

EMPLOYEE HANDBOOK



KINGSBROOK
JEWISH MEDICAL CENTER

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WELCOME MESSAGE

I am pleased to welcome you to the staff of Kingsbrook Jewish Medical Center (“Medical Center”)(including its affiliated entities Rutland Nursing Home and Kingsbrook Jewish Medical Center Foundation). You have been selected for employment because we believe that you possess the will and ability to learn, a good sense of responsibility, and the potential to render competent services to our valued patients.

The Medical Center is a nonsectarian, not-for-profit Medical Center delivering sophisticated patient care, medical education and scientific research under the direction of a deeply concerned and motivated Board of Trustees and Administration.

The Medical Center incorporates four (4) major divisions:

1. An acute Hospital Center of 343 beds with modern facilities for medical and surgical treatment.
2. A skilled Nursing Facility of 538 beds for the rehabilitation of patients of all age groups, pediatric to adult.
3. The modern, well staffed and equipped, Isaac Albert Research Institute for basic and applied research.
4. An Ambulatory Care Center including Out Patient Clinics, Emergency Room, Renal Dialysis and Home Care Services as well as Community Health Outreach Programs and Adult Day Health Care Programs.

We are committed to providing patients with the best care and treatment we can possibly render. Patients are admitted without regard to race, creed, color, sex, national origin, age, disability, sexual orientation, citizenship status, marital status or ability to pay.

Pledged to this quality care is a Board of Trustees who serve without pay; a professional Medical-Dental Staff comprising nearly 400 physicians and dentists; a Volunteer Department of over 350 men and women; 5,500 members of volunteer Fundraising Auxiliaries; and a staff of 2,300 employees who function in over 200 different job categories.

The Medical Center owes much of its success to the quality and good work of its employees and hopes that the working environment of each employee will be stimulating, congenial and rewarding.

Welcome to the Kingsbrook Family!

Linda Brady, M.D.
President and Chief Executive Officer

COLLECTIVE BARGAINING AGREEMENTS

The Medical Center has signed collective bargaining agreements with several employee unions which it recognizes as the exclusive bargaining agents for employees who hold positions covered by these agreements. If you are hired for any job category covered by a union agreement, you will be advised by the Human Resources Department if you are required to pay union fees as a condition of continued employment. Upon signing a proper authorization (check-off card) the Medical Center will begin to deduct an initiation fee, if required, and union dues.

Should any particular portion or paragraph of this Handbook now or hereafter conflict with the express terms of your union contract, that contract will apply in place of the conflicting policy or practice.

PURPOSE OF HANDBOOK

The purpose of this Handbook is to provide Medical Center employees with general employment guidelines and a summary of employee benefits. The Handbook is a “living document”, and the information contained within it can be changed as circumstances demand. As such, the Medical Center can and will terminate and/or change, in whole or in part, any of the information contained in the Handbook with or without notice at any time during or after active employment, provided that these changes are not inconsistent with any of our collective bargaining agreements.

As the Medical Center provides the information contained in this Handbook for general guidance only, nothing stated in this Handbook is intended or should be understood to create a binding contract between the Medical Center and any one or all of its employees.

If you do not have a written employment contract with the Medical Center for a specific term and you are not a party to a collective bargaining agreement, your employment is “at-will” and either you or the Medical Center can terminate your employment at any time for any or no reason. No supervisor, manager, or any other representative of the Medical Center, except the President and Chief Executive Officer, has authority to enter into any agreement with you for employment for any specified period of time or to make any promises or commitments contrary to the foregoing. Any such agreement must be in writing and signed by the President and Chief Executive Officer.

MISSION STATEMENT

The Medical Center was founded in 1925 on Judaic tradition and rooted in Judaism’s ethics of healing and devoted service. As a not-for-profit multi-specialty teaching hospital we are dedicated to caring for **all** people. Our combination of tradition and modern medicine enables the Medical Center to continually provide the most advanced medical treatment, education and research for the prevention of diseases, and excellence in patient care.

EMPLOYMENT POLICIES

ALWAYS ASK YOUR SUPERVISOR FIRST

While this Handbook covers many rules, policies and procedures, it cannot possibly tell you all that you should know about the Medical Center and your immediate assignment. We encourage you to ask questions, and always ask your Supervisor first. He or she is best qualified to give you the training and information you may need. If you have a special problem which your Supervisor is not able to solve, he/she will refer you to someone in the Human Resources Department who can assist you.

EQUAL OPPORTUNITY EMPLOYER (EOE)

The Medical Center provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, disability, marital status or status as a Vietnam-era or special disabled veteran or any other classification protected by local, state or federal law. This policy applies to all terms and conditions of employment, including, but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

NO HARASSMENT POLICY

The Medical Center is proud of its policy of maintaining a work environment that encourages respect for the dignity of each individual. It, therefore, endeavors to maintain a work environment free from unlawful harassment based on race, color, religion, sex, sexual orientation, national origin, citizenship, age, disability, marital status or status as a Vietnam-era or special disabled veteran or any other classification protected by local, state or federal law. The Medical Center prohibits such Harassment, whether at the Medical Center, in outside work assignments or at Medical Center-sponsored social or non-social functions, events or programs. Should such Harassment occur, the Medical Center will take appropriate corrective action(s) to prevent its continuation or reoccurrence. In addition, the Medical Center will endeavor to prevent the Harassment of its employees by persons who are not Medical Center employees, but who are on the Medical Center's premises or who have a relationship with the Medical Center.

Harassment is unlawful, and any individual found to have engaged in Harassment will be subject to disciplinary action, up to and including termination of employment.

Definitions

"Harassment" is a form of misconduct that undermines the integrity of the employment relationship. It includes communicating, sharing or displaying written or visual material or making verbal comments that are demeaning or derogatory to a person because of race, color, religion, sex, sexual orientation, national origin, age, disability, marital status or status as a Vietnam-era or special disabled veteran or any other classification protected by local, state or

federal law, including material or comments intended as humor. The use of Medical Center facilities to disseminate, duplicate or display such materials is strictly prohibited.

