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Section I: Welcome

This section provides you with overall information about HCHA.

- Welcome from the Administrator/CEO
- Mission/Vision/Core Values
- History and Overview of Services
- Hendricks Memorial Healthcare Foundation
Dear HCHA Staff Member:

Welcome to Hendricks Community Hospital Association! HCHA is a charitable not-for-profit hospital association made up of community members who believe in the mission, vision and core values the association represents.

The information summarized in this handbook was developed in recognition and support of our values and beliefs. Central to these beliefs is our conviction to maintain the dignity of each individual and respect each person’s contribution to the organization. We believe that individuals should be given the opportunity to develop both personally and professionally, as well as be encouraged to maintain professional standards. It is our sincere hope that this handbook reflects the value we place on each person who chooses to be a part of HCHA.

This handbook was developed to provide an overview of what you can anticipate as a member of the HCHA team, as well as define our expectations of employee performance and behavior. It contains only general information and guidelines. It is not intended to be an employment contract. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability to you of a policy or practice, please consult the Personnel Policy Manual retained in each department or contact the Human Resources Department.

We ask that you please review this manual and sign the enclosed Acknowledgement Form, which indicates your receipt of the handbook and your agreement to comply with its terms during your employment. Please note that any section that conflicts with state law may be invalidated without affecting the rest of the handbook. This information is reviewed periodically and will be modified as needed. We will make every effort to keep you updated on any changes.

Thank you for choosing to be a part of the HCHA team. We welcome your service, commitment, and contributions to our organization and look forward to having you as a valued team member.

Sincerely,

Jeff Gollaher
Administrator/CEO
HENDRICKS COMMUNITY HOSPITAL ASSOCIATION

Our Mission

Hendricks Community Hospital Association strives to provide the highest quality health and residential care in a Christian caring environment.

Our Vision

The Hendricks Community Hospital Association dedicates itself to becoming the healthcare provider of choice. Through the development of our staff, we are committed to being proactive in providing high quality and cost effective health care service.

Our Core Values

Response to Need
The services that we offer are based on our communities’ needs.

Respect
We recognize the worth and dignity of each person.

Excellence
We offer high quality and compassionate care.

Stewardship
We are mindful that we hold our communities’ resources in trust.

Integrity
We are committed to exercising the highest level of integrity in all that we do.
History & Overview of Services

The idea of having a hospital in Hendricks originated in 1924 when a number of area individuals felt strongly about starting a hospital to serve the growing population of the area. Also at that time there was a surgeon in the community by the name of L. E. Nelson who had no close facility at which to practice. A Board of Directors was selected in 1925 and this group raised $17,000 to construct the first hospital. The money, along with donated labor by area individuals, enabled the hospital to open in the spring of 1926.

Miss Olena Rognness, R.N., a native of the area, was hired as the superintendent, a position of leadership she would hold for the next 40 years. In 1939, when there was insufficient room in the current hospital, the east addition was planned. In 1940 that addition was opened increasing the size of the hospital to 21 beds at that time. As the practice of medicine changed and the needs of the area increased, it was decided to construct a new hospital in the late 1950's.

In August of 1958 the new 30-bed hospital was opened and the old hospital was converted to house nursing and retirement home residents. In 1969 a new building was constructed to house the skilled nursing residents. This 40-bed facility was opened in 1970 and the original hospital building was used exclusively for housing immediate type residents.

In 1993 the Nursing Home underwent construction adding an additional 30 beds, therefore eliminating the Retirement Home that was housed in the old hospital.

Lincoln Lane Villa was also constructed in 1993 giving the community eight congregate living apartments. In 1995, an additional eight congregate apartments were constructed to make Lincoln Lane Villa into 16 apartments.

In 2001, the Hospital underwent a Phase I construction and renovation project resulting in major improvements in the outpatient and surgical areas.

In 2005, the Phase II construction and renovation project was completed resulting in the current hospital.

HCHA has had 5 administrators since its inception in 1926. Olena Rognness was administrator for 40 years, 1926-1966, Hazel Evenson for 16 years, 1966-1982, Steve Midtaune for 10 years, 1983-1993, Kirk Stensrud for 12 years, 1993-2005, and our current administrator, Jeff Gollaher, 2006-present.

Hendricks Community Hospital Association (HCHA) provides comprehensive health care services to a service area of approx. 5,000 to 6,000 persons in southwestern Minnesota and east central South Dakota.

HCHA offers a wide variety of services on our healthcare campus including Home Care/Hospice, Lincoln Lane Villa Customized Housing, Cardiac Rehab, Physical Therapy, Ultrasounds, CT Scans, MRI, Occupational Therapy, Speech Therapy, Diabetic Education, Chemotherapy, ER, Mammography, Adult Day Care, Surgery, Ambulance Service, Orthopedic Specialists, Podiatry, Urology, Audiology, ENT, HomMed Services, Tele-health, and e-Emergency.
HENDRICKS MEMORIAL HEALTHCARE FOUNDATION

“Making A Positive Impact on Healthcare for Present and Future Generations”

The mission of Hendricks Community Hospital Association is to provide the highest quality health and residential care in a Christian environment to the communities it serves. HCHA has long maintained a tradition of excellence in health care by planning for the future needs of the people.

The Hendricks Memorial Healthcare Foundation was established in 1994 to promote this mission.

By making a tax deductible contribution to the Foundation, donors are helping to enhance the healthcare services in our communities. The Foundation is a 501(c) (3) organization. With this designation by the IRS, gifts to the Foundation are deductible from federal income taxes to the fullest extent allowed by law.

For more information please contact the Foundation Coordinator.
Section II: General Information

This section acquaints you with several policies and procedures at HCHA. These are explained in greater detail in the Personnel Policy Manual available in each department and in the Human Resources Department.

- Equal Employment Opportunity (EEO)
- Americans with Disabilities Act (ADA)
- Work Eligibility (I-9)
- New Employee Introductory Period
- New Employee Orientation
- Human Resources (HR) Department
- Employee Records
- Job Postings
- Employment Classifications
- Payroll Procedures
- Attendance
- Work Hours
- Meal and Break Periods
- Overtime
- Shift Differential
Equal Employment Opportunity (EEO)

HCHA cultivates a work environment that encourages fairness, teamwork, and respect among all employees. HCHA is an equal opportunity employer. It is our strong belief that equal opportunity for all employees is central to our continuing success. We will not discriminate against an employee or job applicant because of race, color, creed, religion, sex, age, national origin, marital status, public assistance, sexual orientation, genetic information, familial status, membership or activity in a local commission, disability, and any other category protected by law.

