



Granite County Hospital District

**Employee Handbook
Rev. 2013**

Mission Statement

The Granite County Hospital District is dedicated to providing vital emergency, primary and long term health care services to both residents and visitors of the beautiful Flint Creek valley in Southwestern Montana. Our mission is to deliver optimal care through commitment to excellence, quality, safety and fiscal responsibility.

Table of Contents

SECTION 1 - WELCOME	4
INTRODUCTION	4
CAREER OPPORTUNITIES	4
OPEN DOOR POLICY	4
CODE OF CONDUCT	5
SECTION II - EMPLOYMENT	6
CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT STATEMENT	6
FRAUD POLICY	7
NONDISCRIMINATION/ANTI-HARASSMENT POLICY & COMPLAINT PROCESS	10
ELIGIBILITY FOR EMPLOYMENT	12
FAMILIAL EMPLOYMENT	12
DRUG FREE WORKPLACE	13
EMPLOYEE CLASSIFICATIONS	14
COMPENSATION	15
PROBATIONARY PERIOD	15
VOLUNTARY TERMINATION/RESIGNATION/ RETIREMENT	16
RETIREMENT	16
FINAL PAY	16
SECTION 3 – PERSONNEL POLICIES	17
PROTECTED HEALTH INFORMATION	17
ZERO TOLERANCE	17
ATTENDANCE	17
WORK SCHEDULE	18
OVERTIME/ OVER-SHIFT	18
BULLETIN BOARDS	19
TIME REPORTING	19
PAYROLL	19
EMPLOYEE PERSONNEL RECORDS	20
PERSONAL APPEARANCE	20
PERSONAL PHONE CALLS/CELLULAR PHONES	22
EMPLOYEE SAFETY	22
INSPECTIONS/SEARCHES	22
WORKPLACE THREATS & VIOLENCE	23
REPORTING ACCIDENTS OR INJURY	24
REPORTING PERSONAL INFORMATION CHANGES	24
PERSONAL PROPERTY	24
SMOKING	24

SECTION 4 – GCHD PROPERTY	25
<hr/>	
OFFICE SUPPLIES	25
GCHD VEHICLES	25
GCHD EQUIPMENT	25
SECTION 5 – COMPUTER USE	26
<hr/>	
COMPUTERS AND RELATED EQUIPMENT	26
INTERNET	26
EMAIL AND ELECTRONIC COMMUNICATION	27
SOCIAL MEDIA	27
SECTION 6 – EMPLOYEE LEAVE BENEFITS	28
<hr/>	
PAID TIME OFF	28
EXTENDED SICK-LEAVE	29
DIRECT SICK LEAVE GRANTS	30
BEREAVEMENT LEAVE	31
FAMILY AND MEDICAL LEAVE	32
MATERNITY LEAVE	36
MILITARY LEAVE	37
LEAVE OF ABSENCE WITHOUT PAY	37
JURY DUTY	38
WORKERS COMPENSATION	38
HOLIDAYS	39
SECTION 7- DISCIPLINE POLICIES	40
<hr/>	
GUIDELINES FOR APPROPRIATE CONDUCT/DISCIPLINARY ACTION	40
GRIEVANCE PROCEDURE	41
SECTION 8 - ACKNOWLEDGEMENT	43
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SECTION 1 - WELCOME

INTRODUCTION

This employee handbook has been prepared for the employees of the Granite County Hospital District. Throughout this handbook, the Granite County Hospital District is abbreviated as GCHD. References to “the Board” or “Board of Trustees” refer to the Granite County Hospital District’s elected Board of Trustees who serves as the governing body for the Granite County Hospital District.

This handbook contains information about employee benefits, payroll, resolution of grievances, expectations for employee conduct and other policies related to your employment with the Granite County Hospital District. In the event that there is a state or federal law that contradicts the information in this handbook, the state or federal law will prevail.

During your probationary period, you may be terminated at any time, with or without good cause and without prior notice by the District, or you may resign for any reason. No supervisor or other representative of the District except the Administrator (or other designated representative of the District), has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. Any such agreement with the Administrator must be an individual agreement in writing and signed by you and the Administrator.

The Hospital District reserves the right to repeal, modify or amend these policies at any time, with or without notice. This manual is not intended to be all inclusive and does not represent an employment contract. None of the provisions contained within this manual will limit the power of the Hospital District to repeal or modify these rules.

CAREER OPPORTUNITIES

It is our desire to see each and every employee achieve their highest potential. We will do our best to provide the opportunities for career growth, training, education and guidance whenever possible. Please see your immediate supervisor if you have questions.

OPEN DOOR POLICY

It is our objective to provide a work environment free from elements that would deter you from doing your best work. All concerns may be expressed through our open door policy. Your supervisor and administration maintains this open door policy to discuss any issues that you may have. We welcome your input.

If you feel you have been discriminated against in any way you are encouraged to discuss your concerns with your immediate supervisor or the administrator.

CODE OF CONDUCT

Granite County Hospital District strives to provide a positive and supportive work environment where employees are treated with respect and contributions are valued. To accomplish this goal, all employees of the Granite County Hospital District agree to the following Code of Conduct.

Granite County Hospital District Code of Conduct

1. We work together as a team, support our co-workers and always keep resident/patient quality of life as the focus of our work efforts.
2. We treat each other as we would want to be treated.
3. We do not fight with one another, and never display anger or frustration in a public place.
4. We do not raise our voices in anger and never use profane language in the workplace.
5. We refrain from negative statements about the facility or employees of the facility.
6. If we have a problem with a co-worker, we try and talk directly with the person in a private place and in a constructive manner. We don't talk down to one-another or yell at one another. If we are unable to solve our problems we ask for help from a supervisor.
7. We don't gossip.
8. We show our respect to our co-workers by arriving to work on time, taking breaks on time and returning from our breaks on time. We let our direct supervisor know when we are leaving the building.
9. We always treat residents with respect and never talk down to them. We include them in conversations and do not treat them as if they are not there. We always explain what we are about to do when providing care and honor resident choices.
10. We dress in a manner consistent with our job role. We wear uniform/scrubs when we are providing direct patient care or casual street clothes in other functions. We ensure our clothing is in good repair and not torn or soiled. We understand we represent Granite County Hospital District, an organization where we are proud to work.

Section II - EMPLOYMENT

CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT STATEMENT

Conflict of Interest

The Hospital District expects its employees to conduct business according to the highest ethical standards of conduct and devote your best efforts to the interests of the Hospital District. Employees may not use their position with the Hospital District to obtain favors and or benefits for themselves or others. Business dealings that appear to create a conflict between the interests of the Hospital District and an employee are unacceptable.

The Hospital District recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that the Hospital District may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the Hospital District's business dealings.

Although it is not possible to specify every action that might create a conflict of interest, this policy addresses actions that frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he/she should immediately contact the Administrator to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

A violation of this policy will result in immediate and appropriate discipline, up to and including discharge.

Financial Interest in Other Business

An employee and his/her immediate family may not own or hold any significant interest in a supplier, customer or competitor of the Hospital District.

Acceptance of Entertainment, Gifts, Favors, and Gratuities

No employee shall solicit or accept any gift, gratuity, favor, entertainment, reward, or any other item of monetary value that might influence or appear to influence the judgment or conduct of the employee in the performance of his/her job. Employees can accept gifts or entertainment only in cases where the gifts or entertainment are of nominal value, are customary in the industry, will not violate any laws, and will not influence or appear to influence the employee's judgment or conduct at his/her employer's business.

Giving Entertainment, Gifts, Favors, and Gratuities

No employee shall give any gift, gratuity, favor, entertainment, reward or any other item of monetary value that might influence or appear to influence the judgment or conduct of the recipient in the performance of his/her job. Employees can give gifts or entertainment only in cases where the gifts or entertainment are of nominal value, are customary in the industry, will not violate any laws, and will not influence or appear to influence the recipient's judgment or conduct at his/her employer's business.

Outside Employment

If the Hospital District determines that an employee's outside employment interferes with performance or the ability to meet the requirements of the Hospital District as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the Hospital District.

The Hospital District does not consider outside employment to be an excuse for poor job performance, tardiness, absenteeism, or refusal to work overtime. If outside employment leads to these problems, the Hospital District may discipline the employee, up to and including discharge.

Reporting Potential Conflicts

An employee must promptly disclose actual or potential conflicts of interest, in writing, to his/her supervisor. Approval will not be given unless the relationship will not interfere with the employee's duties or will not damage the Hospital District's relationship.

FRAUD POLICY:

Granite County Hospital District is committed to protecting its revenue, property, information and other assets from any attempt, either by members of the public, contractors, sub-contractors, agents, intermediaries or its own employees, to gain financial or other benefits by deceit.

This policy sets out specific guidelines and responsibilities regarding appropriate actions that must be followed for investigation of fraud and other similar irregularities.

Definitions:

Fraud and other similar irregularities include, but are not limited to:

1. Forgery or alteration of checks, drafts, promissory notes and securities.
2. Misappropriation of funds, securities, supplies or any other asset.
3. Irregularity in the handling or reporting of money transactions.
4. Misappropriation of furniture, fixtures and equipment.
5. Unauthorized use or misuse of District property, equipment, materials or records.
6. Any computer-related activity involving the alteration, destruction, forgery, or manipulation of data for fraudulent purposes or misappropriation of District-owned software.
7. Any claim for reimbursement of expenses that have been incurred for the exclusive benefit of the District.

Applicability:

This policy applies to members of the Board of Trustees and all employees of the District.

