



# Employee Handbook

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## WELCOME LETTER

Congratulations and welcome! We are excited that you have joined Methodist College of Nursing. You have joined a team of dedicated academicians and staff who are committed to excellence in education.

At the College of Nursing, we are student-focused with an emphasis on evidence-based practice and the development of the professional nurse. I hope that you find your fit with an educational team.

The success of the College is demonstrated by the high quality performance provided by the faculty and staff. Thank you for joining the faculty, staff, and administrators who exhibit integrity and professionalism as they work for the College. Methodist College of Nursing is an operating division of Methodist Health Services Corporation and is governed by the Methodist College of Nursing Board of Directors. It is my pleasure to personally welcome you to be a part of our team.

Welcome to Methodist College of Nursing and I wish you success.

Sincerely,

Dr. Kimberly Johnston, EdD, RNC, CNE  
President of the College



## Receipt and Acknowledgment Form

### Methodist Health Services Corporation

I acknowledge that I have received a copy of the Employee Handbook. I will read this handbook, which contains a policy and procedure regarding inappropriate sexual and other harassment, and I will contact my manager or Human Resource Services if I have any questions. By my signature below I acknowledge my responsibility and agreement to understand the policies and my responsibilities.

I recognize that this handbook is subject to change and can be revised or revoked by the organization at any time and from time to time. I acknowledge that the organization may establish new policies and revise or revoke its then existing policies. I understand this handbook takes the place of any and all prior handbooks. I also understand that the most current revision of the Employee Handbook is available on the I drive (MCON) and that I am responsible for checking for any updates and complying with the current version of the Employee Handbook.

I recognize that this handbook does not create contractual rights other than employment at will. I understand I am responsible for the content, application and to obtain future revisions of all policies and guidelines contained herein. Failure to follow the policies and practices, among other things, may result in corrective action up to and including termination.

Employees who invoke the procedures as outlined in the handbook or who report violations are guaranteed freedom from reprisal. Anyone who demonstrates retribution or reprisal in any form will be subject to corrective action up to and including termination.

Please sign and detach and return this form to MCON Human Resource Services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee ID Number

\_\_\_\_\_  
Department Name



## Drug Free Workplace Statement

Methodist is committed to providing and maintaining an environment free of alcohol/drug use and misuse. The use and misuse of alcohol/drugs can impair the judgment of the employee, impacting the ability to satisfactorily perform assigned job duties in a safe and secure manner.

Any employee involved in one or more of the following is subject to termination:

- Reporting to work or working under the influence of alcohol and/or drugs, unlawfully using, possessing, selling, manufacturing, dispensing, or distributing illegal drugs or controlled substances including but not limited to amphetamines, cocaine, cocaine metabolites, barbiturates, marijuana, opiates, narcotics and phencyclidine during working hours or on premises (defined to include without limitation buildings, grounds, lockers, parking facilities and vehicles), except as permitted by a medical prescription.
- Drinking, possessing, selling or distributing alcoholic beverages during working hours or on premises.
- Pleading guilty to or being convicted of a criminal violation of using, selling, possessing, or distributing illegal drugs or for illegally using, selling, possessing, or distributing prescription drugs. Refusal to submit to a drug/alcohol screen or to participate in an investigation.
- Theft or diversion of any drug or narcotic.
- Failure to submit to a rehabilitation/treatment program at the request of Methodist.
- Violation of the *Fit for Duty* and/or *Drug Free Workplace* Policy.

As an employee of Methodist, if I'm convicted of any drug related legal violation, I have an obligation to report the conviction within 5 (five) calendar days to my Director/Dean and Human Resource Services.

In an effort to assist and aid individuals, Methodist has available an Employee Assistance Program 1-800-433-7916 which includes chemical dependency counseling.

I \_\_\_\_\_, an employee of Methodist, am aware and understand the duties and obligations to abide by the *Drug Free Workplace* and *Fit for Duty* policies as a condition for continued employment.

Please sign and detach and return this form to MCON Human Resource Services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee ID Number

\_\_\_\_\_  
Department Name



## Confidentiality Statement

During the course of my employment, I understand I may have access to sensitive, privileged and/or confidential information and must maintain the confidentiality of that information both during and subsequent to my employment.

I understand and agree not to release any student/employee data to unauthorized individuals/businesses during my employment and at all times thereafter.

The release of confidential and/or privileged information to unauthorized individuals/businesses without proper authorization or the violation of the Confidentiality Statement information will result in corrective action up to and including termination. I further understand that an unauthorized disclosure may in some instances be unlawful, and nothing herein shall be construed, as indicating that corrective action would be the only result. Moreover, I expressly acknowledge that an unauthorized disclosure or release may also subject the person making the release/disclosure to legal action for monetary damages and/or other relief sought by the person aggrieved by the disclosure.

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

Employee Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_  
(printed or typed)

Employee I.D. Number: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Witness Name: \_\_\_\_\_  
(printed or typed)

---

# METHODIST COLLEGE OF NURSING

## Vision Statement

Methodist College of Nursing will be the premier college of choice for excellence in nursing and health sciences education within Central Illinois.

## Mission Statement

Provide quality educational programs that promote the holistic development of the student to become a healthcare provider. The college is also committed to community service and to meeting the diverse healthcare needs of the population it serves.

## Purpose

The purpose of the College of Nursing is to provide an undergraduate curriculum that prepares generalists for the practice of nursing. The curriculum extends opportunities to pursue a Bachelor of Science Degree in Nursing to men and women from diverse backgrounds. It also provides experiences needed for effective communication and critical thinking. These experiences include theory and clinical practice needed for mastering the knowledge and skills essential for professional delivery of nursing care in a variety of settings with multicultural populations. The College provides an environment conducive to personal and professional growth, and lifelong learning for students and faculty.

## Institutional Goals

<p>Create and support a positive, student-centered learning environment. Provide quality instruction and programs. Create quality student support services and programs. Recruit and retain a diverse, qualified workforce. Promote fiscal responsibility and accountability. Provide adequate resources to support institutional mission. Recruit and retain a qualified, diverse student body. Promote collaborative relationships for the benefit of the community.</p>
--

## Core Values

### **Human Dignity:**

Unconditional respect for the inherent worth, uniqueness, and autonomy of individuals.

### **Integrity**

We will display strong moral character and acting in accordance with accepted standards of behavior and an appropriate code of ethics.

### **Inquiry**

We will have an active process of exploration and investigation that leads to understanding and construction of knowledge throughout one's life.

### **Social Justice**

We will act in accordance with fair treatment regardless of gender, economic status, race, religion, ethnicity, age, citizenship, disability or sexual orientation.

## Program Outcomes

The Methodist College of Nursing graduate is prepared to:

1. Incorporate knowledge, skills, values, and attitudes from natural and physical sciences; behavioral and social sciences; humanities and fine arts; and mathematics, business, and economics into professional nursing practice and lifelong learning.;
2. Integrate legal, ethical, and professional accountability into practice on behalf of recipients of health care, one's self, and one's colleagues;
3. Evaluate the application of the nursing process to deliver primary, secondary, and tertiary care to stabilize the client system;
4. Select appropriate written, verbal, nonverbal, and technological skills to communicate effectively;
5. Provide leadership and management in the planning, delivery, and evaluation of nursing care;
6. Recommend actions and solve problems based on reasoned argument, and critical thinking;
7. Integrate knowledge regarding health care practices and beliefs of diverse cultural groups in the delivery of nursing care;
8. Demonstrate a commitment to lifelong learning and the advancement of the nursing profession;
9. Support the adoption of evidence-based interventions in nursing practice, based on well-conducted research.

## State of Affairs

### Accreditation and Approval

Methodist College of Nursing is accredited by the Higher Learning Commission, North Central Association (HLC). The nursing program is accredited by the Commission on Collegiate Nursing Education (CCNE) and the National League for Nursing Accrediting Commission, Inc.(NLNAC). The Illinois State Board of Higher Education has approved the College's degree granting status to offer the baccalaureate nursing degree.

### Governance

Methodist College of Nursing Board of Directors is the governing body of Methodist College of Nursing. The President of the College, who is the Chief Executive and Academic Officer of Methodist College of Nursing, reports directly to Methodist College of Nursing Board and administers the College through the power invested in her by the Board of Directors.

## History of the College of Nursing

Methodist College of Nursing is an operating division of the Methodist Medical Center of Illinois. In 1900, the Deaconesses of the Methodist Episcopal Church opened the Deaconess Home and Hospital and its School of Nursing.

In March 2001, Methodist College of Nursing was established in response to national trends affecting changes in the health care delivery system, the nursing profession, and nursing education.

Methodist College of Nursing offers a baccalaureate degree in nursing comprised of a general education component and a nursing education component. The general education component consists of those arts and sciences supportive of the nursing major and the student's individual interests.