All employees at HCHA are strongly committed to upholding the principles of equal opportunity in all employment actions including, but not limited to, recruitment, hiring, placement, training, selection, promotions, demotions, benefit plans, and termination. Opportunity is provided to all employees on the basis of qualifications and job requirements. If you observe or are personally affected by discrimination, report it immediately to your direct supervisor, the Human Resources Department, or another senior management member so that a confidential investigation can be conducted without delay.

American with Disabilities Act (ADA)

HCHA fully supports the ADA as well as the state and local laws that prohibit employment discrimination against individuals with disabilities. The essential functions and physical requirements needed to perform each position in our organization have been identified. We have taken steps to make our work facilities barrier-free and accessible. We ask that those requiring reasonable accommodations, including pregnancy accommodations, contact the Human Resources Department.

Work Eligibility (I-9)

Our policy is to employ persons legally entitled to work in the United States without regard to citizenship, ethnic background or place of national origin. Therefore, we conform to the Immigration Reform and Control Act of 1986. These laws require that all individuals pass an employment verification procedure before being permitted to work. Every individual must provide satisfactory evidence of his/her identity and legal authority to work in the United States within a specified time period. All new hires are asked to provide actual documents verifying eligibility to work legally in the United States and to complete an INS Form I-9 within three (3) working days of hire.
New Employee Introductory Period

All new employees complete a minimum three month introductory period. This is a time for both HCHA and the employee to determine if the new position is a good match for both parties. The introductory period will provide new employees with the opportunity to show their competency for the position and their ability to work with others. The introductory period is also a time for close supervision and training by managers to determine if the new employee is progressing at an acceptable rate.

Completion of the introductory period is not a guarantee of continued employment. Your employment is a mutual relationship between you and HCHA, which either party may end during or after your introductory period without reason or advance notice.

New Employee Orientation

All new employees or former employees who are rehired will participate in an orientation process in order to acclimate the new employee to HCHA, to integrate personal interests and goals with those of HCHA, to establish the foundation for building interpersonal relationships among co-workers and to acquaint the new employee with information about their job.

The Human Resources Department will conduct the initial orientation session with the new employee. This process may include:
* Completion of required paperwork, such as employee profile, W-4, I-9, etc.
* Completion of medical screening information, such as TB and Hepatitis B
* Overview of the mission, vision, and core values of HCHA
* Human Resources policies and procedures and employee benefits programs
* Overview of organizational strategic planning initiatives
* Code of Conduct/Confidentiality policy
* Minnesota Employee Right to Know Act
* Payroll procedures/attendance/timekeeping procedures/explanation of pay periods

In addition to your individual orientation, your department manager will conduct further departmental orientation and training. This process may include:
* Information relative to your specific job duties
* Work schedule
* Dress code requirements
* Departmental procedures
* Introductions to fellow department co-workers
* Tour of department facilities
Human Resources (HR) Department

The Human Resources (HR) Department provides you with information and necessary assistance to understand our human resources policies and to promote a positive work environment. While we believe that all issues/problems/questions should first be addressed with your immediate supervisor or department manager, HR can help you obtain current information on benefits, policies, and other work-related issues, as well as assist with problems or concerns that you might have.

The HR Department is responsible for maintaining complete and up-to-date personnel records for all employees. It is therefore important that you notify HR promptly of any changes in name, marital status, number of dependents, home address, telephone number, emergency contact, etc. By doing so, your benefit status and other information can be kept current and accurate.

Employee Records

The Human Resources (HR) Department maintains personnel files for each employee. These files contain a record of all aspects of your employment with the organization for the purpose of assisting with decisions about transfers, promotions, compensation, and other personnel activities. All information contained within your personnel file is confidential and may not be released to anyone, except proper legal authorities, without your specific authorization or that of your legal representative. Any information pertaining to your I-9 status, your medical history/condition or any request for reasonable accommodation will be kept in a separate confidential file. Pertaining to Minnesota state law, you may provide written request to view your own file and the Human Resources Department has three days to comply with the request.

Job Postings

New job openings/announcements are posted internally as requested by the department manager. A Personnel Requisition Form is completed by the department manager and authorized by Administration prior to being routed to the Human Resources Department. If you are interested in applying for a vacancy, employees are required to complete an Internal Application Form available from the Human Resources Department. Employees are encouraged to have open dialogue with their immediate supervisor or department manager prior to completing an Internal Application Form for a different position. It is recommended that you complete your introductory period in your current position before applying for another position within the facility.
Employment Classifications

Your employment classification is based on your job description and on the nature of the position, consistent with the Fair Labor Standards Act (FLSA) and all applicable state laws. In order to determine fair and consistent standards for wage and hour law compliance, benefits eligibility, and conditions of employment, HCHA classifies employees by the following categories:

- **Regular Full-Time**: Employees who are employed for an indefinite period, who are scheduled to work eighty (80) hours per two (2) week pay period.
- **Regular Part-Time**: Employees who are employed for an indefinite period, who are scheduled to work less than eighty (80) hours per two (2) week pay period.
- **Temporary Full or Part Time**: Employees who are employed on a short-term basis.
- **Exempt Employees**: Compensated on a salaried basis, exempt from FLSA overtime laws.
- **Non-Exempt Employees**: Compensated on an hourly rate and receive overtime pay at 1½ times their hourly rate for hours worked in excess of a forty (40) hour workweek.

At times, HCHA has the need to utilize agency workers assigned to HCHA through an employment agency, and engages consultants and independent contractors. These individuals are not HCHA employees and therefore are not compensated by HCHA and are ineligible for employee benefits, regardless of the length of the relationship.

**Changes in Employment Classification**

Your employment classification may change over the course of your employment with HCHA. Changes in your employment classification may result from a job change/transfer, a promotion, a change in work hours, a change in your job description, etc. Your immediate supervisor or department manager and/or the Human Resources Director will discuss the impact of any such changes on your compensation, benefits and other practices that may be affected by such a change. If you have a question about a possible change in your classification, please speak with your immediate supervisor or department manager.

**At-Will Employment**

The state of Minnesota recognizes “at-will” employment, which means an employee is hired at-will and that employment can be terminated at the will of either party. Although we hope your employment relationship with us will be satisfactory, either you or the Hendricks Community Hospital Association (HCHA) may terminate the relationship at any time, for any reasons with or without cause or notice. Please understand that no supervisor, manager, or other representative of HCHA has the authority to enter into any agreement with you for employment for any specific period.
Payroll Procedures

You are paid every other Friday for work completed through the previous Saturday. This provides for 26 pay periods during the year.

