4. All complaints of harassment must be investigated promptly, impartially and in as confidential a manner as possible by the supervisor. If an employee is not satisfied with the handling of a complaint or the action taken by the supervisor, then the employee should bring the complaint to the attention of the Personnel Manager. In all cases, the employee is to be advised of the supervisor's or Personnel Manager's findings and conclusion.
5. Any employee, supervisor, or manager who is found, after appropriate investigation, to have engaged in harassment of another employee will be subject to appropriate disciplinary action, depending on the circumstances, up to and including termination.

## PRE-EMPLOYMENT PHYSICAL AND ANNUAL RE-EVALUATION

1. Pre-employment examinations will consist of the following:
  - (a) Tuberculosis(TB) skin test (PPD) (Chest X-ray in case of TB positive result)(required)
  - (b) MMRV (Rubella, Measles, Mumps, Varicella) or proof of vaccinations (required)
  - (c) Hepatitis B vaccination (or a titer for high risk healthcare worker or lost records)
  - (d) Drug Testing (required)
2. Annual Re-Examination
  - (a) TB Survey
  - (b) Influenza immunization (voluntary)
3. Each new employee shall be subject to a \$200.00 charge for the health examination. If the employee completes the 90 day probationary period, this charge shall be negated. If the employee is dismissed by the hospital, the employee will not be charged. If the employee voluntarily terminates for any reason or changes work status (i.e. full-time to PRN or part-time to PRN) before the end of the 90 day probationary period, the \$200.00 charge will be deducted from the employee's first payroll check following the status change date.
4. Employees who fail to complete their health examination within the time limit established are subject to termination. The time limit for an employee with an anniversary due the beginning of the month, or the end of the month, in which the anniversary falls. Annual physicals will be done yearly and according to hire date (Those employees who are TB positive will have chest x-rays.)
5. The Personnel Department will work with the Department Directors and applicant to schedule all pre-employment physical examinations.
6. The prospective employee will sign an authorization at the time they are scheduled for the health examination to deduct wages in keeping with the above stated policy.
7. The Personnel Department will not approve an employee who has not completed a satisfactory pre-employment health examination.

## DRUG AND ALCOHOL ABUSE PREVENTION AND SUBSTANCE TESTING POLICY

PH recognizes the problem of substance abuse (including illegal drugs and misuse of alcohol, prescription drugs and over-the-counter drugs) in our society. If unchecked in the workplace, this problem could adversely affect both the productivity and profitability of our business and the professional, personal and family lives of our associates. PH will strive to balance respect for individual privacy with the need to keep a safe and productive work environment; however, PH is committed to and will aggressively pursue the goal of this policy. PH INTENDS TO MAINTAIN A SUBSTANCE ABUSE-FREE WORKPLACE. With that basic goal in mind, PH has established this policy with regard to use, possession and sale of alcohol and drugs.

Prohibited Conduct:

1. Illegal Drugs.

This policy prohibits any Employee from bringing onto PH premises or property, having possession of, being under the influence of, possessing in the Employee's body, blood or urine in amounts exceeding predetermined cut-off levels, or using, consuming, transferring, selling or attempting to sell or transfer any form of illegal drug while on PH business or at any time during the hours between the beginning and ending of the Employee's work day, whether on duty or not, and whether on PH property or not.

For purposes of this policy, an "illegal drug" is any drug (a) which is not legally obtainable; (b) which may be legally obtainable but has not been legally obtained by the Employee; or (c) which is being used in a manner or for a purpose other than as prescribed for the Employee.

2. Alcohol.

This policy prohibits any Employee from being impaired by alcohol while on PH business or at any time during the hours between the beginning and ending of the Employee's work day, whether on duty or not, and whether on PH property or not. Being "impaired" by alcohol for purposes of this policy, means that the blood alcohol content is 0.02% or higher. This policy also prohibits any Employee from bringing alcohol onto PH premises or property or using, consuming, transferring, selling or attempting to sell or transfer alcohol while on PH business or at any time during the hours between the beginning and ending of the Employee's work day.

3. Prescription and Over-the-Counter Drugs.

This policy prohibits any Employee from abusing prescription medications or over-the-counter drugs while on PH business or at any time during the hours between the beginning and ending of the Employee's work day, whether on duty or not, and whether on PH property or not.

For purposes of this policy, "prescription or over-the-counter drug abuse" means taking medications that were prescribed for someone else; using prescription drugs or over-the-counter drugs for a purpose other than for which they were prescribed or manufactured or other than in accordance with the doctor's instructions or recommended dosages.

Employees are expected to consult with their physicians regarding the effect of medications prescribed for them and to consult any package warnings for over-the-counter drugs. When an Employee is taking a prescription or over-the-counter drug that can or will have an effect on the Employee's normal mental and/or physical state, or interfere with their work (such as operating vehicles, machinery, equipment, etc.) the Employee should inform his or her immediate supervisor so that an accommodation may be made to allow the Employee to continue job performance without endangering his or her health and safety or the health and safety of others.

4. Tobacco Free Campus.

This policy prohibits any Employee from tobacco products while on PH property.

Employees may not use or consume any tobacco or tobacco related products while anywhere on PH property. If an employee or visitor needs to use tobacco in any of its forms, he/she may do so off the property. Employees must clock-out before leaving the property. Employees failing to comply with this policy will be subject to discipline. PH has been designated as a Tobacco Free Campus with the state of Oklahoma.

Substance Screening:

PH may require individuals to undergo drug or alcohol screening under the following circumstances:

1. Applicant Testing.  
PH will require any job applicant who has received a conditional offer of employment, to undergo a drug and/or alcohol test as a condition of commencement of employment. If the job applicant refuses to undergo substance testing or has a confirmed positive test result, the conditional offer of employment will be withdrawn and the individual will not be hired.
2. Reasonable Suspicion Testing.  
PH may require any Employee to undergo drug and/or alcohol testing if it has a reasonable suspicion that the Employee is using or has used drugs or alcohol in violation of this policy. By way of example only, a "reasonable suspicion" for purposes of this policy may be based upon such circumstances as physical symptoms or manifestations of being under the influence of drugs or alcohol or direct observation of drug or alcohol use while at work or on duty, a reliable, credible and independently corroborated report of drug or alcohol use while at work or on duty, evidence that an individual has tampered with a drug or alcohol test during his or her employment with PH; or evidence that the Employee is involved in the use, possession, sale, solicitation or transfer of drugs while on duty or while on PH premises or operating PHs vehicles, machinery or equipment.
3. Post-Accident Testing.  
PH requires an Employee to undergo drug and/or alcohol testing if PH has a reasonable suspicion that the Employee or another person has sustained a work-related injury or PH property has been damaged as a direct result of the Employee's use of drugs or alcohol.
4. Random Testing.  
PH may require any Employee to undergo drug and/or alcohol testing on a random selection basis. In selecting Employees at random for alcohol or drug testing, all Employees will be equally subject to being selected and PH will not have the discretion to waive the selection of any Employee.
5. Post-Rehabilitation Testing.  
PH may require any Employee to undergo drug and/or alcohol testing without prior notice following a prior confirmed positive test or following the Employee's participation in a drug or alcohol dependency treatment program which the Employee has completed as a condition of continued employment with PH. This post-rehabilitation testing may continue for up to two years.

6. Scheduled, Periodic Testing.

PH may require any Employee to undergo drug and/or alcohol testing as part of a routinely scheduled fitness-for-duty medical exam to the extent such an exam is regularly conducted on the Employee. Also, any Employee may be required to undergo drug and/or alcohol testing which is routinely scheduled for all members of the Employee's classification or group. At this time, PH does not routinely schedule drug or alcohol tests for any of its Employee classifications or groups other than as it may be required by federal regulations applicable to commercial drivers. PH reserves the option to do so in its discretion in the future, however.

Substance Screening Methods and Limits:

Initial tests for alcohol will almost always be through breath or saliva samples (blood samples may be used in limited situations). Confirmation tests will be through breath or blood samples. Testing of urine samples for alcohol will be done only in connection with post-rehabilitation testing to monitor that an Employee continues to be substance free following participation in a treatment program

Substance screening may also be conducted through urine tests for the following drugs and their metabolites at the indicated initial and confirmation levels:

Drug Name

- 1) marijuana
- 2) cocaine metabolites
- 3) opiate metabolites
  - a) codeine
  - b) hydrocodone
  - c) hydro morphine
  - d) meperidine
  - e) methadone
  - f) oxycodone
  - g) propoxyphene
  - h) morphine (test for 6-Acetylnorphine, when morphine exceeds 2000 ng/ml)
  - i) heroin
  - j) 6-Acetylmorphine
- 4) phencyclidine
- 5) amphetamines
  - a) amphetamines
  - b) methamphetamines
  - c) methylenedioxyamphetamine
  - d) methylenedioxymethamphetamine
  - e) phentermine
- 6) barbiturates
  - a) amobarbital



- b) butalbital
- c) pentobarbital
- d) secobarbital
- 7) benzodiazepines
  - a) diazepam
  - b) chlordiazepam
  - c) alprazolam

The levels shown above are subject to change in accordance with new or revised regulations established by the Oklahoma Department of Health.

