

RANKIN COUNTY HOSPITAL DISTRICT  
EMPLOYEE HANDBOOK

TO: NEW EMPLOYEES

WELCOME TO RCHD.

PLEASE READ THIS EMPLOYEE HANDBOOK. PLEASE SIGN, DATE, AND RETURN ALL SIGNATURE PAGES, ALONG WITH ALL OTHER APPROPRIATE EMPLOYEE FORMS IN YOUR NEW HIRE PACKET.

THANKS!

The Rankin County Hospital District Board of Directors have reviewed, revised, updated and/or approved Personnel Policy and Employee Handbook on this the \_\_\_\_\_ day of \_\_\_\_\_.

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Administrator

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Vice President of the Board

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President of the Board

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Date

# **RANKIN COUNTY HOSPITAL DISTRICT EMPLOYEE HANDBOOK**

## **PREFACE:**

The employees of Rankin County Hospital District are the key element in providing quality services to our patients and visitors. The Hospital District fully supports the efforts of its employees and this Personnel Policy and Employee Handbook is provided to acquaint them with information vital to making their employment effective and successful.

The Personnel Policies in this handbook have been established to benefit both the Hospital District and its employees by providing equal and consistent treatment and actions in personnel matters. The provisions of these Personnel Policies are not contractual and may be changed by Rankin County Hospital District at any time.

The Hospital District wants to assist employees in furthering their understanding of what they can expect from their employment relationship and what the Hospital District will expect of them. Employees should contact their immediate supervisor, Department Head or the Administrator for additional information and assistance.

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## GENERAL PERSONNEL POLICIES AND PROCEDURES:

**Introduction to Personnel Policies:** The Personnel Policies of Rankin County Hospital District are based on the belief that qualified employees working in harmony to provide the best possible patient services are the most important asset the Hospital District can process. To this end, the Administration of the Hospital District pledges that all personnel actions will be taken without discrimination as to race, color, religion, sex, age, national origin or physical disability. Specifically the Hospital District will:

1. Respect the individual rights of employees.
2. Treat all employees with courtesy, consideration and dignity.
3. Provide wages, working conditions, appropriate training and employee benefits consistent with current Hospital District practice and labor market conditions.
4. Offer security of employment and income to the greatest extent possible.
5. Encourage efficiency, interest in the Hospital District and its operations, personnel satisfaction and self-improvement.

The Personnel Policies in this Employee Handbook replace all other previously published Personnel Policies. They represent a continuing effort on the part of the Hospital District to provide job security and satisfaction for its employees while maintaining the highest standards of medical care and services for the public in the area. Each employee is responsible to know and follow these policies. Please address further questions concerning these Personnel Policies to your immediate supervisor or Department Head.

**Equal Employment Opportunity:** Rankin County Hospital District is an Equal Employment Opportunity Employer. All individuals seeking employment with or employed by Rankin County Hospital District will be treated equally without regard to race, religion, color, national origin, age or any physical disability which does not prevent the satisfactory performance of essential job duties. You will be expected to support Rankin County Hospital District's Equal Employment Opportunity Policy by practicing nondiscrimination in your work or when representing the Hospital District at any time.

**Employment At-Will:** Rankin County Hospital District's employment relationship with you is an At-Will relationship and it may be terminated by you or the Hospital District at any time for any reason. This handbook is not an employment contract. Employment does not establish an employment contract either direct or implied. All employment is for an indefinite term of service.

**Employee Relations:** Rankin County Hospital District believes that working together with all employees in promoting fair and equal treatment, efficient and effective work performance and safe and satisfactory working conditions is in everyone's best interest. This furthers the philosophy that the Hospital District and its employees can work together successfully without outside or third party involvement.

**Employment of Relatives:** As a general rule individuals, with the approval of the Administrator, may be considered for employment with Rankin County Hospital District even though other members of their family are also employed by the Hospital District. However, it is the Hospital District's policy that relatives shall not be employed in positions where one is in a direct supervisory relationship with the other. Relatives are defined as: father, mother, son, daughter, brother, sister, spouse, grandparents or any individuals who have acquired these family relationships through marriage. If a direct supervisory relationship exists between relatives employed the Administrator will evaluate the situation and determine what action, if any, is to be taken.

**Employee in Good Standing:** In order to be eligible for benefits, an employee must be an employee in good standing-this means an employee must possess the following qualities: diligence, integrity, excellent attitude, and good work ethics and he/she must be courteous, punctual, respectful and professional. He/she will promote the hospital and community and will never abuse the system in any way for personal gain.

## EMPLOYMENT PERSONNEL POLICIES AND PROCEDURES:

**Employment Process:** Positions of employment of Rankin County Hospital District will be filled only through the established procedures of the Hospital District to provide fair and equal opportunity to all current employees and to all applicants desiring employment. Vacancies will be filled by transfer or promotion from within the Hospital District whenever possible.

**Application:** All applicants must complete an official Rankin County Hospital District application. Applicants will be advised of the application process. An initial screening interview will be conducted by the hiring Department Head when the completed application is submitted.

**Verification:** In positions that require special educational achievements, licensure, registration, or certification, original documents must be presented to Human Resources for verification **before** an offer of employment is made. Evidence of verification will be retained in the personnel files.

**Reference Checks:** All applicants for employment will be subject to employment investigation into their work and personal backgrounds. Reference checks are made by the Human Resources office **before** an offer of employment is made. If it is determined that the applicant has falsified the information provided on the application form by misrepresentation or omission of essential facts, that individual will not be considered for employment. If already employed, the employee will be terminated.

**Selection:** Those applicants who meet the minimum qualifications for vacant positions and are cleared for hire by Human Resources will be referred back to the Department Head with the vacancy. The Department Head will make the decision on which applicant will be hired with the concurrence of the Administrator after carefully considering the qualifications of all applicants.

**Medical Examination:** A conditional offer of employment will be made to applicants for Employment. Prior to commencement of duties all will be required to have a medical examination. This exam may be performed by the employee's physician of choice. The exam may include:

1. Health questionnaire
2. TB test or chest x-ray
3. Drug Screen
4. Lumbar spine x-ray
5. EKG
6. Physical exam

Medical examinations may be scheduled by the Administrator's office and the medical information obtained as a result of this examination will be maintained in a confidential file separate from the official Employee Personnel file.

**Skills and Competency Testing:** Nurses will be required to successfully complete a skills and competency test within 2 weeks of employment.

**Orientation and Training:** It is the policy of Rankin County Hospital District for all new employees to be oriented to employment with the Hospital District. Orientation will be provided by their immediate supervisor. During these orientations the new employee will become acquainted with the history and philosophy of Rankin County Hospital District, along with the various policies, procedures, employment benefits and the fire and disaster plans. Orientation to the employee's department and work situation will be given to you by your immediate supervisor. Department and work policies and a copy of the employee's job description will be provided to the employee at that time and these will be discussed with the employee by their supervisor or Department Head. All orientation materials for all departments will be maintained in HR as will all orientation completion documents.