General Policy and Responsibilities

1. It is the Board of Trustees' intent to fully investigate any suspected acts of fraud, misappropriation or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, length of service or relationship with the District of any party who might be or becomes involved in or becomes/is the subject of such investigation. All trustees, officers and employees of District will co-operate fully with the Board of Trustees to ensure that any suspected acts of fraud, or other similar irregularity, are investigated to the satisfaction of the Board of Trustees.
2. In all circumstances, where there are reasonable grounds to indicate that a fraud may have occurred, the Board of Trustees, subject to the advice of its legal counsel, will contact its insurance company and local law enforcement. Upon conclusion of the investigation, the results will be reported to the Chairman of the Board of Trustees.
3. The Board of Trustees will pursue every reasonable effort, including court-ordered restitution, to recover the District's losses from the offender, or other appropriate sources.

Prevention

The Board of Trustees and staff shall practice internal control measures designed to limit the risk of fraud or other similar irregularities, paying particular attention to the controls for handling cash and corporate credit cards.

Procedures to be followed when fraud is suspected

1. Reporting
 - a. All Employees
 - i. Any employee who has knowledge of an occurrence of irregular conduct, or has reason to suspect that a fraud has occurred, shall immediately notify his/her supervisor. If the employee has reason to believe that the employee's supervisor may be involved, the employee shall immediately notify the Administrator who will then report it to the Board of Trustees.
 - ii. Employees shall not attempt to investigate a suspected fraud or discuss the matter with anyone other than a person to whom the fraud was reported.
 - iii. An allegation of fraud is a serious matter. Employees who knowingly make false allegations will be subject to discipline up to and including dismissal.
 - b. Supervisors
 - i. Upon notification from an employee of suspected fraud the supervisor shall immediately notify the Administrator. The supervisor shall not attempt to investigate the suspected fraud or to discuss the matter with anyone other than the Administrator or Board of Trustees.
 - c. Administrator
 - i. Upon notification from an employee of a suspected fraud, or if the

Administrator has reason to suspect that a fraud has occurred, the Administrator shall immediately advise the Board of Trustees. The Administrator shall not attempt to investigate the suspected fraud or to discuss the matter with anyone other than the Board of Trustees. The Administrator shall coordinate the investigation with law enforcement officials on behalf of the Board. The Administrator will ensure that those representing the District who are conducting the investigation keep a detailed log of any relevant records including documents, conversations and formal interviews. In the event the Administrator is suspected of fraud, the employee shall report the suspected fraud directly to the Chairman of the Board.

d. Board of Trustees

- i. Upon notification or discovery of a suspected fraud, the Board of Trustees or their designated agent will, in consultation with legal counsel, promptly conduct an initial review and make a determination whether or not the suspected fraud warrants additional investigation. In all circumstances where there appears to be reasonable grounds for suspecting that a fraud has taken place, the Board of Trustees, in consultation with the District's legal counsel, will contact local law enforcement. In the event that the Chairman is suspected of fraud or other similar irregularities, the Board shall appoint the Vice Chairman or other board member to fulfill these responsibilities on its behalf.

2. Security of Evidence

- a. Once a suspected fraud is reported, the Board of Trustees, in consultation with the District's legal counsel shall take immediate action to prevent the theft, alteration, or destruction of relevant records.
- b. Such actions may include, but are not limited to, removing the records and placing them in a secure location, limiting access to the location where the records currently exist, and preventing any individual(s) suspected of committing the fraud from having access to the records. The records must be adequately secured until the investigator engaged to conduct the investigation or the police take control of the records to begin the audit investigation.

3. Confidentiality

- a. All participants in a fraud investigation shall keep the details and results of the investigation confidential.

4. Personnel Action

- a. If a suspicion of fraud is substantiated by the investigation, disciplinary action, up to and including dismissal, shall be taken by the Board of Trustees in consultation with the District's legal counsel.
- b. Unless exceptional circumstances exist, a person under investigation for fraud

shall be given notice in writing of the essential particulars of the allegations upon the commencement of the audit investigation. Where notice is given, the person against whom allegations are being made may submit a written explanation to the Chairman (or other appointee) of the Board of Trustees no later than seven calendar days after the notice is received. This requirement is subject to any collective agreement provisions respecting the rights of employees during disciplinary proceedings.

5. Whistle-Blower Protection

- a. No person acting on behalf of the District, including the Board of Trustees shall:
 - i. dismiss or threaten to dismiss an employee;
 - ii. discipline or suspend or threaten to discipline or suspend an employee;
 - iii. impose any penalty upon an employee; or
 - iv. intimidate or coerce an employee
- b. Because the employee has acted in accordance with the requirements of the policy. Violation of this section will result in discipline up to and including dismissal.

6. Media Issues

- a. Any staff person or member of the Board of Trustees contacted by the media with respect to a fraud investigation should refer the media to the Administrator or the Chairman of the Board of Trustees. The alleged fraud or audit investigation shall not be discussed with the media by any person other than the Administrator or Chairman in consultation with the District's legal counsel.

7. Insurance recovery

- a. If fraud or other irregularity is confirmed, the Board of Trustees will assess the extent of the loss, including the costs of investigation, as well as the amount of the insurance claim deductible, before deciding on whether to make an insurance claim.

NONDISCRIMINATION /ANTI-HARASSMENT POLICY AND COMPLAINT PROCESS

We expect employees to develop and maintain business-like relationships free of bias, prejudice and harassment. In keeping with this commitment, we will not tolerate unlawful harassment or discrimination of employees by anyone, including any supervisor, manager, co-worker, vendor, client, contractor, customer or other regular the Hospital District visitor. Employees have a responsibility to treat others with dignity and respect at all times. Any employee found to have willfully exhibited inappropriate conduct or behavior against others may be subject to disciplinary action up to and including discharge.

Equal Employment Opportunity is a fundamental principle at the Hospital District, where employment is based upon personal capabilities without discrimination on the basis of race, creed, religion, color, or national origin or because of age, physical or mental disability, marital status, or sex when the reasonable demands of the position do not require an age, physical or

mental disability, marital status, or sex distinction, "genetic information" or any other protected characteristic as established by federal, state and local laws.

This policy applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, layoff, discharge, training, and all other terms, conditions, and privileges of employment. Your questions or concerns should be referred to Administration who have overall responsibility for this policy and maintain reporting and monitoring procedures.

Accommodation

If you require specialized accommodations for a mental or physical disability or religious belief/practice, etc., either for your current job or for jobs for which you wish to apply, contact your supervisor or Administration. It is important that you notify us of your need for an accommodation. Once that is done, we will work with you through an interactive process to evaluate and, if possible, arrange for a reasonable accommodation. Generally, a reasonable accommodation will be attempted unless it creates an undue hardship for the Hospital District. A reasonable accommodation does not mean the elimination of an essential function of the job.

Harassment/Nondiscrimination

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, or any other characteristic protected by law. The Hospital District will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. Such harassment may include, for example, jokes about another person's protected status, kidding, teasing or practical jokes directed at a person based on his or her protected status.

This policy applies to conduct occurring in the workplace and/or in other settings where the Hospital District employees may be in connection with their work, such as business trips and business related social events.

The prohibited conduct also includes: (a) epithets, slurs, negative stereotyping, threatening, hostile, offensive or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace, on Hospital District time or using Hospital District equipment by email, phone (including voice messages), text messages, social networking sites, etc. that shows hostility toward a person or group because of their protected status.

Sexual Harassment

Sexual harassment deserves special attention. Sexual harassment may include subtle and not so subtle behaviors, may be directed towards individuals of the same or different gender, and may include explicit sexual propositions, sexual innuendo, commentary about an individual's body, sexual prowess or sexual deficiencies, sexually oriented "kidding" or "teasing;" "practical jokes," jokes about obscene printed or visual material; staring, leering or whistling; insulting or obscene comments or gestures and physical contact such as patting, pinching or brushing against another person's body. Sexual harassment includes unwelcome verbal or physical conduct of a sexual nature when:

- Submission to the conduct is implicitly or explicitly made a term or condition of employment;

- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual; or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- Prohibited Sexual harassment also includes:
 - Harassment directed toward a person because of gender
 - Propositions or pressure to engage in sexual activity
 - Sexual assault
 - Display of magazines, books, or pictures with a sexual connotation
 - Any harassing behavior, whether or not sexual in nature, directed toward a person because of the person's gender, including, but not limited to, hazing employees working in nontraditional work environments.

Retaliation

Neither the Hospital District, nor any of its employees, will retaliate against any applicant, employee, or past employee for opposing unlawful discriminatory practices, reporting or assisting in making a harassment or discrimination complaint or cooperating in a harassment or discrimination investigation. Retaliation in any form is grounds for disciplinary action up to and including discharge.

Complaint Procedure

All employees are responsible to help ensure that the Hospital District avoids all forms of harassment, discrimination or retaliation in the workplace. Whenever possible, any person who is experiencing unwelcome conduct, of the type generally described above, should inform the person engaging in the conduct that it is unwelcome and request that it stop. Employees who believe they have been subjected to discrimination or harassment or have witnessed such behavior should immediately report this information to your supervisor or the Administrator.

Corrective Action

The Hospital District will attempt to investigate all complaints of harassment, discrimination and retaliation thoroughly, to the fullest extent practicable. The Hospital District will keep complaints and the terms of their resolution confidential; however it cannot guarantee complete confidentiality to complete a thorough investigation. If an investigation confirms that a violation of this policy has occurred, the Hospital District will take appropriate, corrective action including discipline up to and including discharge from employment.