If an applicant or Employee has a confirmed positive test result, the individual may at his or her option, explain the test results in confidence to the PH Administrator. An applicant or Employee who has received a positive test result may also request a retest in order to challenge the results of a positive test; however, the individual shall pay all costs of the retest, unless the retest reverses the findings of the challenged positive test, in which case PH shall reimburse the individual for the costs of the retest.

All samples will be collected in a manner, which is designed to protect to the fullest extent possible individual privacy of Employees. Employees may be subject to direct observation while rendering urine samples. If there is a valid suspicion that the Employee has tampered with a sample, preventive measures will be employed. If an Employee provides a sample that contains confirmed evidence of any form of tampering or substitution, this shall constitute a refusal to be tested and the Employee shall be subject to discipline in accordance with this policy or asked to retest.

All records and results pertaining to substance screening shall be maintained by PH as "Confidential" in the same manner as medical records. Any applicant or Employee who wishes to obtain information or records related to his or her individual drug or alcohol test may, however, have access to those records upon approval of the Administrator.

Consequences of Failure to Comply with this Policy:

Any applicant who has been made a conditional offer of employment and who refuses to undergo substance testing or who has a confirmed positive result shall not be hired by PH. Any Employee who violates any provision of this Policy shall be deemed guilty of misconduct and subject to discipline up to and including discharge from employment, even for the first offense. This shall include any use, possession or sale of illegal drugs as prohibited by this Policy; any use or abuse of alcohol as prohibited by this policy, and any prescription or over-the-counter drug abuse as prohibited by this Policy. If you test positive, at PHs discretion and as an alternative to disciplinary action, you may be required to undergo a treatment program at your expense to the extent not covered by medical insurance. When you return from the treatment program you will be subject to an individual schedule of random testing for two years. If you test positive in a follow-up test you will be terminated. This shall also include any refusal to submit to an alcohol or a drug test required by PH as outlined and in compliance with this Policy or any delay in submitting to such a test when requested.

Compliance with Applicable Law:

This Policy has been adopted by PH with the intent to comply with the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and the rules and regulations promulgated in regard thereto. To the extent any portion of this Policy is determined to be contrary to the requirements of any applicable federal or state statutes, rules or regulations, it is the intent of PH to conduct its program prohibiting alcohol and drug abuse in the workplace and any alcohol or substance screening in connection therewith in accordance with those legal guidelines, and PH shall do so even if this Policy has not been modified to address such inconsistencies.

This Policy shall be uniformly administered to insure fairness to all Employees of PH. The Human Resource Department is responsible for administering this Policy. This responsibility includes: (1) communicating the Policy to all Employees; (2) disseminating drug and alcohol awareness information and making information regarding the Employee Assistance Program available to all Employees; (3) providing appropriate training to supervisory personnel; and (4) administering this Policy fairly and consistently throughout PH. PH will provide advisory and technical assistance and is responsible for insuring uniform administration of the Policy throughout PH.

#### CRIMINAL BACKGROUND AND LICENSURE VERIFICATION

##### Personnel Department

1. Maintains a roster of the professional licensed personnel and list of renewals due in order to keep verification current.
2. Criminal background checks of applicants will be completed during the hiring process. Candidates with criminal histories will have their infractions evaluated based on the age of the infraction, severity, relevance to the position they are applying for, and circumstances relative to the infraction. Any local, state and/or federal regulations governing our industry will be taken into consideration.

##### Nursing/Radiology/Respiratory Employees

1. Director verifies licensure of applicants during interview process.
2. Review and verify license renewal of personnel.
3. Submit the annual report of nursing personnel to the Oklahoma Board of Nursing Registration and Nursing Education.

##### Employee Notification of Criminal Conviction or license Suspension:

In accordance with local, state, and federal regulations of the hospital industry, any Employee who is convicted for the violation of a criminal statute must notify Human Resources within five days of his or her conviction. If the conviction results a licensure suspension/revocation, or if the employee's license is suspended or revoked for a non-criminal offense, Human Resources must be notified within five days. Every effort will be made to work with the employee. Failure to notify Human Resources will result in administrative discipline, up to and including termination.

#### TRANSFERS

Employees may transfer from one department to another within the PH group provided that a job vacancy has been posted and that they meet the job requirements of that job. The employee must go to his/her current supervisor and discuss the possibility of transferring to another department. The employee must then fill out an application for the job opening and present a resume to the Human Resources Department for job consideration. The current supervisor and the receiving supervisor must hold a discussion regarding the employee's work performance. If transfer is granted, the employee will once again be on probation for 90 days from transfer the date. Benefits will continue to accrue as though the employee had not transferred.

## EMPLOYEE DEFINITIONS

### Full Time:

A full time position is one which is approved and funded for an average of 30 to 40 hours per week, or 60 to 80 hours per two week pay period. Full Time employees are eligible for all PH offered benefits.

### Part Time:

A part-time position is one which is approved and funded for an average of less than 30 hours a week. Part time employees are eligible for PH offered benefits (PTO), but are not eligible for PH's subsidized insurance plans. Employees transferring to a full time position will be subject to 60 day waiting period prior the commencement of any PH's offered insurance plans.

### Temporary:

A temporary position is one which is approved and funded for a designated period of time which is usually of short duration. An employee filling a temporary position is not entitled to employee benefits. Employees transferring to a full time position will be subject to 60 day waiting period prior the commencement of any PH's offered insurance plans.

### Per-Request-As-Necessary (PRN):

A Per-Request-As-Necessary (PRN) position is staffed on an as-needed basis. An employee filling a PRN position is not entitled to employee benefits. Employees transferring to a full time position will be subject to 60 day waiting period prior the commencement of any PH's offered insurance plans.

### Exempt Employee:

Employees are exempt from the overtime pay provisions, some from both the minimum wage and overtime pay provisions and some from the child labor provisions of the Fair Labor Standards Act (FLSA). Executive, administrative, and professional employees (as defined in Department of Labor regulations) who are paid on a salary basis are exempt from both the minimum wage and overtime provisions of the FLSA.

### Non-Exempt Employees:

A nonexempt employee is one who is paid hourly and is entitled to the minimum wage and/or overtime pay protections of the FLSA.

### EMPLOYMENT OF RELATIVES

1. Members of an immediate family should not be placed within the same department, or in another department where one would be subject to the supervision of the other.
2. If two employees within a department marry, reasonable effort will be made to transfer one of the employees without loss of pay or seniority.

### RE-EMPLOYMENT OF FORMER EMPLOYEES

1. Employees, in good standing with two (2) or more years of service, may be re-instated within 60 days of leaving without loss of seniority. All insurance maybe restarted at the beginning of the month following rehire. PTO will begin to accrue at the same rates as prior to termination.
2. In the event the hospital re-employs after a reduction in the work force, workers called back will be entitled to past seniority in order to continue with vacation and retirement benefits. Job position, pay grade and shifts cannot be guaranteed because of the restructuring after a reduction in the work force.

### EMPLOYEE RECORD

To keep accurate records of an employee's pay, group hospitalization, life insurance and retirement, employment record, references, evaluations, transfers, etc., it is important for the employee and the hospital to keep this record up to date. All personnel records are to be considered personal and confidential and only authorized personnel should have access to the files. To insure that employee records are current, report the following promptly:

1. Change of home address and telephone number.
2. Change of status: Married, single, etc.
3. Legal change of name
4. Change of insurance beneficiary
5. Change of person to be called in an emergency
6. Change of number of income tax reductions
7. Notice of any regular or special training such as school courses that have been completed since the application form has been filled out. This could be helpful in the event of a promotional opportunity.
8. If at any time you have reason to believe your personal record is not accurate or is incomplete, consult the Personnel Office for verification.

## REDUCTION IN WORK FORCE

In the event it becomes necessary for the hospital to reduce employment, because of adverse economic or other conditions, layoffs and recall from layoffs will be conducted consistent with hospital requirements and in accordance with the procedure set forth below.

A written memo should be sent to the employee which summarizes the decision, outlining the below items. This will prevent the employee from misinterpreting the terms under which the job was eliminated.

1. Reason(s) for eliminating the position.
2. Statement of employee's performance.
3. Date of release.
4. Possibilities of employment elsewhere in the hospital.
5. Amount of unused vacation pay.
6. Statement indicating how the termination affects employee's benefits.
7. Two week notice or two week pay in place of no notice will be given.

## EMPLOYEE STATUS CHANGE

In the event that an employee or department supervisor makes a decision to change the employee's status (i.e. full-time to PRN or part-time to PRN), payment of any outstanding accounts owed to hospital will be deducted from the employee's first payroll check following the status change date. Also, any advances, insurance premiums owed, health examination fee (if voluntarily terminating within the first 90 days of employment), and any other employee incurred expense, where the employee agreed to pay via payroll deduction, will be deducted from the employee's first payroll check following the status change date. Any deviations must be approved, in writing, in advance of status change date by CEO.

