



# EMPLOYEE HANDBOOK





## Welcome!

Welcome to UK St. Claire!  
We are delighted you have chosen to join our team of healthcare professionals. We believe our organization is a truly unique place to work, one that treasures its culture and history of providing healthcare of the highest quality.



Your role is critical in enabling us to uphold our mission. Together, we can continue to advance medicine and enhance the health of those we serve.

Please feel free to directly contact your department leader or Human Resources to discuss any further questions you may have about our organization, your responsibilities, or policies and practices of UK St. Claire.

Please accept my best wishes for much success in your career at UK St. Claire.

A handwritten signature in black ink, appearing to read "D H Lloyd II". The signature is fluid and cursive.

Donald H. Lloyd II  
UKSC President/CEO

## EMPLOYEE SERVICES DIRECTORY

### UK St. Claire

606.783.6500

[www.st-claire.org](http://www.st-claire.org)

### Human Resources

606.783.6584

### Employee Health

606.783.6649

### Facilities Management

606.783.6505

### Help Desk

606.783.6565

### Environmental Services

606.783.6790

### Interpreter Services

606.776.3318

### Integrity Hotline

1.877.780.9373

### Security

606.783.6767

### Stock Room

606.783.6782

### Workplace Violence Hotline

1.877.780.9373

[www.st-claire.org/reportit](http://www.st-claire.org/reportit)

## About this Handbook

We consider the employees of UK St. Claire (UKSC) to be our most valuable asset. This handbook has been written to serve as a guide for employment with UKSC. It contains general information and guidelines, and summarizes certain policies and benefits. It is not intended to be comprehensive or to address all the possible applications or exceptions. The procedures, practices, policies, and benefits described in this handbook may be occasionally modified or discontinued. Employees will be informed of any changes as they occur and employees are encouraged to check for periodic reviews. Any questions concerning the applicability of a policy or practice can be addressed specifically with department leaders or Human Resources (HR). All UKSC policies can be found on PolicyStat (desktop icon) and benefit summaries are available on the UKSC Intranet or the employee portal (ADP).

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*"Dr. Louise" with her nurse, Susie Halbleib, on their way to one of many house calls.*

## HISTORY & HERITAGE

In 1947, Dr. Claire Louise Caudill, with her nurse, Susie Halbleib, set up a physician practice in her native Morehead. Visiting patients in their homes and delivering babies occupied much of her time.

Because there was no hospital, patients with more than minor ailments were sent to Lexington, Ashland or Cincinnati. To ensure good medical care for the people of the area, Dr. Louise began her crusade to build a hospital in Morehead.

Through her leadership and determination, she gained sponsorship from the Sisters of Notre Dame. Along with the aid of the Northeast Kentucky Hospital Foundation and other farsighted citizens, the hospital concept became a reality. Its doors opened on July 1, 1963 with expansions in 1972, 1980 and 1994 adding beds and services. The hospital is named in honor of Dr. Caudill.

In 2024, St. Claire HealthCare created an expanded partnership with UK HealthCare to create UK St. Claire.

Today, UK St. Claire continues to strengthen its commitment to providing quality healthcare in a caring environment. Along with our Board of Directors, our administrators, employees, healthcare providers, and volunteers, we strive everyday to provide advanced medicine and the best in care to the people of Northeastern Kentucky.

At UK St. Claire, we are proud to work in partnership with our community and are committed to promoting and improving the quality of life for the individuals and communities we serve.





## CODE OF CONDUCT

### SAFETY

*I stand for creating an exceptionally safe environment. I will:*

- Follow all UKSC safety policies.
- Practice safe work habits.
- Look for ways to reduce risks and report unsafe events, incidents, and near misses.
- Maintain a safe and clean environment.
- Know my role in the event of an emergency code.
- Utilize proper ergonomic techniques and patient lift/assist equipment.
- Wear personal protective equipment.
- Always make sure to have the RIGHT patient in the RIGHT place for the RIGHT procedure with the RIGHT equipment. I will perform a “time-out” with the team before every procedure.
- Identify patients by two methods of identification.
- Perform appropriate hand hygiene.