You receive a paycheck or pay voucher (if direct deposit is in place) that indicates the number of hours worked during the pay period, the amount of total earnings, specific contributions to benefit plans, the amount of specific deductions required by law, the amount of specific deductions authorized by you, and the number of Paid Time Off (PTO) and Extended Leave Bank (ELB) hours accrued to date. We suggest you review your pay stub/voucher carefully each pay period and retain it for your records.

- Everything you wish to have deducted from your paycheck should be authorized in writing. By law, deductions will automatically be made for Federal and State income taxes, local income taxes (if applicable), Social Security, and Medicare.
- All non-exempt employees are to punch in and out on the facility time and attendance system. Errors of missed punches, PTO and ELB need to be noted on a Time Clock Edit Form and submitted to your immediate supervisor. Other payroll guidelines may be added or revised and communicated to you by the Payroll Manager.
- Exempt employees are paid on a bi-weekly salary basis and do not need to use the facility time and attendance system. To ensure accurate PTO and ELB balances, exempt employees are asked to complete a Paid Time Off Request Form, approved by the department director or Administrator, and forward to payroll.
- You are responsible for notifying the Payroll Manager of any errors on your earnings statement. Corrections will usually be made in the next paycheck.
- Annual W-2 forms will be distributed to all HCHA employees before January 31.
- HCHA is required to withhold legally garnished wages as directed by the Court. If we receive a court authorized garnishment or levy, you will be notified immediately.
- Salary advances are not issued by HCHA.
- Employers may not prohibit wage disclosure by employees.

Attendance

HCHA expects all employees to be responsible and demonstrate respect for co-workers by setting a record of punctuality and regular work attendance. If you will be absent for any reason, you are expected to notify your immediate supervisor or department manager in advance of the workday. Please consult with your immediate supervisor or department manager as to what their expectations are for notification of an absence. Employees are encouraged to refer to the Absenteeism/Attendance Policy in the Personnel Policy Manual to review the complete policy.
Work Hours

As a 24 hour 7 day a week healthcare facility, hours of work and work schedules are specific to the department you work in. Regular business office hours of operation are 8:00 a.m. to 5:00 p.m. Monday through Friday.

Meal and Break Periods

Appropriate meal and break periods are extended to all employees during their work day or scheduled shift.

- Non-exempt employees who work a six (6) hour or more shift will be scheduled for a 30 minute meal break. This time is unpaid and will be an automatic deduction on the facility time and attendance system.
- A paid break to take care of personal needs, not to exceed fifteen (15) minutes, may be allowed during four (4) consecutive hours of work.
- Nursing mothers will be provided with a room that is free from intrusion for privacy.

Supervisors and department managers are responsible for establishing schedules for meal and break periods to ensure continuity of work and adequate coverage within their department. Employees are encouraged to refer to the Meal and Break Periods Policy in the Personnel Policy Manual to review the complete policy.

Overtime

Non-exempt employees will be paid overtime for all hours worked in excess of forty (40) hours in one workweek at the rate of one and one-half (1½) times their hourly base rate of pay (in accordance with FLSA regulations).

Overtime is not at your discretion. We ask that you discuss the need for working overtime with your immediate supervisor or department manager prior to any actual hours worked. You should receive approval from your immediate supervisor for working overtime prior to the time being worked. Vacation, holiday and sick time do not constitute hours worked for the purpose of computing overtime.

Shift Differential

Certain employees must work shifts that are scheduled during the afternoon, evening and night hours of a normal day. Therefore, non-exempt employees who work eight (8) consecutive hours between 3:00 p.m. and 7:30 a.m. are eligible for shift differential pay in addition to their regular rate of pay. Employees are encouraged to refer to the Shift Differential Policy in the Personnel Policy Manual to review the complete policy.
Section III: Employee Relations

This section is designed to promote an atmosphere of teamwork and positive employee relations. Some of these are policies that are explained in greater detail in the Personnel Policy Manual available in each department and in the Human Resources Department.

- Employee Relations/Quality of Work Life
- Employee Recognition Programs
- Open Door Policy
- Response to Reference Requests
- Grievance Procedures (Employee Appeals Policy)
- Harassment and Sexual Harassment
- Disciplinary Action
- Resignation and Voluntary/Involuntary Termination
Employee Relations / Quality of Work Life

HCHA is committed to a work culture that is reflective of its core values and is characterized by a quality of work life that includes the following:

- managers provide adequate information that employees need to do their jobs;
- wages are fair and reflect community practice;
- performance expectations and reviews are intended to be clear, honest and timely;
- employees have opportunities to grow and learn;
- there are adequate methods for resolving conflicts at work;
- improvements in quality are sought from employees;
- employees are encouraged to speak openly and honestly without fear of retaliation;
- there is open and reflective communication; and
- employees are provided meaningful and challenging work.

HCHA works with employees in a consistent and honest manner, striving for the attainment of a fair and just workplace.

Employee Recognition Programs

HCHA is appreciative of the loyalty and dependability of its employees. The organization has implemented several programs which give recognition to staff. One of these events is the service recognition program which coincides with Hospital, Healthcare and Nursing Home Weeks that occurs in May of each year. This event highlights the years of service staff have contributed to the organization. Another example is the Kudo recognition program which encourages staff to recognize good attitudes, behaviors and actions in their fellow co-workers. Along with these examples, HCHA recognizes staff birthdays, anniversaries, career accomplishments, etc. and organizes an all staff event during the holiday season.

Open Door Policy

HCHA believes that maintaining good relationships with its employees is very important. To facilitate this, the organization provides an open door policy to ensure that employees have every opportunity to voice any problems or concerns that they have been unable to resolve.

Daily problems at work should first be brought to the attention of your immediate supervisor or department manager. If the problem is not resolved by this course of action, you may then consult the next higher level of management. Please note that you may go directly to this level of management if you believe the situation warrants it, however, open communication is highly encouraged between you and your immediate supervisor and you may be re-directed to go through the normal channels.
Response to Reference Requests

HCHA is committed to protecting the personal privacy of all employees. Therefore, you should not provide any information regarding current or former employees to any outside person, agency, organization, or institution. If you receive a request for any information concerning a past or present employee of HCHA, refer the person making the request to the Human Resources Department without engaging in any “on or off the record” conversation about the individual.

Grievance Procedures (Employee Appeals Policy)

Any aggrieved employee has the right to seek and receive a fair solution to any problem the employee may have concerning working conditions and/or the application/interpretation of the expressed provisions of any personnel policy. The proper method for resolving this type of situation is discussed in the section on Open Door Policy or you may refer to the Employee Appeals Policy in the Personnel Policy Manual to review the complete policy.

Harassment and Sexual Harassment

HCHA expects all employees to display the value of respect at all times, with particular regard to respecting each other’s dignity. Any form of harassment related to an employee’s race, color, religion, gender, national origin, age, sexual orientation, or physical or mental disability will not be tolerated.