## TERMINATION OF EMPLOYMENT

It is the policy of the hospital to terminate employment because of an employee's resignation, discharge, or retirement; the expiration of the employment contract; or a permanent reduction in the work force. Discharge can be for any reason not prohibited by law. In the absence of a specific written agreement, employees are free to resign at any time, and the hospital reserves the right to terminate employment for any reason.

1. All employees are expected to give written notice of their intent to resign. Failure to give proper notice is a fact that will be recorded on your personnel record. PTO time may not be substituted for the required time of notice.
  - a. Supervisory and managerial employees are requested to give at least four week notice.
  - b. All other employees are requested to give at least a two week notice.

2. Any employee who is absent from work without having notified his immediate supervisor of the absence or the reason for it will be considered as having resigned after the second consecutive day of absence.
3. Pay any outstanding accounts owed to hospital. Any advances, insurance premiums owed, health examination fee (if voluntarily terminating within the first 90 days of employment), and any other employee incurred expense, where the employee agreed to pay via payroll deduction, will be deducted from the final check. Any deviations must be approved, in writing, by the CEO prior to termination.
4. Turn in employee belongings (keys, name badge, etc.).
5. Leave forwarding address.
6. Discuss insurance termination date.



Pushmataha  
Hospital

# PAY PRACTICES

Page Left Blank



## SALARY ADMINISTRATION

To provide a program for salary administration to maintain a just and fair relationship among the salaries paid the many types of work performed within the hospital.

Jobs have been classified to place them in a category or salary grade with jobs having similar or equal performance requirements. Each job classification has been assigned a minimum and a maximum rate and permits pay raises within these, based on merit rating of work performance determined by the supervisor. If the employee's service is not satisfactory and no increase is given, the employee will be told specifically in what way his work has not met the desired standards.

For a successful wage and salary administration policy, within the limits, capabilities, and resources of the hospital, employee cooperation in supporting the policy of not discussing salary rates and salary raises is encouraged. Salary rates should be a very private matter among employees. Do not discuss salaries/wages between employees. Do not discuss salary wages with other employees.

## PERFORMANCE APPRAISAL

To provide an opportunity for the supervisor and the employee to review together the required duties, how well the duties are being performed, and the attitude of the individual toward job responsibilities and hospital environment.

1. A performance appraisal for a new full-time or a regular part-time employee is conducted:
  - 90 days after the hire date (not eligible for a salary increase at this time); and
  - At the end of six months if the employee was hired at or below the minimum of the salary range they may be eligible for a salary increase.

Thereafter, a performance appraisal is conducted at least once in a 12 month period on the employee's annual review date.

2. Supervisors are free, however, to do a Performance Appraisal for an employee as often as they feel it will be helpful to the employee's growth, advancement and personal development or when superior performance should be recognized. The employees pay rate may be adjusted at the time of the performance appraisal if the administrator deems that it is appropriate and reasonable.
3. The appraisal becomes a part of the employee's permanent personnel record.

## MERIT PAY ADJUSTMENTS

1. An increase in salary is given on the basis of satisfactory job performance. Increases are based on the number of hours worked rather than on the anniversary date.
  - a. After one year of employment consideration will be given for a wage increase.

- b. After the first year of employment, increases will be limited to one per year until the employee reaches the maximum range for a particular job.

(During periods of financial difficulty, increases may be withheld. Withholding increases will be uniform throughout the hospital and not affect a select group or classification.)

2. All salary ranges will be approved by the Administrator and Board of Trustees. Wage rates of all employees are to be kept within their stipulated salary ranges and be managed by the Personnel Department. Any of the wage adjustments requested by the department heads must be cleared through the Personnel Director and approved in writing by the Administrator.

#### TIME AND ATTENDANCE RECORDS

To correctly identify and record all hours an employee works.

1. All nonexempt employees (those employees subject to the minimum wage and overtime provisions in the Fair Labor Standards Act) are required to complete an individual time record showing the daily hours worked. Time records cover one pay period and are to be completed at the close of each pay period. Each day as you report for work, record your clock-in time, and at the end of your shift, record your clock-out time. All employees are to check in and be on the job ready to begin work at the time their shift is scheduled. Employees are considered late when clocking in at exactly the time their shift begins, as they are expected to be at their work station at that time. You are also to clock in and out whenever leaving the building for meal periods or any personal reason.
2. If you should make an error, have any other problems or questions regarding the documentation of your work time, refer the matter to your supervisor. All changes or alterations on the time system require approval from the department head, personnel office or administrator.
3. Time reported is checked and approved by Department Heads for accuracy and verification of hours worked. In the case in which the department head is a non-exempt employee, departmental timesheets must be counter approved by that department's next highest managing exempt employee.
4. When an employee fails to record time in or out, the approval of the department head is required before the employee will be paid.

#### ON CALL

Employees may be compensated for being available to provide the services which must be provided on a 24-hour basis.

1. On-Call: An employee is not required to remain on the employer's premises and is free to engage in their own pursuits, subject to the understanding that they leave word at home or with the hospital about where and how they can be reached. This is not considered working time

while on-call. When an employee is called back to the hospital in such a situation only the time spent working is counted as hours worked.

2. On-call will be paid to personnel assigned to the radiology and respiratory personnel.

To provide additional compensation to an employee who is scheduled to be on-call and available to his/her department for providing required coverage.

1. Departments that must have employees on-call after regular working hours must have administration approval to be on-call.
2. The Department Head must indicate the day on-call by notating such on the time record.
3. An employee is paid the established on-call rate for actual on-call status.
4. An employee who is scheduled to be on-call and required to work during holidays will be eligible to take the holiday at a later date.

Note: On-call pay will be in effect only when a department is not staffed and it is necessary for an employee to stand by should the services be necessary.

#### OVERTIME

To record all hours in excess of the normal work period (40 hours per week) and to provide for compensation at a premium rate.

1. Overtime is defined as that time which is assigned by your supervisor to work more than your regular scheduled work period, but the cumulative hours worked must exceed 40 hours a week.
2. Overtime must be authorized in advance by your supervisor.
3. Hourly employees receive compensation for overtime at one and one-half times their base hourly rate.
4. Salaried employees designated as exempt will not receive overtime pay.

#### PAY DAY AND PAY PERIOD

1. Hospital employees will be paid on a bi-weekly basis or twenty-six times a year. The check you will receive represents the time worked by you during the previous two (2) weeks. A pay week is defined as starting at 12:00am Sunday and ending at 11:59pm the following Saturday. Any time worked over 40 hours during this period will be paid as overtime.
2. Any questions concerning paychecks should be brought to the attention of the Department Head who will consult with Personnel for clarification. Errors occurring on payroll checks will be corrected as soon as practicable. Small errors of \$50 or less, may be corrected on the next payroll check.
3. Payroll stubs may be distributed by the department head or designated person on payday, or can be retrieved online (see Human Resources for instructions). Payroll stubs will be given to

the employee for whom it is intended. Exceptions require written instructions (or verbal once the employee has been authenticated) from the employee.

4. Payroll stub will be mailed if an employee makes this request and leaves a self-addressed envelope with personnel. Unclaimed checks for terminated employees will be mailed to the last known address.
5. Pay increases become effective on the date CEO signs Payroll Status Change.
6. PH requires employees sign up for EFT payments (Electronic Funds Transfer). Hand checks will not be paid via EFT.
7. The hospital does not cash employee payroll checks.
8. The hospital does not issue early paychecks.
9. The hospital does not issue off-cycle pay checks (for advances and PTO Buyouts (Paid Time-Off Buyouts- see BENEFITS SECTION of this manual))
10. PTO Buyouts, advances will be paid on a paycheck are not assessed a fee.
11. All humanitarian contributions must be made in whole dollar amounts. Qualifying humanitarian causes must be so designated by the Administrator. An employee may buyout PTO to obtain the contribution amount, however this buyout will be treated as part of an employee's annual PTO buyout limit (80 within 12 months). The entire transaction will occur on the employee's next pay check. Humanitarian contributions made with PTO hours will be subject to all rules governing PTO Buyouts.

NOTE: PTO BUYOUTS CAN NOT BE MADE DURING THE FIRST YEAR OF EMPLOYMENT.

#### CALL BACK

To compensate an employee for inconvenience when called back to the hospital.

1. Call back pay will be at one and a half times regular pay for a minimum of one (1) hour in one of two of the following fashions:
  - a. Employees that are on-call when he/she is called back. Call back pay will be paid for the continuous times the employee is at work. If the employee is still onsite when his/her regular shift starts, call back pay will discontinue at that point. If the employee is onsite for less than one hour, the employee will still be paid for one hour at the callback rate.
  - b. Employees that are NOT on-call when he/she is called back. Call back pay will only be paid for the first hour. If the employee is onsite for less than one hour, the employee will still be paid for one hour at the call back rate.
2. Call back rate of pay will not be paid on a continuation of a shift worked. An employee must have clocked-out, left the PH premises and been CALLED BACK to qualify for call back pay. Call back is considered a differential and will be paid in addition to any other differentials, however call back pay is exclusive of overtime earned, meaning an employee may not get paid for both. Call back does not include travel time/expenses to and from PH. If an employee is required to be called back on multiple occasions during the same day or night, the cumulative call back

compensated time will generally not exceed real time clock hours. The CEO may exercise reasonable judgment in determining hours paid as a result of complex call back occurrences.