ELIGIBILITY FOR EMPLOYMENT

Federal law requires both new employees and re-hires to provide documentation of eligibility to work in the United States. In addition employee candidates must be able to provide acceptable proof of identity. A properly submitted I-9 form is required for employment.

FAMILIAL EMPLOYMENT

The GCHD does allow family members and relatives of employees to be considered for

employment, provided they are qualified for the position and no other conflict of interest exists. A person is not eligible for a position with GCHD in which they would be supervised by a family member or relative.

DRUG AND ALCOHOL USE

The Hospital District has a strong commitment to its employees to provide a safe and secure workplace and to establish programs promoting high standards of employee health. The purpose of this policy is to state the Hospital District's philosophy with respect to drug and alcohol use and abuse.

The unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance, or alcohol while performing Hospital District business, or while on Hospital District grounds, is prohibited. These activities constitute serious violations of Hospital District rules, jeopardize the Hospital District, and can create situations that are unsafe or that substantially interfere with job performance.

The Hospital District has established a drug-free awareness program that is available from the Administration Department or Hospital District Designee that informs employees about the dangers of drug abuse in the workplace, the Hospital District's policy of maintaining a drug-free workplace, the Hospital District's employee assistance program, and the penalties imposed for violations of this policy.

Employees who know or should know the use of a legal prescription could impair their ability to perform their jobs should inform their supervisor and/or Administrator immediately. The information, which will be kept confidential, is necessary to properly and safely assess an employee's ability to perform his/her job duties.

Employees in violation of this policy are subject to appropriate disciplinary action, up to and including dismissal.

EMPLOYEE CLASSIFICATIONS

Each employee of the Hospital District is classified as either exempt or non-exempt from overtime pay requirements, depending on their job duties. An employee's exempt or non-exempt classification may be changed only upon written notification by the Hospital District management.

- Exempt employees are classified as such if their job duties are exempt from overtime pay and/or minimum wage requirements as determined by Federal and State Wage and Hour Law definitions.
- Non-Exempt employees are subject to minimum wage and overtime pay requirements for hours worked over 40 in a workweek, in accordance with Federal and State Wage and Hour Laws.

Based on the conditions of employment, employees of the Hospital District fall into the following categories: full-time, part-time, and temporary employees.

- Full-Time
A full-time employee is one who works an average of 30 or more hours per week on a regular basis.
- Part-Time
A part-time employee is one who works an average of less than 30 hours per week on a regular basis.
- Casual Employee
An employee who works on an as needed basis and is not eligible for an GHDC benefits.
- Temporary Employees
A temporary employee is one who is employed full-time or part-time for a specific job assignment or limited duration, or during certain periods of time depending upon the demand of work as determined by the Hospital District. A temporary employee is not eligible for any Hospital District provided benefits.

Employees should consult each benefit's Summary Plan Description for information regarding the classifications of employees eligible under the specific benefit program.

Employees with questions about their employment classification or benefits eligibility should contact the Administration.

COMPENSATION

Differentials; additional pay categories

On-Call – Some employees are required to provide on-call services as part of the essential functions of their employment. On-call occurs in the following departments:

- Radiology
- Laboratory
- Maintenance
- Nursing

Per Hour on-call rates are set annually with the budget.

Call-Back – Employees, who are on-call, may be called into the facility to perform a service. The employee is compensated a flat rate to return to the facility. The “Call Back” rate is determined annually with the budget.

On-call, called back to perform a service – Once the employee has arrived at the facility to perform the service, they are required to track their time using the accepted time clock method. Employees will receive their normal wage (or overtime if applicable) for time spent at the facility performing a call back service.

Shift Differential – Employees working evening and night shift in the nursing department receive an hourly shift differential. The amount of the shift differential is set with the annual budget.

PROBATIONARY EMPLOYMENT PERIOD

The probationary period is intended to give new and rehired employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets both the employee’s and the employer’s expectations. During a probationary period of employment either you or the Hospital District may end the employment relationship at will at any time with or without cause or advanced notice. **Probationary employees do not have access to the internal complaint process to appeal disciplinary action or discharge.**

All new and rehired employees work on a probationary basis during the first **six months** of employment. Any significant absence shall automatically extend the probationary period by the length of the absence. If the Hospital District determines that the designated probationary period does not allow sufficient time to thoroughly evaluate you, **the probationary period may be extended for a specified period.**

During the probationary period, new and rehired employees are eligible for the benefits required by law. Employees may be eligible for other Hospital District provided benefits, subject to the terms and conditions of each benefit program. Employees shall be informed of the details of specific benefits programs as the employees become eligible.

VOLUNTARY TERMINATION/RESIGNATION RETIREMENT

Voluntary Termination

Employees desiring to voluntarily terminate their employment relationship with the GCHD should notify the GCHD at least two weeks in advance of their intended termination. The notice should be given in writing to the supervisor or department head. Proper notice generally allows the GCHD sufficient time to calculate all accrued benefits (if applicable) as well as other monies to which the employee may be entitled and to include such monies in the final paycheck.

Failure to comply with the notice requirement may be cause for denying future employment with the GCHD.

Retirement

Employees who plan to retire are urged to provide the GCHD with a minimum of one month's notice. This will allow ample time for the processing of appropriate retirement forms.

FINAL PAY

In compliance with Montana law (Mont. Code Ann. §39-3-205), when you voluntarily terminate or are involuntarily terminated prior to payday, your final pay will be issued on the next regularly scheduled payday, or 15 days from the date of the actual separation, whichever occurs first.

NOTE: All organization property shall be returned to the Hospital District upon termination.

SECTION 3 – PERSONNEL POLICIES

PROTECTED HEALTH INFORMATION

GCHD is a healthcare facility subject to the rules and regulations of the Healthcare Information Portability and Accountability Act (HIPAA). HIPAA requires that all private health information be protected and held strictly confidential. Employees may become aware of private health information in the course of their work assignments. This may include patient diagnosis, treatment plans and condition. Employees are strictly prohibited from discussing any private health information outside of the work place environment. Discussions including private health information that occur while working must be related to the employee's job function.

ZERO TOLERANCE FOR ABUSE/NEGLECT

GCHD is a healthcare facility providing services to the sick, injured, elderly and disabled. GCHD has zero tolerance for abuse or neglect of residents/ patients or misappropriation of resident/patient property. All concerns regarding the possibility that abuse, neglect or misappropriation of property has occurred will be thoroughly investigated by the Administrator or their designee. Employees that have committed abuse, neglect or misappropriation of property will be immediately terminated from employment and their actions will be reported to law enforcement as appropriate.

ATTENDANCE

As an employee of Granite County Hospital District, you are expected to be at your scheduled job at the beginning of your shift and remain working until the end of your assigned shift. For example: If you are scheduled to work from 6:00 am to 6:00 pm you are expected to be working at 6:00 am and you are expected to work until 6:00 pm.

If you have an emergency and are unable to work your scheduled shift, this is considered an **Unscheduled Absence**. You must call to report off **6 hours** before the start of your shift for an unscheduled absence. Calling in to give less than 6 hours call off notice may result in the absence being classified as a **No Show** to work. No Show absences will be counseled according to our disciplinary policy. The 6 hour time limit allows your supervisor and co-workers time to replace you for the shift when possible.

When calling off, if your supervisor is unavailable, you must speak **directly** with the Nurse in Charge, the Director of Nursing, the Assistant Director of Nursing, the Chief Financial Officer, or the Administrator. Sending a text message will not be considered appropriate notice for a call off. Night, weekend and call offs to designated Holiday charge nurse phone number will be considered complete when return call confirmation is received by the employee. Employee must provide the specific reason for being late or for not being able to report to work. If you are unable to call yourself, you must have someone call in for you to one of the above individuals. Attendance or tardiness patterns, as well as failure to properly notify the facility if you are unable to work may result in disciplinary action up to and including discharge.

Any unscheduled absence that lasts for 3 or more shifts may require a healthcare providers release before you may return to work.

Tardiness is defined as arriving to work or not at your workstation after the beginning of your scheduled shift.

Unscheduled Absence is defined as not coming to work for your assigned shift. Granite County Hospital District understands that there are times when employees should not come to work due to a contagious illness or a medical condition that does not allow them to perform the essential functions of their job. This policy is designed to recognize that unscheduled time off will occur and is acceptable on a limited basis. Limited basis is defined as 2 or less unscheduled absences in a rolling 3 month period. A call off that covers 2 shifts counts as 2 unscheduled absences. Employees with excessive tardiness or excessive unscheduled absences will be counseled according to our disciplinary policy.

Call off's (unscheduled absences) for any reason will require that at least 2 unpaid days be taken before PTO time may be accessed in the following circumstances: Call off's immediately before or after a Granite County Hospital District recognized holiday. Call off's immediately before or after scheduled days off, or a call off immediately before or after a scheduled vacation.

WORK SCHEDULE

Department heads of GCHD are responsible for setting hours of work for each position within their department. The work schedules are designed to meet the needs of the patients and residents served by the facility. Work schedules, including number of shifts, type of shift (day, evening, night) and requirement to work on weekends may change from time to time depending on facility needs.

Start and Stop time for shifts are based on facility need to provide optimal care and services. Shift times may change from time to time as needed to respond to the changing needs of the facility.

Shifts may be of any duration generally not to exceed 12 hours per shift. Employees are not permitted to be scheduled in excess of 50 hours in consecutive shifts without pre-approval by the Administrator.