Methodist College of Nursing recruits and educates qualified in-state and out-of-state students from culturally, racially, and ethnically diverse backgrounds who are interested in an environment that promotes academic excellence in the context and scope of nursing practice. Students are educated to become professional nurses who provide, design, manage, and coordinate direct and indirect care to individuals, families, groups, communities, and populations with health needs of increasing complexity over the duration of the program.

Methodist College of Nursing's place within the higher education community is that of a private college. Lower-level general education courses are offered through collaborative agreements with other institutions of higher education.

# Family Educational Right to Privacy Act (FERPA)

All employees of the College of Nursing are responsible for understanding and complying with the Family Education Rights and Privacy Act (FERPA).

## What is FERPA?

The Family Education Rights and Privacy Act-FERPA (also known as the "Buckley Amendment"), is a federal law enacted in 1974 which provides students certain rights with respect to their education records. Specifically, it provides students the right to:

1. inspect and review their education records,
2. request the amendment of inaccurate or misleading records,
3. consent to disclosure of personally identifiable information contained in their education record, and
4. file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with this law. FERPA authorizes the release of "Directory Information" without the student's prior consent under certain conditions that are set forth in the Act. The College of Nursing has defined its "Directory Information" in accordance with the law.

## What are education records?

Education records are records that are:

1. directly related to a student, and
2. maintained by an educational agency or institution or by a party acting for the agency or institution.

## What is personally identifiable information?

Personally identifiable information includes but is not limited to: the student's name, the name of the student's parent or other family member, the address of the student or student's family, a personal identifier, such as the student's social security number or student number, a list of personal characteristics that would make the student's identity easily traceable, or other information that would make the student's identity easily traceable.

## How is compliance monitored?

The Family Compliance Office (FPCO) monitors schools for compliance. Students have the right to file complaints with the FPCO alleging failure by the institution to comply with the requirements of the Act. Failure to comply may result in a loss of federal funding for financial aid and educational grants and/or civil litigation.

## What is "Directory Information?"

Directory information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. At the Methodist College of Nursing, directory information consists of the student's name, local and permanent address, email address, telephone number, date and place of birth, major field of study, dates of attendance, enrollment status, degrees and awards (including scholarships) received, participation in officially recognized activities, and the most recent previous educational agency or institution attended.

*Note: Directory information is information that the College may disclose, but it is not required to do so. It is College policy to refrain from actively disclosing addresses, telephone numbers and dates of birth, however we routinely verify this information. The College does not disclose social security numbers, personal identification numbers, grades, grade point averages, class schedules, academic actions nor the number of credits enrolled in or earned unless the student has signed a consent form.*

### **Can students control disclosure of "Directory Information"?**

Yes, students are notified of their right to control the disclosure of "Directory Information" in the Student Handbook and the College catalog. They are required to complete a Request to Prevent Disclosure of Directory Information and submit the form in person at Office of the Registrar. If a student elects to control disclosure, the College prevents disclosure of name, address, telephone number, e-mail address, date and place of birth, dates of attendance, class, previous institutions, major field of study, awards, honors (including dean's list), and degrees conferred including dates.

### **To whose records does FERPA apply?**

FERPA applies to the education records of persons who are or have been in attendance.

### **To what records does FERPA apply?**

FERPA applies to all educational records in whatever medium, which are:

1. maintained by Methodist College of Nursing or by a party acting for Methodist College of Nursing, and
2. directly related to the student

### **Is prior consent always necessary before releasing information from a student's education record?**

Prior consent is not necessary to release or confirm "Directory Information" from a student's education record unless the student has placed a non-disclosure request on his/her records

### **How will I know if a student has requested that "Directory Information" not be disclosed?**

The Office of the Registrar will provide appropriate College employees a list of individuals who have requested non-disclosure.

### **How does FERPA apply to faculty and staff?**

The law requires faculty and staff to treat student's education records in a legally specified manner.

**Grades:** Students' scores or grades should not be displayed publicly. Even with names obscured, numeric student identifiers are considered personally identifiable information and must not be used. Grades, transcripts or degree audits distributed for purposes of advisement should not be placed in plain view in open mailboxes located in public places.

**Papers:** Graded papers or tests should not be left unattended on a desk in plain view in a public area nor should students sort through them in order to retrieve their own work.

**Class rosters/grade sheets:** These and other reports should be handled in a confidential manner and the information contained on them should not be redisclosed to third parties.

**Parents:** Parents, spouses and other relations do not have a right to information contained in a student's education record.

**Electronic Records:** Access to electronic records does not equate to authorization to view the data. Faculty are deemed to be "school officials" and can access data electronic records if they have a "legitimate educational interest." A legitimate educational interest exists if the faculty member needs to view the education record in order to fulfill his or her professional responsibility. Neither curiosity nor personal interest is a legitimate educational "need to know."

*IMPORTANT: The above information is intended to give general information regarding FERPA. It is not intended to be all-inclusive. For more in depth information regarding FERPA, please see the Registrar.*

# Total Compensation Philosophy

The Total Compensation Philosophy is directly aligned with the organization’s strategic plan and is a cornerstone for Human Resource Strategic Planning.



## Total Compensation Philosophy

Element:	Base Compensation	Benefits	Work Culture	Performance Management	Recognition
Objective:	<ul style="list-style-type: none"> <li>Attract, retain and motivate</li> <li>Ensure pay is non issue</li> <li>Provide salaries competitive with healthcare and other appropriate employers</li> <li>Provide payment for market value of the job performed</li> <li>Provide increases linked to performance and contribution</li> </ul>	<ul style="list-style-type: none"> <li>Attract and retain</li> <li>Provide competitive benefits that are responsive to employee needs</li> <li>Create partnership that will involve employees in decision making and participation</li> </ul>	<ul style="list-style-type: none"> <li>Attract, retain and motivate</li> <li>Provide differentiation in the Peoria labor market beyond pay</li> <li>Provide a learning, working environment</li> <li>Adopt flexible work practices to assist employees in balancing work/life commitments</li> <li>Provide training and development resources and opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Provide employees with valuable performance feedback to enhance their development</li> <li>Differentiate between work performance</li> <li>Link pay increases to performance and contribution</li> <li>Recognize employees who consistently demonstrate their commitment to the Methodist Mission and Values</li> </ul>	<ul style="list-style-type: none"> <li>Reinforce desired behaviors and values</li> <li>Recognize individuals and teams for their contribution and effort</li> <li>Promote knowledge sharing and mentoring</li> <li>Celebrate success</li> </ul>
Desired Positioning:	Market Competitive, based on ongoing annual reviews	Market Competitive, based on ongoing annual reviews	Market Leader	Market Competitive, based on ongoing annual reviews	Market Leader

**We are committed to delivering outstanding healthcare. *Period.***

We are **Patient Driven**. We are **Responsible**. We are **Real**. We are **Responsive**. We are **Ready**. We are **Methodist**.

## **Open Door Policy**

Our open door policy allows you the freedom to discuss issues and concerns with the managerial and administrative staff. The open door policy is a valued organizational tradition and is an important tool in resolving individual employee concerns.

### **Here is how to use the Open Door Policy...**

#### **FIRST**

Talk to your Director/Dean. Generally you and your Director/Dean will be able to resolve the issue.

#### **NEXT**

If your Director/Dean is unable to resolve your problem, talk the President of the College.

#### **HOWEVER**

If you still need assistance, or if you feel you cannot follow the procedure outlined, send a letter to Human Resource Services. In your letter, include your name, department, the nature of the problem, and the specific outcome desired. You will be contacted with a response if you choose to identify yourself.

In addition, provided is a compliance hot line you can call and outline your issues. The phone number for the help line is 309-671-8232 or 1-800-284-0947. The calls can be made anonymously.

Also, any employee that has concerns about the safety or quality of care provided in the hospital should report these concerns to their manager/director, or President of the College. If employees feel that their concerns cannot be resolved at this level, employees may contact the Joint Commission at 800-994-6610 or by emailing [complaint@jointcommission.org](mailto:complaint@jointcommission.org). Corrective action against any employee for reporting safety or quality of care concerns to the Joint Commission.

Employees using the Open Door process to attempt to resolve a problem will not experience negative consequences from using the process.

It is our goal to ensure that you are treated fairly and consistently. Policies, practices, employees and administrative team are in place to help resolve problems.

We believe the communication between the employee and Director/Dean is of the utmost value.

## **Summary of Handbook**

The Employee Handbook is a summary of the policies and procedures. If there is a dispute between the interpretation of the handbook and the policies and procedures, the policies and procedures will take precedence over the handbook.

## **Nature of the Employment Relationship**

Under Illinois Law, employers and employees have the right to terminate the employment relationship at will with or without cause or notice. This applies to MCON and its employees.