3. Call back is only available to non-exempt, hourly employees.

#### WEEKEND SHIFT DIFFERENTIALS

To provide a standard criteria for Shift Differentials in compliance with applicable Federal FLSA and Oklahoma Laws. This is a PH discretionary benefit.

1. A weekend shift differential will be earned for weekend hours worked (not to include benefit hours \*) for hours worked from 6:01p.m. Friday through 5:59a.m. Monday. The rates are as follows:
  - a. GENERAL, NON-LICENSED STAFF: \$0.50 per hour (e.g., dietary, housekeeping, certified nurse assistant, ward clerks, purchasing, maintenance, PBX, Registration clerks, etc.).
  - b. PROFESSIONAL AND TECHNICAL (licensed staff): \$1.50 per hour (e.g., RN, LPN, Certified Respiratory Tech, CPhT, etc).
  - c. RADIOLOGY/LABORATORY: \$0.42 per hour (Radiology Tech, MLT, MT, phlebotomist, radiology aides)
2. This differential is **NOT** paid if full weekend compensation methods have been applied.
3. This differential does **NOT** apply to "call back" time since that is already 150% of regular pay. This weekend differential applies to all hourly workers and will be added to (or in addition to) applicable holiday and night shift differentials.
4. The fair administration and application of this benefit is subject to the sole authority of the CEO.

\* PTO, jury duty, etc. are paid at the "base" rate without differentials regardless of the shifts customarily scheduled.

#### NIGHT SHIFT DIFFERENTIALS

To provide a standard criteria for Night Shift Differentials in compliance with applicable Federal FLSA and Oklahoma Laws. This is a PH discretionary benefit.

1. A night shift differential will be applied for night shifts worked hours (not to include benefit hours \*) for hours worked from 6:01p.m. through 5:59a.m. The night shift differential will not apply to worked hours which extend past 5:59a.m. or prior to 6:01p.m. The night shifts differential is added to, or in addition to, any applicable holiday or weekend shift differentials. The rate is as follows:
  - a. GENERAL, NON-LICENSED STAFF: \$0.50 per hour (e.g., dietary, housekeeping, certified nurse assistant, ward clerks, purchasing, maintenance, PBX, Registration clerks, etc.).

- b. PROFESSIONAL AND TECHNICAL (licensed staff): \$2.00 per hour (e.g., RN, LPN, Certified Respiratory Tech, CPhT, etc).
- c. RADIOLOGY/LABORATORY: \$0.92 per hour (Radiology Tech, MLT, MT, phlebotomist, radiology aides)
2. This differential is not paid if other night or weekend compensation methods have been applied.
3. The fair administration and application of this benefit is subject to the sole authority of the CEO.

\* PTO, jury duty, etc. are paid at the "base" rate without differentials regardless of the shifts customarily scheduled.

#### HOLIDAY DIFFERENTIALS

To incentivize clinical employees to work on holidays through Holiday differential payments, PH pays clinical employees a premium for working on holidays.

1. Holiday differential calculations will be incentive compensation in the form of \$5.00 per hour.
2. Differential will be paid for worked hours during the following times:
  - a. New Year's Day 12:00am – 11:59pm
  - b. Memorial Day 12:00am – 11:59pm
  - c. Independency Day 12:00am – 11:59pm
  - d. Labor Day 12:00am – 11:59pm
  - e. Thanksgiving Day 12:00am – 11:59pm
  - f. Christmas Day 12:00am – 11:59pm
3. These differentials will apply to All Clinical Workers and be added to (or in addition to) any other applicable differential.



Pushmataha  
Hospital

# EXPENSES

Page Left Blank



## TRAVEL REIMBURSEMENT

It is the policy of PH to reimburse employees for the expenses of travel, including the cost of transportation, meals, and lodging, provided such travel is approved and performed in the course of conducting PH business. Departmental budgets determine the amount each department is allocated for travel and training during the fiscal year. Department Heads must be aware of budgeted amounts and proper procedures for obtaining requests for travel and reimbursement.

1. When employees are traveling as a group, the highest ranking employee is expected to pay the groups expenses (parking, tolls, rental car, meals when dining together) not to exceed the limits on a per person basis outlined in this policy. A list of the employee names within the group needs to be provided to insure that expenses are not double reimbursed on separate expense reports.
2. All trips need to be submitted ahead of time on a Travel Request to the CEO. This form will include ALL estimated travel expenses related to the trip. For trips exceeding a round trip in mileage of over 500 miles OR exceeding \$2,000.00 in travel expenses (not including event fees), Hospital Board approval will be required. These forms need to be submitted for approval at least 1 week in advance of travel, 2 weeks where a carrier is being used. In the event Hospital Board approval is required, a Travel Request needs to be submitted 1 week prior to the next scheduled Board meeting (usually the last Wednesday of each month). In the case of requesting carrier travel, fares from 3(three) different carriers needs to be submitted to ensure the most cost effective travel. In the case of requesting lodging, rates from 2 different providers needs to be submitted to ensure the most cost effective travel.
3. Any cancellation charges resulting from the booking of a trip prior to approval WILL NOT be reimbursed.
4. After the employee returns from the meeting, a Travel Expense Reimbursement form must be filled out and proper signature must be obtained. All requests for travel expense reimbursement needs to be submitted on the Travel Expense Reimbursement form with all required support attached (receipts, explanations of delays, group lists, drive time/distance printouts, etc.). All unsupported expenses will be denied. It will be necessary to submit receipts for reimbursement and proof of miles traveled for mileage being claimed. Requests for reimbursement must be made within 2 weeks of travel.
5. Pick up check in Accounting for reimbursement expenses.

### Expenses Allowed:

#### Travel

1. When personal automobile is used, the hospital reimburses for mileage at the standard hospital rate which is updated each year by the IRS. This mileage allowance covers all expenses except toll fees, will be reimbursed only if a company toll pass is not used. Tolls under \$10.00 per day do not need a receipt, though employees are encouraged to provide receipts where possible. Paid parking will be reimbursed when no other options are available. When two or more hospital employees are attending the same meeting or going to the airport, they will be

expected to travel together in order to eliminate duplicate mileage. Reimbursable trip mileage originates from PH to the even and back to PH.

2. Air transportation, coach class, will be used when this mode of travel is less expensive. Any class upgrades will be at the employee's expense. PH will reimburse for the first checked bag. Tickets should be purchased at least 2 weeks prior to approved travel. When an employee chooses motor transportation for distance where air transportation would be preferred in terms of time spent and expenses incurred, the hospital will expect the employee to use some vacation in conjunction with his travel. The hospital will pay the cost of the least of the two, mileage or round trip ticket, coach class.

#### Lodging

1. Hotel and motel accommodations will be paid for by the hospital. The bill must be attached to the expense reimbursement form. Employees are expected to get the lowest available rates (rack). Employees are also expected to travel in the safest and most economically efficient way possible, meaning meetings lasting longer than 5:00pm (or starting earlier than 8:00am) with a greater than 3 hour one way travel time, the employee will have the option for an overnight stay.
2. Should family members accompany the employee on a trip, the hospital will pay only that portion of the bill that would ordinarily be incurred by the employee.

#### Local Transportation

1. Out of pocket expense (bus, taxi, and train) to and from the airport and between hotel and meeting place will be reimbursed. Fares under \$10.00 per day do not need a receipt. Overnight parking or paid hotel parking will be reimbursed where necessary, and with a receipt. Every effort should be made to obtain the lowest rate possible. Parking upgrades will not be reimbursed (valet, car cleaning, etc.). Metered parking will be reimbursed if under \$10.00 per day without a receipt.

#### Rental Cars

1. Use of rental cars is only authorized with prior management approval or when there is no other transportation available such as a hired driver (taxi, limousine). The employee is expected to carry their own person automobile insurance and therefore will not be reimbursed for additional insurance secured by the rental company. If the employee does not have their own insurance and therefore needs to secure insurance from the rental company, this will not be reimbursed. PH will not assume any responsibility if the employee fails to be properly insured and incurs vehicular damage. PH will only reimburse for an economy vehicle (unless 3 or more are traveling in which a midsize will be reimbursed upon disclosure of the names of all individuals). Any upgrades will not be reimbursed. Employees are expected to refill the gas prior to returning the car to avoid the higher rental company gas rates. Employees are allowed to keep any mileage credits earned.