Harassment of this type includes, but is not limited to, ethnic jokes, racial slurs, derogatory name calling, slang terms pertaining to sexual orientation or any other offensive behaviors that impair an individual’s ability to perform the job or to feel comfortable at work.

### Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other physical or verbal conduct of a sexual nature when:

* Submission to such conduct becomes openly stated or implied to be a condition of employment; or
* Promotions, transfers, compensation, discipline, or other personnel actions are determined on the basis of an employee’s response to such conduct; or
* Such conduct unreasonably interferes with an employee’s job performance or creates an intimidating, hostile, or offensive work environment.

Sexual harassment at HCHA will not be tolerated!
Harassment and Sexual Harassment (continued)

Employees who experience any type of harassment should report it immediately to their immediate supervisor or department manager or to the Human Resources Department. A complaint can be made directly to the Administrator/CEO if necessary. As soon as notification is received, the Human Resources Department will conduct a serious, unbiased, and discreet investigation. Employees need to be reminded that an investigation, while discreet, cannot be conducted with complete confidentiality. The accused must be informed of the complaint and given an opportunity to give his/her side of the story. Similarly, witnesses will need to be interviewed and provided with enough information to offer meaningful testimony.

This investigation will include a complete and thorough examination of all charges and appropriate action will be taken.

- HCHA will respond to all complaints of sexual harassment including acts of managers, direct reports, visitors, vendors, customers, etc. Any act of sexual harassment is specifically prohibited as unlawful and against HCHA policy. Behavior of this manner may result in disciplinary action up to and including termination.
- It is the responsibility of all managers to assure that HCHA is in full compliance with this policy.
- HCHA will not retaliate against an employee who asserts a legitimate belief that he/she is being harassed in any manner.

Employees are encouraged to refer to the Sexual Harassment/Offensive Behavior Policy in the Personnel Policy Manual to review the complete policy.

Disciplinary Action

It is the policy of HCHA to treat all employees fairly and consistently in all areas of work and employment. In turn, HCHA expects its employees to deal courteously, openly and fairly with each other and the public, and to uphold proper standards of conduct. Any behavior that violates any law or contradicts these behavior standards negatively affects both the image of the individual and the organization and is therefore adequate justification for disciplinary action, which may range from a verbal warning to immediate termination.

HCHA retains the sole discretion to determine what behavior warrants disciplinary action and what type of disciplinary action will be imposed. HCHA reserves the right to terminate employees at any time for any reason that does not violate local, state or federal laws, with or without notice and with or without prior resort to other means of discipline.

Employees are encouraged to refer to the Discipline Policy in the Personnel Policy Manual to review the complete policy.
Resignation and Voluntary/Involuntary Termination

A job offer and/or current employment with HCHA does not guarantee continuing or permanent employment. Should a situation arise in which your service to the organization ends, whether voluntary or involuntary, it is important that the termination be handled properly and fairly.

Employee resignations should be in writing and submitted to the employee’s immediate supervisor or department manager prior to the employee’s last working day. Non-professional positions are requested to give a two-week notice, while professional positions are requested to give a four-week notice.

The Human Resources Department initiates the process of completing termination records, terminating benefit information and conducting exit interviews.

Employees are encouraged to refer to the Voluntary Termination or Employee Resignation Policy in the Personnel Policy Manual to review the complete policy.

Involuntary Termination or Layoff is a termination of employment caused by the employer’s lack of work.

Hours reduction is a condition which may be either temporary or permanent whereby an individual’s working hours are reduced to a level below that which the individual was previously working. A layoff or hours reduction may occur due to lack of work, reorganization, elimination of services or financial stress of the organization.

In the event of a staff layoff or alternation in scheduled hours, HCHA department managers are expected to act in the best interest of the organization.

Employees are encouraged to refer to the Staff Layoffs/Alternation in Scheduled Hours Policy in the Personnel Policy Manual to review the complete policy.

At-Will Employment

The state of Minnesota recognizes “at-will” employment, which means an employee is hired at-will and that employment can be terminated at the will of either party. Although we hope your employment relationship with us will be satisfactory, either you or the Hendricks Community Hospital Association (HCHA) may terminate the relationship at any time, for any reasons with or without cause or notice. Please understand that no supervisor, manager, or other representative of HCHA has the authority to enter into any agreement with you for employment for any specific period.
This section reviews some of the features of HCHA’s benefit package, performance management and compensation programs. However, it is important to remember that more detailed information is explained in the official plan documents and insurance policies that govern the various plans. Accordingly, if there is any conflict between the brief summaries presented here and the terms, conditions or limitations of the official plan documents, the provisions of the plan documents will govern at all times.

- Paid Time Off (PTO)
- Extended Leave Bank (ELB)
- Bereavement Leave
- Holidays
- Leaves of Absence
- Jury Duty
- Benefits
- Professional Development
- Dr. LeRoy Mueller Scholarship Fund
- Salary Policy
- Job Descriptions
- Performance Evaluations
- Promotions
- Transfers
Paid Time Off (PTO)

HCHA will grant Paid Time Off (PTO) to regular part-time and full-time employees for vacation, holidays, or personal illness (up to two days per illness). Please schedule your PTO as far in advance as possible with your supervisor to avoid scheduling and other work conflicts.

- Non-exempt employees must complete a Time Clock Edit Form when requesting PTO and submit to their supervisor.
- Exempt employees must complete a Paid Time Off Request Form.

Accrual Guidelines

- PTO hours accrue from your date of hire and are available to use after 3 months of employment.
- Your accrual level varies depending on part-time or full-time status and your length of service.

Accrual Schedule and Distribution

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Accrual Rate</th>
<th>Maximum/year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0 – 3 years</td>
<td>22 days</td>
<td>176 hours</td>
</tr>
<tr>
<td>4 – 14 years</td>
<td>26.5 days</td>
<td>212 hours</td>
</tr>
<tr>
<td>15+ years</td>
<td>31.5 days</td>
<td>252 hours</td>
</tr>
<tr>
<td>Part-Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0 – 6,240 hours</td>
<td>.05769</td>
<td>100 hours</td>
</tr>
<tr>
<td>6,241 – 29,120 hours</td>
<td>.07519</td>
<td>140 hours</td>
</tr>
<tr>
<td>29,120+ hours</td>
<td>.09442</td>
<td>180 hours</td>
</tr>
</tbody>
</table>

PTO Options

❖ PTO Donation

In the unfortunate event that an employee must be absent from work for an extended period of time, they may have exhausted both their Paid Time Off (PTO) and Extended Leave Bank (ELB) hours. It is the purpose of the PTO Donation policy to allow other employees to donate PTO hours to an employee “in need”. ELB hours are not eligible to be donated. The employee donating hours must maintain a minimum PTO balance of 80 hours. Employees are encouraged to refer to the PTO Donation Option Policy in the Personnel Policy Manual to review the complete policy.