**Employment Categories:** Employees of Rankin County Hospital District are assigned to an employment category that identifies the type of work schedule they are assigned. These employment categories are:

1. **Regular Full-Time:** Employees working continuously 32 hours in an established 40 hour work week are considered regular full-time employees. Hospital District policies and benefits are applied to these employees.
2. **Regular Part-Time:** Employees working continuously, less than 32 hours but at least 20 hours each established work week, are considered regular part-time employees. Regular part-time employees are not entitled to employee benefits as stipulated in this Employee Handbook. Hospital District policies apply to these employees.
3. **Temporary:** Employees, who are hired to work for a short specific period of time or on an irregular (call-in) basis, neither in a full-time or part-time capacity, are considered temporary employees. Temporary employees are not entitled to Hospital District employee benefits and can be removed from any shift schedule at any time. Hospital District policies apply to these employees.

Additionally, employees of the Rankin County Hospital District are assigned to a wage and hour status category of exempt or non-exempt as defined by the Fair Labor Standards Act. These categories establish whether or not the employee is exempt from the overtime and time keeping provisions of the Act.

**Personnel Records:** Rankin County Hospital District will gather and use information concerning employees that is required to support effective personnel practices. This information will be entered into an Official Personnel Record that will be established and maintained in a manner designed to protect the privacy of all concerned. The Official Personnel Records of employees will be maintained by the Administration office and are the confidential, private property of Rankin County Hospital District. The Official Personnel Record contains the following information as applicable:

1. Employee's name
2. Social Security Number
3. Employee emergency information
4. Application and supporting data
5. Performance Evaluations
6. Orientation and training records
7. Licensure/certification/registration information
8. Pay forms
9. Leave of Absence data
10. Worker's Compensation records
11. Written counseling and documentation of disciplinary actions
12. Commendations and favorable communications

Employees will be provided with the opportunity to review their Official Personnel Record if they desire to do so. The Official Personnel Record is the property of Rankin County Hospital District.

**Trial Employment Period:** The first 90 days of employment for regular employees with Rankin County Hospital District is considered to be a trial employment period. This period is considered to be the final step in the hiring process for new employees. It is a time during which supervisors will observe new employees' ability to perform the duties of their positions and during which the new employee will be able to determine their interest in and satisfaction with their jobs. To successfully complete the trial employment period, new employees will need to become proficient in performing the duties and



responsibilities of their positions and demonstrate a willingness and ability to follow Rankin County Hospital District's rules of conduct for its employees. Performance and conduct will be evaluated by the Department Head during this time and employees can be separated from employment at any time during the period. Employees will receive an evaluation when the trial employment period is completed. Employees that do not successfully complete this trial employment period will be separated from Rankin County Hospital District employment and will not have any accrued benefits. All evaluations will be retained in the Employee Personnel file.

**Pay Policies:** Positions of employment have been assigned to a salary range in the Rankin County Hospital District Wage Plan. The starting salary for new employees will normally fall between the minimum and midpoint of the salary range.

1. **Work Periods:** The Hospital District will schedule the work hours of employees and provide a method for recording the time worked. The standard work period is a 40 hour work week. Two of these work weeks are in the standard pay period (14 days), and there are 26 of these pay periods in the 12 month fiscal year. A work week commences on a Sunday and ends 7 days later on a Saturday. The 2 week pay period commences on a Sunday and ends on the 14th day, Saturday, 2 weeks later.
2. **Payday:** Employees will be paid for their hours worked during each established pay period on the Tuesday following the end of the pay period. The Hospital District utilizes Electronic Deposit for all paychecks. Within one pay period of the first day of work, all new employees will be required to acquire or inform the CFO of the account into which they would like their pay to be deposited. No paychecks will be released early under any circumstances.
3. **Deductions:** only that will be made from employees' pay will be for Federal Income Tax Withholding, Social Security Taxes, retirement (TCDRS) and other deductions authorized by the employee and approved by the Hospital District. Garnishment of wages will not take place except as provided by law. The does not allow any
4. **Compensatory Time:** The Hospital District utilizes compensatory time only if a salaried employee is required to work on a Holiday to complete a task that must be done on that date and cannot be completed on any other day. In that event, the salaried employee must take the Holiday within the next thirty (30) days. The Hospital District pays overtime for time worked in excess of the regular schedule as required by the Wage and Hour Laws. Salaried employees working on days other than their regularly scheduled work days for their own convenience may not take a regularly scheduled day off for working outside their regular schedule. Salaried employees who do not work any portion of a regularly scheduled work day must take a day of benefit time in order to be paid for that day.
5. **Education Pay:** The hospital will pay the employee's hourly rate and course costs for all courses required by RCHD for FULL TIME EMPLOYEES ONLY. The hospital will only cover the course cost for PRN employees. ***\*\*PLEASE NOTE\*\* These stipulations only apply to courses specifically identified and approved by Department Managers.***

**Leaves of Absence:** Regular full-time employees and regular part-time employees who have completed 1 year of continuous full-time employment and have worked a minimum of 1,250 hours in the past year will be granted a non-paid leave of absence for family or medical reasons as defined in the Family and Medical Leave Act of 1993. Leave of Absence normally will be approved for a period of time not to exceed 12 work weeks in duration. For educational or for "off work" status leaves under Worker's Compensation, longer term leaves will be considered for approval. Employees will be required to provide certification to support the requirement for a leave based on the birth, adoption or foster care placement of a child with the employee or family member. Employees will be required to use all their accrued vacation leave and if appropriate, sick-leave during the leave of absence. Benefits will not accrue during a non-paid leave of absence and the employee will have to make arrangements to pay any benefits or

other payments normally paid through payroll deduction. Requests for leaves of absence will be made to the Department Head and forwarded to the Administrator who will make the decision on the approval of the leave.

Employees will only be considered for an unpaid leave of absence if they intend to return to work upon completion of the leave period. Upon returning from approved unpaid leaves of absence employees will be reinstated in their former or a comparable position. The types of unpaid leaves of absence are:

1. **Family or Medical Reasons:** This type of leave includes leaves for illness, injury or recovery period of an employee or family member, birth of a child or the placement of a child through adoption or foster care with an employee. Written certification is required in conjunction with entering, and if based on an employees' medical condition, returning from this type of leave.
2. **On-The-Job Injury Off-Work Status:** This type of leave requires the employee that is off work as the result of a work-related illness or injury and the Hospital District is to maintain contact with each other during the absence period.
3. **Education:** Employees of the Hospital District are encouraged to continue their formal education. If an employee desires to take a leave up to 1 year for advancement of academic credentials or to up-grade professional certification, such a leave is considered on a case-by-case basis by Administration. Detailed written requests for an educational leave must be given to the employee's Department Head for review and consideration.
4. **Compelling Personal Reasons:** This type of leave of absence includes leaves needed due to an employee's critical or emergency personal situation. These leaves may be granted following review and approval by the Administrator.
5. **Military Leave:** Military leaves of absence for military service or training with an active military component, reserve or National Guard unit will be granted. Return from the leave or reinstatement of employment will be administered in accordance with the law governing such service or training. The leave request form for a military leave will be initiated by the employee's Department Head and submitted, supported with copies of the military orders, to the Administrator's office for action.