Meals/Miscellaneous

1. A maximum of \$55.00 per day is allowed for meals and incidentals. (This includes meals, tips, publications, toiletries)

Breakfast	\$10.00
Lunch	\$13.00
Dinner	\$25.00
Incidentals	\$ 8.00 (for overnight stays only)

2. Charges for alcoholic beverages will not be reimbursed.

Registration Fees

1. Seminar fees may be paid by the hospital.
2. If seminar fees are needed in advance of the meeting, please note this on your request.

Expense Advances

1. It is desirable that the employees use their own money while attending the meeting away from the hospital. Reimbursement will be made upon presentation of daily expenses incurred after returning from the trip.
2. Any request for exceptions must be made through the Administrator's office. It is not normal policy to advance expense money.
3. A copy of all approved travel request applications will be placed in the employee's personnel file.

Travel Time

1. Since the compensation of hourly individuals is based on actual hours committed to hospital business, these individuals will be compensated for time spent traveling to and from a qualifying event as well as actual time spent at a qualifying event (time is supported by the event's credit hours, syllabus, or agenda). Travel time will be calculated originating from PH to the event and back to PH. Travel drive times will be supported by providing a print out from an online mapping application where estimated drive times are expressed (e.g. Mapquest.com, Google.com/maps, maps.Yahoo.com, Bing.com/maps).
2. Salary individuals will be compensated for 8 hours for each day spent traveling as well as 8 hours for each day spent at a qualifying event.

Page Left Blank



Pushmataha  
Hospital

# EMPLOYEE BENEFITS

Page Left Blank

## PERSONAL TIME OFF (PTO)

PH provides employees time off with pay (PTO-Paid Time Off) for absences due to vacation, sick, holidays, family health emergencies, personal business, and other elective scheduled absences. Absences due to jury duty or bereavement are separate policies (see applicable policies).

1. PTO begins to accrue at the time of full or part-time employment. However, full and part-time employees are only eligible to utilize accrued PTO after their initial employment period.
2. Casual, temporary and PRN employees are not eligible for PTO. If employment status changes from PRN to Part-time or full time, then eligibility and accrual begin at the time of the status change or upon completion of the initial employment period whichever is later. If an employment status change is made from part-time or full-time to PRN, then the benefit is no longer applicable, and any/all is paid to the employee.
3. PTO is pro-rated based on an employee's "worked" weeks including all worked and training time. It does not accrue on on-call, leave of absence or other special circumstance compensation including weekend lump sums, bonus, bereavement, jury, PTO hours, or others at the sole discretion of the CEO.
4. Full and part-time employees will accrue PTO based upon an accrual factor multiplied by the number of applicable paid weeks per pay period, up to 2 weeks. (See Accrual Table). Changes in the accrual rate begin with the next full pay period after the completion of a year's service.
5. PTO is paid at the employee's hourly (or hourly equivalent) base rate. PTO compensation does not include any differentials for shift, certification or other.
6. PTO compensation, in any pay period, shall not exceed 40 hours/week thereby causing overtime (On-call and Callback hours are not included in calculation)
7. PTO hours must be recorded on the employee's time record.
8. Employees without PTO benefits or without PTO balances may receive unpaid time off at the Department Manager's discretion. Applicable provisions of this policy relate to scheduling, notice, etc.
9. Except in unusual circumstances of emergencies and illness, PTO must be requested in writing and in advance of the time off desired and approved by the immediate supervisor or Department Director (inquire about Family Medical Leave Act [FMLA]).
10. The Department Director maintains the prerogative to approve all requests for PTO or unpaid time off in accordance with the needs of the Department. Whenever possible, PTO will be scheduled in conjunction with many factors which may include seniority and desires of the employees.
11. The Department Director may disapprove a request for PTO or unpaid time off if staffing or work arrangements cannot be made in advance.
12. If PTO is requested for emergencies or illness, a specific reason for the absence and the expected length of absence must be stated before PTO can be authorized (inquire about FMLA).

13. Failure to provide notice to the supervisor or Department Director for any absences (whether paid or unpaid) may be cause for disciplinary action in addition to denial of a paid PTO benefit. Excessive unscheduled absences (whether paid or unpaid) may result in disciplinary action including termination or reduced merit increases.
14. Employees requiring time off (paid or unpaid), without prior approval, must notify the Department Director or supervisor according to departmental policy. In the absence of a departmental policy, there is a two (2) hour minimum before the start of a shift for notice. More notice is better for less strain on your department.
15. Employees absent for three (3) or more days due to illness must provide an adequate medical clearance before returning to work. The employee health nurse or Human Resource Department will determine adequacy of clearance. The Pushmataha Hospital retains the right to request a physician's note or to have an employee evaluated by the employee health nurse at any time as determined by the type and duration of an illness.
16. PTO may not be used to pay for tardiness.
17. In the event of staff reductions due to decreased workloads, PTO may be used at the employee's discretion.
18. Employees are encouraged to use a majority of earned PTO each year for rest and relaxation.
19. Those employees whose departments are closed for a designated holiday may at their option, request PTO for the regularly scheduled hours they would have normally worked. This is the only time when probationary employees may use PTO.

**PTO ACCRUAL TABLE**

20. For each category of "Years of Service", there is a maximum (MAX.) balance of the

<b>Yrs. Of Service</b>	<b>Accrual Factor (80hrs*rate)</b>	<b>MAX. Balance</b>	<b>Observed Holidays</b>
0 – 3	.077	160	<ul style="list-style-type: none"> <li>• New Years Day</li> <li>• Memorial Day</li> <li>• Independence Day</li> <li>• Labor Day</li> <li>• Thanksgiving Day</li> <li>• Christmas</li> </ul>
4 – 7	.096	200	
8 – 15	.107	224	
16+	.115	240	

number of hours that an employee may accrue. When the maximum is reached, then any new/additional accruals cease. Accruals begin again upon the taking of PTO because when that happens, the PTO balance falls once again below the maximum balance.

21. PTO may be converted to cash payments at any time in increments not to exceed 80 hours or less than 8 hours per pay period. In any continuous 12 month period the buyout amount cannot exceed 80 hours, except when the total accrued balance of hours is 250 hours or more. In the case in which the accrued PTO hour balance is 250



hours or greater, additional PTO buyouts over 80 hours within a 12 month period can be approved by the CEO. Normal required withholdings for income tax, FICA, etc., will be applied.

22. PTO MAY NOT be converted to cash below an employee's PTO balance of 40 hours. This is to ensure the employee will always have an emergency reserve of time.

## EMPLOYEE HEALTH INSURANCE

PH will provide full time employees with a comprehensive health insurance plan on the 1<sup>st</sup> day of the month after an employee's first sixty (60) days of employment.

1. The cost of this insurance is subsidized by PH at the discretion of the Board of Directors for employees only, who are classified as full time or part time employees. The amount of the subsidy is voted on by the Board of Directors each year prior to open enrollment, and is revealed to the employees during open enrollment. PRN employees are not eligible for any PH subsidized insurance plans.
2. COBRA laws may allow for some extension of benefits. Check with your Human Resource personnel. Dependent coverage is available and is paid for 100% by the covered employee. This benefit is made available and explained at the time of employment. Specific questions regarding coverage and eligibility should be directed to the HR office.

## WORKERS' COMPENSATION

All employees of the hospital are covered by the provisions of the Workers' Compensation Act. The benefits of this Act are set forth by the State of Oklahoma and are administered through the personnel office. Any questions regarding Workers' Compensation Benefits should be directed to your supervisor or to the HR Director.

# WORKERS' COMPENSATION FRAUD



FILING A FRAUDULENT WORKERS' COMPENSATION CLAIM COULD RESULT IN A FELONY PROSECUTION, **SEVEN YEARS IN PRISON AND A \$10,000 FINE**. A TWO YEAR PENALTY ENHANCEMENT WILL BE ADDED FOR EACH PRIOR WORKER'S COMPENSATION FELONY CONVICTION.



Workers' compensation fraud is taking money out of your paycheck because it raises your company's insurance costs and costs of doing business!

The Oklahoma Attorney General's workers' compensation fraud unit has statewide jurisdiction to investigate and prosecute workers' compensation fraud. Anyone with information regarding workers' compensation fraud can call the fraud hotline toll-free at 1-877-800-8764.



Pushmataha  
Hospital

# WORK AREAS

Page Left Blank

## EMPLOYEE SAFETY

It is the policy of the hospital to provide a work environment as free as practicable from recognized hazards. Employees are expected to comply with all safety and health requirements whether established by management or by federal, state, or local law.

1. Hospital responsibilities are:
  - a. Investigating, correcting, and eliminating recognized unsafe working conditions or potential hazards
  - b. Posting notices and keeping records as may be required by OSHA, the state, and the insurance carrier
  - c. Establishing fire prevention and firefighting programs and conducting fire drills
  - d. Developing contingency disaster preparedness plans
2. Employee responsibilities are:
  - a. Keep informed of fire and safety rules and be aware of required procedures.
  - b. Avoid accidents by eliminating hazards. Report any unsafe conditions to the supervisor immediately.
  - c. Be especially alert for safety factors when using wheelchairs and/or stretchers and when operating or moving beds.
  - d. Use extreme caution and proper techniques when lifting patients. Two people are required when lifting patients.
  - e. Never operate electrical equipment with wet hands.