“Sexual harassment” refers to unsolicited or unwelcome sexual overtones or conduct whether verbal, physical or visual behavior of a sexual nature which (1) explicitly or implicitly makes submission to unwelcome sexual advances or other verbal, physical or visual conduct of a sexual nature, a term or condition of employment or the basis of an employment decision; or (2) creates an intimidating, hostile or offensive work environment or interferes with work effectiveness. Such conduct, whether committed by managers or non-managerial personnel, is specifically prohibited, regardless of whether the employee’s job, compensation or other benefits are affected. Some examples of prohibited conduct are:

- unwelcome or offensive sexual flirtations, advances or propositions;
- requests or demands for sexual favors;
- sex-oriented “kidding”, “teasing” or “joking”;
- verbal abuse of a sexual nature;
- graphic or degrading verbal comments about an individual or his/her appearance;
- the display of sexually suggestive objects or pictures; or
- any offensive or abusive physical contact.

Sexual harassment can come from superiors, co-workers, patients or others who are on the premises, and from people of the same or opposite sex. Men as well as women can be the victims of sexual harassment.

The Medical Center **will not tolerate any form of sexual harassment!**

Any employee found to have violated this policy will be subject to severe disciplinary action, up to and including termination.

Complaint Procedure

Any employee who believes they have been subjected to any kind of Harassment or intimidation should immediately contact his or her supervisor. If the matter is not satisfactorily resolved at that point, then the matter should be discussed with Human Resources. In the event that the supervisor receives a complaint or becomes aware of an issue, the supervisor should provide Human Resources with a record of the complaint and an indication of recommended action. In the event that the subject of the complaint is the supervisor or the employee is uncomfortable speaking to his/her supervisor, the employee should contact Human Resources directly. In either event, Human Resources will conduct an investigation and determine the appropriate disciplinary action.

All complaints of Harassment will be promptly investigated. Confidentiality shall be maintained to every extent possible. Any employee who violates the confidentiality policy will be subject to appropriate disciplinary action up to and including termination.

No employee shall be subject to retaliation for making a good faith complaint or participating in an investigation pursuant to this policy.

PERSONAL CONDUCT

The Medical Center expects you to be courteous and considerate of others and to dress appropriately. Please be sure that the tone of your voice, your words and your actions at all times preserve the dignity of this institution. It is important that we preserve the respect of all whom enter the facility.

- Do not borrow money or property from patients or visitors.
- Do not purchase any item for patients or provide any service outside your regular job duties without the approval of the Director of Nursing.

PUBLIC STATEMENTS

Do not make public statements which in any way involve the Medical Center, its patients or its employees without prior clearance from the Administrator on duty. Never divulge a patient's medical condition or reason for hospitalization, or anything you happen to learn about a patient or employee in the course of your duties. These are strictly confidential matters and our patients expect us to respect their privacy. Remember that you bear the responsibility for making unauthorized public statements. **Employees who divulge confidential information about patients or employees face immediate dismissal!**

PATIENT ABUSE

Medical Center personnel are responsible for reporting all cases of actual or alleged physical abuse, mistreatment or neglect of a resident or patient in accordance with New York State law. **Please contact the Human Resources Department if you witness such abuse, mistreatment or neglect immediately!**

EMPLOYMENT PROCEDURES

CATEGORIES OF EMPLOYMENT

Employees are hired in one of the following categories:

- **Regular full-time:** an employee who works a regular 35 or 37 1/2 hour week (excluding meal periods) depending on the department for which you are hired.
- **Regular part-time:** an employee who generally works less than a regular full-time schedule. The definition of a regular part-time employee in any bargaining unit is specified in the collective bargaining agreement of that unit.
- **Temporary:** an employee hired for a specific period, and working either a part-time or full-time schedule.
- **Contractual:** a person hired to work for a specific period based on a contractual relationship with the Medical Center.
- **Non-Exempt and Exempt Classifications:** Each position at the Medical Center is classified as either exempt or non-exempt for overtime based on the nature of the duties.
 1. Exempt employees include executive, administrative, professional employees, and certain skilled workers in the computer field. These employees are exempt from any legal requirement to be paid for overtime. To the extent such overtime is paid, it is in accordance with an applicable collective bargaining agreement.
 2. All other employees are classified as non-exempt and are paid over-time.

Unless indicated, most of the benefits described in this Handbook are for regular full-time or regular part-time employees. Part-time employees receive pro-rata benefits depending on actual hours worked. Temporary employees are entitled to benefits, during the period of their temporary employment, only as specified by the collective bargaining agreement governing their job. Otherwise, temporary employees are not entitled to benefits.

VERIFIABLE AND SATISFACTORY REFERENCES

As a condition of employment all new employees are required to submit verifiable and satisfactory references from their previous employers, and complete all information on the application. If, after considering employment, it is determined that information was falsified or willfully omitted from the application, the employee is subject to termination.

PROBATIONARY PERIOD

Your first ninety (90) days of employment, or time allotted in your collective bargaining agreement, represents a period of training and an opportunity for us to become better acquainted with each other. This period is also intended to give you a chance to demonstrate your ability to do the work for which you were employed. If, within this period, you cannot satisfy the standards set by the Medical Center, you may be released from employ. The Medical Center may also extend the probationary period at its discretion. The probationary period is also applicable to promotions and transfers.

The Medical Center's utilization of a probationary period does not eliminate its ability to terminate the employment relationship at any time with or without cause consistent with New York law subject to the applicable collective bargaining agreements.

WORKING HOURS

The Medical Center functions, with no interruptions, 24 hours a day, seven days a week, 52 weeks a year. While some Medical Center employees work a basic five-day 35 or 37.5 hour week, your own working schedule may differ as to days and hours. If, in the best interests of our patients, or for other valid reasons, we must change your hours, work days or days off we will give you ample advance notice.

WAGES AND OTHER COMPENSATION

You will be paid by check bi-weekly. Each check is for the two-week payroll period prior to the week in which you receive your check. Payroll checks for non-exempt employees are based on the number of hours of work shown on your time card. Your supervisor will tell you where to receive your check. Examine your check carefully. While our Payroll Office and check preparation company both strive for accuracy, errors sometime occur. Should an error occur, it should be brought to the attention of the Payroll Office immediately. If you have been underpaid, we will make a prompt adjustment on a future check. If you have been overpaid, a prompt repayment will be required. Should the overpayment be of a substantial amount, a repayment schedule may be arranged with the Payroll Office.

OVERTIME

Certain employees at the Medical Center are entitled to overtime pay. Overtime is defined as time worked in excess of the normal regularly scheduled work week or work day, or both, depending on your job classification. If you are required to work overtime, your Supervisor will tell you the manner in which you will be paid. All overtime must be approved in advance by your Department Head and must be recorded on your time card. Unauthorized overtime may result in disciplinary action.