Paid leaves of absence for regular employees will be granted as follows:

1. **Bereavement Leave:** Regular full-time employees are eligible to take up to 3 work days off with pay in the event of a death of a spouse or child. Two work days off with pay may be taken in the event of the death of other immediate family members, defined as: father, mother, sister, brother, grandparents, grandchildren or any individuals who have acquired these family relationships through marriage. Any additional time must be approved by the Administrator.
2. **Jury Leave:** Employees who are required to answer a jury call or serve on a jury, will be granted time off with pay. If released during a scheduled normal work shift, they should report to work immediately. Employees should report the fact that they have a summons to their supervisor or Department Head promptly, so that arrangements may be made to cover work assignments during their absence. A copy of the original notice to appear must be attached to the time card in order to receive Jury Leave pay.

#### **Benefits:**

1. **Medical Group Insurance Benefit:** All eligible full-time employees are entitled to be covered by the Hospital District's group health insurance plan. Medical coverage is effective on the 1st day of the next month following 30 days of employment. Insurance premiums will be deducted from the first and second payroll of each month and will cover the next month's hospital group health insurance.
2. **Retirement Benefit:** A retirement will be available to all full-time employees. A Member Information Guide from the Texas County and District Retirement System will be given to each new employee.

3. **Meals:** The noon mealtime is one 1 hour in length. Personnel are expected to clock out for There is an employee break room complete with microwave, toaster and refrigerator. Any other appliances used in this room must be approved by the Facilities Manager.
4. **Temporary Lodging:** Temporary lodging may be provided for eligible employees. A lodging agreement must be signed and it will be understood that there will be no cooking in the rooms and no pets will be allowed.
5. **Workers Compensation:** If an employee is injured on the job, he/she will be allowed to have medical treatment, as needed, for the injury. As soon as possible thereafter, the employee is required to complete an Incident Report and deliver it to the DON for processing. All Incident Reports will then be reported to the Administrator. The employer is required to file an Employer's First Report of injury or Illness (Form TWCC-1 [2-91] with the Texas Worker's Compensation Commission (TWCC), the injured employee's insurance carrier and the injured claimant or the claimant's representative within 8 days after the employee's absence from work, or receipt of notice of occupational disease. [Article 8308, Section 5.01 9a).

**Promotions and Transfers:** Rankin County Hospital District will provide its employees who are eligible and qualified the opportunity to apply for a transfer to another position within the organization. Employees wishing to apply for a transfer from one department to another or to apply for a position that represents a promotion or change in employment status must be in good standing in their current position, have completed their initial trial period (if applicable) and have completed an application at the Human Resources office. They must contact their immediate supervisor and make a formal request in writing through the Human Resources office indicating the department where they would like to transfer. The Department Head with the vacant position, with the approval of the Administrator, will make the selection decision on whether or not the employee applicant will be accepted. The effective date for employees accepted for transfer to a lower paying job will receive the lower rate of pay. Benefits accrued by the employee selected for transfer or promotion will accompany them to the new position and/or department. Employees who are promoted or who transfer will be required to serve a 90 day trial period in their new position. Benefit eligible employees will continue to accrue benefits during this trial period. Employees who change benefit status will be benefit eligible after the trial period is completed.

**Performance Evaluations:** Employee performance will be evaluated by their immediate supervisor at least 1 time each year immediately prior to the anniversary of their employment date or the anniversary date of the last position change that included a change in compensation. New employees will be evaluated no later than the last day of their trial period. The performance evaluations that employees receive are designed to monitor and guide their development and productivity and to provide information used in making decisions regarding job assignments, transfers and promotions. The annual performance evaluation shall form the basis for a merit increase, if earned. Employees with higher performance scores will receive greater increases on a scale annually determined during the budget process. All evaluation documents will be retained in the employee file in Administration.

**Disciplinary System:** Rankin County Hospital District has established standards of conduct and performance required of its employees that support achievement of the desired high level of care and service to patients and visitors. Employees who do not meet these standards of performance and conduct will be subject to appropriate, progressive disciplinary action as prescribed in this established disciplinary system. Two basic objectives of this disciplinary system are:

1. To discipline and counsel employees in a manner that is corrective rather than punitive.
2. To discipline and counsel employees in a uniform, consistent and non-discriminatory manner.

In the discipline process the supervisor or Department Head must advise the employee of what type of performance or conduct is expected and in what time frame it is to be achieved. The Rankin County Hospital District disciplinary system will normally include progressive disciplinary actions as follows:

1. **Verbal Warning:** A verbal warning is the initial corrective form of counseling which is

appropriate to correct minor performance problems or instances of misconduct of Level I offenses. Even though the warning is verbal, documentation by the supervisor or Department Head of the counseling as it occurred should be made. This documentation will be maintained in the department and will not become a part of the employee's official record.

2. **Written Warning:** Instances of continued employee performance problems or misconduct following a verbal warning, or Level I offenses which warrant immediate formal counseling, shall result in a written warning on the official Hospital District form. Written warnings should be signed by the employee and placed in the employee's official Personnel Record. If the employee refuses to sign the form, a Department Head or the Administrator will be brought into the counseling session. This witness will then sign the form indicating that the written warning was given to the employee and that counseling did take place.
3. **Disciplinary Suspension or Final Written Notice:** The disciplinary situation must be reviewed with the Administrator prior to issuing a disciplinary suspension or final written notice warning to an employee. In instances of poor job performance or misconduct relating to absenteeism or tardiness, a final written warning shall be given in lieu of a disciplinary suspension. A disciplinary suspension of 3 days off without pay may be given for Level II offenses.
4. **Discharge for Cause:** The disciplinary situation must be reviewed with the administrator and approval received before action can be taken to discharge an employee for cause. A discharge for cause may be given in those instances where previous counsels and a final warning or disciplinary suspension were given for a Level III offense. Employees discharged for cause will not be eligible for rehire.