Employees are expected to be at their work location and ready to begin work at the beginning of their work schedule.

Employees shall have an unpaid 30 minute meal break when their total shift length is more than 6 hours. In the event that an employee is unable to take an uninterrupted 30 minute meal break due to unpredictable patient or facility needs, the employee will be compensated for their meal break time. When this occurs, the employee must report the incident to their supervisor or designee on the day of occurrence.

Daily attendance records will be maintained by each department; including date and time absent and reason for absence. Tardiness or other attendance irregularities shall be cause for

disciplinary action.

Nothing in the Policy limits the GCHD from establishing or changing work schedules as necessary for the successful operation of hospital programs.

OVERTIME/ OVER-SHIFT

Employees must obtain pre-approval from their direct supervisor to work overtime (over 40 hours in a work week starting Sunday ending Saturday) or over-shift (working more hours than the employee was scheduled to work. Non- exempt employees required to work more than 40 hours per week (starting Sunday ending Saturday) will receive 150% of their base wage for hours worked over 40.

Emergency situations may require that an employee work longer than their scheduled shift (working "over-shift). This should be an exception to normal work practices. Working over-shift results in exceeding the budgeted expenses for the department. The success of GCHD depends upon teamwork and the individual contribution of all employees to good financial stewardship.

A pattern of working unapproved over-shift or over-time will result in disciplinary action up to and including termination.

BULLETIN BOARDS

Bulletin boards placed in designated areas throughout the facility display notices and announcements for employees to review. It is the responsibility of each employee to review the bulletin boards regularly to be aware of information posted. Information to be posted must be approved by the Administrator or designee and the posting must be signed and dated. Postings without approval, signature and date will be removed.

TIME REPORTING

All non-exempt employees must record their hours worked, daily, utilizing the company's recordkeeping system. The time record is used to compute earnings and is kept as a permanent record.

Recording another employee's time or falsifying any time record is not permitted and is cause for disciplinary action, up to and including discharge.

Exempt employees are not required to record hours worked, except for billing purposes. Exempt employees must turn in a monthly calendar that records PTO taken during the month

PAYROLL

GCHD processes payroll two times a month for a total of 24 pay periods each year. Work performed from the First of the month through the Fifteenth of the month is paid on the Twentieth of the month. Work performed on the Sixteenth of the month through the end of the month is paid on the Fifth of the following month. If a payday falls on a Saturday, employee pay

will be deposited on the Friday before. If a payday falls on a Sunday, employee pay will be deposited on the following Monday. If a payday falls on a Holiday, employee pay will be deposited on the next business day (Monday-Friday) following the Holiday.

Employees may be paid by check or through direct deposit of funds to either a savings or checking account at their bank of choice, providing the bank has direct deposit capability. To activate direct deposit, you will be required to complete and sign a Direct Deposit Authorization form, and provide it to the Payroll Administrator.

EMPLOYEE PERSONNEL RECORDS

An individual designated by the Administrator is responsible for establishing and maintaining an official personnel file for each GCHD employee. All employee personnel records are confidential and access is restricted, except for an employee's title, dates and duration of employment and wage.

Access to employee personnel files by law enforcement or other outside agencies will only be allowed if the designated individual in consultation with the hospital's attorney finds that the merit of public disclosure overrides the individual's right to privacy.

Department heads are responsible for the forwarding of documents for inclusion in the personnel files of those employees assigned to their department.

Personnel files shall not be maintained by individual departments. No materials in a personnel file may be removed from the office.

Employees may make an appointment with the administration designee to review their personnel file. When reviewing their personnel file, the employee will be accompanied by the administration designee. The employee may not remove any items from the personnel file. The employee may submit rebuttals to documents within the personnel file. Such rebuttals will be filed with the document they pertain to.

Personnel must treat as confidential all employee information except for requests to verify information relating to job title, department, salary, and dates of employment.

Access to information contained in the personnel file will be limited to the Administrator, immediate supervisor, the individual employee, employee's attorney, or attorney representing the GCHD regarding an employment matter. Files pertaining to employees who are bona fide candidates of interdepartmental transfer or termination may be reviewed by the prospective gaining department head.

PERSONAL APPEARANCE

While on duty all direct care givers have a direct impact on the perceptions and satisfaction of our residents, patients, visitors, medical staff and co-workers. Our mission statement expectations are high and we must continue to meet those expectations. Department supervisors are responsible for enforcing the dress code policies and maintain the authority to

have employees change attire when in violation.

Exceptions to the dress code may be granted due to a medical condition documented by a licensed provider. This exception will be applied at the discretion of the department head and administrator.

1. GENERAL STANDARDS FOR ALL EMPLOYEES

- a. Employees are expected to exhibit and maintain a well groomed personal appearance, including cleanliness and proper hygiene.
- b. Attire and personal grooming must satisfy all safety and health regulations.
- c. The GCHD name badge must be visible at all times, face front, at chest level and in good condition. Badges or buttons with advertising or causes are prohibited.
- d. Acceptable attire will be clean, pressed and in good repair. Fit of clothing will allow for required movement of job performance without exposing cleavage, abdomen, or lower back.
- e. Perfumes, aftershaves or other scents are not to be used due to their potential detrimental impact on patients and person's with chemical sensitivities
- f. Hair will be neatly combed, clean and styled in a manner that is safe for job performance. Hair ornaments will be kept to a minimum. Beards, sideburns and mustaches will be kept neatly trimmed.
- g. When an employee violates the dress code policy, the department head or administrator will send the employee home to make the required changes unless doing so would create a resident or patient safety issue, in which case the employee will be provided with alternate attire. With the first offense, the employee may use vacation time. Repeat offenders will not be granted paid time off. Continued violations will result in progressive disciplinary actions.

2. STANDARDS FOR DIRECT PATIENT CARE GIVERS

- a. Hair shall be held off the face and out of the care field.
- b. Safety shall be considered in the decision to wear jewelry. No more than a watch and wedding ring on the wrist and hands. Necklaces should be minimal with a single strand. Wearing wedding rings on a chain is encouraged. Dangling earrings are not allowed for staff safety.
- c. Scrubs in the employee's choice of color will be the standard uniform. T-shirts may be worn under the scrubs but they must be without logos. Dresses no shorter than knee length. Capri's that are part of regulation scrubs may be worn but must be hemmed and not be higher than mid-calf. On Fridays only, clean jeans in good repair may be worn with a scrub top.
- d. Finger nail length will be no more than ¼ inch from the finger tip and will be maintained to prevent injury to residents and patients. Polish in a good state of repair may be worn. Artificial nails, tips, wraps, enhancements, adornments or appliques are not permitted for resident/patient safety.
- e. Footwear will allow for safe transport of patients, residents and equipment, the use of proper body mechanics and provide caregiver safety, comfort and personal protection. Stockings are required. Boots will be supplied for bath aides. No flip

flops or open toed shoes are allowed.

3. UNACCEPTABLE ATTIRE/APPEARANCE THAT APPLIES TO ALL EMPLOYEES

- a. Shorts, micro-mini skirts, halter tops, spaghetti strap tops, sheer fabrics, baseball caps, low cut necklines, (no cleavage exposed), midriff tops, lycra/spandex/metallic tops, t-shirts with advertising for alcohol, cigarettes, jokes or other similar designs that would be considered unprofessional by our customers, residents and patients, leggings or stirrup pants.
- b. Hair of unnatural color, i.e. blue, purple, green etc.
- c. The use of metallic sprays, glitter, sequins on skin, hair or clothing is not permitted.
- d. Flip flop sandals will not be worn.
- e. Visible body piercing (tongue, eyebrow, nose or lip rings, etc. must be removed while in the work environment.
- f. No visible tattoos. Existing tattoos must be covered whenever possible.
- g. Excessively tight or loose clothing is prohibited.
- h. Scrubs stamped with other institutional names shall not be worn.

PERSONAL PHONE CALLS/CELLULAR PHONES

Cell phones and personal calls and text messages may only be made or received while employee is on authorized break periods.

Employees are encouraged to inform friends, relatives etc., not to call while employees are on duty. An employee will not be paged to the phone unless it is a bona-fide emergency. The caller may be asked to state the nature of the emergency.

Employees who are conducting hospital business via cell phone may do so during business hours.

EMPLOYEE SAFETY

Employee safety is of the utmost priority to GCHD. Employees are expected to use safe practices at all times while performing work duties. This includes but is not limited to safe body mechanics when moving, bending, lifting, twisting or stooping. Employees are expected to observe all policies and procedures regarding the use of patient transfer devices and to seek assistance when the activity to be performed is beyond their capabilities.

Employees who fail to observe proper safety procedures while performing workplace duties are subject to disciplinary action up to and including termination.

INSPECTIONS AND SEARCHES

The Hospital District is concerned with preventing theft of Hospital District property, with controlling workplace substance abuse, and with promoting the safety of its employees and

others on the premises. - The Hospital District may search employee's work area including desks, file cabinets, closets, computer files, Hospital District phone records or any other Hospital District owned equipment or property.

Employees are encouraged not to bring any item of personal property into the workplace that they do not want revealed to the organization.