❖ PTO Cash Out

HCHA strongly encourages employees to use their PTO as it is intended, for rest, relaxation and time away from work. However, if you find that you are not able to take enough time away from your job, you may request to take a portion of your accrued PTO in a lump sum payment. Employees must complete the Request for Payout of PTO Benefits form available in Human Resources. Employees are encouraged to refer to the PTO Cash Out Option Policy in the Personnel Policy Manual to review the complete policy.
Extended Leave Bank (ELB)

HCHA will grant Extended Leave Bank hours (ELB) to regular part-time and full-time employees for an employee’s own hospitalization, their own non-elective surgery, to care for a newborn, for bereavement leave in the immediate family or for family emergency leave. ELB time can be used for a dependent child under the age of 18 following the conditions specified in the policy.

- ELB hours accumulate from your date of hire and are available to use after 3 months of employment. Employees accumulate .0269 ELB hours per paid hour and may accumulate up to 480 hours.
- Please remember that your PTO accrual is designed to accommodate short-term illness.
- ELB pay can be used for work time lost on the first day of absence if hospitalized or for surgery.
- To receive ELB you must notify your supervisor. Non-exempt employees must complete a Time Clock Edit Form when they return to work. Exempt employees must complete a Paid Time Off Request Form.
- A physician’s statement may be requested for use of ELB.
- ELB hours are not personal sick leave benefits. ELB is a salary continuation benefit that an employee can access once the specified waiting period has been fulfilled. The waiting period is the first 3 months of employment. ELB hours are not an accrued benefit and do not have a cash value at termination.

Bereavement Leave

HCHA respects an employee’s need to be with family following the death of a loved one. Every effort will be made to ensure you are able to take time off work to attend to family matters during this period in accordance with the following guidelines:

- All employees who work 20 or more hours per week may be granted paid ELB leave for a period not to exceed three (3) days due to death in their immediate family.
- Immediate family refers to parents, stepparents, spouse, brother, sister, son, daughter, stepson, stepdaughter, spouse’s parents, grandchildren or grandparents.
- It is the employee’s responsibility to notify their supervisor when this occurs.

Holidays

HCHA recognizes the following holidays. The business office will be closed on these days.

New Years Day
Easter
Memorial Day (observed)
Independence Day (observed)
Labor Day
Thanksgiving Day
Christmas Day
Leaves of Absence

HCHA may grant an unpaid leave of absence if justified by illness, accident, or compelling personal reasons, or as required by law. When a leave of absence is granted, it usually is on the premise that regular employment will resume when the absence is no longer required. Other than leaves required by law, a leave of absence is a privilege, not a right, and is granted at the discretion of management.

All leaves must be discussed with your immediate supervisor and the appropriate forms, available from Human Resources, must be completed in a timely manner.

All leaves recognized by HCHA are explained in detail in the Personnel Policy and Procedure Manual. Each department manager retains a current manual. All staff are welcome to and encouraged to review these policies.

The following types of leave are recognized by HCHA:

- Family and Medical Leave of Absence (FMLA)
- Personal Leave of Absence (non-FMLA)
- Minnesota Parenting Leave Act
- Minnesota Military Leave
- School Conferences
- Bone Marrow Donation Leave
- Leave for Organ Donation
- Leave for Civil Air Patrol Service

Jury Duty and Court Appearances

Employees are granted time off and protected from loss of employment if summoned for jury duty, responds to a summons, serves as a juror, or attends a court session for prospective jury service. Employees shall receive that portion of their regular pay which will, together with their jury duty pay, equal their regular compensation if they had worked the same period. Employees are responsible for notifying their supervisor as soon as they are summoned and must submit the appropriate court papers to Human Resources.

Voting

HCHA encourages you to make every effort to vote. If scheduled to work on an election day, employees must request time off to vote from their supervisor prior to leaving to vote and are expected to immediately report back to work following voting.
Benefits

Medical Coverage

Employees who work a minimum of 32 hours each week are eligible to participate in the group health insurance plan. This coverage is effective the first of the month following the employee’s date of hire. Comprehensive major medical and health savings account plans are offered.

Medical coverage is also available to eligible dependents, such as a spouse or a child. Employees must contact Human Resources regarding any changes in dependent coverage.

Eligible employees who decline or waive coverage shall be required to sign a “waiver of coverage” form and shall not otherwise be entitled to any other benefit or remuneration in lieu of such group coverage.

Dental/Supplemental Coverage

HCHA offers employees the option of selecting dental or supplemental insurance coverage as a voluntary benefit. The types of supplemental insurance coverage offered include short-term disability, personal accident, cancer, etc. As a voluntary benefit, HCHA does not contribute toward the monthly premium however employees receive a discount for belonging to a larger group plan. This coverage is available the first of the month following the employee’s date of hire.

Group Term Life Insurance

Employees who work a minimum of 32 hours each week receive paid group term life insurance in the amount of $50,000. Group term life insurance is effective the first of the month following the employee’s date of hire. This coverage includes accidental death and dismemberment insurance (AD&D). Employees have the option of purchasing additional coverage at the established rates.

Flexible Spending Accounts

Employees who work a minimum of 20 hours each week are offered the opportunity to participate in a flexible spending account. In January of each year, employees may select the option to enroll in the Dependent Care Spending Account, which gives them the opportunity to pay for out-of-pocket dependent care expenses on a pre-tax basis. This benefit is subject to the established limits and regulations.

403(b) Retirement Plan

HCHA offers employees the opportunity to invest pre-tax dollars for retirement planning. Employees must be 21 years of age or older to participate. All employees are eligible to contribute their own money immediately upon date of hire. Employees are eligible to receive matching employer contributions unless classified as “PT no benefits” or “PRN”. Employees are 100% vested after 24 months. HCHA provides an employer match of up to 4% based on the employee’s annual salary.
Benefits continued…..

**Employee Assistance Program (EAP)**

There may be times when your work performance is jeopardized by unresolved personal problems. Examples of this might include family difficulties, financial crisis, other personal issues, etc. In order for you to get the help you need to restore job effectiveness, HCHA provides assistance to employees, on a confidential basis, by providing three free visits to a professional counseling service.

However, employees need to keep in mind that voluntary acceptance of a treatment program is not a valid reason for continued poor job performance. Poor job performance resulting from apparent behavior or personal problems will be handled in the same manner as any other substandard performance.