These are just a few basic rules. More departmental safety regulations are available.

## SOLICITATION/CHARITABLE WORK POLICY

It is the policy of PH to prohibit solicitation and distribution on its premises by non-employees. Employees may engage in solicitation and distribution only as outlined below.

1. Unrestricted solicitation on hospital premises interferes with the normal operations of the organization, is detrimental to discipline and efficiency on the part of the employees, is annoying to customers, and poses a threat to hospital security.
2. Persons who are not employed by PH are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services, or engaging in any other solicitation or similar activity. PH authorizes fund drives for a limited number of charitable organizations. Managers and employees may volunteer to assist these organizations by conducting their drives. Each employee may decide whether or not to contribute. There will be no discrimination against employees because of their willingness or unwillingness to contribute.
3. Employees are permitted to engage in solicitation or distributions of literature for any group or organization, including charitable organizations, only in accordance with the following restrictions:

- a. Solicitation and distributions of literature are prohibited during the working time of either the employee making the solicitation or distributions, or the targeted employee. The term “working time” does not include an employee’s authorized lunch or rest periods or other time when the employee is not scheduled to be working.
  - b. Distributions of literature are prohibited in work areas at all times.
  - c. Distributions of literature in such a manner as to cause litter in hospital property is prohibited.
  - d. Off-duty employees are not allowed to return to the hospital premises until their next scheduled work time except as a customer of the hospital.
  - e. Literature can be posted on the employee poster board near the time clock.
  - f. Causes being supported at PH may not violate or infringe on any protected employees’ rights (No religious, racial, gender, political, sexual orientation centered groups or causes can be supported on PH’s property or with the use of PH’s assets).
4. The hospital maintains bulletin boards to communicate PH information to employees and to post notices required by law. These bulletin boards are for the posting of PH information and notices only, and only persons designated by the Personnel Manager may place notices on or take down material from the bulletin boards.

#### EMPLOYEE IDENTIFICATION

1. An employee should display appropriate identification at all times while on duty.
2. An employee may obtain a replacement for lost identification in the Personnel Department upon presentation of a social security card or if accompanied by supervisor to verify employment. A \$5.00 charge per replacement for a lost identification badge will be imposed on the employee’s next paycheck if the employee loses more than 2 badges within a 12 month period of time. Mutilated identification must be returned before a new one is issued, and the employee will not be charged for this.
3. A terminating employee must return their identification to the Personnel office before the final paycheck is issued.

#### ATTENDANCE AND PUNCTUALITY

It is the policy of the hospital to require good attendance and punctuality on the part of its employees. Unauthorized or excessive absences or tardiness will not be tolerated and may result in disciplinary action, up to and including termination.

2. All employees are to check in and be on the job ready to begin work at the time their shift is scheduled. Employees are considered late when clocking in at exactly the time their shift begins, as they are expected to be at their work station at that time.
3. Employees should notify their supervisor as far in advance as possible whenever they are unable to report for work or know they will be late. Such notification should include a reason for the absence or lateness and an indication of when the employee can be expected to return to work.

If the supervisor is unavailable, employees should contact the Personnel Department. Failure to notify the hospital of any absence or delay will normally result in loss of compensation during the absence or delay and may be grounds for disciplinary action.

4. When an employee has excessive absenteeism the supervisor will discuss attendance record with the employee to determine the facts surrounding the absences, any action taken and specific action to be taken. Documentation of meeting will be in employee's personnel file.
5. Excessive absenteeism will be considered at performance evaluation time, transfer, promotion requests, and also when requests are made for time-off.

## LEAVE OF ABSENCE

Leave of Absence protects full-time employee's past service and related benefits and allow for an unusual period of absence from work. Leave of Absence (LOA), without pay, for military, personal business, and sickness extending beyond available sick leave, and other kinds of leave, may be granted in compliance with FMLA (Family Medical Leave Act). FMLA forms may be obtained from Human Resources, and must be returned to Human Resources once completed.

Request for leave must be submitted, in writing, at least two weeks in advance, except in emergency situations, indicating the reason, and giving specific beginning and ending dates. Requests will be reviewed and considered by Hospital Administrator. Approval for a personal leave will evaluate whether or not you can be spared from your duties at the time. Leaves will not be granted repeatedly, and will not be approved for the individual to seek or accept other employment. Employees accepting employment elsewhere, during a leave of absence, shall be considered to have resigned, without notice, as of the original date their leave was granted.

Failure to report to work following the termination of a leave of absence date is considered automatic termination of hospital employment due to job abandonment.

The granting of a leave of absence, especially an extended one, does not guarantee that there will be the same position available at the end of your leave. Each case will be treated individually and upon your return, every effort will be made to give you the best available job for which you are qualified by experience, ability and seniority and the best rate of pay for said position.

Leaves of absence are divided into three categories and may be granted for the following reasons at the discretion of the Department Head with approval from the Administrator.

### Temporary LOA

A temporary leave of absence is defined as any scheduled absence granted for 21 consecutive days or less, usually for medical reasons and must be accompanied by a completed FMLA form. Prior approval for the LOA must be given by the Department Head.

### Extended LOA

An extended LOA is defined as any scheduled absence of 22 days or more. Extended LOA may be granted for (1) educational, (2) medical (FMLA form is required), or (3) other general reasons.



1. The employee's health and life insurance benefits will be terminated at the beginning of inactive status. However, these benefits may be continued at the employee's own expense through arrangements made with payroll department for payment.

#### Military LOA

The Federal Universal Military Training and Service Act states that, "Reservists or Guardsmen performing weekend drills, summer encampments, or cruises must be permitted to return to their positions with such seniority, status, pay, and vacation as they would have had if they had not been absent for such purposes. Such persons must, therefore, be granted earned vacation in addition to the necessary time off for performance of military duty..."

1. An employee may take the necessary time off without pay or use vacation time in the above situation.
2. Periods of absence for military reserve obligation of more than (30) consecutive days automatically becomes a voluntary LOA for personal reasons and is subject to all stipulations contained in that policy.
3. At least one (1) month's notice of any impending military reserve obligation is required except for emergency situations.

#### Terms and Conditions for LOA

1. **An employee's anniversary date is not adjusted for a Temporary LOA.**
2. **Payment of benefit premiums by the employee to PH must be made. Arrangements must be setup with payroll. LOA's of up to 2 months will be taken out on future/any paychecks. LOA's longer than two months will need to be paid to PH payroll in full each month for the benefits to remain in force.**
3. **Uninterrupted accrual of other benefits continues.**
4. **Payment of any earned benefits may be made at the employee's request.**

#### BEREAVEMENT LEAVE

To allow paid time off for a full-time employee when a death has occurred in their immediate family.

1. Definition of Immediate Family  
The employee's: spouse, child (natural or adoptive), parent or parent-in-law, grandparent or grandparent-in-law, legal guardian, brother, brother-in-law, sister, sister-in-law, or grandchild.
2. An employee is not required to work from the day of family member's death through the day of the funeral and is compensated for regularly scheduled work days absent, not exceeding three (3) days at the employee's base pay rate.
3. Un-paid leave may be granted for a death other than the immediate family due to special circumstances. Such circumstances are considered on an individual basis and must be approved by the administrator.

## JURY DUTY

To permit an employee to fulfill their jury duty obligations with no loss in pay.

1. The hospital will pay an employee on jury duty the difference between their regularly scheduled base pay and their gross jury pay. The jury pay check or copy thereof, showing hours paid (expense reimbursement will not be considered) must be submitted to payroll for jury duty to be compensated by PH.
2. If the employee's services are not required in court on a given day or if the employee is excused during the day by the court, they should report to work immediately.
3. Jury pay will be computed on standard rates, not to include shift differential, call-back, or on-call pay.

## VOTING

Employees may receive paid time off to vote in national and local elections, provided the employee is qualified to participate in the voting. This time off will be given if an employee does not have at least two hours between the time the poles open or close and their scheduled working time.

Page Left Blank



Pushmataha  
Hospital

# CONDUCT

Page Left Blank

## PERSONAL CONDUCT

It is the policy of PH that 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 PH, or is offensive to customers or fellow employees will not be tolerated, and will be subject for discipline up to and including termination.

Employees should not use alcoholic beverages while on the job, attending training sessions, conventions, or other meetings while representing the hospital. Alcoholic beverages should not be served at any function of the hospital, whether the meeting is held at the hospital or at another location.

### Confidentiality

1. In the course of work, employees may acquire confidential information concerning doctors, patients, employees, business affairs of the hospital, etc. When a patient is admitted, the hospital assumes an obligation to regard as confidential all that pertains to that patient and his affairs. This responsibility is shared by every person working in any capacity in the hospital. Information regarding the reason for admission, diagnosis, and treatment of patients is absolutely confidential and must be treated as such. Employees must not discuss information about a patient with any person, either inside or outside the hospital, except when necessary in the performance of professional duty. In addition, no one other than authorized personnel may have access to a patient's chart.
2. The business affairs of the hospital and of individual patients are also matters which must be held in confidence by every person in a position to know such business matters. (See Conflict of Interest for additional information.)
3. Employees are expected to maintain confidentiality as described above. Any breach of confidentiality is subject to disciplinary action up to and including immediate dismissal.