WORKPLACE THREATS AND VIOLENCE

Nothing is more important to the Hospital District than the safety and security of its employees. the Hospital District has zero tolerance for violence in the workplace, which includes zero tolerance for acts of intimidation, threats of violence (whether express or implied), or acts of violence on the Hospital District's premises, while on Hospital District business, or against another Hospital District employee, either during or after working hours. Any of the aforementioned acts of violence against employees, visitors, guests or other individuals by anyone will not be tolerated and must be reported to a supervisor immediately. Violations of this policy will lead to disciplinary action up to and including discharge and potentially arrest and prosecution.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on the Hospital District property shall be removed from the premises as quickly as safety permits, and shall remain off the Hospital District premises pending the outcome of an investigation. The Hospital District will initiate an appropriate response. This response may include, but is not limited to, suspension and/or discharge from any business relationship, reassignment of job duties, suspension or discharge from employment, and/or criminal prosecution of the person or persons involved.

No existing Hospital District policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

All Hospital District employees are responsible for notifying a supervisor or another member of the management team of any threats they have witnessed, received, or been told that another person has witnessed or received. Even without an actual threat, employees should also report any behavior they have witnessed which may be regarded as threatening or violent, when that behavior is job related or might be carried out on a Hospital District controlled site, or is connected to Hospital District employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior.

All individuals who apply for or obtain a protective or restraining order, which lists Hospital District locations as being protected areas, must provide to the Administration, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. The Hospital District understands the sensitivity of the information requested and has developed confidentiality procedures, which recognize and respect the privacy of the reporting employee(s).

REPORTING ACCIDENT OR INJURY

Maintaining a safe work environment requires the continuous cooperation of all employees. The Hospital District strongly encourages employees to communicate with fellow employees and their supervisor regarding safety issues.

All employees are covered by Workers' Compensation Insurance that provides coverage and protection in accordance with the workers' compensation law. Any work-related accident which occurs on the job, **no matter how minor**, must be reported immediately to your supervisor. The supervisor and employee will complete a First Report of Injury as soon as possible, and no later than 24 hours from the time of injury, even if there are no apparent injuries at the time. Employee Incident Report forms are available from administration. Failure to report accidents is a serious matter as it may preclude an employee's coverage under Workers' Compensation Insurance.

Employees suffering a loss time injury on the job must have written authorization from his/her Physician, Physician's Assistant, Nurse Practitioner or other GCHD approved provider stating that he/she is able to perform the normal duties of the position, with or without reasonable accommodation, before returning to work. In some instances, the Hospital District may have a temporary light duty position to assist an injured worker return to work sooner. A light duty position will not last more than 30 full or partial working days.

Time off for days not worked, or resulting in partial days or an intermittent work schedule will be covered under the terms of The Family Medical Leave Act.

REPORTING PERSONAL INFORMATION CHANGES

Employees must notify the Administration designee whenever there is a change in their personal information on file with GCHD. This includes address, phone number, income tax withholding information, emergency contacts and if applicable, any information which may impact your insurance coverage.

PERSONAL PROPERTY

GCHD is not responsible for personal property of employees in facilities, vehicles or parking areas. Any personal items brought on premises deemed inappropriate by GCHD, will be removed without notice. As always, be considerate of the organization's image as well as your image with patients, customers and co-workers.

SMOKING

Smoking is not allowed in GCHD facilities. Smoking is allowed only in designated areas outdoors and on defined breaks. While smoking, please be considerate of others. All smoking materials must be extinguished properly and disposed of in appropriate receptacles.

SECTION 4 – GCHD PROPERTY

SUPPLIES

Granite County Hospital District office supplies, medical supplies, resident supplies, postage, postage systems, shipping accounts and accounts with various vendors and suppliers are to be used for Hospital District business purposes only. Improper use of these items may result in appropriate disciplinary action, up to and including termination.

GCHD VEHICLES

Use of Hospital District vehicles for personal purposes is prohibited (except as outlined in the GCHD Van use policy). Use of GCHD vehicles should be used strictly for Hospital District business and for travel to and from Hospital District business locations and activities when pre-approved by the employee's supervisor. Employees found to be using Hospital District vehicles for personal use may be subject to appropriate disciplinary action, up to and including termination.

Employees whose work requires that they drive GCHD vehicles must hold a valid Montana State Driver's License, including a Montana Commercial Driver's License if applicable.

All new employees who will be assigned work entailing the operation of a GCHD vehicle will be required to submit to a Montana State Division of Motor Vehicles driving record check as a condition of employment. Periodic checks of employee's driver licenses through visual and formal Division of Motor Vehicles review may be made by department heads. A report indicating a suspended or revoked license status may be cause to deny or terminate employment.

Any employee performing work which requires the operation of a GCHD vehicle must immediately notify his/her immediate supervisor in all cases where his/her driver's license is expired, suspended or revoked and/or who is unable to obtain an occupational permit from the State Division of Motor Vehicles.

Employee's assigned work entailing the operation of a GCHD vehicle may be subject to drug testing as required by the Granite County Hospital District Policy.

GCHD EQUIPMENT

Hospital District property, such as laser printers, fax machines, copiers, computers and medical equipment, are to be used for GCHD business purposes only. Unauthorized use of equipment may result in appropriate disciplinary action, up to and including termination.

Your designated work area, desks and cabinets are not to be locked with personal locks (with the exception of assigned personnel lockers in the employee break-room). If you need assistance securing Hospital District property see your immediate supervisor.

SECTION 5 – COMPUTER USE

COMPUTERS AND RELATED EQUIPMENT

GCHD provides employees access to computers, printers and other equipment on an as-needed basis, to perform their job requirements. This equipment is to be used exclusively for the business activities of GCHD. Employees found to be using Hospital District computer equipment for personal use may be subject to appropriate disciplinary action, including revocation of computer privileges and other such disciplinary actions up to and including termination.

Employees are required to maintain their computers and related equipment in good working order. If any of your equipment needs service, repair or maintenance, notify your immediate supervisor.

Employees shall not use Hospital District systems to knowingly violate any city state or federal laws.

Employees are not permitted to share password or logon ID information. This is strictly prohibited under HIPAA security regulations.

Computer games and personal software may not be installed on GCHD equipment.

GCHD equipment shall not be used to create or store personal information or projects. All information generated on the GCHD computer systems is the property of GCHD.

GCHD equipment shall not be used to store or display images depicting violence, sexually explicit material or racially offensive material.

Software installed on GCHD computers must be properly licensed and installed at the direction of the computer systems supervisor.

Employees are not permitted to download any software (free or otherwise) without express permission from the computer systems supervisor.

INTERNET

GCHD computer systems, connected to the internet, are connected for business purpose only. Accessing the internet for personal use is prohibited. Employees are expressly prohibited from allowing any third party to use GCHD provided computers or internet services.

Conducting GCHD business on the internet must be done following all guidelines and policies for conducting business in conventional settings.

Do not expect privacy on GCHD computers. Our software and systems have the capability of tracking each visit, each email, each chat and each file transfer, by every computer on the system.

GCHD maintains the right to limit internet access.

GCHD will comply with any reasonable requests from law enforcement to review internet activities of any employee.

While accessing the internet, employees should be fully aware of the global reach of the media. Employees are required to maintain a high level of dignity and be mindful that they represent GCHD to the world at large while online.

For protection of GCHD's network and proprietary information, security measures have been installed on the system. No employee shall, under any circumstances, attempt to disable or circumvent these security measures.

EMAIL AND ELECTRONIC COMMUNICATION

GCHD provided email is provided for business purposes only. Personal use should be kept to an absolute minimum.

All emails, sent or received, are GCHD records and as such, are accessible to appropriate staff members.

No anonymous emails can be sent from GCHD systems. All employees are required to identify themselves by name and email address.

Chat room participation is prohibited except for business related forums which require approval from your immediate supervisor.

SOCIAL MEDIA

Use of social media sites is limited to employees with job related responsibilities. Your supervisor will coordinate the process to obtain access logins and passwords to complete your duties.

SECTION 6 – EMPLOYEE LEAVE BENEFITS

PAID TIME OFF

(Vacation, Holidays, Short Term Sick Leave)

The Granite County Hospital District incorporates vacation, short term sick leave, and holidays into a single Paid Time Off (PTO) plan providing employees the flexibility to choose how to use their paid time away from work. The Plan is designed to be equitable for all employees and responsive to individual needs.

- The Paid Time Off Plan provides the regular full-time and part-time employees with an established number of paid hours off per year to be used as the employee chooses with the Department Director's approval. All time off granted, whether paid, unpaid, sick, vacation, or holiday must be approved by the Department Director. There is no guarantee that requested leave will be approved.
- PTO hours begin accruing with the first day of employment or benefit eligibility and may be used, with Department Director approval, after satisfactory completion of the six (6) month probationary period of employment.

Accrual of Paid Time Off Benefit Hours

- The Granite County Hospital District recognizes that there are a variety of shift lengths to which an employee may be assigned to. For ease in interpretation the table below represents the number of eight (8) hour days that are combined to create the PTO benefit for an employee scheduled to work 40 hours per week.
- PTO is accrued based on the number of hours worked, the date hired and the number of years employed. The last column on the right shows the accrual rate for each hour worked. To determine the number of PTO hours each employee accrues, locate the correct years of service line, then multiply the rate by the number of hours worked. The result is the amount of PTO earned for those hours.

For example: An employee hired after July 1, 2010 who has two (2) years of service earns a rate of .0846 PTO per hour. If the employee worked 60 hours in the pay period, they would earn: 0.0846 x 60 hours = 5.076 hours of PTO.