Disciplinary action can result from performance problems or from the violations of any rule, regulation or practice of the Hospital District. The level of action is based on the severity of the offense. These levels are defined as I, II and III and the listing of offenses by level of severity is as follows:

**Level I:** Violation or infraction - All result in a verbal or written warning for the 1st offense. Suspension without pay or termination may be considered after 2 written warnings. Level I violations include, without limitations:

1. An employee's failure to properly record time worked or failure to clock in or out
2. Off duty employee presence on Hospital District premises (loitering)
3. Disorderly conduct
4. Smoking in unauthorized areas
5. Negligent or careless misuse of property belonging to the Hospital District, another employee, patient or visitor
6. Failure to follow department call-in policy
7. Failure to take a medical examination requested by the Hospital District
8. Failure to follow the appearance and dress code
9. Failure to report to work area by beginning of designated shift
10. Failure to perform at job expectation
11. Failure to follow the solicitation and distribution policy
12. Inducement of an employee to commit a Level I violation
13. Habitual tardiness

**Level II:** Level II violations or infractions are more serious and will result in a final written counseling or disciplinary suspension. Level II violations include, without limitations:

1. Leaving work during working hours without being excused by supervisor
2. Exhibiting behaviors which indicate an employee's inability to perform functions of the job
3. Creating or contributing to, by willful act or omission, unsafe or unsanitary conditions for patient(s), employees or visitors

4. Failure to appropriately call in or appear for work for designated shift
5. Any un-excused absence
6. Sleeping while on the job or in the work area
7. Acting in a disrespectful manner toward patients, employees or visitors
8. Refusal to follow direct instructions of supervisor
9. Inducement of another employee to commit a Level II violation
10. Repeated Level I offense

**Level III:** A level III violation will usually result in immediate discharge for cause. Level III violations include, without limitations:

1. Falsification of employment application or other Hospital District records
2. Falsification of employee's own time card or "clocking" on another employee's time card
3. Insubordination toward supervisor
4. Using vile, intemperate, abusive or disruptive language, acts or threats towards patients, visitors, employees or contract personnel, or otherwise violating the Hospital District's Harassment Policy.
5. Use of, or unauthorized possession of, any intoxicating beverage on Hospital District property or reporting for work under the influence of intoxicants
6. Any use of any non-prescription controlled substance or abuse of a prescription medication
7. Possession of weapons while on Hospital District property
8. Unauthorized possession, use, copying, reading or disclosure of confidential information pertaining to patient or Hospital District business or employee records
9. Larceny, misappropriation of funds, or unauthorized possession of property belonging to the Hospital District, another employee, staff member, patient or visitor
10. Deliberate destruction of property belonging to the Hospital District, another employee, staff member, patient or visitor
11. Conviction of a felony
12. Failure to call in or appear at work for 3 consecutive days (job abandonment) or 3 consecutive un-excused absences
13. Three written warnings for tardiness
14. Inducement of an employee to commit a Level III violation
15. Other forms of misconduct such as mismanagement of a position of employment by action or inaction, neglect that places in jeopardy the lives or property of others, intentional wrong-doing or malfeasance, intentional violation of law or violation of a policy or rule adopted to ensure orderly work and safety of the employees
16. Conduct beneath the standards of the community that reflects negatively on the Hospital District

**Terminations:** Employment with Rankin County Hospital District is based on continuing mutual consent and either the employee or the Hospital District can terminate the employment arrangement/relationship at any time. A termination of employment can be a separation from employment during the trial employment period, resignation, quit without notice or discharge for cause. These types of terminations are processed as follows:

1. **Separation during the Trial Employment Period:** New employees who do not achieve or maintain the required standards of conduct or performance during their initial trial employment period may be terminated. This type of termination action must be approved by the Administrator. Employees separated during their initial trial employment period will not receive pay for any accrued benefits. There is no notice requirement for employees who elect to terminate during their initial trial employment period.

2. **Resignation:** Employees who voluntarily leave Rankin County Hospital District employment will be terminated as a resignation if appropriate notice is given and worked. Regular full-time and regular part-time employees are required to give at least a 2 calendar week notification of their termination Department Heads and exempt employees are required to give at least a 4 calendar week notice. All employees that are voluntarily terminating their employment will be required to give a written notice that states their reason for leaving. Employees who resign with proper notice will be paid their earned vacation. Unused, sick time and short-term disability will be forfeited upon resignation.
3. **Quit Without Notice:** Employees who voluntarily leave Rankin County Hospital District employment without giving the required notice for their position will be terminated as quit without notice. Employees who quit without notice will not be eligible for earned vacation pay. Any unused sick-time, and short-term disability will be forfeited. These employees will not be considered for re-hire.
4. **Discharge for Cause:** Employees who are terminated from Rankin County Hospital District employment for disciplinary reasons as the result of conduct or performance problems will be terminated as a discharge for cause. The discharge for cause of an employee must be approved by the Administrator. A discharged employee will not be paid for earned vacation or be eligible for re-hire consideration. This employee will forfeit all unused sick time, and short-term disability.

**Exit Interview:** Whenever possible employees who are terminating employment with Rankin County Hospital District for any reason will have an exit interview. The purpose of this interview is:

1. Review the eligibility for benefit continuation and conversion and to insure that all necessary information is available (insurance, COBRA, retirement, etc.)
2. Verify that all Hospital District property that may be in the employee's possession is returned (name tag, keys, books, etc.)
3. Obtain future mailing address so that employee's W-2 form can be sent to them, and determination of the disposition of the employee's final paycheck.
4. To provide the employee with an opportunity to discuss job-related experiences.

Any sabotage or willful and harmful acts to the Hospital District upon employee leaving are prohibited. Violators will be prosecuted.

## **EMPLOYEE CONDUCT AND WORK RULES:**

**Assignment of Duties:** Responsibility for assigning duties to an employee rests with the supervisor or Department Head. An employee is expected to carry out assignments in a cooperative and helpful manner. Work assignments may not be changed without prior approval. Suggestions for improvement in the methods of work are always welcome and should be made by the employee to the immediate supervisor or Department Head.

**Work Hours and Attendance:** The work hours for the Hospital District span a 24 hours per day, 7 days per week period. The work must be completed each day and the employees on each shift have definite responsibilities and duties that must be accomplished during the shifts work period. The Hospital District reserves the right to make changes in work schedules to meet the needs of Hospital District operations. Specific work hours and shifts are included in the job description for each position or the published schedule for the department.

Employees are responsible for being at their assigned work locations and ready for work at the scheduled time. Employees must not leave their assigned duties and work locations until the scheduled period for work is completed or until they are authorized to leave. Employees must notify their immediate supervisor or Department Head when they are going to be late reporting to work or absent for a scheduled work period. This notification must be made by nursing staff members at least 8 hours before the starting time of the scheduled shift and at least 2 hours by all other employees, unless the absence or delay is caused by an immediate situation.

**Nursing staff must report to their scheduled shift 15 minutes PRIOR to shift start time. This allows for a smooth shift change and prevents any disruption to patient care. Arriving less than 15 minutes before scheduled start time will result in the following disciplinary action:**

- **Step One:** At the first and second instance of unscheduled absence or tardiness, the employee member receives verbal counseling.
- **Step Two:** When an employee accumulates three unscheduled absences or tardies in a three month period, the employee receives a written warning informing them that any additional occurrences will result in further disciplinary action.
- **Step Three:** Any two additional occurrences in the next three months will result in a one day suspension without pay.
- **Step Four:** Any two additional occurrences in the next three months will result in termination.

**\*\*No Call/ No Show\*\***

With patient care in mind, failure to notify the Director of Nurses of any absence will result in disciplinary action, including possible termination.

Two or more unexcused absences in a 12 month period are considered excessive and may result in disciplinary action. Repeated tardiness and improper notifications may be cause for disciplinary action.