## PROFESSIONALISM

*I stand for taking ownership and pride in my work. I will:*

- Uphold quality standards and a positive image of UKSC.
- Wear my identification badge so that it is clearly visible on the outside area of my clothing with my photo facing outward.
- Dress with professional attire and present myself neatly and cleanly in my grooming.
- Respond to others in a timely fashion to ensure satisfaction, comfort, and quality care (call lights, voicemail, email, tasks, clean environment, etc.).
- Discuss organization issues with my management team and not in the presence of a patient.

## CONFIDENTIALITY

*I stand for honoring the dignity and worth of each person. I will:*

- Provide and respect customer privacy and confidentiality.
- Treat all UKSC information with the utmost confidentiality, respect, and care to ensure it is shared only with those who have a “need to know.”
- Respect customer and team member differences in lifestyles, cultures, and beliefs.
- Respect our patients by providing personal privacy measures – knock and ask before entering; indicate who I am. Ensure their gown is closed properly and they are modestly covered when transporting.
- Refrain from disclosing confidential information in public areas. Never discuss private information in elevators or hallways.

## SERVICE

*I stand for putting patients/customers first. I will:*

- Put patients/customers at the center of what I do.
- Treat all patients/customers, families and co-workers with dignity and respect.
- Identify my patients'/customers' expectations and exceed them.
- Assist/escort patients/customers in need of direction.
- Commit to listening, anticipating, and understanding my patients/customer needs.
- Ask the patient/customer how they like to be addressed and acknowledge them with eye contact.
- Take action to resolve matters brought to your attention.
- Apologize for delays and give an explanation without placing blame.
- Utilize service recovery following the AHEART model – Apologize, Hear, Empathize, Ask, Respond, Thank You.
- Thank my patient/customer for choosing UKSC.
- Positively acknowledge and accommodate the needs of patients when there is an opportunity for interaction (elevators, hallways, etc.).
- Use AIDET when communicating with patients/ customers and families – Acknowledge, Introduce, Duration, Explanation, Thank You.



## ACCOUNTABILITY

*I stand for making a difference. I will:*

- Hold myself and others accountable to the values of UKSC.
- Accurately and honestly perform my work and not engage in any activity intended to defraud anyone.
- Disclose actual or potential conflicts of interest.
- Immediately report suspected non-compliance or instances of alleged unethical or illegal conduct or violation of policy.
- Set a good example.
- Demonstrate behavior that is even and consistent without being emotionally aroused or upset.
- I will take action to resolve matters brought to my attention. If unable to resolve, I will involve the appropriate person or department.
- Maintain professional development requirements (i.e., competencies, licensures, mandatory in-services, employee meetings, annual requirements, etc.).
- Comply with the UKSC vehicle parking and enforcement policies and procedures.
- Adhere to UKSC's tobacco-free/smoke-free environment policies and procedures.

## COMMUNICATION

*I stand for clear and positive communication. I will:*

- Communicate clearly and in a positive and professional manner.
- I will actively listen and check for understanding by repeating and asking questions.
- Practice good hand-off and shift-to-shift transitions using clear communication.
- Provide a realistic duration for service/wait time to my patients and team members.
- Demonstrate proper phone and electronic communication etiquette (i.e., calls should be answered in three rings).
- Limit the use of acronyms and abbreviations, and when I use them, I will explain what they mean.

## TEAMWORK

*I stand for being a respectful and productive member of the team. I will:*

- Recognize, respect, and respond to the diversity of others.
- I will work with a spirit of cooperation and teamwork.
- Demonstrate a positive attitude and challenge those who do not.
- Demonstrate a willingness to assist and take ownership of each situation or interaction.
- Demonstrate respect and communication with colleagues within my department and interdepartmentally.
- Always remember that I was a new team member at one time and help other new members succeed.
- Recognize and thank individuals when they demonstrate outstanding performance or behaviors.



# GENERAL EMPLOYMENT GUIDELINES

## EQUAL EMPLOYMENT OPPORTUNITY

### *Talent Acquisition and Onboarding*

UK St. Claire is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

## AT-WILL EMPLOYMENT

UKSC adheres to the “Employment at Will” doctrine recognized by Kentucky courts. Under this doctrine, both the employee and UKSC are free to terminate the employment relationship at any time for any reason. Employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by UKSC. As well, employees may resign for any reason at any time, with the proper notice required.

## BACKGROUND INVESTIGATIONS

### *Employee Screening*

Employees are required to disclose any incidents of sanction of a duly authorized regulatory or enforcement agency or conviction of a crime. Note that each report is addressed individually, and a report being made is not an automatic bar to continued employment.