PTO Employees Hired After July 1, 2010							
	Vacation	Holiday	Short Term Sick	Total Days	Total Hours	Rate	Maximum Hrs
First Year	5	8	4	17	136	0.0654	160
1-2 years	8	8	4	20	160	0.0769	176
3-4 years	10	8	4	22	176	0.0846	192
5-7 years	15	8	4	27	216	0.1038	240
8-9 years	18	8	4	30	240	0.1154	260
10+ years	20	8	4	32	256	0.1231	288

PTO - Employees Hired prior to July 1, 2010							
	Vacation	Holiday	Short Term Sick	Total Days	Total Hours	Rate	Maximum Hrs
0- 7 years	15	8	4	27	216	0.1038	260
8 - 9 years	18	8	4	30	240	0.1154	260
10-14 years	20	8	4	33	264	0.1269	288
15-19 years	21	8	4	34	272	0.1307	288
20+ years	24	8	4	36	288	0.1385	288

PTO Maximum Hours

Your PTO accrues each pay period based on the number of years of continuous service, until you reach the maximum number of days allowed in your account. Your PTO balance is continuous; that is you do not lose your PTO at the end of each year. However, if you reach your maximum allowable accrual, additional PTO does not accrue until your balance falls below the maximum.

PTO Hours

1. PTO hours are accrued on a maximum of 40 hours per week. No earned time accrues on unpaid leave of absence or while on PTO or ESB.
2. Compensation for Paid Time Off hours will be paid at the employee's base rate of pay. The employee must indicate a request for Paid Time Off pay in the Time Recording System.
3. During the payroll on which an employee's anniversary date falls, the employee may request a payout of up to 20 Paid Time Off hours.
4. Upon termination, accrued unpaid PTO hours will be paid in the final check.
5. If an employee transfers from a part- or full-time regular status position to Casual status (or non-benefit status), the employee will be paid accrued, unused PTO hours in the pay period following the transfer.
6. Payment for absence due to each single illness of up to 2 consecutive scheduled days will be made from the Paid Time Off Bank. In the event the single absence extends past 2 consecutive scheduled work days, payment for additional hours will be made from the Extended Sick-Leave Bank (*see Extended Sick-Leave policy below*).
7. No PTO hours will be paid for any work absence for which the employee has received Workers' Compensation benefits.

EXTENDED SICK-LEAVE

The Extended Sick Bank (ESB) is an added benefit to pay for absence due to an illness which extends past two (2) consecutive scheduled work days. This benefit runs concurrently with Family Medical Leave Act (FML), for serious medical illness or injuries.

1. Extended Sick-Leave hours begin accruing with the first day of employment or benefit eligibility date and may be taken after satisfactory completion of six (6) months and after 2 consecutive scheduled work days due to illness.
2. Hours for ESB are accrued on a maximum of 40 hours worked per week. Hours in the ESB will accrue at .0308 hours for each hour worked.
3. No PTO or ESB time is accrued while on Extended Sick-Leave, or during an unpaid leave of absence.
4. A full-time employee may accrue up to 64 hours of ESB per year. A part-time employee accrues a proportionate amount based on hours worked.
5. GCHD attempts to accommodate employees with minor illnesses and injuries who may be able to safely perform their responsibilities with modifications to their assignment or by using personal protective equipment. If the illness is of a contagious nature that GHDC cannot accommodate, the employee may request to access the ESB beginning the first day of the illness. A physician's or providers note may be requested by the Administrator or designee.
6. If an employee has an extended illness necessitating the use of ESB hours returns to work and becomes ill again with the same or related illness within 10 days, the employee will have immediate access to the accrued hours in the ESB. (Coordinates with FMLA policy, if applicable).
7. If an employee and/or dependent is admitted to a hospital as an inpatient, for outpatient observation, or for outpatient surgery, ESB hours will be paid beginning the first day of absence.
8. Employees who receive ESB hours due to injury or illness greater than 2 days may be required to obtain a physician's release to resume duties before returning to work.
9. Extended Sick-Leave Bank hours earned after July 1, 2010 are **not** payable upon termination.

DIRECT SICK LEAVE GRANTS

The purpose of the Direct Sick Leave Grant program is to provide for grants of sick leave to employees suffering an extensive illness or accident.

A direct grant of sick leave allows GCHD employees to share accrued sick leave between employees. Shared sick leave may be available to a qualifying employee who suffers an extensive illness or accident. Direct Grants of sick leave are an exchange of hours.

Prohibited Uses

An employee shall not receive direct grants of sick leave or a grant from the sick leave fund under the following circumstances:

1. If the employee is eligible for Workers' Compensation benefits;
2. If the employee is no longer employed by the GCHD;
3. While the employee is on a leave of absence without pay for a reason other than extensive illness or accident; or

Eligibility to grant sick leave credits

An employee is eligible to offer a grant of sick leave to a fellow employee if:

1. All GCHD employees are eligible.
2. The employee has successfully completed their new employee 6 month probationary period.
3. The employee has a minimum balance of 40 hours of sick leave credited to the employee's extended sick leave account.
4. An employee may contribute a total of not more than 40 hours of sick leave as direct grants in a twelve (12) month period. The twelve (12) month period is calculated from the first day the employee makes a direct grant.
5. All grants of sick leave credits shall be voluntary and irrevocable.

Eligibility to Receive Grants From Sick Leave Fund

To be eligible to receive a grant from the sick leave fund, an employee must:

1. have successfully completed their new employee six month probationary period.
2. suffer an extensive illness or accident which results in absence from work of no less than ten (10) consecutive working days;
3. exhaust all personally accrued PTO and extended sick leave.

Bereavement Leave

An employee may access up to twenty four hours over a max of three consecutive calendar days of their available (ESB) Extended sick bank benefit immediately following the death of a family member. Payment for bereavement leave is at the employee's straight time rate of pay. Only the hours an employee is scheduled to work will be eligible.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses and overtime or shift differentials.

Immediate family is defined as spouse, child, stepchild, spouse of a child or stepchild, parents (including in-laws), stepparents, brother, sister, (including step), grandparents, grandchildren, brother or sister in law.

If the employee needs time in excess of three days they may request an unpaid leave of absence or use accrued vacation or personal leave time with approval of their supervisor and Human Resources.

Time off without pay, vacation days, or personal days may be granted to attend the funeral of others close relatives or friends upon approval by the employee's supervisor.

FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act (FMLA) provides eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Granite County Hospital District is a covered employer with at least 50 employees within a 75-mile radius and provides FMLA. Employees are eligible if they have:

- at least 12 months of service with the Hospital District, and
- have worked at least 1,250 hours within the preceding 12-month period.

If eligible, there are two types of leave available, including the basic 12 workweeks of unpaid leave (Basic Family Leave), and the military family leave (Military Family Leave) described in this policy.

Basic FMLA Leave

Employees who meet the eligibility requirements described above are eligible to take up to 12 workweeks of unpaid leave during any 12-month period for one of the following reasons:

1. To care for the employee's son or daughter during the first 12 months following birth; or
2. To care for a child during the first 12 months following placement with the employee for adoption or foster care; or
3. To care for a spouse, child or parent who has a serious health condition; or
4. For incapacity due to the employee's pregnancy, prenatal medical or child birth; or
5. Because of the employee's own serious health condition that renders the employee unable to perform essential functions of his or her job; or
6. for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on covered active duty or call to covered active duty status as a member of the National Guard, Reserves, or Regular Armed Forces.

Married couples. In cases where a married couple is employed by the same Hospital District, the two spouses together may take a combined total of 12 weeks' leave during any 12 month period for reasons 1 and 2, or to care for the same individual pursuant to reason 3.

Military Family Leave includes two types of Military Family Leave.

1. **Qualifying exigency leave.** Employees meeting the eligibility requirements described above may be entitled to use up to 12 weeks of their Basic FMLA Leave for a qualifying exigency while the employee's spouse, son, daughter, or parent (the military member or member) is on covered active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty).

- **For Regular Armed Forces members**, “covered active duty or call to covered active duty status” means duty during the deployment of the member with the Armed Forces to a foreign country (outside of the United States, the District of Columbia, or any territory or possession of the United States, including international waters).
- **For a member of the Reserve components** of the Armed Forces (members of the National Guard and Reserves), “covered active duty or call to covered active duty status” means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation.

Qualifying exigencies may include:

- Short-notice deployment (seven or less calendar days)
- Attending certain military events and related activities
- Childcare or school activities
- Addressing certain financial and legal arrangements
- Periods of rest and recuperation for the military member (up to 15 calendar days of leave, dependent on orders)
- Attending certain counseling sessions
- Attending post-deployment activities (available for up to 90 days after the termination of the covered military member’s covered active duty status, and to address issues arising from death of military member)
- Attending to parental care needs arising from covered active duty or call to duty (arrange for alternative care for a parent of a military member, provide urgent or immediate care, admit or transfer to a care facility, or attend non-routine caregiver meetings with care facility staff)
- Other activities arising out of the military member’s covered active duty or call to active duty and agreed upon by the Hospital District and the employee.

2. Leave to care for a covered servicemember. There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to 26 workweeks of leave during a single 12-month period if the employee is the spouse, son, daughter, parent, or next of kin caring for a covered military servicemember or veteran recovering from a serious injury or illness, as defined by FMLA's regulations.

- **For a current member of the Armed Forces**, including a member of the National Guard or Reserves, the member must be undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness.
- **For a covered veteran**, he or she must be undergoing medical treatment, recuperation or therapy for a serious injury or illness. *Covered veteran* means an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. An eligible employee must begin leave to care for a covered veteran within five years of the veteran’s active duty service, but the single 12-month period may extend beyond the five-year period.