**Control of Property:** Each employee has the responsibility to use Hospital District property, equipment and supplies in the most economical way possible. Employees will be expected to take action to

safeguard all Hospital District property in their work areas. Any package an employee brings into or takes out of the Hospital District facilities may be inspected.

**Patient's Property:** Employees must be constantly aware of the need to assist patients in their control of the personal property that they bring with them to the Hospital District. Patients should be encouraged to leave any valuable possessions or large amounts of money at home. If these valuables and money cannot be removed from the Hospital District, arrangements will be made to safeguard the property. Only the Director of Nursing, Shift Supervisor, Admitting office or the Administrator may possess a patient's personal property for safekeeping and issue receipts for such property. Employees should be extremely careful in the control of patient possessions while the patient is in our care. In particular special attention will be given to eyeglasses and dentures.

**Appearance and Dress:** Employees are expected to maintain a high standard of neatness and personal appearance while at Rankin County Hospital District. All employees must be attired with clean, well-fitted clothing and clean shoes. Dietary, Housekeeping, Nursing personnel and Lab personnel will all wear uniforms (scrubs) and Administrative personnel will dress in good taste. Hair is a contaminant and must be neat and clean and kept contained when working in patient care areas, as well as areas where sanitation is a concern. Hair-nets must be worn in areas which require such precaution for sanitation and or safety. Jewelry should be conservative in nature and not constitute a safety hazard. All employees will wear a name tag provided by the Hospital District.

Body odor, bad breath or excessive use of perfume or cologne are discouraged. Necessary precautions such as regular bathing, deodorants and good dental hygiene are emphasized. To be professional is the goal at all times.

**Sexual Harassment:** Rankin County Hospital District is committed to providing a working environment in which its employees are treated with courtesy, respect and dignity. The Hospital District will not tolerate or condone any actions which constitute sexual harassment of an employee.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, written or physical conduct of a sexual nature by employees, supervisors, managers, medical staff, patients, visitors, contractors, etc., where such conduct is either an explicit or an implicit term or condition of employment. This includes requirements or conditions of employment which affect employees or have the purpose or effect of unreasonably interfering with an employee's conduct. Deliberate, repeated or unsolicited verbal comments, sexual jokes or ridicule, physical gestures or actions of a sexually physical nature, and solicitation for sexual favors are violations of this policy and will subject the offender to disciplinary actions.

Employees who believe they are experiencing sexual harassment should report such circumstances to a supervisor, Department Head or the Administrator immediately. The allegation must be reported to the Administrator if other than that office receives the initial report. If sexual harassment activity is found to have occurred, such activity will not be tolerated and disciplinary action, up to and including discharge of employees who violate this policy, will occur.

**Harassment:** Rankin County Hospital District is committed to providing a working environment in which its employees and contracted personnel are treated with courtesy, respect and dignity. The Hospital District will not tolerate or condone verbal or physical abuse or harassment of hospital employees or contracted personnel by other hospital employees or contracted personnel or by a health care provider who has clinical privileges at the hospital.

Prohibited conduct includes, but is not limited to, the following:

Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts, improper or violent physical contact or threats of improper or violent physical contact or bullying.



Hospital employees or contracted personnel who believe they are experiencing verbal or physical abuse or harassment by other hospital employees or contracted personnel or by a health care provider who has clinical privileges at the hospital should immediately report such circumstances to a supervisor, Department Head or the Administrator. The allegation must be reported to the Administrator if other than that office receives the initial report. Upon such report, the Administrator will undertake an immediate investigation of the allegations. If the allegations are found to have occurred, disciplinary action, up to and including discharge of the offending employee or termination of the offending independent contractor who violates this policy may occur.

**Safety:** In the interest of protecting patients, visitors and employees from injuries due to accidents, prescribed safety rules and normal safety practices shall be observed by employees. Safe work practices will be developed and enforced by Rankin County Hospital District and a hazard free environment consistent with national standards and established federal, state and local regulations will be provided. All accidents, no matter how minor, must be reported to the supervisor immediately and an Incident Report must be completed, signed and filed with the DON, if the accident involves a patient and to the Safety Director if not, then to the Administrator within 24 hours. Failure to follow this procedure may result in disciplinary action.

The Hospital District Safety Committee is organized from employees of the Hospital District. This committee monitors and evaluates safety experiences and safety practices and identifies, develops, implements and reviews the safety policies of Rankin County Hospital District, its departments and services. Safety inspections will be conducted and suggestions to reduce hazards will be solicited from all employees. Safety is every employee's responsibility. Employees are required to become familiar with the Hospital District Fire and Disaster Plans.

**Confidentiality:** Rankin County Hospital District's policy of confidentiality is to ensure that the operations, activities and business affairs of the Hospital District and our patients are kept confidential to the greatest extent possible. Full compliance with HIPAA is a minimum expectation.

If, during the course of their employment, employees acquire confidential information about the Hospital District, its employees and its patients, such information is to be discussed only on a need-to-know basis. Employees found to be in violation of this policy are subject to disciplinary action, up to and including discharge for cause.

**Rules of Conduct:** Rankin County Hospital District will provide a good work environment for its Employees. Rules of conduct governing performance and behavior have been established to provide for the desired high level of care and service to its patients and visitors. The performance and behavior expected of employees include adherence to the following Rules of Conduct:

- a) Be at work on scheduled working days at the proper starting time and not leave the assigned work place without proper authority
- b) Observe breaks and meal breaks without abuse. One fifteen minute break every two hours is permitted, if the workload allows, for all staff. These breaks may not be combined with the meal break and the meal break is considered as a replacement for one break.
- c) All Staff shall restrict personal use of computer time
- d) Loitering after hours by hospital staff is prohibited.
- e) Perform a full day's work in an efficient manner in accordance with the methods and standards required by the Hospital District
- f) Carry out instructions or orders from supervisors or other employees in charge
- g) Report all mistakes to the supervisor
- h) Truthfully give all pertinent facts on records prepared and not withhold or conceal information vital to the Hospital District's operations