**Unemployment Compensation Insurance**

All employees are covered by a mandatory unemployment compensation program pursuant to the provisions of the State of Minnesota. This insurance provides for the payment of weekly benefits for a limited time to eligible unemployed individuals. The duration and amount of benefits will vary by individual in accordance with Minnesota State Law.

**Workers Compensation Insurance**

HCHA provides workers compensation benefits to eligible employees who sustain a legitimate work related injury or illness. This benefit is available at no cost to you.

If you are injured on the job, you are responsible for completing an Employee Incident Report Form as soon as possible and submitting it to your supervisor. Department managers are responsible for submitting the form to the Human Resources department.

**Social Security**

All employees are enrolled in Social Security on their date of hire and a tax deduction is automatically withheld from your wages for Social Security benefits. HCHA and the employee contribute an equal amount to the individual’s Social Security account. Social Security benefits are available at the time of an employee’s retirement or disability according to federal regulations.

**Employee Health Discount**

HCHA is committed to assisting employees in the event they may have expenses associated with services incurred by the hospital, such as lab tests or x-rays performed. Therefore, annually employees will receive a $250.00 discount for their out-of-pocket costs for services provided by HCHA. In addition, following use of the initial $250.00 discount, employees will continue to be eligible for a 10% discount on their portion of a hospital bill not covered by insurance. This benefit shall apply to employees only and not other family members.
Benefits continued…..

**Wellness Benefit**

HCHA promotes wellness benefits for all part-time and full-time employees by providing a discount to The Exercise Place, a local health club.

If an employee is a group health insurance participant, they are eligible to receive the incentives available from the group health insurance carrier.

**Referral Incentive**

Employees are encouraged to recommend candidates for open positions at HCHA. To offer an incentive for this purpose, a $100.00 bonus will be paid to an employee who refers a new hire who successfully completes their first 3 months of employment.

**Cafeteria Meal Discount**

Nutritious and delicious meals are offered in the HCHA cafeteria to employees at discounted rates.

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Complete details of these benefit plans are available from the Human Resources department or they may be found in the Summary Plan Descriptions. In the event that a conflict arises between this handbook language and the corresponding plan document, or if any provision is not covered or only partially covered in this handbook, the terms of the actual plan document will govern in all cases.
Professional Development

**Continuing Education**

HCHA encourages you to broaden your knowledge and continue your professional growth by participating in job related seminars, conferences, and workshops, and by participating in professional affiliations and organizations and reading professional journals. Expenses for these development activities, including reasonable travel, meals and lodging, will be reimbursed and charged to your departmental budget pending approval is obtained from your department manager.

Your department manager must also approve any membership in professional organizations and ongoing subscriptions to journals, periodicals, magazines, newsletters, etc. HCHA will not sponsor any employees in organizations whose philosophy or objectives are contrary to HCHA mission, vision, or core values.

**Licensure Reimbursement**

Professional licensure reimbursement is available for positions that are required to be licensed in order to perform service at HCHA. HCHA will reimburse the cost of Minnesota licensure for professional staff following 1,800 hours of worked service.

**Dr. LeRoy Mueller Scholarship Fund**

The Governing Board of Directors of HCHA established a scholarship fund in honor of Dr. LeRoy Mueller for individuals interested in advancing their medical related careers. Scholarship applications are accepted in June of each year. The scholarship selection committee determines the recipient(s) of the award. All current employees who wish to further their education in the health care industry are encouraged to apply.

**Salary Policy**

HCHA strives to maintain a compensation program that provides you with a salary that is externally competitive, internally equitable and fairly administered. The policies that guide the compensation program are reviewed annually to assure fair treatment as well as compliance with existing legislation. It is the policy of HCHA to target total compensation for its employees at levels that are competitive with that paid by the healthcare facilities and general industry organizations with which we compete for talent.
Job Descriptions/Job Evaluation

HCHA strives to maintain an accurate, up-to-date job description for all positions. A job description will generally contain the following information: job title, summary of position, qualifications (education, experience), required competencies, physical demands and special characteristics, job accountability and responsibilities, supervision and direction, job status and classification, and appropriate approval signature. Job descriptions should be revised in the event of major new job responsibilities or other significant changes.

Positions are evaluated to ensure external competitiveness and internal equity. A specific salary range and benefit level is attached to each position/classification and employees are paid within that salary range. Factors considered in establishing a salary range for positions include: market factors, knowledge and skill level required, complexity of problem solving and decision making, independent action required, scope of responsibility, and accountability/impact on end results. The benefit level assigned to a position is determined by the required number of hours worked per week for the position.

Performance Appraisals/Evaluations

HCHA recognizes that performance appraisals and evaluations are not just a once-a-year or one-time process but rather a continuous process of guidance and dialogue between the supervisor and the employee. It is, however, essential to periodically summarize activity and analyze where we are and where we want to be. Therefore, a formal performance appraisal should be conducted on an annual basis. While the mechanics of the performance appraisal process may change from time to time, it should include the components of planning, goal setting, measurement, communication, and feedback.

Promotions and Transfers

If you are interested in another position with HCHA and have the necessary qualifications, you may be considered for the position by completing an Internal Application Form available from Human Resources. Please note that it is your responsibility to discuss career moves and opportunities with your current supervisor. Promotions and/or transfers do not automatically necessitate a wage adjustment.

The complete policies regarding these programs are available from the Human Resources department or may be reviewed in the Personnel Policy and Procedure Manuals located in each department. In the event that a conflict arises between this handbook language and the corresponding personnel policy, or if any provision is not covered or only partially covered in this handbook, the terms of the actual personnel policy will govern in all cases.
This section illustrates the HCHA guidelines and policies regarding performance and conduct while at work. They are explained in greater detail in the Personnel Policy Manuals retained in each department or the Human Resources department.

- Business and Organizational Responsibility
- Employee Code of Conduct
- Conflicts of Interest
- Use and Protection of Confidential Information
- Conduct and Appearance
- Solicitation and Distribution
- Protection of Patient/Resident Finances
- Firearms and Weapons Prohibition
- Workplace Violence
Business and Organizational Responsibility

HCHA has implemented guidelines designed to ensure that all employees observe ethical and legal business practices. These are also designed to proactively detect and prevent infractions of the law.

- **Pre-Employment**: Reference checks may be completed prior to job offers on all new employees. Background checks are conducted on all new employees through the Minnesota Department of Human Services. Felony convictions may exclude any individual from employment with HCHA, depending on the offense.
- **Vendors/Agents**: HCHA will not knowingly contract with or maintain a relationship with an individual or entity that has been convicted of a criminal offense related to healthcare, or has been debarred by a federal agency.
- **Education Training**: All employees are required to attend the monthly staff education day.