### News Releases

1. Statements to news media will be given by the Administrator or other specifically authorized personnel.

### Tips and Gifts

1. Employees of PH shall not accept gifts, excessive entertainment or other favors from any outside concern that does or is seeking to do business with or is a competitor of the institution under circumstances from which it might be inferred that such action was intended to influence or possibly would influence the individual in the performance of their duties. This would constitute a Conflict of Interest: Items of nominal or minor value. (The meaning of "nominal or minor value" is limited to \$50.00)

## Visitors

1. Visitors to Patients: These visitors are frequently upset and unfamiliar with the hospital. You should make every effort to help visitors find their way in the building and explain courteously various regulations whenever necessary.
2. Visitors to Employees: Employees are not allowed to have visitors while on duty except in cases of emergency.
3. Employees Visiting Patients: Employees are requested to visit hospitalized friends and members of their families while not on duty and during visiting hours.

## Personal Appearance

1. The hospital requires employees in certain departments to wear a specific uniform while on duty. Uniforms are the responsibility of the employee and are to be kept neat and clean. Departments requiring uniforms have their own regulations that have been approved by the Administrator.
2. Extreme styles as well as extreme lengths of dress should be avoided. Employees reporting to work in uniforms or attire not meeting hospital standards will be asked to return home on their own time to change into acceptable clothing. (See DRESS CODE)

### PERSONAL PHONE CALLS, CELL PHONE, MAIL, TEXTING, INTERNET

1. A message will be taken for employees who are treating patients except in the case of an emergency.
2. Personal telephone calls are discouraged except for emergencies.
3. No personal long-distance calls shall be made from hospital phones except in an emergency, and then only providing the cost of the call is charged to some phone other than the hospital's.
4. To avoid the possibility of personal mail being lost or misdirected, and to insure privacy, employees are asked not to have their personal mail addressed to them at the hospital.
5. All personal packages delivered to the hospital will be delivered to the Purchasing Department and will be opened, cataloged, and held for pick up by the employee. Contraband will be turned over to law enforcement.
6. As with personal phone calls, texting, or cell phone calls are not to be made or taken while the employee is clocked-in, except in emergency situations. Frequent violations will result in discipline.
7. The use of cellular phones or other electronic devices for personal phone calls, texting, or accessing the internet for anything other than related to work is limited to those times when an employee, student or volunteer are on their break from their assigned work areas.
8. Cell phones or other electronic devices may be used in staff lounges/break areas or cafeteria. They are not to be used for personal business or social networking while in their work areas, including hallways, Nurses' stations, Operating Room, any patient care area or diagnostic area. Phones and/or electronic devices are to be turned off or on silent/vibrate when the employee is not on break.

9. Internet browsing, gaming, watching of streaming media (other than PH related webinars), or digital media is prohibited during working hours, and may result in discipline.
10. Social Media publications (e.g. Facebook, Twitter, My Space, Instagram, Topix) that address events that occurred at the hospital or that contain negative or derogatory remarks regarding the hospital, its employees (past, present, or future), or any of PH's patients (past, present, or future) will be considered a violation of PH's Confidentiality Agreement, as well as a possible violation of HIPPA, and will be punishable up to and including termination of employment.

## DRESS CODE

### Identification

1. All employees are required to wear hospital issued identification badges while on duty. The Human Resource Department Director reserves the right to require the employee to obtain a new name badge at their own expense. The employee is asked not to deface their hospital badge in any way. Any service pins should be attached to the accessory badge, which is provided by the Human Resource Department.

### Appearance

1. All employees must be well groomed and practice good personal hygiene.
2. Hair should be neat, well-groomed and of a conservative style which will not attract undue attention. Long hair should be pulled back or up on those who work in patient care areas. No unusual colors, such as those used in streaking of the hair, will be allowed. (Example: orange, purple, blue, etc.)
3. Beards and mustaches must be trimmed neatly. Those employees, who work in patient care areas and wear protective equipment (PPE) respirators, must be clean shaven for appropriate fit.

### Accessories

1. Appropriate jewelry is allowed in most work areas. Discretion is advised. A conservative approach is recommended for all hospital areas. Jewelry should not present a safety hazard, interfere with job performance, or draw any undue attention to the employees.
2. No visible body piercing will be allowed, other than earrings. This includes tongue, eyebrow, nose, lip or other "fad piercing."
3. No visible tattoos. Clothing should conceal tattoos.
4. Make-up should be worn in a conservative and tasteful manner.
5. Perfumes and colognes should be worn discreetly and not cause offense to co-workers or patients. Those in patient care areas need to be sensitive to patients with respiratory or allergy problems.
6. No decorative or commercial-driven patches, insignias or badges should be worn. Prior approval, under the direction of the department manager or senior management, is needed for special circumstances or fund raising activities.



7. Fingernails should be clean and kept at a length that does not cause a safety risk or interfere with job performance. Artificial nails are restricted in all patient care areas to include ER, Med-Surgical Floor, Housekeeping, Laundry, Dietary, Laboratory Radiology, and Physical Therapy. Nail polish colors should remain neutral in color and should not be distracting. (Example: orange, purple, blue, neon, etc.)

#### Wearing apparel

1. Business and office personnel should be clean and neat in their overall appearance. Pressed business jeans are acceptable. Capris must be below the knee. No Bermuda shorts or City shorts. Skirts and dresses should come to the middle of the knee. Dresses and blouses should not be low-cut, sheer or questionable in any nature. Jogging clothes, hoodies, zip-up jackets, logo shirts (except hospital issued), leggings, halter tops, midriff tops and crop tops are not permitted.
2. Employees who are required to wear a uniform should be clean, neat and professional looking. Uniforms should be matched pieces and wrinkle free. Lab coats must be in good condition and without tears or holes. Uniforms should be worn in the manner for which they were designed. Areas required to wear a uniform are not permitted the option of wearing regular street clothes while on duty.
3. Shoes should be in clean, good condition and with minimal amount of visible wear.
4. No sport or casual flip-flops and no house shoes.
5. The areas requiring a uniform must wear socks/hosiery with the appropriate shoes for their specialty areas. Traditional white nursing shoes, jogging or tennis shoes, and multi-colored medical clogs are appropriate, as long as a professional demeanor is maintained.
6. The business and office areas of the hospital should maintain a “business casual” approach to their dress. This decision remains within these specialty departments and each Department Director & CEO will evaluate questions of appropriateness.

#### Special Considerations

1. Each department may have a dress code policy, which would require a stricter set of guidelines that are more specific to their area. That stricter guideline will be honored above all other policies.
2. Staff meetings, mandatory in-services and miscellaneous meetings that require an employee to attend on their day off, will be allowed to wear casual attire blue jeans, shorts, etc. A conservative casual approach should be considered while on hospital property. These meetings are out of the view of patients and the general public and consideration for a more casual approach has been reviewed. The exception is the New Employee Orientation, which includes a tour of the building. This group will be instructed individually by the Human Resources Department as to required attire.

### Enforcement of Policy

1. The Department Directors are responsible for enforcing the employee's dress code. Appropriate action will be taken at the department level as needed, and may result in the employee being sent home to change his/her clothing. The employee will be required to clock-out when he/she leaves the building.
2. Any employee, who cannot follow the above policy as stated due to special circumstances or medical need, must provide a written physician's statement to the Human Resource Department regarding this exemption.
3. Refusal to comply with this policy will result in disciplinary action up to and including termination.

### PERSONAL FINANCES OF EMPLOYEES

It is the policy of PH that all employees are expected to discharge their financial obligations promptly so that creditors will not have to ask for the hospital's assistance in collecting amounts owed to them.

Employees who owe the hospital will be expected to make any necessary arrangements with the Business Office to discharge these obligations. Any indebtedness remaining may be withheld from any bonuses or termination pay.

The Personnel Director or your Department Head will forward the letter to you requesting you to contact the creditor and make necessary arrangements to meet your financial obligations. The personnel department will assist employees with their problems as much as possible.

Garnishment is a legal procedure through which earnings of an individual are required to be withheld for the payment of any debt. The hospital encourages its employees to maintain satisfactory personal financial relationships with the community. Garnishments are embarrassing and affect your credit standing in the community and cause unnecessary work for the hospital. An excessive number of garnishments (more than two within a 12 month period of time) may result in an administrative fee of \$5.00 assessed from the employee's pay check for each additional garnishment processed.

### CONFLICT OF INTEREST

To establish and communicate PH commitment to the highest standard of personal and corporate behavior including all the hospital employees.