Saturdays, Sundays and Holidays that occur during your scheduled work week are not considered as hours of overtime. Part-time employees receive overtime pay only when their paid time hours have exceeded, in total, the regular hours of a full-time equivalent position.

DIRECT DEPOSIT

If you choose, you may have your paycheck deposited directly into the bank of your choice. If you wish to use Direct Deposit you should complete a written authorization and give it Payroll. Funds are available on Thursday. In the event of a legal holiday, funds will be available on Fridays. ATM machines are located in the mailroom, Lefrak Building, 1st Floor.

TRANSFERS TO ANOTHER DEPARTMENT

After one year of continuous employment, you may request a transfer to another department. Transfer requests should be made to the Human Resources Department. Such transfers are determined on the basis of your qualifications, the requirements of the vacant position, your reason for requesting transfer, as well as your length of service.

Transfers are granted at the discretion of the Administration which must consider proper staffing of the entire Medical Center.

SENIORITY RIGHTS

Seniority is your total length of service credit for continuous, active employment with the Medical Center. Medical Center seniority is considered for vacation, sick leave, transfers, etc. Seniority is lost for various reasons including, but not necessarily limited to, the following:

- Discharge
- Resignation
- Failure to return from an official leave of absence on the expected return date, or for working for another employer, without Medical Center approval, while on an official leave
- Absence of three consecutive days without notifying your Supervisor or Department Head
- Failure to report to work after a recall from lay-off within the prescribed time specified by our collective bargaining agreements

If you work in a job classification covered by a collective bargaining agreement, your seniority is specified by that agreement.

PERSONAL INFORMATION

The Human Resources Department maintains a personnel record for each employee. All information pertaining to your wages, education, prior employment, activities, address, promotions, etc, is entered in this record. This record is the basis of reference for many important matters during your active employment.

We consider all employee information as private and confidential. As a service to you, we will verify employment for credit purposes and on other occasions when we are legally obligated to do so. If you do not want any information released, except where we are legally required, please inform the Human Resources Department.

EMPLOYEE REFERENCES

Employees or former employees who are seeking a reference for a potential employer should direct their requests to Human Resources. Supervisors are not permitted to provide references without the permission of Human Resources. Generally, the only information that will be provided as a reference is the employee's or former employee's dates of employment and last position held.

PERFORMANCE EVALUATIONS

To ensure that employees perform their jobs consistent with their abilities, it is important for the Medical Center to recognize employees for good performance and to provide employees with appropriate suggestions for improvement when necessary. Consistent with this goal, all employees will be evaluated by their supervisors on an ongoing basis. Additionally, regular full-time employees will also receive annual written evaluations of their job performance.

If an employee does not receive a performance review in annually, it is the employee's responsibility to notify his or her supervisor and Human Resources in writing about this matter. This will help the Medical Center ensure that the appraisal process is administered in a timely and consistent manner.

UNIFORMS

The Medical Center provides employees who are required to wear uniforms with either uniforms and laundry service or a uniform allowance. The allowance will be paid prospectively to those employees in our active employ on July 1st of any given year. The allowance is to be used to purchase, maintain and launder your uniforms during the year following the payment of the allowance.

Keep your uniforms clean at all times whether Medical Center issued or your own personal property. Employees not in required uniforms will not be allowed to work.

LOCKERS

Normally, lockers are reserved for employees who have the need for maintaining a change of clothes while on duty. Your Supervisor will arrange locker space for you if lockers are available. Only Medical Center issued locks may be used on these lockers. Name tags must also be placed on the locker. In order to assure the highest level of safety, health and security, all Hospital lockers are subject to inspection by the Medical Center, with or without notice.

TIME RECORD

You are expected to be at your desk or at your work area, ready for work promptly at the beginning of your scheduled shift. The hours that you work are recorded on a time card which you must swipe each day when you arrive and depart. The swipe will electronically record your time of arrival and departure. It will not be necessary for you to punch in or out at mealtimes. Never punch another employee's time card or permit another employee to punch your card. To do so will result in disciplinary action, up to and including termination. Should you punch another employee's card by mistake or forget to punch your own card, immediately notify your Supervisor and he/she will make an official correction.

SALARY ADVANCES

Salary advances may be obtained only in cases of extreme emergency for personally compelling reasons. See your Department Head for referral to Administration, if such a need arises.

OPEN DOOR POLICY

The Medical Center has an open-door policy that encourages employees to bring work-related complaints, problems, and suggestions to its attention. It is the Medical Center's earnest desire to resolve any and all such problems quickly and fairly. The procedure is as follows:

- If you have a complaint or problem, discuss it promptly with your Supervisor! Most complaints or problems can be settled at this point.
- If you are not satisfied with the results of this discussion, your Supervisor will bring the problem to the attention of your Department Head.
- If you are uncomfortable speaking with your Supervisor, you may bring the problem to the attention of your Department Head directly.
- If still unresolved, or if you are uncomfortable speaking with your Department Head, you should bring the problem to the attention of the Human Resources Department.

An employee may request a conference with the Director of Human Resources at any time. Employees who are members of employee unions are also subject to a similar grievance procedure, as outlined in the various collective bargaining agreements. No employee or his/her representative need fear criticism or loss of job status because of the use of this open door policy.

The Medical Center's open door policy does not alter its ability to terminate an employee at any time with or without cause, subject to any applicable collective bargaining agreements.

CHARITIES

There are two employee fundraising activities. They are the Kingsbrook Quality Care Fund to help the Medical Center grow, and the United Way of Tri-State which helps over 425 charitable agencies. They are both sponsored by the Medical Center. If you wish to join these plans contact the Human Resources Department.

PARKING

The Medical Center provides limited parking which you can use on a first come, first serve basis. Do not park in the reserved areas or in spaces set aside for the disabled. Keep your car locked at all times. The Medical Center is not responsible for any loss or damage to your car or its contents, while it is in our parking lot. The use of the parking lot is a privilege and the Medical Center may, at its option and at any time, institute restrictions as to its use. Changes in rules and regulations governing eligibility to use the parking facilities, including the right to charge fees for parking, are at the Medical Center's sole discretion. Abuse of these rules may result in exclusion from the lot. To obtain parking privileges, please register your vehicle with the Security Department. Please remember that a parking space is not guaranteed.