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# EMPLOYMENT

## Orientation

As a new employee, you will be provided a general and department specific orientation; included are a variety of programs providing insight into the college's background, goals, policies, benefits, and other topics as required by regulatory agencies. The first 90 calendar-days of employment is an orientation period in which the expectations and goals are shared with you. After the successful completion of this orientation period, you are eligible to take advantage of certain benefits and privileges as outlined in this handbook. Before the end of your orientation period you are responsible for follow-up of all required Employee Health tests such as TB.

## Employment Status

Employees are classified as **Active Full-Time Benefited**, **Active Part-Time Benefited**, **Active Part-Time Limited Benefits**, **Temporary**, or **PRN**. These classifications are not intended to and should not be interpreted as guaranteeing or limiting the number of hours scheduled or worked in any given period of time.

**Active Full-Time Benefited Employees** are defined as those employees who are regularly scheduled to work 32 hours or more a week. These employees are eligible for the organization's complete benefit program.

**Active Part-Time Benefited Employees** are defined as those employees who are regularly scheduled to work between 20 and 31 hours a week. These employees are eligible for the part-time benefit program.

**Active Part-Time Limited Benefited Employees** are defined as those employees who are regularly scheduled less than 20 hours per week.

**Temporary Employees** are defined as those temporary employees who are hired to work for a limited period of time as determined by MCON.

**PRN Employees** are defined as those employees who work only when requested by Methodist and accept or reject the work at their discretion. Continuation as a PRN employee is based upon the needs of the organization. All PRN employees must meet the respective department guidelines.

*Active Part-Time Limited Benefited, Temporary, PRN employees are eligible for certain benefits such as the Pre Tax 401(k), Pension Plan (prior to hire of 10/01/2006), Employee Assistance Program, Employee Recognition activities and others.*

## Transfer and Promotion/Job Postings

It is the policy to inform employees of available positions. Job openings are posted on the bulletin board near Human Resource Services, Methodist Intranet (Connect Me) and on the Methodist web page at [www.MyMethodist.net](http://www.MyMethodist.net). Once jobs are posted, interested employees who have been in their current position at least six months and without a corrective action for the most current 12 months may apply by completing a Transfer Request Form located on the intranet. While outside recruitment may begin as soon as the position becomes available, outside applicants will not normally be considered until the job has been posted for at least three business days. It is the policy to choose the most suited applicant for the position, regardless of employment status.

Employees will normally be scheduled to work in their old department not less than a minimum of two weeks prior to transfer. This notice period may vary depending upon departmental operations/needs. For interdepartmental transfer of shift/hours, you should contact your Director/Dean.

If you accept another position within Methodist as a result of a job transfer, you will be placed on a 90 calendar-day Transfer Orientation period. During this time you will be eligible for benefits as specified by your job status.

## **Employment Records**

Employment records for MCON employees are retained in MCON Human Resource Services and are the property of Methodist. Release of records is in accordance with applicable law. As an employee you may have access to your employment records in accordance with applicable law. To view your records or receive a copy of your records please schedule an appointment with MCON Human Resource Services.

Because correct tax deductions and insurance premiums depend on accurate employee information, changes in the following must be reported promptly: name, marital status, number of dependents, telephone number, and address.

## **Americans with Disabilities Act**

MCON is committed to complying with the Americans with Disabilities Act ("ADA") as amended, the Amendment Act of 2008. The ADA prohibits discrimination against those individuals with physical or mental disabilities who

- Possess the required skill, experience, education and other job-related requirements for the position that the individual holds or desires, and
- Are able, either with or without reasonable accommodation, to perform the essential functions of such position.

Any employee with a disability is encouraged to suggest to his/her Director/Dean and MCON Human Resource Services ways of reasonably accommodating his or her condition.

## **Resignation and Termination**

If you are going to leave the organization, an advance written notice (two weeks for hourly; four weeks for salaried) to your Director/Dean is requested as a courtesy. The amount of notice submitted to your Director/Dean may affect eligibility for rehire. Your Director/Dean will normally review a "termination checklist" with you to ensure all termination processes are completed.

An exit interview will normally be scheduled for you and conducted by MCON Human Resource Services. The exit interview provides MCON Human Resource Services with a summary of your employment experiences.

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## GENERAL INFORMATION

### Meal Times Periods: Hourly Employees

If you are working a shift that is 7½ consecutive hours or longer, you are entitled to an uninterrupted 30-minute meal period. The meal period must begin no later than the end of the fifth hour but before the beginning of the sixth hour. A second meal period does not have to be given unless the work assignment is for another full shift of 7 ½ hours or more. You do not have to “clock out” for meal periods unless you are leaving the campus.

### Residence Halls

The right to privacy is of paramount importance and should not be violated. The entry into resident floors is limited to RA's, Student Life/Career Services Coordinator, Dean of Enrollment Management, Director of Human Resources, maintenance, and President of the College. If you need to access those floors, pre approval is required from administration.

### Break Periods: Hourly Employees

Break periods are administered departmentally and are not regulated by Human Resource Services. If you leave the campus you may do so during your 30 minute unpaid meal period. You must clock out when leaving campus and clock in when returning to work. Breaks may not be used to reduce the length of your scheduled work shift or used to increase the length of your meal period. You will remain on campus during a break period. For questions about breaks in your department, please refer to your Director/Dean.

### Performance Review

You will normally receive a performance review from your Director/Dean by August 1 annually. This review is a factor in determining your eligibility for a merit increase and becomes part of your personnel file for future reference. You are encouraged to complete a self evaluation including ratings goals and write your comments concerning your review on your performance review form.

### Parking

Free surface employee parking is provided around MCON and at the back of the Methodist Knoxville lot. To find out more information about parking and to obtain a parking sticker, please contact the Security Department. Employees may also apply for a lease in the MCON deck—payroll deduction. To learn more about a MCON deck lease, contact the Director of Human Resources.

### College of Nursing Library

The College of Nursing Library has books, periodicals, and electronic databases, which are available to you.

### Solicitation/Distribution

To avoid the disruption of health care operations or the disturbance of patients, the following rules apply to solicitations and the distribution of literature on campus except for the United Way solicitation and activities that are central to the healthcare operation of Methodist:

- Employees may not solicit during working time for any purpose.
- Employees may not solicit at any time, for any purpose, in immediate patient care areas. Examples of immediate patient care areas include patients' rooms; places where patients receive testing or diagnostic services, treatment, or therapy; hallways and corridors near patient rooms or

in patient testing, diagnostic treatment or therapy areas; rooms typically used by patients for consultations with physicians and patient family lounges and parking facilities.

- Employees may not distribute literature during working time, for any purpose.
- Employees may not distribute literature at any time, for any purpose, in working areas or immediate patient care areas. Examples of working areas are nursing units, cafeteria and time clock locations. Working time includes the work time of both the employee doing the soliciting or distributing and the employee to whom the soliciting or distributing is directed. Working time does not include periods during the workday when employees are properly not engaged in performing their work tasks, such as break periods and meal times.
- **Non-employees**

Persons who are not employees may not solicit or distribute literature on campus at any time, for any purpose.

## **Bulletin Boards**

Bulletin boards in various locations of MCON contain information pre approved by MCON Human Resource Services. For pre-approval, drop off the flyer to Enrollment Management office. It is your responsibility to check these bulletin boards for pertinent information.

## **Work Related Travel**

Employees may be required to use personal, company or rented vehicles to travel to off-site locations as part of their job responsibilities. Employees hired or transferred into jobs requiring such duties must possess a current valid Illinois driver's license. When traveling in a personal or rented vehicle, the employee must have the appropriate proof of automobile liability insurance.

## **Dress Code**

Each of us represents the organization. We are judged not only by the service we provide and our actions toward students, families, and co-workers, but also by our personal appearance. Appropriate career apparel and grooming habits are required. Clothing, adornments or grooming habits which expose you, students or coworkers to risk of injury, discomfort, embarrassment or which present an adverse professional image will not be permitted. Please see the MCON dress code policy for specific information.

## **Identification Badge**

You will be issued a photo name identification badge as you begin employment. You must always wear your identification badge while on duty. It should be worn at shoulder level or on a lanyard. You should make requests for replacement badges to the Director of Human Resource Services. Replacement badges due to transfers or name changes will be provided to you free of charge. There will be a charge for all replacement requests due to a lost or damaged badge.

## **Smoke Free/Tobacco Free Campus**

Methodist, along with the other local hospitals, is smoke free and tobacco free. Smoking and tobacco use is off limits in all Methodist owned and leased buildings, vehicles, parking lots, sidewalks and adjacent sidewalks. The move to clear the air reflects our commitment to the good health of our students, and employees. We believe this initiative promotes wellness and disease prevention. You may not smoke during paid breaks. If you choose to smoke on an unpaid meal period, you will clock out when leaving campus and clock in when returning to campus. Effective 4/1/2011, Methodist will no longer hire individuals who use tobacco products.