Employee Code of Conduct

To successfully comply with the mission, vision and core values of HCHA, every employee has a responsibility to abide by the organization’s code of conduct. Certain kinds of behaviors are expected and certain kinds of behavior are discouraged or prohibited. Upon hire, all employees are required to sign the acknowledgement form stating they have received the Employee Code of Conduct and Confidentiality policy and agree to abide by the following guidelines:

- Conduct all activities in compliance with applicable laws and regulations.
- Promote the highest standards of business ethics and integrity.
- Maintain the confidentiality of patient information and protect confidential and proprietary information about employees and the organization.
- Conduct themselves in the appropriate manner in order to protect and promote organization-wide integrity and to enhance HCHA’s ability to achieve the mission and vision of the organization.

All employees are responsible for their day to day job performance and behavior and will be expected to maintain a positive work atmosphere by acting and communicating in a manner so you get along with customers, patients, residents, co-workers and management. Any behaviors that do not promote a climate of cooperation will be considered unproductive, and could lead to disciplinary action, including termination.

*Employee codes of conduct are established to protect you, your co-workers, our patients and residents and to maintain the economic viability and reputation of this organization.*
Conflicts of Interest

HCHA expects employees to conduct activities and relationships with others so as to avoid actual conflicts of interest, in appearance or fact.

- Employees may not purchase services or enter into an agreement of any kind with suppliers, contractors, vendors, consultants and other third parties if the employee, or a close relative of the employee, has an ownership, financial interest, or other relationship with the third party. In such cases, the employee must refer the final decision to the immediate supervisor who has no such conflict and document for the immediate supervisor that the selection process was fair, just and neutral. Employees must also make full disclosure and take appropriate action under the HCHA Conflicts of Interest Policy detailed in the HCHA Administration Policy Manual.
- Employees should conduct business transactions with suppliers, contractors, vendors, and other third parties at arm’s length and free from offers of solicitation or gifts and favors, or other improper inducements.
- Employees should exercise responsible stewardship to preserve and protect HCHA assets by making productive and effective use of its resources.

Use and Protection of Confidential Information

HCHA and its employees possess and have access to a broad variety of confidential, sensitive and proprietary information. The inappropriate release of this information can be harmful to individuals, HCHA business partners and HCHA itself. It is the responsibility of HCHA employees to protect and safeguard confidential, sensitive and proprietary information. You may not, without the prior written authorization of the HCHA Administrator, disclose, permit to be disclosed, or use confidential information for your own benefit or the benefit of any other person or entity.

- Confidential Information is information that is exempt from disclosure under applicable state or federal law, regulation, or court order. The controlling factor for confidential information is prevention of dissemination. Some examples of confidential information include, but are not limited to, any and all records, notes, memoranda, data, ideas, processes, methods, techniques, systems, formulas, patients, models, devices, programs, computer software, policies, writings, research, personnel information, customer information, patient information, HCHA strategies, forecasts, or any other information of any nature in the possession or control of HCHA which has not been published or disclosed to the general public, or which gives HCHA an opportunity to obtain an advantage over competitors who do not know of it or use it.

Sensitive Information is information that requires special precautions, as determined by HCHA standards and risk management decisions, to protect it from unauthorized modification or deletion. Sensitive information may be either public or confidential. It is information that requires a higher than normal assurance of accuracy and completeness. The controlling factor for sensitive information is assuring and maintaining integrity. Some examples of sensitive information include audited financials, management reports, Governing Board materials, and integrated strategic plans.
Proprietary Information is information, ideas and intellectual assets of HCHA that are important to the organization’s success. Proprietary information is shared only with employees who must know such information in order to perform their job responsibilities. The controlling factor for proprietary information is preservation and protection of its value. Some examples of proprietary information include computer programming, source code, policies and procedures.

HCHA and its employees are required to follow and abide by the established HIPAA privacy regulations regarding protected health information. HIPAA privacy training is provided during the monthly staff education day. Employees are encouraged to contact the facility HIPAA officer for questions or further information.

**Conduct and Appearance**

HCHA expects every employee to abide by the basic rules of good behavior and professional appearance to promote a pleasant and efficient work environment. This includes acting in a professional and courteous manner at all times, as well as keeping your work areas neat, with sensitive or confidential work materials properly secured.

Employees should refrain from behavior or conduct considered offensive or objectionable, or your conduct will be subject to disciplinary action. Employees are encouraged to refer to the Code of Conduct and Confidentiality Policy in the Personnel Policy Manual to review the complete policy.

Smoking is prohibited within the facility of Hendricks Community Hospital Association.

Although occasional personal telephone calls are to be expected, use of facility phones should be confined to business. Cell phone use and text messaging is not allowed during work time. If an employee is required to drive on hospital business, they will be expected to follow the guidelines of no cell phone and no text messaging while driving. Social media sites are also not to be used during work time. HCHA prohibits employees from including confidential and proprietary information in any form on any social media sites. Employees are encouraged to refer to the Personnel Policy Manual to review these complete policies.

We maintain a drug-free workplace as part of our commitment to a safe and healthy work environment. No employee shall be under the influence of a drug in the work place during work hours, including alcohol. No employee shall be under the influence of a legally obtained drug while on duty to the extent that such use or influence may impair the ability of the employee; affect the safety of co-workers, patients, residents or visitors; impair the employee’s job performance, or the safe or efficient operation of hospital equipment. Any employee who reports to work while under the influence of drugs or alcohol will be subject to the guidelines established in the “For Cause” Substance Abuse Testing Policy in the Personnel Policy Manual.

All employees of Hendricks Community Hospital Association are expected to follow certain standards and guidelines of dress code and personal appearance. These guidelines are established in order to reinforce professional appearance appropriate to the nature of the position, comply with infection control standards, safety and hygiene requirements, and promote a positive image of HCHA to our customers. Department managers are responsible for developing dress code and appearance standards pertinent to their respective areas. Employees are encouraged to refer to the Dress Code and Personal Appearance Policy in the Personnel Policy Manual.
Solicitation and Distribution

HCHA prohibits solicitation and distribution on its premises by non-employees or outside organizations. This policy also applies to solicitations received through the mail. HCHA limits solicitation and distribution on its premises because, when left unrestricted, such activities can interfere with the normal operations, can be detrimental to efficiency, and can pose a threat to security. In addition, HCHA requests immediate patient and visitor areas to be free of interference for the benefit of the patients and visitors to the facility.

Solicitation by employees and the distribution of literature is only permitted under certain circumstances. Employees are encouraged to refer to the Solicitation Policy in the Personnel Policy Manual to review the complete policy.