MEALS

The Medical Center provides cafeteria services. Do not bring food into the Medical Center because it is operated under strict Jewish dietary laws. There is also a self-service canteen in the out-patient area. Snacks, beverages and ice cream are stocked on a 24-hour basis.

EATING ANYWHERE IN THE MEDICAL CENTER OTHER THAN THE CAFETERIA IS PROHIBITED UNLESS OTHERWISE INDICATED

BREAKS

Each full-time employee is entitled to two 15-minute paid rest periods for each scheduled day of work. Your rest periods will be scheduled by your Supervisor. Part-time employees receive a pro-rata benefit.

EMPLOYEE REFERRALS

We encourage staff members to refer their friends and acquaintances to the Medical Center for possible employment. We will give your referrals every courtesy, but please remember that they must meet the same qualifications and standards that we require of any applicant. Relatives of employees may also be employed under special circumstances. Failure of an employee to indicate the presence of a family member or relative on the application for employment will be considered a falsification of the application for employment and will result in the disqualification/discharge of the employee.

PROMOTIONS

If an employee would like to be promoted to another position, this request should be communicated to the employee's immediate supervisor. Promotions must be earned and are based on:

- Ability to do the work;
- Length of continuous employment; and
- Supervisor's evaluation of your present assignment and your willingness to accept further responsibility.

RESIGNATION AND TERMINATION OF EMPLOYMENT

At times, employees will decide to resign their positions at the Medical Center. Resignations should be submitted in writing to your Supervisor or Department Head, giving the Medical Center proper notice of your intention to resign. Proper notice is equivalent to the initial vacation eligibility for your job classification, and if not provided, may result in loss of pro-rata rights to time earned in the current anniversary year. This helps us replace you with the least inconvenience to your co-workers.

There are times when the Medical Center will have to release an employee. Terminated employees are asked to return to the Human Resources Department for final processing. This is required procedure before the amount of terminal pay can be determined.

Terminal pay will be distributed no later than the next regular payroll period for the employee's department, regardless of date of termination. Failure to provide adequate notice of resignation will result in a loss of some terminal benefits.

REINSTATEMENT

If you resign, it may be possible to be reemployed at a later date. Whether you are considered "rehired" (same basis as new employee) or "reinstated" (same salary, benefits and seniority that you enjoyed immediately prior to leaving the Medical Center's employ) will be determined by the Human Resources Department, subject to any applicable collective bargaining agreement.

OUR BENEFITS PACKAGE

The Medical Center offers the following benefits to employees subject to the eligibility requirements of each plan:

- Disability Benefits
- Workers' Compensation
- Long-Term Disability Benefits
- Prescription Drug Plan
- Life Insurance
- Retirement Pension
- Dental Plans
- Health Insurance Plans

Employees should see the Human Resources Department for Summary Plan Descriptions.

Employees hired for positions covered by a collective bargaining agreement will receive insurance benefits in accordance with the terms of the agreement.

SICK-LEAVE

When you are absent from work due to a bona fide illness or accident, you may be eligible for Medical Center sick pay. Sick pay is not granted for a personal leave. Most regular employees are entitled to be credited with 12 new days of sick leave each full calendar year. Unused sick leave may be accumulated and carried over to succeeding years to provide a reserve in case of long-term illness. A maximum reserve is set periodically for various job titles.

If you terminate your employment in an orderly fashion, you may be eligible for cash payments for some unused sick leave - depending on your length of service and job title at the time you leave. In any event, there are no payments if you leave with less than five years of active, continuous service.

If you are on a leave for personal illness, your accumulated sick leave can be used to supplement other insurance payments. However, you cannot earn more in insurance and sick pay combined than your normal weekly regular pay.

If you are absent three or more consecutive work days because of illness, the Medical Center requires a note from your doctor stating the nature of your illness and approving your return to work. The Medical Center reserves the right to require an employee who has been on sick leave, no matter for how long of a period, to be examined by the Employee Health Services for approval to be returned to full duty or to continue on a leave of absence. You may also be asked to present a note from your doctor for illnesses that last less than three days. This is optional, at the discretion of your supervisor. Sick leave may not be used for illness occurring during a scheduled vacation.

DISABILITY INSURANCE

New York State law requires that all employees be protected for loss of income resulting from off the job illness or injury. Benefits begin on the eighth consecutive calendar day of illness or injury. Within a 52 week period, you can receive a maximum of 26 weeks of such payments.

In addition to the benefits paid by disability insurance, the Medical Center will also pay you for your unused sick time in such a way that you will be able to forestall a serious loss of income for as long a period as possible. You may claim benefits by securing a disability insurance form from the Human Resources Department. After you, and your doctor, have completed and signed the form, return it promptly to the Payroll Office. Remember! You could lose a part or all of this money if your form does not reach the insurance company within 20 days of the first day of absence.

Employees covered under our collective bargaining agreement with 1199 and the New York State Nurses Association are automatically covered, at no cost to the employee, through the Medical Center paid Union Benefit Plan.

WORKERS' COMPENSATION

If you are injured while on the job, you must report the incident to your Supervisor immediately, or face potential disciplinary action. You will be covered by Workers' Compensation Insurance provided by the Medical Center in accordance with New York State Law.

The Medical Center pays the full cost of this important benefit. The Workers' Compensation Board alone determines whether or not your injury is compensable and, if so, makes your payments based on a percentage of your average weekly wages, up to a specified maximum. In order to be eligible for these benefits, you should report immediately to your Supervisor all illnesses and injuries that occur as a result of your work.

Compensation Wage Payments begin on the eighth continuous day of disability. During this waiting period you will not receive a regular salary, but you may be paid your regular sick leave providing you have accrued sick time.

EMPLOYEE HEALTH SERVICES

If you become sick or have an accident while on duty, inform your Supervisor immediately. He/she will arrange for treatment by our Employee Health Services or the Emergency Room. In the event of an Occupational Exposure to a needle that is deemed to be contaminated, you have the right to Prophylactic treatments (medicines designed to protect you from common risks associated with exposures cases). This treatment needs to be started as soon as possible after exposure. In the event these treatments are not offered to you, please contact the Administrator-On-Call 24 hours, 7 days per week.

Employee Health Services administers a pre-employment and annual physical examination as well as other special examinations or immunizations as required by the Medical Center and/or Hospital Regulatory Agencies.