Calculation of 12-Month Period. The Hospital District will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Hospital District will compute the amount of

leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

For the military caregiver leave, the Hospital District will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave taken for other FMLA circumstances during this 12-month period will be deducted from the total of 26 weeks available.

Employee Responsibilities When Requesting Family Medical Leave:

- Notify your supervisor and [the administration].
- Supply sufficient information for the Hospital District to be aware that the FMLA may apply to the leave request, as well as information regarding the anticipated timing and duration of leave;
- Provide notice of the need for leave at least 30 days in advance or as soon as practicable;
- Cooperate with all requests for information regarding whether absences are FMLA-qualifying.
- Failure to comply may result in leave being delayed or denied.

Employer Responsibilities:

- When an employee requests leave, the Hospital District will inform the employee whether he or she is eligible under the FMLA. If the employee is eligible for FMLA leave, the employee will be given a written notice that includes details on any additional information he or she will be required to provide. If the employee is not eligible under the FMLA, the Hospital District will provide the employee with a written notice indicating the reason for ineligibility.
- If leave will be designated as FMLA-protected, the Hospital District will inform the employee in writing and provide information on the amount of leave that will be counted against the employee's 12- or 26-workweek entitlement.

Use of Intermittent and Reduced-Schedule Leave

- An employee does not need to use this leave entitlement in one block. Leave because of a serious health condition, or either type of family military leave may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced-schedule leave (reducing the usual number of hours worked per workweek or workday) if medically necessary.
- Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Military Family Leave due to qualifying exigencies may also be taken on an intermittent basis. Leave may **not** be taken on an intermittent basis when used to care for the employee's own child during the first year following birth, or to care for a child placed with the employee for foster care or adoption, unless both the employer and employee agree to such intermittent leave.
- If leave is unpaid, the Hospital District will reduce the employee's salary (including FSLA exempt employees) based on the amount of time actually worked. In addition, while an employee is on an intermittent or reduced-schedule leave, the Hospital District may temporarily transfer the employee to an available alternative position that better accommodates the recurring leave and that has equivalent pay and benefits.

Medical Certification

- If the employee is requesting leave because of the employee's own or a covered relation's serious health condition, the employee and the relevant healthcare provider must supply appropriate medical certification. Employees may obtain Medical Certification forms from **[the administration department]**. When the employee requests leave, the Hospital District will notify the employee of the requirement for medical certification and when it is due (no more than 15 days after leave is requested). If the employee provides at least 30 days' notice of medical leave, he or she should also provide the medical certification before leave begins.
- Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The Hospital District, at its expense, may require an examination by a second healthcare provider designated by the Hospital District, if it reasonably doubts the medical certification initially provided. If the second healthcare provider's opinion conflicts with the original medical certification, the Hospital District, at its expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion.
- The Hospital District may require subsequent medical recertification. Failure to provide requested certification within 15 days, except in extraordinary circumstances, may result in the delay of further leave until it is provided. Employees may also be required to provide a fitness-for-duty certification upon return to work, or during intermittent leave, as required.

Fitness for Duty Certifications. Because the Hospital District wishes to ensure the well-being of all employees, any employee returning from FMLA leave for his/her own serious health condition will need to provide a Fitness for Duty (FFD) certification signed by his/her health care provider.

- An employee who fails to provide an FFD certification will be prohibited from returning to work until it is provided. An employee who fails to provide an FFD certification may be discharged from employment.
- FFD certifications may be required when an employee returns from intermittent FMLA leave if serious concerns exist regarding the employee's ability to resume his/her duties safely.

Maintenance of Medical and other benefits. During an approved family medical leave, the Hospital District will maintain the employee's health benefits as if the employee continued to be actively employed. If paid leave is substituted for unpaid family medical leave, the Hospital District will deduct the employee's portion of the health plan premium as a regular payroll deduction. If leave is unpaid, the employee must pay his or her portion of the premium through **arrangement with the Administration.**

- An employee's healthcare coverage will cease if the employee's premium payment is more than 30 days late. If the payment is more than 15 days late, the Hospital District will send the employee a letter to this effect. If the Hospital District does not receive the co-payment within 15 days after the date of that letter, the employee's coverage may cease. If the employee elects not to return to work for at least 30 calendar days at the end of the leave period, the employee will be required to reimburse the Hospital District for the cost of the premiums paid by the Hospital District for maintaining coverage during the unpaid leave, unless the employee cannot return to work because of a serious health condition or other circumstances beyond the employee's control.

- If the employee elects not to return to work at the end of the leave period, the employee will be required to reimburse the Hospital District **share** for the cost of premiums paid for maintaining coverage during the leave period, except as set forth in the FMLA regulations. All other benefits cease to accrue during the unpaid portion of the leave.
- Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave. Refer to individual benefit provisions for information about accrual of benefits while on FML.

Concurrent Leave (Substitution of paid time off for unpaid leave).

- Employees must use any accumulated sick leave, vacation time, or paid time off (PTO) to the extent provided by the benefit plan and available during FMLA leave unless such leave is covered under workers' compensation or other paid disability leave, in which case the employee may use accumulated leave time only for the purpose of satisfying any waiting period. Absences in excess of these accumulated days will be treated as FMLA leave without pay.
- The substitution of paid leave time for unpaid leave time does not extend the 12-workweek leave period. Furthermore, in no case can the substitution of paid leave time for unpaid leave time result in the receipt of more than 100 percent of an employee's salary. Family medical leave runs concurrently with other types of paid leave benefits.

Return from Leave. Upon return from leave, the employee will be restored to his/her original or an equivalent position with equivalent pay, benefits and other employment terms in effect for all employees. An employee who fails to return at the end of FMLA leave will in most cases be considered to have voluntarily resigned his/her position with the Hospital District.

In the event that an employee is not able to return work at the end of the 12 workweeks of protected FML leave, the employer is no longer required to restore the employee to an equivalent position.

Reporting While on Leave

If an employee takes leave because of the employee's own serious health condition or to care for a covered relation, the employee must contact the Hospital District on the first and third Tuesday of each month regarding the status of the condition and his or her intention to return to work.

MATERNITY LEAVE

An employee requiring maternity leave shall provide the Hospital District with reasonable notice of the expected date of leave. The Hospital District will not terminate a female employee because of pregnancy . The Hospital District will grant a request by a female employee for a reasonable pregnancy-related leave of absence. The Hospital District requires, disability as a result of pregnancy, be verified by medical certification that the employee is not able to perform employment duties.

The Hospital District will treat maternity leave the same as leave for any other disability that qualifies for benefits under the Hospital District's disability leave plan.

Upon signifying an intent to return at the end of a pregnancy-related leave of absence, the employee will be reinstated to the employee's original job or to an equivalent position with equivalent pay and accumulated seniority as of the date leave began, retirement, fringe benefits, and other service credits unless, the employer's circumstances have so changed as to make it impossible or unreasonable to do so. Contact the Administration [or Hospital District Designated Representative] for questions related to your leave.

Please refer to your Summary Plan Description for information on group insurance benefits during your leave of absence.

Any employee on maternity leave does not accrue vacation time or sick hours and is not eligible for holiday pay.

If you fail to return to work after your leave of absence, the Hospital District may require repayment of the employer's portion of the premium.

MILITARY LEAVE

Granite County Hospital District will abide by all provisions of the Uniformed Services Employment and Re-Employment Rights Act (USERRA) and will grant military leave to all eligible employees. Employees must provide advance notice to their supervisor of their intent to take military leave and must provide appropriate documents unless giving such notice is impossible, unreasonable, or precluded by military necessity.

An employee's salary will not continue during the military leave of absence. However, employees may request to use any accrued vacation, personal time, or PTO during military leave.

Please refer to your Summary Plan Description for information on group insurance benefits during your leave of absence.

Any employee on leave does not accrue vacation time or sick hours and is not eligible for holiday pay.

In accordance with applicable law, employees on military leave will be reinstated upon satisfactory completion of military service and timely notice of intent to return to work, provided the employee is qualified and the hospital's circumstances have not changed to the extent that it would be impossible or unreasonable to provide reemployment.

LEAVE OF ABSENCE WITHOUT PAY

Requests for leave of absence without pay shall be in writing and shall state specifically the date desired to begin the leave and the date of return.

The request shall be submitted by the employee to the affected department head and Administrator. The department head and Administrator shall make a decision based upon the best interest of GCHD, and the requirements of any applicable state and Federal laws.

The department head and Administrator may grant a permanent, full-time or part-time

employee a leave of absence without pay not to exceed thirty (30) calendar days. An extension of the approved leave, not to exceed thirty (30) calendar days may be approved by the department head and Administrator. No sick leave, holiday annual vacation benefits or any other benefits shall accrue while an employee is on leave of absence without pay. An employee may continue to participate in the GCHD insurance plan at current arrangement.

(Refer to Family and Medical Leave Section of this handbook for situations involving the Family and Medical Leave Act of 1993.)

Upon expiration of the approved leave of absence, the employee shall be reinstated to the same class and rate of pay, unless otherwise mutually agreed to by the GCHD and the employee.

Employees who fail to return to work on the next working day following the expiration of the approved leave are subject to termination.

JURY DUTY

GCHD employees shall be eligible to serve as a witness or on jury duty when properly subpoenaed or summoned.

An employee who receives notice of jury duty or witness service must notify his/her supervisor as soon as possible in order that arrangements may be made to cover the position.

An employee on authorized jury duty or witness leave shall receive his/her normal daily wage. The employee shall collect all fees and allowances payable as a result of serving on jury duty or as a witness and forward the fees to the Hospital District Accountant. Any expense or mileage allowance paid by the court shall be retained by the employee.