- i) Follow established safety practices and report any incidents immediately to the supervisor
- j) Do not use, possess or remove from the Hospital District premises, the property of the Hospital District, its employees, patients or guests without proper authority
- k) Report any willful damage, theft, misuse, abuse or unauthorized removal of Hospital District property to the supervisor or Department Head. The supervisor or Department Head will report to the Administrator
- l) Establish and maintain effective working relations with other employees
- m) Be responsive to the Hospital District's patients and visitors and to the public when performing any duties related to the Hospital District or when representing the Hospital District in any capacity
- n) Avoid the use of abusive, profane or obscene language with other employees, patients or visitors. Avoid the use of racial, ethnic or sexual slurs.
- o) Avoid all physical violence, threats, or horseplay with other employees, patients or visitors
- p) Report all threats of or actual physical harm or fighting to the supervisor
- q) Do not consume, possess or distribute illegal substances while at work or on Rankin County Hospital District property
- r) Do not report for work under the influence of alcohol or other mind altering substances or use
- s) either on Hospital District property
- t) Do not possess a weapon of any type while at work or on Hospital property
- u) Treat all patients and guests in a proper service oriented manner
- v) Protect the confidentiality of patients medical or business records and do not discuss confidential information with unauthorized persons or obtain, use, make or copy confidential information without proper authority
- w) Maintain a favorable personal appearance including uniform and dress, maintain favorable personal hygiene.
- x) Smoking or using tobacco products in the Hospital is prohibited Maintain professional competence in work
- y) Political activities are not to be conducted in the Hospital and employees must not identify themselves as representatives of the Hospital District when participating in such activities
- z) Be aware of and practice the Hospital's policy of non-discrimination in all relationships with other Hospital employees, patients and visitors Restrict all outgoing and incoming personal telephone calls except in the case of an emergency
- aa) Restrict the number of visitors while on duty
- bb) Do not accept tips or gifts from patients or visitors
- cc) No animals will be allowed in the facility or on the patio
- dd) Do not solicit or distribute literature on Hospital premises without proper authority. Solicitation or distribution will not be permitted in work or patient care areas and will not be conducted during work time

Employees who do not comply with the Rules of Conduct will be subject to disciplinary action. Supervisors are responsible for the employees under their control including their knowledge of Rankin County Hospital District Personnel Policies, these Rules of Conduct and required work performance and expectations.

**Substance Abuse Policy:** Each employee will be given a copy of the RCHD Substance Abuse Policy. Each employee is required to read the policy, sign the receipt and deliver the receipt to the employee's supervisor. The receipt will be placed in the employee's personnel file. (See handbook attachments)

## EMPLOYMENT BENEFITS:

**Vacation:** Vacations with pay are provided to regular full-time employees, based on length of service. Every effort will be made to give each eligible employee vacation time off at a time during a period that they prefer. Vacations must be approved by the Department Head and approval will be given if department operations and patient care will not be hindered. Conflicts between employees for vacation timing will be resolved based on seniority. The Hospital District reserves the right to schedule vacations in such a way that proper and adequate patient care is assured.

Vacation time will begin to accrue from the date of full-time employment

Regular full-time employees are entitled to utilize their accrued vacation days after completing the initial (Probationary) employment period. Vacation may be split into separate days and can be taken in segments as low as 4 hours at a time.

Eligible full-time employees employed will be granted vacation time according to the following schedule:

Years of Service	Number of Hours
0—thru 5	120 Hours
5—thru 10	160 Hours
10 and after	200 Hours

Unearned vacation will not be taken in advance.

Pay in lieu of vacation will be permitted for any employee who has accrued in excess of 120 hours. No more than 80 hours may be paid in lieu of time off at a time nor more than that required to reduce accrued vacation to 120 hours.

If a holiday occurs while an employee is on vacation leave, the employee may use the official holiday instead of vacation time with pay

No paid time off can be taken or paid for 3 days before or 3 days after annual vacation time is taken (See Article IV paragraph C.)

Vacations must be requested by the 15<sup>th</sup> of the month prior to dates requesting off. This allows for adequate staffing and insures uninterrupted services. Requested vacation days and days off must be in writing on specific request forms. Vacation may be denied if staffing is unable to be obtained.

Vacation time can be accumulated from one year to the next to a maximum of 240 hours.

Accrued vacation may be taken after the initial (Probationary) employment period if requested in writing and approved by the Supervisor, based on proof of coverage of the work area

If an employee is ill prior to the start of vacation time, it can be rescheduled if the supervisor is notified 24 hours prior to the scheduled starting time. However, once started, vacations will not be rescheduled even though illness occurs.

**Sick Leave:** Sick leave is a benefit that Rankin County Hospital District provides for regular full-time employees. Regular full-time employees accrue sick leave starting with their 1st day of employment at the rate of 40 hours per year. New full-time employees will not be eligible to take benefit time off until after the completion of their initial (Probationary) employment period.

Employees who are ill and must be absent from work must notify their supervisor as soon as possible prior to their scheduled work time.

Sick days can be accumulated and carried over from year to year if not used, up to 160 hours for non-disability purposes. All hours accumulated above 160 hours (up to 1040) can be used for disability purposes only. Use of these hours will require hospitalization.

Sick leave may be used for personal or family illness.

If an employee has taken vacation time, they may not call in sick when they're scheduled to return to work. *(Ex. An employee takes off Saturday and Sunday as vacation time and is scheduled to return to work the following Monday. The employee cannot call in sick on Monday.)*

To be eligible for short term disability, the illness must be of an acute nature. The employee must be hospitalized and under the care of a physician and he or she must be in good standing. The Administrator and Director of Nursing will be responsible for determining if the employee is in good standing.

Sick leave cannot be used in conjunction with vacation, holiday, regular time off, bereavement leave, resignation and/or termination. Sick leave cannot be used in lieu of vacation, bereavement, holiday, regular time off, resignation and/or termination. Misuse of sick leave may result in disciplinary action. The Administrator and Director of Nursing will determine qualification.

Sick leave benefits will be paid only for time when the employee would normally be scheduled to work.

Limited duty positions are not available. All employees must be able to resume full duties before returning to work after an illness or injury.

Accrued sick days will not be paid upon resignation or termination.

**Holidays:** Regular full-time employees that work the holiday will be paid for 8, 10 or 12 hours, depending on their position; nursing service — 12 hours, lab and dietary — 10 hours and other staff— 8 hours. If not worked, the holiday pay will be 8 hours for all positions at the employee's base pay.

Holidays include:

New Year's Day—1 day	Good Friday—1 day	Memorial Day —1 day
Independence Day —1 day	Labor Day -1 day	Thanksgiving — 2 days (Thurs. and Fri.)
Christmas — Christmas Eve and Christmas Day —2 days		

For all full-time, Monday through Friday, exempt employees and all full-time, Monday through Friday, hourly employees: If the holiday falls on a Saturday, the Friday before will be the day observed. If the actual holiday falls on a Sunday, the Monday following will be observed. Holiday time will not be paid if the employee is on a leave of absence.

**Worker's Compensation:** Rankin County Hospital District provides worker's compensation insurance coverage for job related injuries or illnesses. Employees must report all injuries, no matter how slight to their Department Head immediately and complete a report form within 24 hours of the injury. If a work related injury or illness requires medical attention by a physician, employees may seek the medical attention in the Hospital District emergency room or from their personal physician. The administration of claims is the responsibility of the Administrator's Office. Employees that are receiving worker's compensation payments will not be eligible for any other compensation from the Hospital District.

**Employee Health Program:** The well-being of employees is important to Rankin County Hospital District. The Hospital District does not want its employees to be placed in a position where they could be harmed or harm others while performing their duties. The Hospital District's concern extends to the welfare and safety of its patients and visitors. In everyone's interest, the Hospital District wants to assure that its employees have the capability to perform the work of their position of employment. The Hospital District will provide a medical examination for candidates selected for employment.