Employees on duty on holidays, weekends and after Health Service hours will receive necessary emergency medical attention in our Emergency Room.

In addition to Employee Health Services, the Medical Center also affords you outpatient clinic services. Remember, our Health Services does not replace your private physician.

ANNUAL MEDICAL EXAMINATIONS

Annual assessments and/or physical examinations are administered by the Employee Health Services in addition to any other tests required by the Joint Commission on Accreditation of Hospital Organizations and State Department of Health regulations. All employees are subject to this requirement.

RETIREMENT PLAN (403 (b))

At some point in your life, you will look forward to retiring from your daily employment. Financial security will then be very important. To provide such security, most Medical Center employees are enrolled in a Hospital-paid pension or annuity plan. Some of these plans are administered by our various unions. Most of these pension plans require a period of credited service for vesting, while the employer contributions to the annuity plans may have a vesting schedule less than the period normally attributed to the pension plan. Annuity plans require a period of service for initial participation. The type of plan for which you may be eligible depends on your job title and employee status. Please see Human Resources for the Summary Plan Description.

PAID VACATIONS

Each individual in the regular employ of the Medical Center is given paid vacation at his or her regular rate of pay depending upon continuous length of service. As of January 1st of each year, we compute your earned vacation allowance. If you were employed for less than a full year prior to January 1st, you will receive a pro-rated paid vacation depending on your job category. Regular part-time employees are entitled to the same vacation eligibility but receive a pro-rated share of these benefits.

While every effort will be made to give you the vacation time of your preference, the needs of the Medical Center and the seniority of fellow employees must be considered. Do not make vacation plans until your vacation period has been approved.

When a legal holiday occurs during your vacation period, you may add it to your vacation time if it is convenient for your department and approved by your Supervisor. Illness during a vacation cannot be considered sick leave time.

You must use half of all accrued vacation time from any given year by year's end and the remaining amount by December 31st of the subsequent year or the unused vacation time will be forfeited. Example: In 2005, an employee must use 50 percent of their vacation allowance by the end of 2005. For the remaining hours of their 2005 vacation, that employee must use or lose allowance by December 31st, 2006.

Employees hired for positions covered by a collective bargaining agreement follow vacation accruals and usage in accordance with the terms of the agreement.

PAID HOLIDAYS

Most Medical Center employees enjoy the following paid holidays in addition to four (4) personal days:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

In order to receive holiday pay/time off you must be either a regular full-time or regular part-time employee at the time the holiday occurs.

Once you finish your probationary period, you are entitled to four personal days with pay each calendar year on a pro-rata basis of one per calendar quarter. Please let your Supervisor know well in advance of the days you request off. While every effort will be made to give you the holiday time of your preference, the needs of the Medical Center and the seniority of fellow employees must be considered. Do not make holiday plans until your request has been granted.

If you are required to work on any of the paid holidays, you will be paid at time and one-half your regular rate of pay and given another day-off, scheduled by your Supervisor. Unused earned holidays will be paid at regular rates as terminal pay.

Should a holiday occur during your scheduled vacation, you may consider it a vacation day only with the approval of your Supervisor.

Because the Medical Center operates each day of the year, it is not possible for all of us to be off duty on the same day. So, if a holiday falls on a day when you are scheduled to be off your Supervisor may arrange a substitute day at some other time before or after the holiday for you to take off. All holidays must be taken within the calendar year in which they occur. (You are not entitled to holidays that preceded your date of hire.)

TUITION-AID PROGRAM

The Medical Center maintains a program of educational grants in the form of reimbursed tuition expenses for advanced study at recognized educational institutions. Most employees who complete one year of active service are eligible. Members of the various unionized groups have similar benefits.

Employees who receive tuition reimbursement are expected to remain in our employ for a defined period following the completion of their schooling.

For further information, please contact the Human Resources Department.

SAFETY & SECURITY

SAFETY

The Medical Center is very proud of our safety record. This record has come about because of the diligent work of our employees to establish safe working practices. Failure to observe these practices could result in serious injury and loss of life or property.

No assignment is so urgent that you cannot take the time to do it safely. Careless habits endanger not only yourself, but your fellow employees and patients as well. In order to prevent accidents, please remember to:

- Not take chances with your safety.
- Be alert and careful while on the job.
- Report all personal injuries immediately, no matter how minor, to your supervisor.
- Eliminate hazards that may present themselves while you work.
- Report any unsafe conditions to your Department Head.
- Not smoke in the Medical Center. NYS law prohibits smoking in the Medical Center. Violations may result in immediate dismissal.

The Medical Center has developed a fire emergency plan outlining in detail the responsibilities of each department and individual in the event of fire. In general, the following instructions should be memorized. They are based on the word R A C E:

R - RESCUE anyone in immediate danger

A - Ring interior ALARM; phone hospital operator and report fire location, if possible.

C - CLOSE all doors, windows and transoms in the area

E - EXTINGUISH fire, if possible.

We place great emphasis on our safety and fire prevention program. A thorough understanding of safe working practices, as well as safe practices, in all other phases of daily life, helps to assure safety on and off the job.

THE MEDICAL CENTER SECURITY FORCE

The Security Officers you see as you enter or leave the Medical Center are responsible for protecting you as well as protecting Medical Center buildings and property. They also assist in case of emergency. Please cooperate with them at all times.

PROTECT YOUR PROPERTY

Please remember that the Medical Center cannot accept responsibility for personal property that is stolen, lost or damaged on Medical Center grounds or in lockers or desks. Also, the Medical Center is not responsible for automobiles which are damaged or stolen in its parking lot.

In order to protect your personal property, leave your valuables at home and carry with you only such items that are absolutely necessary. You are also advised not to leave wallets, purses, books, or any other personal belongings within easy access.

Should you discover that your property is missing, report this to the Security Department without delay.

PACKAGES MAY BE OPENED BY SECURITY OFFICERS

The Security Department is authorized to open and examine all parcels, bags and handbags brought into, or removed from, the Medical Center. Failure to submit to a package inspection will result in disciplinary action, up to and including termination.

PERSONAL MAIL

Since the Medical Center cannot be responsible for personal mail, please have all your personal correspondence sent to your home address. Do not use the Medical Center address mail for personal mail distribution.

LOST AND FOUND

If you lose something on Medical Center premises, inform the Security Department immediately. In order to claim a lost article being held by the Security Department, you will be asked to properly identify yourself and the article. Articles found on Medical Center grounds should be promptly turned over to the Security Department where they will be held pending a claim.