## **Publications and Electronic Communications**

Methodist utilizes various avenues of written and electronic communications to enhance its business operations and improve communication with employees. All company owned systems are subject to standard controls and audits. Most communications are protected by an employee's password but privacy is not guaranteed. Administration has the right under Illinois State law to monitor any employee's electronic communications without the employee's permission. The use of all electronic communications should be for business purposes only. Use of personal electronic devices is prohibited except on the employee's paid breaks or on unpaid meal periods.

## **Public Relations**

You may not release any information related to or about Methodist to representatives of the media. Inquiries about patients' conditions or other matters should be referred to the Director of Marketing and Public Relations. Unauthorized contacts with the media in the name of Methodist or MCON or improperly providing information about Methodist, MCON, its employees, patients, or policies is strictly prohibited.

## **Gifts & Tipping**

Employees are prohibited from soliciting and/or receiving for themselves or for a third party anything of value from anyone in return for the business or confidential information of Methodist. Sometimes small gifts are acceptable, but these should not be worth more than \$100 from any one source in a calendar year. Please refer to the Vendor Gift Limitations And Business Entertainment Administrative Policy. Persons wishing to make a gift or donation should be referred to your manager or the Methodist Medical Center of Illinois Foundation.

## **Methodist Medical Center Foundation**

The Methodist Medical Center Foundation was established in order to raise the resources that enhance the patient and family experience at Methodist and assist with professional development and community wellness initiatives. Methodist College of Nursing has several funds within the foundation.

MCON employees may contribute to any of the college funds through Gifts from the Heart. Employees who find themselves in a financial crisis may apply to the Crisis Fund for help. The form to make your Gift from the Heart through payroll deduction may be obtained from the intranet.

To learn more about the Foundation, go to [www.mymethodist.net](http://www.mymethodist.net) and click on "Make a Donation."

## **Lost and Found**

Items found on MCON campus should be turned in to Enrollment Management office. Items found on MMCI campus property should be turned in to the Security department. Items such as watches, coats, hats, etc. which have not been claimed within 60 days are donated to a local charity. The appropriate department/agency is contacted and regulatory guidelines are followed.

## **Elevators**

Elevators at MCON are intended primarily for the transportation of students, visitors, and supplies. You are requested to ease congestion by using stairways.

## **Telephones**

Public telephones are available at convenient locations within the organization for your personal use on break or meal periods. Incoming or outgoing personal calls should be limited to those of an

emergency nature. Personal calls for which a long distance toll is incurred; you should reimburse the organization.

## **Fraud, Abuse and The False Claims Act**

Our employees and associates work hard to ensure that we create accurate and truthful patient bills and submit accurate claims for payment from any payer, including Medicare and Medicaid, commercial insurance, or our patients. It's the right thing to do, and federal and state laws require accuracy in health care billing.

The Federal False Claims Act (31 USC 3729-33) makes it a crime for any person or organization to knowingly make a false record or file a false claim with the government for payment. "Knowing" can include deliberate or reckless ignorance of facts that make the claim false.

Examples of possible False Claims include someone knowingly billing Medicare for services that were not provided, or for services that were not ordered by a physician, or for services that were provided at sub-standard quality where the government would not pay.

A person who knows a False Claim was filed for payment can file a lawsuit in Federal Court on behalf of the government and, in some cases, receive a reward for bringing original information about a violation to the government's attention. Penalties for violating the federal False Claims Act can be up to three times the value of the False Claim, plus from \$5,500 to \$11,000 in fines, per claim. Some states also have a False Claims Act that allows a similar lawsuit in state court if a False Claim is filed with the state for payment, such as under Medicaid or Workers' Compensation.

The False Claims Act protects anyone who files a False Claim lawsuit from being fired, demoted, threatened or harassed by their employer for filing the suit. If a court finds that the employer retaliated, the court can order the employer to re-hire the employee, and to pay the employee twice the amount of back pay that is owed, plus interest and attorney's fees.

Our Corporate Responsibility Program supports compliance with the False Claims Act by:

- Monitoring and auditing to prevent or detect errors in coding or billing.
- Educating our associates that they are responsible to report any concern about a possible False Claim at Methodist through our Compliance Department.
- Investigating all reported concerns and correcting any billing errors discovered.
- Protecting our associates from adverse action when they do the right thing and report any genuine concern. Methodist will investigate any allegation of retaliation against an associate for speaking up.

## **Calling the Compliance Helpline**

Methodist has established an internal and an external Helpline to encourage employees to report knowledge of illegal or unethical acts. Knowledge of illegal or unethical acts should be reported immediately. Methodist will protect to the fullest extent permitted by law the identity of callers who desire to remain anonymous. Methodist will not tolerate retaliation against callers who report in good faith concerns or suspected problems. Callers will be asked to provide details so that reported concerns can be properly investigated. The more details given through the Helpline, the easier it is to investigate concerns or answer questions.

## **Internal Helpline**

When calling the internal Helpline, employees may speak directly with the Compliance Officer. The internal Helpline is active twenty-four (24) hours a day and is answered by voice mail in

the absence of the Compliance Officer. Callers wanting to remain anonymous will receive an identification number to be used for calling back to report more details or to receive feedback. To speak with the Compliance Officer, dial 671-8232 (local) or, 1-877-671-8232 (long distance).

## **External Helpline**

When calling the external Helpline, employees are greeted by a neutral third party who will ask for detailed information about their concern so that a report can be forwarded to the Compliance Officer (or other member of administration). Callers wanting to remain anonymous will receive an identification number to be used for calling back to report more details or to receive feedback. To call the external Helpline dial 1-800-284-0947.

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## **SAFETY AND HEALTH SERVICES**

### **Employee Health Services**

Employee Health is the record maintenance for all employee health information, including pre-employment assessment, immunizations, and work related injuries. If you are injured during work hours, you should advise your manager/director. When Employee Health is closed and immediate attention is required, your Director/Dean may refer you to the Emergency Department.

### **Safety**

Providing a safe environment for you, the students, and visitors is of the utmost importance and the focus of our safety program. Members of Environment of Care and its subcommittees oversee the key aspects of safety. In addition, many safety professionals provide direction for the safety programs and serve as resources to all employees. These safety professionals include Risk Management, Hazardous Materials, Infection Control Nurse, Fire and Life Safety and many others. Safety education is an ongoing process, and it begins with new employee orientation. Department specific safety training is conducted within each respective department, and reinforces the goal of safety in the workplace. You are responsible for understanding the components of the following required safety education/training programs utilizing safe work practices: Fire and Life Safety, Infection Control, Hazard Communication, Electrical Safety, Body Mechanics, Minimal Lift, Emergency Preparedness, and any other department specific training. Employees who work in patient care areas also must follow the Safe Patient Handling policy. Equipment must be used to provide safe patient handling and also provide safety for the employee. Accountabilities relating to safety related tasks are detailed in your job description performance review form.

### **Workers' Compensation**

Methodist provides a benefit to employees who have experienced work-related injuries and/or diseases. It is your responsibility to report any accident or injury incurred on the job. Such injuries must be reported to the Director of Human Resource Services, if possible, and in any event - within 24 hours. MCON Human Resource Services has an employee incident report form to be completed. You should also contact Employee Health.

### **Body Substance/Hazardous Material Exposure**

As in any health care environment, there are certain exposures to body substances, work place infections and/or hazardous materials in both direct and indirect patient care. Your Director/Dean will advise you of the specific procedures within your work area that will minimize any health risks.

If you have an exposure and the incident involves blood or a body substance, you and your Director/Dean must complete the "Employee Needlestick/Body Fluid Exposure Report" form. All such exposures should go to the Emergency Department, within two hours of the exposure. You should contact Employee Health.

## Accident Prevention/Reporting

You need to be concerned with the health and safety of yourself, your coworkers, patients, and visitors. As a team member it's your responsibility to follow all safety practices, procedures and policies, as well as exercise common sense in safety-related matters.

Should you be involved in an accident involving injury, or an incident resulting in property damage or potential liability, this must be reported to your Director/Dean immediately but in any event within 24 hours and you should fill out the correct incident report or security form. Your Director/Dean and/or a safety officer will be able to assist you when reporting an accident or incident.

## Return to Work (Non Work Related)

Any type of surgery or health condition that results in the loss of three or more days of work, you must present a medical release to MCON Human Resource Director from the treating physician/health care provider. The medical release must include the date you may return to work, any work limitations or a statement of "no limitations", and such other information requested by Employee Health. It may be necessary for you (prior to returning to work) to bring related medical records from the treating physician, which document the current level of function to IWIRC. If you do not abide by your healthcare providers limitations, corrective action may occur.

For the safety of the student, your coworkers and you, if you do not submit a medical release you will not be allowed to work until the release is obtained. In the event of an extended illness, you will be required to keep your Director/Dean informed of when a return to work is expected. You should also contact MCON Human Resource Services for information regarding leave of absence and disability benefits you may be eligible for.