If an employee elects to charge juror or witness time off against annual leave or compensatory time, the employee shall not be required to remit to the GCHD any fees or allowances paid by the court.

A part-time employee will receive prorated compensation for those hours the employee is typically scheduled to work.

Employees are to return to work after jury duty, although no more than the regularly scheduled number of hours for both jury duty and work shall be required. If excused as a juror, the employee is expected to contact the supervisor and report to work as instructed.

WORKERS COMPENSATION

The GCHD provides every employee with wage supplement and medical benefits for work-related injury or disease covered under the Montana Workers' Compensation Act or the Occupational Disease Act.

Every work-related injury should be reported immediately to the injured employee's supervisor,

and be reported by state law, within thirty (30) calendar days after the occurrence to the supervisor.

Benefits for compensable injuries are governed by state law, and include wages, medical, hospital and related services and other compensation.

HOLIDAYS

The definition of “Holiday” is used for the following purposes:

- To determine closure dates of the GCHD Outpatient Clinics in observance of nationally recognized holidays.
- To determine the appropriate rate of pay for employees who are assigned to work on nationally recognized holidays.

All eligible employees shall receive holiday paid time off benefits as described in the PTO section of this manual. Employees choosing to utilize their PTO benefit in observance of a holiday are required to request PTO hours through the approved payroll system during the payroll in which the holiday falls.

The Granite County Hospital District observes the following holidays:

- New Years Day January 1;
- President’s Day Third Monday in February;
- Memorial Day Last Monday in May;
- Independence Day July 4;
- Labor Day First Monday in September;
- Thanksgiving Day Fourth Thursday in November;
- Christmas Day December 25;

Personal Holiday – date selected by the employee. This benefit is accrued in the employees PTO benefit as are the above listed holidays.

Pay for Work Performed on a Holiday

An employee who is designated as non-exempt under the Fair Labor Standards Act (FLSA) and who works on the actual holiday shall be paid premium pay at a rate equal to 1.5 times regular pay for all hours actually worked.

SECTION 7 - DISCIPLINE POLICIES

GUIDELINES FOR APPROPRIATE CONDUCT/DISCIPLINARY ACTION

Discipline is at the discretion of the Hospital District and shall be decided on a case-by-case basis. **If you disagree with any disciplinary action, you are required to follow the internal complaint process.**

As an integral member of the Granite County Hospital District team, employees are expected to accept certain responsibilities and adhere to acceptable business practices. This not only involves sincere respect for the rights and feelings of others but also demands that in public life employees refrain from any behavior that might be harmful to self, co-workers, and/or the GCHD, or that might be viewed unfavorably by the public at large.

Employee conduct reflects on the GCHD. Employees, consequently, are encouraged to observe the highest standards of professionalism at all times.

Listed below are types of performance, behavior and conduct which are prohibited. This list should not be viewed as being all-inclusive. Types of performance, behavior and conduct the GCHD considers inappropriate and which shall lead to disciplinary action include, but are not limited to, the following:

- Falsifying employment or other GCHD records or making false statements;
- Violating the GCHD Equal Employment Opportunity Policy;
- Establishing a pattern of absenteeism or tardiness;
- Use of GCHD equipment, vehicles, supplies, time or facilities for private purposes;
- Reporting to work intoxicated or under the influence of non-prescriptive drugs;
- Violating the Drug Free Work Place Act including, but not limited to, testing positive for illegal drug use;
- Bring or using alcoholic beverages on GCHD property;
- Fighting or causing or performing violent acts in the workplace;
- Theft of property from GCHD employees or the GCHD;
- Possessing unauthorized firearms, or not having permission in GCHD facilities;
- Disregarding safety or security regulations;
- Engaging in insubordination;
- Failing to maintain the confidentiality of GCHD operational, patient or resident information;
- Operating GCHD vehicles or equipment while under the influence, as defined in Section 61-8-401 MCA;
- Failing to perform duties in a satisfactory manner;
- Using offensive conduct, gestures or language towards the public, GCHD officials or other employees

- Abusing break times and/or lunch periods;
- Misrepresenting travel expenses'
- Failing to possess or maintain a driver's license, commercial driver's license or other license when the license is necessary for performance of job duties;
- Possessing or using alcohol or illegal drugs in GCHD vehicles or private vehicles being used for GCHD business;
- Violating drug and alcohol rules and regulations established for employees required to have a commercial driver's licenses;
- Failing to operate GCHD equipment safely or in the proper manner;
- Abuse of or failure to properly maintain GCHD equipment or property;
- Abuse of personal telephone call policy; or
- Any other act, failure to act or negligence which is injurious to the GCHD employees or the general public.

Violations of the above standards or other GCHD, state or federal rules, or conduct which is injurious to the GCHD's interests or its employees' interests, shall result in disciplinary action which can include written or oral warnings, suspension, demotion, termination or other appropriate discipline.

In all cases, an employee subject to disciplinary action shall be informed by the department head of the alleged violations and employer's evidence and the employee shall be allowed to present his/her side of the story and evidence orally and/or in writing before discipline, if appropriate, is imposed.

If the disciplinary decision is termination, the department head shall, at discharge or within seven (7) days of the date of discharge, notify the discharged employee of the existence of the GCHD's "Grievance Procedure" Section of this Handbook. The department head shall provide the discharged employee with a copy of the "Grievance Procedure". All disciplinary actions shall be taken within thirty (30) days of the incident which is the basis for the disciplinary action.

GRIEVANCE PROCEDURE

1. Any employee who believes (or knows or should have known) he/she or another employee has been subjected to grievance which includes but is not limited to a violation of these policies or who is dissatisfied with an aspect of his/her employment (and desires action) should immediately report this to his/her immediate supervisor.
2. If the immediate supervisor is involved in a grievance or dispute with an employee, the employee should inform his or her immediate supervisor's supervisor, or in the event that the immediate supervisor is the Hospital Administrator, the Hospital Board of Trustees. All employees shall be free to present grievances to their supervisors and shall be assured freedom from discrimination, coercion, restraint, or reprisal as a result. The GCHD will not retaliate against any employee for filing a discrimination grievance or for participating in any way in a grievance procedure.

3. Any supervisor or department head who receives a report of a grievance shall promptly notify his/her department head if applicable and the Hospital Administrator. Upon receipt of any complaint alleging sexual harassment or other workplace harassment the Hospital Administrator shall take steps to prevent the alleged conduct from continuing, pending completion of the investigation.

4. Within seven (7) calendar days of the incident which is a basis for the grievance, the employee shall informally explain the grievance to his/her supervisor. The department head may investigate the complaint, and make a factual report as soon as practical after receiving notice of the alleged grievance. The investigation shall include, but not necessarily be limited to, interviewing as many persons as possible who have knowledge of the matter and reviewing any relevant documents. The factual report and final decision shall remain confidential and be disseminated only to persons having a right to know, which outweighs the privacy rights of the persons involved. The department head should respond to the employee within a reasonable time. Every reasonable effort should be made to settle all grievances at this point. If the results of the investigation establish that a policy violation occurred, appropriate action will be taken, including, but not limited to, disciplinary measures pursuant to the Disciplinary Action section of this Handbook, which may include termination. The process described in this paragraph shall be considered the first step.

5. If the grievance is not settled at the first step, the employee may, within five working days of receiving the department head's response, submit a written grievance to the Administrator. The grievance must contain a complete statement of the action or situation being grieved and the remedy being sought. The Administrator shall make a written reply to the employee's grievance within seven days or as soon thereafter as is reasonably practical. The process described in this paragraph shall be considered the second step.

6. If the grievance is not settled at the second step, the employee may, within five (5) working days after receiving the Administrator's written reply, submit a written appeal to the Hospital Board of Trustees.

7. The Hospital Board of Trustees, within thirty (30) calendar days of receipt of a grievance appeal, shall hold an investigatory hearing. The Hospital Board will notify all parties involved of the investigatory hearing. All parties at the hearing may be represented by counsel of their choice. Each party is allowed to testify and present evidence to the Hospital Board. The Hospital Board will inform the employee in writing within thirty (30) days of receipt of the grievance of its findings and decision. The Hospital Board decision is final. An employee shall serve a suspension without pay only after an investigatory hearing where this said disciplinary action is upheld by the Hospital Board. (Meeting held in compliance with MCA 2-3-203- Montana Open Meeting Law)

8. Grievances involving members of the Granite County Hospital District Medical Staff are subject to resolution as outlined in the GCHD Medical Staff By-laws as opposed to this section of the Employee Handbook.

SECTION 8 - ACKNOWLEDGEMENT



Employee's Name (Please Print)

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT
(Please initial each provision and sign below)

1. _____ I hereby acknowledge that I have received a copy of the Hospital District's Employee Handbook dated _____, which provides guidelines on the policies, procedures, and programs affecting my employment with this organization.
2. _____ I understand that the procedures, practices, policies, and benefits described there supersede all prior policies and procedures, and may be modified or discontinued from time to time and that the Hospital District will try to inform me of any changes as they occur.
3. _____ Furthermore, I acknowledge that this handbook is not a contract of employment and nothing in the handbook creates an express or implied contract of employment.
4. _____ I accept responsibility for familiarizing myself with the information, seeking clarification of its terms or guidance, where necessary, and complying with the content.
5. _____ I understand that I should consult the Administration if I have any questions that are not answered in this handbook.

EMPLOYEE SIGNATURE _____

DATE _____

This form will be retained in the Employee's Personnel File.