RGHD Personnel Policy and Employee Handbook

Current employees may be required to undergo employment physicals at any time during their employment if the Hospital District determines that they are necessary to assure the well being of the employee, other employees, patients or visitors.

The work of the Hospital District's employees is vital to patients and operations.

Employees who are absent because of illness or injury need to return to work as soon as possible. However, the Hospital District does not want employees to jeopardize their own health or the health of others by returning prematurely. In the event of hospitalization or extended (3 or more days) illness, employees will be required to submit a release to their supervisor from their physician that indicates that they are capable of returning to full duty.

**In-Service Training and Meetings:** Rankin County Hospital District provides its employees with training to improve their knowledge base and to introduce them to new procedures. Training is designed to help employees to better understand the continuously changing field of healthcare. The primary purpose is to give employees increased capability to perform well in their jobs. Failure to attend mandatory in-services may result in disciplinary action. Employees may request to attend out-of-Hospital District meetings or may be asked to attend meetings, seminars or workshops when their supervisor feels attendance will increase the person's job skills and fill a Hospital District need. Requests to attend these meetings must be made well in advance in writing. All attendance must be approved by the Administrator in advance. Priority for attendance will be given to requests which will benefit the Hospital District and its patients. If the Hospital District directs an employee to attend an out-of-the-Hospital District meeting or approves providing for the expenses of a meeting an employee requests permission to attend, the Hospital District will provide for travel expenses at approved Hospital District rates.

**Social Security:** All employees are covered under the Federal Social Security Program. Each payday a deduction is made from the employee's pay and matched by an equal contribution from the Hospital District. This builds up credits toward eligibility under the Federal Old Age and Survivor's Insurance Program, providing an old age pension and/or disability pension for the employee and insurance for the employee's family in the event of the employee's death.

**Group Hospitalization Insurance:** Regular full-time employees who are eligible are automatically enrolled in the Group Hospitalization Insurance Plan unless the employee chooses not to be included in the plan. The Hospital District will pay for the employee's coverage. Employees may add their immediate family members at their own expense. The cost and policy benefits will be explained to employees by Human Resources. New regular full-time employees will not be eligible for any benefits until they have completed their regular or any extended trial employment period.

## **EMPLOYEE INFORMATION:**

**Employee Problem Solving Procedure:** Employees of Rankin County Hospital District should attempt to obtain answers to questions or solutions to work related problems from their supervisors or Department Heads. If employees are not satisfied with the response of their supervisors they may utilize the Rankin County Hospital District Employee Problem Solving Procedure. Unanswered questions or unresolved problems are not desirable in the work situation as they can lead to inefficiency, ineffectiveness and disruption at work. The Employee Problem Solving Procedure gives the employees the opportunity to formally bring the situation forward for proper handling that is designed to provide satisfaction for the parties involved. It is important that problems be presented promptly and in writing. This written submission shall be made within three days, and in no case more than seven days, of the alleged situation so that the facts may be readily obtained and a decision reached. Time limits in the steps of the problem solving procedure are not intended to be a hindrance in an employee complaint situation. However, if employees presenting complaints do not appeal from one step to another within the specified RCHD Personnel Policy and Employee Handbook

number of working days, excluding Saturday, Sunday, and holidays, the matter will be considered closed, unless the employees show unusual circumstances that prevented them from appealing within the time limit stated. The time limits given may be extended by mutual written consent of the employees involved and the Administrator. The steps in the Problem Solving Procedure are as follows:

**Step 1— Immediate Supervisor:** Employees and their immediate supervisor are encouraged to settle problems by and through prompt, thorough discussion. If this joint effort does not succeed, then the complaint should be submitted in writing by the employee to the immediate supervisor. The supervisor will respond, in writing within two working days. If the response is not acceptable to the employee, the written complaint may be forwarded by the employee to the Department Head within three working days.

**Step 2— Department Head:** Employees will attach the decision of the immediate supervisor to the written complaint and provide it to the Department Head. The Department Head has three working days to review the complaint and immediate supervisor's resolution and make a decision. Employees will be notified within three days, in writing, of the Department Head's decision. If employees do not accept the Department Head's decision the employees may forward the written complaint, along with the supervisor's and Department Head's actions to the Administrator within three working days.

**Step 3 — Administrator:** The Administrator will review the matter, interview the employee and render a decision within five working days. The decision of the Administrator is final and review under the Employee Problem Solving Procedure will proceed no further.

**Use of Hospital District Telephones:** You are an official representative of Rankin County Hospital District and as such you must provide professional, courteous treatment to patients, visitors, other employees and anyone making contact with the Hospital District. You must always be ready to provide any possible assistance to others. Since a lot of contacts individuals make with the Hospital District are by telephone your courtesy in using the telephone promotes a more positive image of the Hospital District. In using the telephone, please keep in mind the following:

- Answer the telephone promptly
- Give the name of your department, then your name
- Give accurate and careful answers
- Transfer calls tactfully
- Be courteous

If you do not know how to answer any inquiry, be sure to transfer the call to the proper person or department.

**Bulletin Board and Employee Communication:** The Hospital District bulletin board is conveniently located for the posting of notices of events or changes which may affect individuals, departments, or the entire Hospital District. Employees are responsible to check the bulletin board on a daily basis. Only notices or materials which have been approved by Administration may be posted.

**Suggestion Program:** The Hospital District is always interested in employee's ideas concerning Hospital District operations. Employees who have suggestions concerning any phase of their work or Hospital District operations should present the suggestion in writing to their supervisor, Department Head or the Administrator, or place it in the Suggestion Box.

**Release of Information:** All public relations articles, general Hospital District information, Photography, other than patient photography, in the Hospital District and other events and occurrences which would be of news media interest, are to be released through Administration All contacts by members of the public

or media members should be referred to that office Patient photography is to be handled under the policy governing patient consent to photography.

**Parking:** Parking is free of charge on a first come, first served basis. Parking in designated fire zones or handicap areas is prohibited. The Hospital District is not responsible for the safety of any vehicle or property left in the vehicle while it is parked at the Hospital District.

**Personal Property:** The Hospital District is not responsible for employee's personal property. Employees are encouraged to leave valuables at home and to take special precautions with those personal items that they may bring with them to work.

**Personal Communications:** Employees are to assure that personal mail is delivered to their home or personal mailing address. Hospital District stationery is for Hospital District business only. The Hospital District reserves the right to open any letters written or mailed on Hospital District stationery or at Hospital District expense. Hospital District postage stamps or postage meters are not to be used for personal mail nor can postage stamps be purchased.

**Witnessing Documents:** Employees requested to witness any legal documents shall refer the person making the inquiry to a supervisor. When possible, the witnessing of legal documents is to be done in the presence of a Notary Public and two witnesses. On duty employees are permitted to witness the signing of legal documents in the following circumstances:

Whenever a Notary Public or supervisor is present

Whenever there is an urgent need for a witness and neither a Notary Public nor a supervisor is available. Two witnesses are required whenever possible.