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## PAY INFORMATION

### Time Records: Hourly Employees

The purpose of a time record is to accurately document hours of work for hourly employees. It is your responsibility to clock in and out each working day. Clocking in should not occur more than seven minutes prior to the scheduled shift time, and clocking out should not occur later than seven minutes after the shift is completed. Hourly employees may not work "off the clock" or perform work "off schedule" at any time. If you are aware of any violations, please contact your Director/Dean.

Hourly employees must obtain permission to leave premises during scheduled work time and must clock out when leaving and clock in when returning. You are not permitted to clock back in or out for another employee or falsify/alter any time record. Any errors or miscalculations in hours worked should be brought to the attention of your Director/Dean.

### Hours of Work: Hourly Employees

- Differing Hours Of Work

The hours and days you work may vary based upon the specific needs of the department and additional hours of work beyond scheduled hours may be required. Hourly employees may not work outside scheduled hours without administrative approval. Advance notice of hours

change/schedule change will be given as soon as practical.

## Overtime: Hourly Employees

Employees may be needed to work overtime. Overtime will be paid to hourly employees for hours actually worked in excess of 40 hours within the normal work week; the pay rate for the excess hours is one-and-one-half times the regular hourly pay rate. All overtime is subject to prior approval by your Director/Dean. Hourly employees may not work seven consecutive days in a normal workweek.

## Weekend Differential

Hourly employees who are regularly scheduled on a weekend, Friday 11:00 p.m. through Sunday 11:30 p.m. may receive a differential in addition to their base pay.

## Shift Differential

If you are an hourly employee scheduled to work at least five hours and four hours are after 3:00 p.m. or four hours before 7:30 a.m., you may receive a shift differential in addition to your base pay. Second shift (3:00 pm - 11:30 p.m.) hourly employees whose hours overlap into the third shift are eligible for third shift differential for those hours worked after 11:00 p.m.

## Bereavement Pay

You may request bereavement time to attend funeral/church services and to make necessary funeral-related arrangements.

\*Bereavement Time is prorated based on the budgeted hours or FTE.

Spouse, mother, father, children, brother, sister (step relationships are included)	24 hours
Mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandchild, grandparent, domestic partner	8 hours

You may request additional time off work beyond the specifically listed above days paid under this policy, at the time of the death of the family member or close friend. If such extension for personal reasons is granted, an hourly employee should use earned time and a salaried employee should use vacation time. Bereavement time benefits are as specifically listed above only.

Your Director/Dean may require that you provide verification of the death and the relationship of the deceased person to you, prior to approving pay for time off under bereavement leave. If you are off work due to vacation, holiday, etc., bereavement pay cannot be substituted.

## Jury Duty

When you are summoned for jury duty, your Director/Dean should be notified as soon as possible. If you are scheduled to work, Methodist pays an amount equal to your regular hourly rate of pay (excluding any differential pay or other added pay for hourly employees) for the jury duty absence. Pay for jury duty and mileage paid by the jury commission is yours to keep.

## Payday and Pay Periods

Your pay is for the previous two weeks of work. Your pay vouchers may be viewed on Lawson Self Service. Included is a breakdown of all payments and deductions. It is your responsibility to view your pay information each pay period and to contact your Director/Dean to address concerns or errors. Any over-payments will be repaid to the organization through payroll deduction.

## Direct Deposit

You may either sign up for direct deposit with the financial institution of your choice or choose to have your pay loaded onto a Stored Value Debit Card each pay day. The timeliness of direct deposit varies based on the financial institution. Generally, all direct deposits are available by 8:00 a.m. of a payday Friday. Automatic teller machines (ATMs) are also located at the medical center and on the main MCON campus for your convenience.

## Cafeteria/Gift Shop/Pharmacy/Campus Store Payroll Deduct Option

Benefited employees may opt to sign up for the Cafeteria/Gift Shop/Pharmacy/MCON Campus Store Payroll Deduct option on the intranet. This option allows benefited employees to “charge” purchases in these areas using their employee identification badge. Purchases are totaled each pay period and deducted from the employee’s paycheck. Bi-weekly limits apply, refer to Human Resource Services for details.

## Deductions from Pay

Federal and State laws require certain withholding deductions, and payments from your pay. In addition, you may choose to have money taken out of your paycheck for items such as the following:

- Automatic deposits
- Foundation gifts
- Methodist Family Child Care Center
- 401(k)
- Membership to Wellness Center
- Life and AD&D Election
- Benefit Elections
- United Way
- Parking leases
- Cafeteria/Gift shop/ Pharmacy/ Campus Store

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## BENEFITS

### Disability Benefits - Hourly

Methodist provides a disability benefit program to eligible employees. The plan pays eligible hourly employees a percentage of their normal weekly earnings in the event of total and continuous disability. This program covers Active Hourly Full-Time employees after completing six months of full-time service (from the most recent regular full-time start date). Benefits begin after a two-week waiting period. Short-term disability benefits are available for a combined 180 calendar days in a rolling calendar year. Long-term disability benefits may be applied for through Human Resource Services and is coordinated with social security beginning at six months. Application for disability benefits must be made in writing to the MCON Human Resource Services. Refer to the Plan Document on the Methodist Intranet for more specific information.

Use of Earned Time is required while on FMLA or MLOA; a balance of 40 hours may be retained, if desired. All Earned Time must be used while on PLOA.

### Sick Time - Salaried Employees

Methodist offers a sick time program for eligible salaried employees. All Active Full-Time and Active Part-Time Benefited employees are eligible. Forty hours are provided each calendar year. Time is prorated based on an employee's full-time and part-time equivalent status. Unused sick time does not carry over from one calendar year to the next calendar year. Salaried employees who leave the employment of Methodist are not paid for unused sick time.

## **Disability Benefits - Salaried**

Methodist provides a disability benefit program to eligible employees. The plan pays eligible salaried employees a percentage of their normal weekly earnings in the event of total and continuous disability. This program covers Active Salaried Full-Time employees after completing six months of full-time service (from the most recent regular full-time start date). Benefits begin after a two week waiting period. Short-term disability benefits are available for a combined 180 calendar days in a rolling calendar year. Long-term disability benefits may be applied for through Human Resource Services and is coordinated with social security beginning at six months. Application for disability benefits must be made in writing to the Human Resource Services. Refer to the Plan Document on the Methodist Intranet for more specific information.

Vacation hours may be used while on FMLA and MLOA. All vacation hours must be used while on PLOA.

## Paid Time Off Plan - 2011/2012 Fiscal Year

Staff - Hourly	Administration & Salaried Staff (12 months)	Faculty (9 months)
College Closed	College Closed	College Closed
ET used for days below:	Salary continuation	Salary continuation for days below:
	Vacation days not used for days below:	
Martin Luther King Day	Martin Luther King Day	Martin Luther King Day
Thanksgiving Break (1 day in holiday below)	Thanksgiving break (1 day in holiday below)	Thanksgiving break (1 day in holiday below)
Christmas Break (2 days in holiday below)	Christmas Break (2 in holiday below)	Christmas Break (2 days in holiday below)
Good Friday	Good Friday	Good Friday (if during Spring Break)
Earned Time	Vacation days	Vacation days
vacation, holidays, personal, sick		0 per year
0-36 months Max 24 days/year	0-3 years 10 days/year	
3 - 14 years Max 27 days/year	4-9 years 15 days/year	<b>Time off includes:</b>
15-24 years Max 33 days/year	10+ years 20 days/year	Spring Break
25+ years Max 35 days/year		Summer Break
Carry over to bank maximum	Vacation days to be used in calendar year	Fall Break
	No carry over	Semester Break
Sick Days	Sick Days	Sick Days
Included above in Earned Time accrual	5 days per calendar year	N/A
	No carry over	
	Employees' illness only	
Holiday Time Off	Holiday Time Off	Holiday Time Off
Included above in Earned Time accrual	<b>6 per year</b>	<b>4 per year</b>
Fourth of July	Fourth of July	
Labor Day	Labor Day	Labor Day
Thanksgiving Day	Thanksgiving Day	Thanksgiving Day
Christmas Day	Christmas Day	Christmas Day
New Years Day	New Years Day	New Years Day
Memorial Day	Memorial Day	

## Healthcare and Other Benefit Programs

Methodist offers numerous "options" in benefits. In the event of a conflict, the terms of the plan control. Methodist reserves the right to modify or terminate the plans. Eligible employees may select and enroll in those benefits, which best suit, their individual and family needs. Eligible employees may participate in the Benefits Program beginning on the first day of the month following their full-time status date. Choices available through the Benefits Program include the following:

- **Health Care Plan** - Active Full-Time Benefited employees may select medical, vision, Rx, Dental. Options are: employee, employee plus spouse, employee plus child or children, or Family coverage is available. Health care premiums are payroll deducted on a "before-tax" basis.
- **Before-Tax Spending Accounts** - Active Full-Time and Active Part-Time Benefited Employees may elect to participate in the Before-Tax Health Care Spending Account and/or the Dependent Care Spending Account. Employee contributions are deducted from pay before Federal, State and Social Security taxes are applied.
- **Employer Provided Life Insurance and Accidental Death and Dismemberment**  
Group life and accidental death and dismemberment insurance is provided at no cost to eligible Active Full-Time Benefited employees. The amount of coverage is based on annual base pay. Coverage begins on the first day of the month following your full time status date. Updated beneficiary information should be provided to Human Resource Services in writing.
- **Life Insurance** - Active Full-Time and Active Part-Time Benefited employees may select employee, spouse, and children term life insurance. These programs are available to employees at "group" rates, and premiums are payable through payroll deductions.
- **Accidental Death and Dismemberment (AD&D)**- Active Full-Time and Active Part-Time Benefited employees may also elect to participate in the Accidental Death and Dismemberment (AD&D) Plan. This program provides specified benefits for most injuries, which result in death or dismemberment from an accident. Single, family, and/or expanded family coverage is available in varying benefit amounts. Payment of premiums is through payroll deduction.