Employees should keep in mind that the HCHA email system is intended solely for business use, and may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or any other non-business matters.

Protection of Patient/Resident Finances

Employees are not allowed to assist patients, residents or clients with any aspect of their finances. Social Services employees or Business Office employees may assist patients, residents or clients while working in the capacity as a social services employee or business office employee. Employees are not allowed to take any gifts or money from patients, residents or clients.

Firearms and Weapons Prohibition

All employees are prohibited from introducing, possessing, buying, or selling unauthorized weapons, firearms, ammunition, explosives, or items deemed to be dangerous while in the HCHA facility. Violation of this policy is considered a serious offense that endangers the safety of all in the facility and therefore may result in immediate termination of employment.

Workplace Violence

HCHA will not tolerate violent actions or conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time (including off-duty periods) while on HCHA property, while using HCHA facilities, or while performing HCHA business at other locations. This prohibition includes all acts of harassment, including harassment that is based on an individual’s sex, race, age, or characteristic protected by federal, state, or local law. Any unlawful violent actions committed by employees or members of the public will be prosecuted as appropriate.
Section VI: Security and Safety

HCHA strives to provide a safe environment for our employees and customers. To help accomplish that goal, we encourage everyone to be safety conscious.

- General Office Safety
- HCHA Code System
- Bomb Threats
- Fire Safety
- Tornado Alerts
- Work Related Injury and Illness
General Office Safety

HCHA strives to provide you and your coworkers with a safe, comfortable and healthy work environment. We provide you with the tools, training, facilities, and information necessary to work in a safe and efficient manner. We ask you to approach your work with a thoughtfulness that reflects your respect for your own health and safety and that of your fellow employees.

HCHA complies with all workplace safety laws and regulations, however, you are responsible for taking the initiative to understand and observe them. Our basic belief is that no task is so important that it warrants risking the health or safety of any employee at any time. Specific safety and emergency procedure information is available from the facility Safety Officer or the Emergency Preparedness Coordinator.

HCHA asks that all employees exercise caution and good judgment while using general office equipment. Be aware of the safe operation of office machines, computers, and other electrical devices prior to use. Each employee is responsible for keeping their work area in order and as safe as possible. If you notice a safety danger somewhere else in the workplace, you are responsible for notifying the appropriate maintenance person or fixing the problem yourself if it is safe and easy enough to do so. If at all unsure of the proper way to fix the problem, please notify the maintenance department.

HCHA Code System

All employees should be aware of the HCHA code system. Monthly training is provided during staff education day on the code alerts.

- Fire
- Disaster
- Tornado Watch
- Tornado Warning
- Yellow = Suspicious Object
- Blue = Respiratory/Cardiac Arrest
- Lockdown = Facility Locked to Anyone Incoming/Outgoing
- Evacuate = Evacuate the building
- Decon = Decontamination Incident
- Shooter = Shooter in the building

Law enforcement assistance may be required for a Code Disaster, Code Yellow, Code Evacuate, or Code Shooter.

All employees should be familiar with using the All Page feature on the facility phone system. On the phone, press Feature 61-0. Speak after the beep. Use this for fire, tornado, clearing the parking lot, etc. If unsure of the correct procedure for doing an All Page, contact the receptionist in the Business Office.

Employees are encouraged to review the Safety Manual available in their department or contact the facility Emergency Preparedness Coordinator for further information on the HCHA Code System.
Bomb Threats

Individuals who receive a bomb threat have an important responsibility to find out as much as they can in order to find the bomb, speed up the search, and/or determine if the threat is a hoax. Please contact the facility Safety Officer or Emergency Preparedness Coordinator as soon as possible after receiving the bomb threat for the proper procedure on how to respond. If this person is unavailable, contact your supervisor or department manager. This type of situation may be called as a Code Yellow if a Suspicious Object is located in the building and law enforcement assistance may be contacted.

Fire Safety

Code Fire. Training is provided on Fire Safety during all staff education day and fire drills are performed periodically throughout the year. All employees should know the location of fire exits, fire extinguishers, and the fire alarm stations in the building.

In the event of a fire, if you are in the area where the fire occurs, you should:
- pull the fire alarm station to alert all employees in the area;
- notify the business office to announce the fire warning over the intercom;
- use the fire extinguisher, if possible, pointing it at the base of the fire.
- remember PASS: Pull the pin, Aim, Squeeze the handle, Sweep motion

Tornado Alerts

Code Tornado Watch. A tornado watch means that conditions are favorable for the formation of a tornado. Once a tornado watch is issued, it will be announced over the intercom and the safety procedures should then be initiated.

Code Tornado Warning. A tornado warning means that a tornado has been sighted or detected by radar or area weather spotters.
- If a tornado warning is issued, it will be announced over the intercom and the safety procedures should then be initiated.
- Staff should report to the areas needing assistance with patients and residents and help as instructed until the situation is cleared.

Training is provided on tornado alerts during all staff education day and tornado drills are performed periodically throughout the year.
Work Related Injury or Illness

All employees are protected by our workers’ compensation insurance policy while employed at HCHA. The policy is available at no cost to you and covers injury or illness resulting from legitimate work activities. This insurance provides medical, surgical and hospital treatment in addition to compensation for loss of pay resulting from work-related injuries or illness.

By law, we are required to report injuries covered under workers’ compensation as soon as possible after the incident occurs. Please report any on-the-job injury to your department manager immediately, regardless of how minor the injury may seem. Your manager will ask you to complete an Employee Incident Report Form. This form will then be forwarded to the Human Resources department.

HCHA does not provide workers’ compensation coverage for injuries sustained during or as a result of an employee’s voluntary participation in off-duty social, recreational, or athletic activities that are not part of an employee’s work-related duties nor sponsored by HCHA.

Employees are encouraged to refer to the Workers Compensation Policy in the Personnel Policy Manual to review the complete policy.
Acknowledgement Form

As an employee of Hendricks Community Hospital Association, I understand that the information summarized in this handbook was developed to provide an overview of what I can anticipate as a member of the HCHA team, as well as define the expectations of employee performance and behavior.

I understand that it contains only general information and guidelines. It is not intended to be an employment contract. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described.

I understand that if I have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice, that I may consult the Personnel Policy Manual retained in my department or contact the Human Resources Department.

I understand that any section of the handbook that conflicts with federal or state law may be invalidated without affecting the rest of the handbook and that this information is reviewed periodically and will be modified as needed.

I understand that by signing this Acknowledgement Form, I am indicating receipt of the handbook, will review the contents, and agree to comply with its terms during my employment.

_________________________________________  ______________________________________
Employee Name (please print)               Employee Signature

_________________________________________
Date