LEAVES OF ABSENCE

PAID LEAVES OF ABSENCE

The Medical Center provides paid leaves of absences in the following circumstances:

BEREAVEMENT

In the event of a death within your immediate family, you will be permitted paid time off for up to three consecutive days. Additional time, if needed, can be charged to earned vacation or personal days. Immediate family members are your spouse, parents or grandparents, spouses parents, children, and siblings. The Medical Center reserves the right to request verification of a death in your family.

ELECTION DAY

Paid time off to vote will be granted to employees who do not have at least four (4) hours between the opening of the polls and the time they report for work, or between the closing of the polls and the time they finish work, to vote. An employee will not be granted more than two (2) hours to vote.

If you need paid voting time off, be sure to notify your Supervisor at least one week before Election Day.

RESERVE MILITARY DUTY

If you are called to active Reserve or National Guard training, or if you volunteer for the same, you should notify your supervisor and submit copies of your military orders to him or her as soon as is practically possible. You will be granted a military leave of absence for the period of military service in accordance with applicable federal and state laws. Your eligibility for reinstatement after your military duty or training is completed is determined in accordance with applicable federal and state laws.

UNPAID LEAVES OF ABSENCE

PERSONAL LEAVE OF ABSENCE

You may apply for an unpaid leave of absence any time after you have completed your probationary period. Personal leaves must be for compelling reasons and **documentation will be required.**

- Employees with less than one year of service may request a personal leave not to exceed one week.
- Employees with one to five years of service may request personal leaves not to exceed two weeks.

- Employees with five years or more of service may request personal leaves of up to three weeks.

All leaves of absence must be approved by your Department Head. Personal leaves of absence are not generally approved during the summer vacation period (June through August) and the year-end holiday period (December 15th to January 4th) except in cases of emergency.

DISABILITY LEAVE OF ABSENCE

The Medical Center provides unpaid leaves of absence to employees who suffer a work connected or non-work connected illness or accident as needed. Employees should request a leave of absence from Human Resources and specify the amount of time needed, not to exceed more than two (2) months or the amount of time designated in the applicable collective bargaining agreement. The Medical Center reserves the right to verify the need for the leave by requesting medical records and or a written medical evaluation from the employee's physician.

To extend this leave beyond two (2) months or the amount of time designated in the applicable collective bargaining agreement, the employee must furnish the Employee Health Services with written and detailed medical reports explaining the nature of the illness and its expected duration as well as a recommendation of his/her physician that the extension is needed. Upon receipt of such evidence and evaluation by our Employee Health Services, the employee may be granted additional leave, not to exceed more than one year or the length of time designated in the applicable collective bargaining agreement.

If at the end of the leave of absence you cannot return to full duty, your employment is automatically terminated. Rehire is an the option of the Medical Center, and is subject to the Medical Center's regular rules governing rehires.

Before you can return to duty following a leave of absence for personal illness, you must obtain the approval of the Employee Health Services in advance of your date of return to duty.

Since most of our benefits are based on the length of active continuous service, your leave of absence will reduce such benefits to some degree. Employee members of the New York State Nurses Association and Nonunion employees on a leave for personal illness or maternity leaves of absence are given a three-month grace period during which the Medical Center will bear the cost of their health care premium. Thereafter, they are required to prepay their health insurance for the remainder of their expected absence.

If an employee has a bank of unused sick days, an employee must use those days concurrently with his/her disability leave. If an employee qualifies for Family Medical Leave under the Family Medical Leave Act ("FMLA"), that leave will run concurrently with the employee's disability leave. All rights and obligations provided by the FMLA will also apply to the qualified employee's disability leave.

MATERNITY LEAVE OF ABSENCE

The Medical Center provides unpaid leaves of absence for two (2) months or the amount of time designated in the applicable collective bargaining agreement to pregnant employees for delivery and post-delivery recovery. If you learn that you are pregnant, you must promptly notify your Supervisor and the Employee Health Services and inform them of your delivery date. This notification shall not be later than five months before the expected date of delivery.

To extend this leave beyond two (2) months or the amount of time designated in the applicable collective bargaining agreement, you must furnish the Employee Health Services with written and detailed medical reports explaining when you will be substantially able to perform your assigned duties in a safe and efficient manner. Upon receipt of such evidence and evaluation by our Employee Health Services, you may be granted additional leave, not to exceed more than one year or the length of time designated in the applicable collective bargaining agreement. Before you can return to duty, you must obtain the approval of the Employee Health Services in advance of your return date.

If an employee also qualifies for Family Medical Leave under the Family Medical Leave Act (“FMLA”), that leave will run concurrently with the employee’s maternity leave. All rights and obligations provided by the FMLA will also apply to the qualified employee’s maternity leave.

FAMILY & MEDICAL LEAVE OF ABSENCE

Under the federal Family and Medical Leave Act (“FMLA”), eligible employees may take up to twelve (12) weeks of unpaid leave during a 12-month period, as defined below, for illness or the care of a spouse, child or parent. An employee is eligible for FMLA leave if the employee has worked for the Medical Center for at least twelve (12) months and has worked at least 1,250 hours during the twelve (12) months preceding the leave requested. The 12-month period in which the 12 weeks of leave entitlement has been determined by the Medical Center to occur during the calendar year (i.e. January 1 to December 31).

An employee may take FMLA leave for (1) the birth of a child or the placement of a child into the employee’s family for adoption or foster care; (2) to care for the employee’s spouse, domestic partner, child or parent who has a serious health condition; and/or (3) for the employee’s own serious health condition, as defined, that renders the employee unable to perform the essential functions of his or her position. A “serious health condition” is an illness, injury, impairment, physical or mental condition, or chronic health condition that involves (a) in-patient care in a hospital, hospice, or residential medical care facility; or (b) continuing treatment by a health care provider.

An employee is entitled to a total of up to 12 weeks of leave in any 12-month period measured backwards, on a rolling basis, from the date FMLA leave is used for one or more of the above-described events. If an employee’s spouse is employed by the Medical Center, both of the employees are entitled to a combined total of 12 weeks of leave for the birth or placement of a child, or for the care of a parent with a serious health condition.