***Application for coverage must be provided in writing to Human Resource Services within 30 days of full time status date or within 30 days of an eligible status change. Employees may also be eligible for coverage change during the Annual Open Enrollment.***

***Additional information and eligibility requirements on all benefit programs are available in Human Resource Services.***

## Pre-Tax 401(k) Plan

As an employee, you qualify for the Methodist 401(k) plan, a special tax-favored savings program. This means you can put money away for your future and get a tax benefit, too. This is an optional pre-tax payroll deduction investment program. It can help you accumulate the money you need for a secure future, while offering attractive tax incentives at the same time.

A variety of investment choices are available to fit your personal investment needs. All Methodist employees are automatically enrolled at 2% of their pay after the 90-day waiting period unless you elected otherwise. Effective 1/1/2011 the 401(k) employer match has been reinstated. The employer match is .50 on the \$1 of the first 3% employee contributes. Changes to your enrollment are easy through the Diversified Investment Advisors website at [www.divinvest.com](http://www.divinvest.com) or by calling 1-800-755-5801. Don't put off saving for your future.

## Retirement Savings Plan

For each plan year, Methodist will contribute a percent of compensation from 2.5% up to 9% based on years of service, after age 21 to your Retirement Savings Plan. You must complete at least 1,000 hours and be employed on December 31 in order to receive the employer contribution. The account accumulates with investment results into an account balance, payable at retirement, termination of employment, disability or death. Vesting is 3 years of 1,000 hours.

## Tuition Reimbursement

Tuition assistance is available to Active Full-Time and Active Part-Time Benefited employees. The benefit consists of 100% reimbursement for tuition up to a maximum of \$3,000 per calendar year; and if you are Active Part-Time the benefit consists of 50% reimbursement up to the specified maximum.

Certification courses that are required or strongly recommended for your current position with successful completion will be reimbursed at 100%.

### To be eligible for tuition assistance,

- You need to be an Active Full-Time or Active Part-Time Benefited employee who has successfully completed the one year of employment and is currently working.
- The course of study needs to lead to the improvement in knowledge and/or skills in your present job, advancement to a higher skill level, or preparation for another position in the organization, which the individual can reasonably expect to achieve.
- Coursework must be taken at an accredited institution or one specifically approved by Methodist.
- Application needs to be made at least one week prior to the start of the semester and must be approved by your department director and Education & Development.
- The course should not conflict with your work schedule.
- You need to complete the college level course with a grade of "C" or better and/or pass of a pass/fail course.
- You need to continue in the employ of Methodist for not less than twelve months following reimbursement for the course. You will be required to repay any monies received if you fail to meet the guidelines.

You are encouraged to contact Education & Development for more information regarding approved schools, courses and tuition assistance guidelines.

## Tuition Waiver

Provides full time faculty and MCON administration's eligible dependents (children) tuition waiver to attend Methodist College of Nursing or another accredited undergraduate institution. If attendance at another institution, the tuition waiver will pay tuition only up to the equivalent amount of MCON's tuition at the time of the request. Payments for tuition will be made directly to the employee. Contact MCON HR for more information on the benefit as it does require an application, specific paperwork to be attached, and approval at least one week before the semester and after completion of the course, transcripts showing a C or better and receipt of payment for reimbursement.

## Family Child Care Center

Professionally prepared early childhood teachers provide safe, secure care for infants as young as six weeks old through the kindergarten years. Infant/Toddler care, Preschool and Pre-K education, plus an all day Kindergarten with Before and After care, offer a natural progression for children toward successful primary school entrance. Summer camp is also available for children who are 6 years to 9

years. The Parent Association gives employees the opportunity to participate in the direction of the Family ChildCare Center. Tuition is comparable with area charges, and is payroll deductible. (Please see the Benefits Program information and eligibility requirements regarding the benefits of pre-tax dependent care spending accounts for tuition payments).

## **Discounts**

All employees may receive a discount on certain hospital services. You may receive a discount on certain food purchases of more than \$1.00 in the Cafeteria. As MCON employee, you are eligible for a discount in the Campus Store.

You are eligible for various discounts on purchases in Heartland Pharmacy for yourself and your dependents. These discounts include some over-the-counter items. Additional information on the Pharmacy discounts may be obtained in Heartland Pharmacy.

Employees are encouraged to stop in Human Resource Services to review the list of external companies' discounts that are available.

## **Notary Public**

The services of a Notary Public are available to you Monday through Friday in the Presidents Office and the Registrars Office at MCON.

## **Employee Assistance Program**

At one time or another as people go through life, difficult situations may arise. Sometimes these situations interfere with personal lives or job performance. Whether the problems are personal, family, or job-related, professional assistance is available. Recognizing this, MCON offers a confidential Employee Assistance program. Participation neither adversely affects your job status nor prevents normal corrective action from occurring. You may contact Employee Assistance directly 1-800-433-7916 or your Director/Dean may refer you.

## **Break in Service**

A break in service may occur if you terminate your employment and are rehired. In these cases, you may be eligible to have previous years of service added to your seniority date. You are eligible for incremental reinstatement of prior service after the completion of two full years of re-employment. After completion of this two-year waiting period, you will receive for each additional year of service one year of reinstatement. Only the last period of employment will be bridged, and any prior service bridged is not included in the credited service. This policy does not include or affect pension-vesting benefits. For information regarding pension plan break in service, contact Human Resource Services.

## **Tickets**

Employees have the opportunity to purchase admission tickets to various events locally and throughout the region. Additional information is available in Security or Human Resource Services. You will be charged a fee when a check is returned for non-sufficient funds.

## **Wellness Center**

Our employee fitness center offers you convenient location, hours, and parking - - all for an affordable monthly fee, which is payroll deductible. Major features of the fitness center include: Stairmasters, lap pool, aerobics area, rowing machines, stationary bicycles, treadmills, progressive resistance equipment, lockers and showers.

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# LEAVES

## Leave of Absence (LOA)

Methodist recognizes that there may be times when you need time off from work for reasons such as serious illness, illness of a family member, education, or other personal matters. The “Family and Medical Leave of Absence”, “Medical Leave of Absence”, “Military FMLA”, “Leave Extension” and “Personal Leave of Absence” policies address important issues for such absences from work. Your request for approval of time off should be directed to your manager/director. Leaves are granted with the understanding that you will return to work at the end of the leave. Benefits and other conditions may be affected by your LOA, and you are encouraged to discuss these matters with your manager/director and MCON Human Resource Services.

## Family and Medical Leave Act (FMLA - Unpaid)

If you have worked for Methodist at least 12 months and for at least 1250 hours in the year preceding the start of the leave, you are eligible to request the “Family and Medical Leave Act”. The total unpaid leave time available to you under FMLA may not exceed 12 weeks and 26 weeks for Military FMLA within a rolling 12-month period (counting back from the start of the requested leave date).

The types of leave which qualify under FMLA guidelines are as follows:

- Due to the birth and care of your son or daughter;
- Due to the placement of a child with you for adoption or for foster care;
- In order to care for an immediate family member (spouse, son, daughter under age 18, or your parent), if such spouse, son, daughter or parent has a “serious health condition”.
- Due to a “serious health condition” that makes you unable to perform the essential functions of your position.
- Because of qualifying exigency arising out of the fact your spouse/son/daughter or parent is on Active Duty or called to active duty status in support of a contingency operations as a member of the National Guard or Reserves.
- Because you are the spouse/son/daughter/parent or next of kin of a covered service member with a serious injury or illness.

Spouses who are both employed by Methodist are entitled to a combined total of 12 workweeks of family leave for the birth and care of the newborn child and for placement of a child for adoption or foster care and a combined total of 26 weeks for Military FMLA qualifying events.

Leave for birth and care, or placement for adoption or foster care must conclude within 12 months of the birth or placement.