1. All employees have a duty to PH to be free from the influence of any conflicting interest when they represent the hospital in negotiations or make recommendations with respect to dealing with third parties. The employees are expected to deal with suppliers, customers, contractors and all others doing business with the hospital on the sole basis of what is in the best interest of the hospital without favor or preference to third parties based on personal consideration. The activities and relationships of close relatives including spouse, parents and children will be considered the same as those of each employee in determining whether conflicts exist.

2. Any employee who deals with third parties on behalf of PH or who makes recommendations concerning such dealings or who passes judgment upon them shall not own any interest in or have any personal contact with the third party that tends to influence the employee with respect to the business of PH.
3. An employee shall not seek or accept directly or indirectly payments, loans, services, excessive entertainment, travel or gifts from any individual or from the representative of any business concern seeking to do business with the hospital that might tend to influence the decision of the employee with respect to the business of the hospital.
4. An employee shall not do business, on behalf of PH, with a firm that is owned or controlled in whole or in part by the employee or the employee's family or relatives, in accordance with the standards and requirements as defined by Sarbanes-Oxley (SOX) Act of 2002.
5. Circumstances in which a reasonable person would assume the existence of such improper influence should be avoided or disclosed.

#### CONFIDENTIAL BUSINESS INFORMATION

1. PH must restrict use and disclosure of certain types of information that might be either advantageous to other businesses or harmful to the hospital or its employees. Among the types of information which are considered confidential until disclosed to the general public are:
  - a. Facilities construction
  - b. Projected earnings
  - c. Important management or organizational changes, etc.
  - d. Computer software
  - e. Business Studies or reports
  - f. Advertising or marketing strategies
  - g. Proposed or advance product plans, unpublished and proprietary product design and/or development
  - h. Prospective business relationships
2. Confidential business information that is considered hospital property. Employees are expected to recognize the proprietary nature of confidential business information and to use or disclose such information during employment or upon termination of employment with the hospital for any reason.
3. Each employee must protect confidential information to which they have authorized access or to which they inadvertently gain access.
4. PH considers using confidential information for personal gain to be improper and unlawful use of such information. Discussing confidential information with family, relatives, friends or business and professional associates should be avoided.
5. PH considers using confidential information for personal gain to be improper and unlawful use of such information. Discussing confidential information with family, relatives, friends or business and professional associates should be avoided.

## EMPLOYEE DISCIPLINE

The purpose of a disciplinary policy is to provide the framework within which self-discipline can develop, and to take prompt action so an employee knows when their actions, performance, etc., are substandard or inappropriate.

Observance of policies and rules result in correct work habits and help everyone to work together in harmony.

It is the policy of PH that all employees are expected to comply with PH standards of behavior and performance and that any noncompliance with these standards must be remedied and will be subject to progressive discipline. Disciplinary penalties and procedures range in severity from oral and written reprimands to suspension and discharge. Progressive disciplinary action is usually observed; however, some serious offences may require dismissal.

Types of Disciplinary Action:

1. Verbal Reprimand
2. Written Reprimand
3. Suspension
4. Dismissal

The following are some violations that could result in disciplinary action:

- a. Neglect of duties, unacceptable work performance
- b. Discourtesy to patients, hospital employees, public and physicians.
- c. Disregard of established policies and procedures'
- d. Creating or contributing to unsafe working conditions
- e. Inefficiency
- f. Lack of cooperation
- g. Dishonesty
- h. Insubordination
- i. Incompetence
- j. Conduct while on duty that is unbecoming to the employee or proven to be an embarrassment to the hospital
- k. Absence without leave; employees are to give supervisor adequate notice prior to beginning of shift
- l. Frequent tardiness or absenteeism
- m. Smoking in prohibited areas
- n. Disregard of personal appearance, uniform, dress or hygiene
- o. Sleeping on the job, except when "on call"
- p. Loitering or loafing during working hours
- q. Willful violation of safety rules or hospital safety practices
- r. Interfering with work or being in areas outside of employee's work area, or having personal visitors in work area
- s. Any act that would cast a bad reflection from the community on the hospital

Some Reasons For Discharge Without Notice Are:

- a. Possession of and/or drinking liquor or any habit forming drugs (not prescribed by a physician) including marijuana, within the hospital at any time
- b. Absent or fails to notify department head according to provisions set forth in these policies
- c. Gambling on hospital premises
- d. Giving out information of a confidential nature to unauthorized persons
- e. Soliciting or receiving tips from patients
- f. Involved in a fight on hospital premises
- g. Leaves work without permission before the end of the scheduled shift
- h. Posting, removal or defacing of notices, signs or writing in any form on any bulletin boards on hospital property without proper permission
- i. Deliberate misstatement of facts or the supplying of misleading or incomplete data on the Employment Application.
- j. Refuses to carry out orders of department head or supervisor that are reasonable and consistent with the operation of the hospital
- k. Removal, or attempting to remove, from the premises, without authorization, any articles of property, other than your own.
- l. Eats or takes food from patient trays
- m. Misconduct - particularly that which may endanger or embarrass patients, visitors, physicians, or fellow employees, such as, "horseplay", drunkenness, fighting, or use of abusive, or profane language
- n. Bringing fire arms into hospital buildings in violation of Oklahoma Enrolled Senate Bill no. 1733, section 1277 and/or any other state, county, city, or local ordinances.
- o. Accepting employment elsewhere during a leave of absence
- p. Failure to report to work for three successive scheduled days without approval of immediate supervisor



Pushmataha  
Hospital

# MISCELLANEOUS

Page Left Blank

## GRIEVANCE PROCEDURE

To provide the employee with a fair procedure of being acknowledged and heard.

Any employee who believes he/she has not been treated fairly regarding a problem or particular situation has the right to appeal his/her grievance. The following procedure has been established.

Step 1. Immediate Supervisor and Employee

In order to minimize the possibility of misunderstanding, it is necessary to have an informal discussion of your grievance with your immediate supervisor within five working days after its occurrence. The supervisor will investigate and evaluate the grievance and advise you of his or her determination within three working days of the initial discussion.

Step 2. Department Head and Employee

If your grievance is not resolved to your satisfaction by your supervisor, you may appeal the matter in writing to your Department Head within five working days of your supervisor's decision. The Department Head will render a decision within three working days after receiving the appeal stating the pertinent facts revealed by his/her investigation and the reasons for his/her conclusion.

Step 3. Hospital Administrator

If a satisfactory decision is not reached at Step 2, the employee may then appeal his/her grievance to the administrator. This appeal must be made in writing for review. The administrator will meet with the employee, review the facts surrounding the case and render a decision, both verbally and in writing to the employee.

Step 4. If a satisfactory decision is not reached at Step 3, the employee may then appeal his/her grievance to the Board of Trustees. This appeal must be made in writing for review. The Board of Trustees will meet with the employee, review the facts surrounding the case and render a decision, both verbally and in writing to the employee. The decision from the Board of Trustees is final for the employee's issues.

## OPEN DOOR POLICY FOR EMPLOYEES

Individuals with a requirement to see the Administrator may do so by calling the Administrator's Front Desk / Admissions clerk for an appointment. Employees may have direct communication with the Administrator in cases where the sensitivity or personal nature of the problem might discourage the person from seeking assistance from their Supervisor(s) and/or Department Director(s).

The Compliance Officer/Designee may be contacted confidentially to report any violation and/or potential violation of the hospital's Compliance Program.



## INCIDENT REPORTS

Incident Reports provide management with relevant information regarding any incident (variance, occurrence) which is inconsistent with the routine care of patients, employees or visitors. Also incidents which result in injury, illness, damage to property, theft, equipment failure, or any occurrence which affects the day-to-day operation of the facility need to be reported as well. According to Centers for Medicare & Medicaid Services, HHS regulation §482.21(b)(2)(ii), this is how we are to identify opportunities for improvement and make changes that lead to improvements in the facility.

An Incident Report must be completed in the HIMS (Health Information Management System) regarding all incidents or hazardous situations. The report should include statements of the employees involved or those observing the incident. This report shall be completed by the employee or their immediate supervisor.

All accidents, no matter how minor, must be immediately reported. An accident report sheet must be filled out and given to the employee's supervisor/charge nurse/director before leaving the hospital premises. The accident report sheet shall be turned in to the Employee Health Nurse.

## LOITERING

To prevent interference with the work routine of employees and the overall functioning of the hospital.

After completing the day's work, employees are requested to leave the hospital premises as soon as possible to minimize congestion in the employee service areas and around entrance and parking areas.

Employees should not come back to the hospital after working hours unless it is to visit a patient or to conduct hospital business. All rules of regular visitors also apply to an employee visiting.

If strangers are noted around the building or grounds, employees should seek to assist or direct them to their destination.

Report suspicious persons or dangerous situations to your supervisor. The administrator should be informed of the situation as soon as possible.

## REVIEW AND REVISION

These policies shall be reviewed at least annually by the Board of Trustees.

The policies shall be revised when it is deemed necessary by the Chairman of the Board of Trustees.

Any changes or revisions will be approved in writing by the Board of Trustees before they are implemented.