In general, leave must be taken consecutively. Leave due to an employee’s own serious health condition or the serious health condition of an employee’s spouse, child or parent may be taken

intermittently or on a reduced leave schedule only where medically necessary. Leave for the birth of a child or for the placement of a child for adoption or foster care may not be taken intermittently or on a reduced leave basis without express permission.

An employee's application for leave must be submitted in writing to your Supervisor and the Human Resources at least thirty (30) days before the leave is to begin. In cases of emergency, notice of the need for leave should be given as soon as possible and no later than fifteen (15) days after learning of the need for leave.

If an employee requests leave due to his or her own serious health condition or that of a spouse, child or parent, the employee will be required to provide medical certification of the need for leave from a health care provider. An employee's supervisor will provide an employee with certification forms and detailed information regarding certification requirements. The Medical Center requires medical recertification of a serious health condition during FMLA leave and, in most cases, recertification must be provided every 30 days.

Any accrued but unused sick days or vacation leave or other Medical Center leaves must be substituted for any unpaid family or medical leave taken, and will count towards an employee's 12-week entitlement of FMLA leave.

While on FMLA-qualifying leave, an employee's health insurance will continue under the same terms as existed prior to the leave, including, where applicable, a continuing obligation for the employee to make premium contributions.

An employee on FMLA-qualifying leave will not lose any employment benefits earned before the leave began. However, the employee will not accrue other employment benefits such as vacation, personal days, paid sick days and pension credits during such leave.

An employee must communicate directly with his or her supervisor every 30 days during FMLA-qualifying leave concerning the employee's status and intent to return to work. Voicemail messages are **not** acceptable.

An employee using FMLA leave for the employee's own serious health condition must provide a fitness-for-duty certificate in order to return to work. Most employees who return on time from their FMLA leave will be returned to their original or equivalent positions, with equivalent pay, benefits and other employment terms. Employees who do not return to work upon the expiration of FMLA leave will be considered to have resigned unless the Medical Center has agreed to an alternative arrangement in advance. If an employee elects not to return from leave, his or her health insurance will terminate and the employee will be obligated to repay any health insurance premiums paid on his or her behalf during any period of unpaid leave.

If an employee is a "key employee" (i.e., a salaried employee who is among the 10% highest paid employees within 75 miles of the worksite), the employee may not be reinstated to the same position or to a position equivalent in pay, benefits, and other terms and conditions of employment if the denial of such reinstatement is necessary to prevent substantial and grievous economic injury to the operations of the Medical Center. If the Medical Center determines that substantial and grievous economic injury to its operations would occur if the employee were to be reinstated, it will inform the employee of that fact. The employee will then have the option of not commencing family and medical leave or, if such leave has already commenced, of

immediately returning to work in order to retain his or her position. If in those circumstances the employee chooses instead to take or to continue such leave, the employee's reinstatement cannot be guaranteed.

MILITARY LEAVE OF ABSENCE

If you enter the military service of the United States during your employment, you will be granted an unpaid leave of absence in accordance with applicable state and federal laws.

After your honorable separation, you must re-apply for your former position within the prescribed period set by applicable state and federal laws. Upon your return you will be restored to your former or equivalent position with accrued seniority in accordance with applicable state and federal laws.

EMPLOYEE RESPONSIBILITIES

HOSPITAL EMERGENCIES

Sometimes the Medical Center faces an emergency situation that requires the assistance of all of us (e.g., flood, fire, power failures, transit breakdowns, or other community disasters). Whatever the type of emergency or its seriousness, you may be required to remain on duty to assist your fellow employees and patients. Unreasonable refusal to continue working, even beyond your normal shift, will result in disciplinary action, even discharge.

ABSENTEEISM

The Medical Center expects you to be at your assigned work station every day you are scheduled to work. While we realize that some absences are unavoidable, you may not be absent without justification. Such conduct will lead to disciplinary action, up to and including discharge.

Whenever you are ill and cannot report for work, you are required to call your Supervisor or Department Head at least one hour prior to the beginning of your assigned shift. The rule for calling in sick, however, varies with each department. Ask your Supervisor to tell you the rules for your department. It is desirable that you or a member of your family report your condition to us at frequent intervals to let us know how you are getting along and when we can expect you to return to work.

Do not jeopardize your job by failure to keep in touch with your department or by being excessively or unjustifiably absent.

PUNCTUALITY

You are expected to report to work on time. Lateness can delay Medical Center procedures and patient care. Repeated lateness can result in disciplinary action, up to and including discharge. If you have to swipe in at a time clock that is not in your duty area, arrange to arrive a few minutes earlier so you can be at your duty area at the start of your shift.

WEARING IDENTIFICATION BADGES

Your Employee Identification badge is necessary to enter Medical Center grounds and must be worn at all times. It must also be presented to the Payroll Office in order to receive your pay check, or to the check cashing service, when cashing your check. Your Identification badge is also used to record your time at work. If you lose it, report this loss to your Supervisor or the Security Department. On termination of employment, you will be required to return your badge to the Security Department.

SUGGESTING IMPROVEMENTS

You are in the best position to suggest job improvements because you do your job everyday. We are anxious to have you share with us any ideas concerning your own particular job. Discuss such ideas with your Supervisor or submit them, in writing, to Human Resources. You can be

sure that every suggestion is welcomed - whether it is eventually accepted or not. Since Medical Center safety is everyone's concern, your suggestions for improving our safety program are especially solicited.

SOLICITATION OF TIPS

The Medical Center believes that all patients in its care, regardless of their economic circumstances, are entitled to the best service you can possibly give. For this reason, you may not solicit tips from our patients, their families or friends for any service rendered. Employees who solicit tips, or refuse to render any service unless a tip is received, will be immediately terminated. The importance of this rule is illustrated by the seriousness of the discipline. We even suggest that you politely refuse to accept those gratuities that are voluntarily offered to you. This will really impress our patients and their families and assure them we provide quality care without regard to class, status, or wealth.

SOLICITING OR CANVASSING

A "no solicitation" policy is in effect at the Medical Center to protect employees against needless harassment or embarrassment, to enforce our security regulations and to prevent disruptions of Medical Center operations. The following rules regarding solicitations and distribution of literature on Medical Center time or property must be observed.

1. Employees may not sell goods or services on KJMC property
2. Employees may not solicit other employees or distribute written materials in work areas at any time, or in non-work areas (e.g., kitchen, restrooms) during either employee's working time. Working time does not include an employee's own time (e.g., meal periods).
3. Employees may not post any notices or other written materials on the Medical Center bulletin board.
4. Non-employees and other individuals and organizations are not permitted to distribute written materials or solicit contributions, memberships, participation or sales anywhere on Medical Center property without the prior written approval of Human Resources.