“Serious health condition” (in reference to FMLA information) means an illness, injury, impairment, or physical or mental condition that involves either (a) inpatient care in a hospital, hospice, or residential medical care facility including any period of incapacity or any subsequent treatments in connection with such inpatient care or (b) continuing treatment by a health care provider. “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves either:

- Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; or

Continuing treatment means:

Duration of incapacity must be more than 3 full consecutive calendar work days.

In-Person Treatment by a healthcare provider at least once within seven days of the first day of incapacity

AND

A regimen of continuing treatment initiated by the healthcare provider during the first visit

OR

A second in-person visit to the healthcare provider for treatment within 30 days of the first day of incapacity.

1. Pregnancy or prenatal care for any period of incapacity. A visit to the health care provider is not necessary for each absence; or
2. A chronic serious health condition, which continues over an extended period of time, requires a periodic visit to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to health care provider is not necessary for each absence; or
3. A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or
4. Any absences to receive multiple treatment from restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

Ordinarily, unless complications arise, the common cold, the flu, earaches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc., are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave.

However, pregnancy is regarded as a "serious health condition", and therefore, morning sickness associated with pregnancy would be covered by FMLA guidelines.

FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill spouse, child, parent, or because the employee is seriously ill and unable to work. Such intermittent or reduced schedule leave may result in temporary reassignment to an available position for which you are qualified during such leave, which better accommodates reoccurring periods of leave than does the employee's regular position.

A report from a health care provider will be required in order to return to work. Upon timely returning from an approved Family Medical Leave Absence, assuming you return to work retaining requisite skills and qualifications for the position, you are reinstated to your former position or to an equivalent position, with equivalent employment, benefits, pay, and other terms and conditions of employment. The taking of Family Medical Leave Absence, in and of itself, does not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.

Application for Family Medical Leave Absence must be made in writing. You are required to provide 30 days advance notice when the leave is foreseeable. If 30 days notice is not possible, notice must be given as soon as practical. Medical certification within 15 days is required to support a request for leave because of a serious health condition, and second or third opinions at the organization's expense may be required.

It is your responsibility to obtain/complete all appropriate FMLA paperwork. They are available on the Methodist Intranet. Specific information regarding how this type of leave affects your benefits is also

available. Policy and federal law prohibits discrimination or retaliation against employees who exercise their rights under FMLA. Also prohibited are inducements or incentives for not exercising rights under FMLA.

## **Medical Leave of Absence (MLOA - Unpaid)**

This policy addresses absences longer than 15 consecutive calendar days that are not covered by FMLA.

Generally, if you have successfully completed your initial orientation period and do not meet the eligibility requirements of FMLA you are covered by MLOA (for your own serious health condition) Medical Leaves of Absence cannot be granted simply to extend benefits of employment to employees having no intention of returning to work. Only a "serious health condition" affecting you will qualify to take MLOA. Certification from a Medical Doctor is required to support a request for leave due to a serious health condition.

If a MLOA is approved the absence will not be considered a violation of the absent/tardy policy. MLOA does not provide job protection. While on a MLOA, positions are not guaranteed. Holding the employee's position open is at the discretion and judgment of the manager/director. If not able to return to work after 60 consecutive calendar days, a Leave Extension will need to be requested.

It is your responsibility to obtain/complete all appropriate leave paperwork. They are available on the Methodist Intranet.

## **Personal Leave of Absence (PLOA - Unpaid)**

This policy applies to unpaid leaves that are not identified by another specific guideline, such as Family Medical Leave Absence and other leaves detailed in this section of the handbook.

The PLOA addresses absences of over 30 consecutive calendar days. The maximum PLOA, which may be granted is 180 consecutive calendar days. In no event will the total PLOA exceed 180 consecutive calendar days. If an employee reaches 180 consecutive calendar days, their employment will be terminated.

The actual PLOA is considered to begin on the day following your most recent day of work and to end on the day you return to work, regardless of subsequent use of earned time/vacation days or disability benefits, when applicable. Healthcare premiums are at the COBRA rates.

Requests for a PLOA will be evaluated on a case-by-case basis and approved/denied by department manager. If a PLOA is approved the absence will not be considered a violation of the absent/tardy policy; however the approved PLOA does not provide job protection. Holding the employee's position open is at the discretion of the manager.

Appropriate forms for PLOA are available on the Methodist Intranet.

## **Leave Extension**

This policy addresses absences for employees who exhaust their FMLA entitlement or MLOA time period.

If you have exhausted previously approved FMLA (12 weeks) or MLOA (60 consecutive calendar days), and not been released to return-to-work, and provided documentation of your own serious health condition you may be eligible for "Leave Extension".

The employee on a Leave Extension needs to communicate with MCON Human Resource Services every

14 days to update the status and the expected return to work date. Any employee on a Leave Extension must provide Human Resource Services with Physician Re-certification every 30 calendar days, unless it is clearly defined by the physician that the employee's health condition will not change for an extended period of time.

Leave Extension will not exceed a combined maximum, including FMLA or MLOA, of 180 calendar days in a rolling 12-month calendar period. If an employee reaches the maximum, their employment will be terminated.

## **Military Leave**

Requests for Military Leave of Absence should be submitted to your manager/director.

## **Additional Information on Leaves**

Leaves impact benefit programs, and details regarding benefit eligibility are available in Human Resource Services. Coverage in benefit programs which require employee contributions are continued only if appropriate contributions are made. Payroll deductions for other programs (uniforms, savings bonds, parking leases, tax-sheltered annuities, loan payments, etc.) should be addressed with the appropriate areas, in the event that one or more deductions are discontinued during a leave of absence. The use of earned time/vacation hours is required down to a bank of 40 hours for hourly employees while on FMLA, MLOA or Leave Extension. The use of vacation/sick time is optional for the salaried employee while on FMLA, MLOA or Leave Extension for the employees own serious health condition. The use of vacation hours for salaried employees is required down to a balance of forty hours while on FMLA for a family member's serious health condition. Earned time/vacation hours are required down to a bank of zero while on a PLOA. If you fail to return to work within three scheduled workdays after the end of a leave of absence you will be terminated.

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# **EMPLOYEE RELATIONS**

## **Employee Conduct**

With our primary mission being the delivery of high quality patient care, appropriate employee conduct is essential.

In disciplinary matters, eligible employees who choose to utilize the Grievance Procedure will have the benefit of a "just cause" determination as defined in the applicable procedure.

## **Attendance/Absence: Hourly Employees**

If an hourly employee is unable to report for work at the scheduled time, it is that employee's responsibility to contact his/her Director/Dean as early as possible prior to the start of the work shift or in accordance with departmental procedures; failure to provide such notification will result in an unapproved absence.

Any employee who is absent for three consecutive scheduled working days without proper notification to his/her Director/Dean is considered to have abandoned his/her position and will be terminated.

## **Background Checks**

As part of the pre-employment process, all incoming employees must submit to a background check. All current employees are required to submit to periodic background checks. Employees with a misdemeanor or felony conviction may be terminated based upon the type of conviction. Any employee who pleads guilty to or is convicted of any felony or misdemeanor while in the employment

of Methodist must immediately report this to Human Resource Services. Failure to do so may result in corrective action up to and including termination. All applicable laws will apply.

## Sexual Harassment & Other Forms of Prohibited Harassment

It is the right of each individual employee to work in an environment free from sexual harassment and other forms of prohibited harassment. It is the responsibility of each individual employee to refrain from sexual harassment and other forms of prohibited harassment.

### Sexual Harassment

#### Definition of Sexual Harassment

Sexual harassment includes, but is not limited to any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991.

Other conduct commonly considered sexual harassment/hostile work environment includes:

- **Verbal:** Sexual innuendoes, suggestive comments, insults, humor and jokes about sex, anatomy - or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- **Non-Verbal:** Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcall", "smacking" or "kissing" noises.
- **Visual:** Posters, signs, pin-ups or slogans of a sexual nature.
- **Physical:** Touching, unwelcome hugging or kissing, pinching, brushing the body, sexual intercourse, or actual assault.

The most severe and overt forms of sexual harassment/hostile work environment are easier to determine. On the other end of the spectrum, some sexual harassment/hostile work environment is subtler and depends to some extent on individual perception and interpretation.

To avoid the possibility of offending an employee, (it is best to follow a course of conduct above reproach, or to err on the side of caution). This policy prohibits not only conduct and language held to be unlawful harassment by the courts or administrative agencies, but all inappropriate conduct and language having sexual content.