**Incident Reports:** An incident may be defined as any unusual occurrence that happens on the Hospital Districts premises, and that may have some effect on the Hospital District, patients, visitors, employees or others. Examples of these occurrences are:

Any happening that is not consistent with routine care of a patient.

An accident of any kind, with or without personal injury, to a patient, visitor, or employee.

Violation of established policy.

Disturbance or unfavorable situation that could disrupt Hospital District functions or damage the Hospital Districts public reputation.

These incidents must be reported. This report must be submitted through the supervisor or Department Head to Administration for further processing no later than midnight on the day the incident occurred. The report is for the individual employees protection and for the welfare of all concerned and will:

Minimize Hospital District risk Identify problem areas. Insure prompt treatment of injuries

Facilitate appropriate corrective measures. Facilitate notification of proper authorities

The incident reports are strictly confidential and are the property of Rankin County Hospital District.

**Fire Plan:** Fire Safety is of critical importance. During a fire alarm all employees have specific assignments and responsibilities as outlined in the Fire Plan. The Fire Plan provides a complete explanation of the department fire drill and evacuation procedures. Instructions concerning employee responsibilities in the event of a fire will be given during the orientation program. Further instructions will be provided by supervisors.

**Disaster Plan:** There are comprehensive plans of operation to be implemented in the event of a major disaster within our community. In addition to closing the Hospital District to all unauthorized persons, the Disaster Plan is designed to ensure that sufficient personnel and medical supplies can be made available on short notice to handle such emergency situations. For the purpose of disaster preparedness the Hospital District conducts disaster drills periodically. Instructions concerning employee responsibility in

the event of a disaster or tornado will be given during their department orientation program. Further instructions will be provided by supervisors.

**Employee Name Tags:** Employees will be provided with name tags which must be worn during working hours. Personnel must be notified immediately if tags are lost so that a replacement tag can be provided. Employees are required to pay a fee for replacement of lost name tags.

**Gratuities:** Acceptance of gratuities from patients by employees is against Hospital District policy. An individual wishing to make a donation to the Hospital District should be referred to the Administrator.

**Good Housekeeping:** The condition and appearance of a work area is a good indication of efficient workers. Orderliness and cleanliness reduces fire hazards, improves health conditions, reduces accidents, adds to the efficiency of work and improves the quality of service. We can all help by placing trash and refuse in the containers provided and by applying a few simple rules of tidiness. It is everyone's responsibility to keep our Hospital District clean and sanitary.

**Public Relations:** Public understanding and support of Rankin County Hospital District is important to all of us associated with the Hospital District. Every member of the Hospital District's staff is responsible for the most important aspect of the Hospital District's public relations program, the daily face-to-face communication which occurs when we meet, work with and are seen by our patients and visitors. A moment's discourtesy, a failure to do a good job, careless grooming and any mistake can make a strongly unfavorable impression on an ill person, family member or visitor. Employees are viewed as being representatives of the Hospital District at all times, on and off duty, so it is important to remember that you can affect the public relations of the Hospital District in a favorable or unfavorable way.

**Lost and Found:** Lost and Found articles should be turned in to your immediate supervisor or the Business Office. Please note location where found and the date. After satisfactory identification, the article will be restored to the rightful owner.

**Political Activities:** The Hospital District encourages all of its employees to take an active interest in political activities; however, such political activities must not be conducted on Hospital District premises. Neither may employees identify themselves as representatives of the Hospital District in any political activity or involvement, nor in any letter to a newspaper or magazine. Hospital District policy is to keep politics out of the Hospital District and to keep the Hospital District out of politics. Wearing campaign buttons or other identifying political emblems is inappropriate while on duty. During elections, employees are urged to vote before work or after work.

**Political Restrictions:** Employees of Rankin County Hospital District shall not use their positions on the Hospital District to influence a Hospital District election, including campaigning for or against any candidate for the Rankin County Hospital District Board of Directors and soliciting or urging any Hospital District employee to vote for a specific candidate for the Board.



**ACKNOWLEDGEMENT FOR RECEIPT OF SUBSTANCE ABUSE POLICY AND PROCEDURE**

I have received my copy of the Substance Abuse Policy and Procedure of Rankin County Hospital District. I will familiarize myself with the information presented and understand that it constitutes the policies of Rankin County Hospital District and that I am governed by it.

Since this information is necessarily subject to change without notice at the sole discretion of and by action of the Rankin County Hospital District Board of Directors and/or Administrator, it is understood that any changes in the policies as listed herein that may be made by the Rankin County Hospital District Board of Directors and/or the Administrator, may modify or supersede the policies as now stated. As modifications are made, employees will be notified of such changes through the usual channels.

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

\_\_\_\_\_  
Employees Signature

Please date, sign and return to Human Resources office.

Thank you.

## CONSENT FORM

You are suspected of being under the influence of alcohol, narcotics or some other drug. If you wish, you may take a medical test (blood test, breath test, urine test, etc.). You may refuse to take the test. Disciplinary action, including discharge, may result if you are found to be in violation of the Rankin County Hospital District Substance Abuse Policy or if you refuse to take the test. Also, your consent is hereby requested for the release of said test results to the designated member of the Rankin County Hospital District Administration. If you consent to take the test and consent to the release of the test results as indicated, please date and sign this form.

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

\_\_\_\_\_  
Employees Signature

Please date, sign and return to Human Resources office.

Thank you.

**REFUSAL TO SUBMIT FORM**

I understand that it is my right as an employee of Rankin County Hospital District to refuse to submit to a drug test.

I also understand that disciplinary action, including discharge, may result if I am found to be in violation of the Rankin County Hospital District Substance Abuse Policy or if I refuse to take the test. At this time, I refuse to submit to a drug test.

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

\_\_\_\_\_  
Employees Signature

### ACKNOWLEDGMENT FORM

I acknowledge receipt of the Personnel Policy and Employment Handbook of Rankin County Hospital District. I understand that this Personnel Policy and Employment Handbook is subject to change, modification, and revision without notice. I further understand that the District follows the "At-Will" doctrine: in that employees are employed for an indefinite term of service and are terminable at-will, with or without cause.

Accordingly, I understand that no employment contract, either expressed or implied is created by this Personnel Policy and Employee Handbook, should I be hired by the District. Also, I understand employees of the District may terminate their employment at any time with or without notice or cause.

I understand that no manager, supervisor or representative of the Hospital District has authority to enter into any oral or written agreement for employment with me for any specified period of time, or to make any agreement contrary to the employment at-will relationship.

I have read and understand the policies, rules and regulations contained in the Rankin County Hospital District Personnel Policy and Employee Handbook. I agree to comply with and follow these rules, regulations and policies during my employment with the Hospital District. I also understand the benefits that are available to me as an employee and understand that it is my responsibility to claim these benefits when due.

Date:

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\_\_\_\_\_  
Employees Signature

Please date, sign and return to Human Resources office.

Thank you.