Any employee who violates this policy is subject to disciplinary action up to and including termination.

PERSONAL CALLS

The telephones located throughout the Medical Center, patient areas and offices are for Medical Center business only and may not be used for personal calls. Please discourage friends and relatives from calling you while at work, except in case of emergency. Should it be necessary for you to make a phone call, be certain you use the public telephones conveniently located throughout the Medical Center. Unwarranted use of Medical Center phones will be cause for disciplinary action, up to and including termination.

COURTESY

A quiet, calm atmosphere aids patients in their recovery. Please give them this consideration by keeping noise at a minimum and eliminating it entirely where possible. Employee activities that disturb patients, staff or visitors (i.e., verbal altercations between co-workers) are strictly prohibited.

CARING FOR MEDICAL CENTER EQUIPMENT

Every Medical Center job requires the use of Medical Center equipment. Whether you receive a mop, pencil, desk, stethoscope or pager, remember that all Medical Center equipment is valuable and sometimes difficult to replace. Use items issued to you properly and care for them fully. If equipment issued to you becomes damaged, report such damage immediately to your Supervisor. If you lose or damage Medical Center equipment issued to you through your own negligence, you will be liable to pay the fair market cost of replacement.

DRUG AND ALCOHOL POLICY

The Medical Center is committed to protecting the health, safety and welfare of our employees and to promoting quality and efficiency in the workplace by providing a work environment that is free of substance abuse. In so doing, we recognize that employees have a right to privacy and do not intend to regulate purely private employee conduct away from the job. At the same time, employees must recognize that conduct off the job can have an effect on the job and that off-duty activity cannot be permitted to undermine safe work practices or the attainment of the highest standards of quality in our services.

Under no circumstances may an employee report to work, perform assigned duties or engage in Medical Center business while under the influence of alcohol or illegal drugs, except that this policy does not prohibit the consumption of alcohol at management-approved functions. Employees are also prohibited from using, selling, purchasing, manufacturing, possessing or distributing illegal drugs or controlled substances while on Medical Center property or while conducting Medical Center business or using a Medical Center vehicle. Any employee who violates these rules will be subject to immediate dismissal. **Further, employees should be aware that the Medical Center may also inform the police or drug enforcement agencies if there is suspicion that illegal drugs or controlled substances are being sold, bought, possessed, used, manufactured or distributed on Medical Center premises or during Medical Center business.**

This policy does not prohibit employees from working while under the influence of prescription drugs, provided such drugs are being used as prescribed by a licensed physician and do not prevent the employee from performing the essential functions of the job or present a direct threat to the health or safety of the employee or others in the workplace. Further, if an employee is aware that his or her use of an over-the-counter or properly prescribed medication is likely to alter his or her senses or impair his or her ability to perform on the job, the employee should promptly report those facts to his or her Supervisor. Failure to do so may result in disciplinary action.

Supervisors who suspect that an employee is under the influence of alcohol or drugs, or is selling, buying, manufacturing, distributing, possessing or using illegal drugs or controlled

substances while on Medical Center property or while conducting Medical Center business should immediately contact Human Resources.

GUIDELINES FOR GOOD COOPERATION

The Medical Center reserves the right to exercise disciplinary action where necessary. The following violations of conduct while at work may lead to disciplinary action, up to and including termination:

- Excessive or unwarranted absenteeism or lateness;
- Smoking;
- Soliciting tips from staff patients or visitors;
- Threatening, intimidating or coercing another employee by act or word;
- Possession of weapons;
- Disorderly conduct;
- Gambling;
- Loafing, loitering or sleeping while on duty;
- Falsification of personnel or Hospital records;
- Punching another employee's time card, or permitting another employee to punch your time card;
- Insubordination or refusal to perform assigned duty given by your Supervisor;
- Use, possession or sale of intoxicating beverages or narcotics on Hospital premises; reporting to or working under the influence of intoxicants or narcotics
- Use of abusive or vile language;
- Unauthorized absence from assigned duty area during regular duty tour;
- Theft, willful destruction or misuse of Hospital, patient or visitor property;
- Unauthorized possession, copying, disclosure or use of confidential and privileged Hospital records;
- Unauthorized use of telephones for personal business;
- Unauthorized use of mail room and photocopying machines or other Medical Center equipment and supplies;
- Any purposeful act or conduct deemed detrimental to Medical Center operations or patient care;
- Soliciting, canvassing or selling merchandise or service without permission;
- Using Medical Center Stationary or other printed Medical Center forms for personal needs (this includes postage);
- Unsatisfactory performance of job duties and responsibilities.

This is not an exhaustive list. It is intended merely to provide guidance with respect to some of the terms of misconduct that may result in disciplinary action, ranging from verbal or written warnings, up to and including termination. **Neither the above list nor the Medical Center's use of progressive discipline as it sees fit alters the at-will nature of an employee's employment status.**

EMPLOYEE ACKNOWLEDGMENT

**KINGSBROOK JEWISH MEDICAL CENTER
Brooklyn, New York**

READ, SIGN, AND RETURN TO THE HUMAN RESOURCES DEPARTMENT

I, _____, have received a copy of the Employee Handbook and agree that:

- **This Handbook is intended to provide general information concerning some of the Medical Center’s existing policies, procedures, practices of employment and employee benefits.**
- **The information in this Handbook is subject to change by the Medical Center at any time and any change in the policies as listed herein may modify, supersede, or eliminate those policies, provided that these changes are not inconsistent with any of the Medical Center’s collective bargaining agreements.**
- **This Handbook should not be construed as, and does not constitute, an express or implied agreement to be employed for any specific period of time.**
- **If I do not have a written employment contract for a specific term with the Medical Center and am not a party to a collective bargaining agreement, my employment is “at-will” and either the Medical Center or I can terminate the employment relationship at any time, with or without cause. No supervisor, manager, or any other representative of the Medical Center other than the President and Chief Executive Officer, has authority to enter into any agreement with me for employment for any specified period of time or to make any promises or commitments contrary to the foregoing. Any such agreement must be in writing and signed by the President and Chief Executive Officer.**

Date	_____
Employee’s Name	_____
	(Print)
Employee’s Signature	_____