### Other Forms of Prohibited Harassment

#### Definition of other forms of prohibited harassment:

Harassment on the basis of race, color, religion, gender, (harassment that is not of a sexual nature but would not have occurred but for the sex of the victim), sexual orientation, transgender, national origin, ancestry, age, marital status, citizenship status, disability or other classification protected by law is a form of discrimination and is a violation of a person's civil rights.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, transgender, national origin, ancestry, age, marital status, citizenship, disability or other classification protected by law or

that of his/her relatives, friends, or employees and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

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

- Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, sexual orientation, transgender, national origin, ancestry, age, marital status, citizenship status, disability or other classification protected by law.
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, sexual orientation, transgender, national origin, ancestry, age, marital status, citizenship status, disability or other classification protected by law and that is placed on walls, bulletin boards, or elsewhere at any Methodist workplace, or circulated in any Methodist workplace. Such harassment is a violation of Methodist's guidelines on appropriate conduct and is illegal.

This policy prohibits not only conduct and language held to be unlawful harassment by the courts or administrative agencies, but all inappropriate conduct and language with negative overtones concerning race, color, religion, gender, (harassment that is not of a sexual nature but would not have occurred but for the sex of the victim), sexual orientation, transgender, national origin, ancestry, age, marital status, citizenship status, or disability or other classification protected by law.

#### **Responsibility of individual employees:**

Each individual employee has the responsibility to refrain from sexual harassment/hostile work environment and other prohibited harassment in the workplace. An individual employee who sexually or otherwise engages in prohibited harassment of a fellow worker is, of course, liable for his or her individual conduct. Methodist considers sexual harassment/hostile work environment or any other prohibited harassment to be a major offense and the harassing employee will be subject to corrective action up to and including termination. A person subject to what he or she perceives as sexual harassment/hostile work environment or any other prohibited harassment should report it to Human Resource Services and/or the President of the College at the very earliest opportunity.

#### **Responsibility of management personnel:**

Each Director/Dean is responsible for maintaining the workplace free of sexual harassment/hostile work environment and free of other prohibited harassment. This is accomplished by promoting a professional environment and by dealing with sexual harassment/hostile work environment and other illegal harassment as with all other forms of employee misconduct.

Specifically, a Director/Dean must address an observed incident of sexual harassment/hostile work environment or other prohibited harassment, or a complaint of same, with seriousness, take prompt action to insure it is investigated, report it to Human Resource Services, and in coordination with Human Resource Services, end it, implement appropriate action, and observe strict confidentiality. This also applies to cases where an employee tells the director/manager about behavior considered sexual harassment/hostile work environment or other prohibited harassment but does not make a formal complaint.

In addition, Director/Deans must ensure that no retaliation will result against an employee making in good faith a sexual harassment/hostile work environment complaint or a complaint involving other prohibited harassment. Any form of reprisal taken against an employee who claims in good faith to have been harassed or who claims to have observed harassment will result in corrective action up to and including termination for the employee guilty of the reprisal.

If it is deemed appropriate by Methodist, the complaining employee and the alleged harasser will not

be scheduled to work together pending a thorough investigation. Methodist may deem it appropriate to change the shift and/or location an employee is scheduled to work.

#### **Filing a complaint:**

Should an employee at any time feel that he/she is the victim of sexual/hostile work environment or other prohibited harassment, he/she may also file a complaint invoking our normal complaint procedure. If a complaint involves the employee's Director/Dean, the employee is encouraged to file the complaint directly with the MCON Director of Human Resources or the Manager of Employment/Employee Relations. Methodist will fully investigate the complaint.

#### **Resolution Outside Methodist:**

It is hoped that most sexual and other harassment complaints and incidents can be resolved within Methodist. However, an employee has the right to invoke legal recourse through the investigative and complaint process by contacting the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days. IDHR offices are located in Springfield and Chicago and EEOC offices are located in Chicago. Please see appropriate postings or contact Human Resource Services if additional assistance in contacting either is needed.

#### **Equal Employment Opportunity Commission**

*500 West Madison Street, Suite 2800, Chicago, IL 60661*  
312/353-2713 \* 800/669-3362 \* 800/800-3302 TDD

#### **Illinois Department of Human Rights**

*222 South College - Room 101 A, Springfield, IL 62704*  
217/785-5100 \* 217/785-5119TDD

An employee who is suddenly transferred to a lower paying job or passed over for promotion, after filing a complaint with IDHR or EEOC, may file a retaliation charge, also due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

## **Fit for Duty**

It is the responsibility of each employee to report to work and perform the assigned job duties in a safe manner throughout the shift. Employees performing in an unsafe manner and/or whose behaviors are suspect, may be subject to an assessment by a healthcare provider.

Action and/or pattern of a behavior that warrant an assessment include without limitation:

1. sudden changes in work performance
2. violation of safety policies
3. repeatedly not following work direction
4. disorientation
5. personality changes
6. behavior problems
7. drowsiness
8. slurred speech
9. staggered gate
10. glassy eyes
11. unsafe practices
12. smell of alcohol
13. smell of marijuana
14. frequent absences
15. upon reasonable suspicion

The Emergency Room physician, who may refer the employee to his/her health care provider for further evaluation, will conduct the initial assessment/evaluation.

Failure to participate in an assessment at the request of Methodist will result in termination.

## Drug Free Workplace

Methodist is committed to assist in the prevention, identification and resolution of drug/alcohol related problems. As part of our commitment to a drug/alcohol free workplace, employees will be tested in the following circumstances:

- After candidates are extended a job offer
- When substance use is reasonably suspected
- After an accident/injury
- When the law requires the test
- Periodic Random Screens

All employees are required to review the *Drug Free Workplace* and *Fit for Duty* policies on an annual basis. In conjunction with this annual review, employees are required to sign a *Drug Free Workplace Statement* acknowledging his/her understanding and obligations of the policies. Failure to sign the *Drug Free Workplace Statement* will impact continued employment at Methodist.

Immediate termination will result if any employee violates the Drug Free Workplace policy.

## Corrective Action

Methodist commits to holding individuals accountable for their own performance in accordance with their job responsibilities and the values. However, MCON recognizes that competent professionals will make mistakes and individuals should not carry the burden for system flaws over which they have no control.

However, the organization has a zero tolerance for reckless or willful violation of well defined national patient safety goals, policies/procedures and negligent behavior.

Methodist also commits to:

- Giving constructive feedback and critical analysis in skillful ways
- Doing assessment after careful collection of facts
- Having respect for the complexity of the situation
- Providing fair minded treatment
- Having productive conversations
- Creating effective structures that help staff reveal their errors and help the organization learn from them
- Recognizing that competent professionals make mistakes and acknowledges that even competent professionals will develop unhealthy norms (shortcuts, routine rule violations) but has zero tolerance for reckless behavior

A Fair and Just Culture does not mean:

- Non-accountable
- Avoidance of critique or assessment of competence

Certain misconduct and performance problems are of such a serious nature as to warrant immediate suspension, administrative leave or termination as appropriate. The following offenses are examples of conduct regarded as so serious that no specific warning or prior corrective action need precede

termination:

- Identification as an Excluded Individual pursuant to the policy on Individuals and Entities Excluded from Participation in Federal Health Care programs.
- Illinois background check or conviction of any other illegal act, which is detrimental to the organization
- Abuse of a patient (physical or verbal)
- Gross or repeated neglect of a patient
- Release of confidential information
- Job abandonment
- Theft
- Fighting or threatening conduct or comments
- Willful destruction of property and/or personal use of property
- Gross insubordination
- Dishonesty
- Possession of weapons
- Sexual harassment/hostile work environment or any other prohibited harassment
- Falsification of a time card or any record (patient, insurance, employment, etc.)
- Violation of the "Fit For Duty" Policy
- Violation of the "Drug Free Work" Policy
- Sleeping on the job
- Illegal taping/eavesdropping
- Any material violation of the Corporate Compliance Program or Code of Ethics and Business Conduct
- Any other conduct similarly detrimental to the organization or the patients, physicians, employees, or visitors, including but not limited to, those specified in the Personnel Policies manual and/or other portions of this handbook.

Coaching and counseling sessions between Directors/Deans and employees are a part of day-to-day communication and are not to be considered as corrective action. These sessions will outline the goals and expectations of your behavior and/or job performance. Also you may be placed on administrative leave and/or decision making leave status when deemed appropriate by the Director/Dean.

When corrective action is deemed appropriate, the Director/Dean normally has available a number of corrective action options.

Corrective action may include one or more of the following:

- Oral Action
- Written Action
- Decision Making Leave
- Suspension/Administrative Leave Pending Investigation
- Termination

## Grievance Procedure

In any organization, conflicts or differences of opinion are likely to arise. You may feel that you have a valid complaint on a grievable issue such as the Receipt of a Written Corrective Action or alleged discriminatory conduct (alleged Human Rights violation). The grievance procedure provides for a method of review of that complaint.

The grievance policy provides for a systematic review of the grievance by a manager or someone who is a higher level of management. As part of the process you may request review of the grievance by the Grievance Committee which is comprised of "I Care Employees of the Month". This review does

not, and should not, restrict less formal communications with higher management and/or Employee Relations. The "open door" is a valued organization tradition and is an important in resolving individual employee concerns.