## **JOB POSTING**

UKSC believes that hiring qualified individuals to fill positions contributes to the overall success of the organization. Positions are generally posted for a minimum of five days and viewable to internal and/or external applicants on the UKSC job website. In certain cases, a position may be filled in a more expedient manner for business needs. No job offer may be made until the five day posting requirement has been met.

## **EMPLOYMENT VERIFICATION REQUEST**

To the extent practical and consistent with UKSC's operating needs, information about a current or former employee, other than routine information, is not released to persons outside UKSC without the employee's written authorization to release the information. If written authorization is provided, UKSC will only provide routine information such as dates of employment, job title, status (full/part time or active/inactive), and salary levels (if the inquirer provides a salary verification). This policy does not preclude the use of employee information by UKSC in connection with our operating needs or the release of such information to government agencies, subpoenas, and others in appropriate circumstances.

## **TRAINING AND DEVELOPMENT**

Training and development programs are offered on a regular basis. Annual competency training is required by all UKSC employees and courses are provided through our online learning management system. UKSC also offers Tuition Assistance benefits for eligible full time and part time employees.

## **PROFESSIONAL LICENSE, CERTIFICATION, AND REGISTRY**

During the course of employment, employees are responsible for maintaining required licenses, certifications and/or registry. Failure to maintain

a current valid license, certification and/or registry may result in disciplinary action, up to and including, separation of employment. During primary source verification, if disciplinary action and/or active investigations are discovered, further review and investigation will be conducted by Human Resources and appropriate action will be taken.

## **PERSONNEL RECORDS**

UKSC maintains employment records on all current employees as prescribed by federal and state regulations. UKSC respects the privacy and dignity of all its employees and ensures consistent release of employee information only to those individuals with a legitimate business reason when required by law, or with employee consent.

## **PROMOTIONS AND TRANSFERS**

Whenever possible, UKSC will promote capable employees to more responsible positions, but is committed to hiring the best-qualified candidate for open positions. In order to be eligible for promotion or transfer, employees generally must be employed in their current position for at least six months, no active disciplinary during the past 12 month period and meet the requirements of the position.

## **EMPLOYMENT OF RELATIVES/ SIGNIFICANT OTHER**

UKSC accepts applications for employment from relatives or significant others of present employees on an open basis. HR reviews and accesses the nature of the position held by the employed relative/significant other, the organizational and functional relationship between the employed relative/significant other's position and each position for which the applicant is being considered, and whether the potential exists for a conflict of interest or employee relations problem. If no potential



conflict of interest exists, the applicant may be referred to the hiring manager. If the potential for a conflict of interest does exist, the hiring manager is notified. Any decision to hire the applicant must be approved by HR. The applicant is not hired if there is a direct or indirect leader/subordinate relationship between the existing UKSC employee and the applicant.

## ANTI-DISCRIMINATION AND ANTI-HARASSMENT

UKSC does not tolerate or condone any action by any employee that constitutes any form of harassment. Inappropriate behavior is considered to be that which could be considered disruptive or offensive to a patient, visitor, or employee. Harassment undermines UKSC's deep commitment to a work environment in which employees not only are treated with courtesy, dignity, and respect but are also rewarded based purely on merit and job performance. UKSC considers harassment in all its forms to be a serious offense. All complaints of harassment are promptly investigated and remedied in an appropriate manner. The privacy of the charging party and the person accused of harassment are safeguarded to the fullest extent possible. If you believe that you have been subjected to harassment and have questions please consult with your department leader, Human Resources, or UKSC's Organizational Integrity Officer. UKSC's Integrity Hot Line is available at National Hotline Services, Inc. in Alexandria, Virginia at 1-877-780-9373.

## FALSE ACCUSATIONS

UKSC recognizes that false accusations of conduct can have serious effects on innocent persons. If, after an investigation, the investigator believes in good faith, based on the investigation, that an employee has knowingly made a false accusation of conduct, the accuser will be subject to appropriate

discipline, up to and including, separation of employment.

## NON-RETALIATION

Employees who in good faith, report a possible violation of a law, regulation, policy, or procedure are not subjected to retaliation. No employee is permitted to engage in retaliation or any form of harassment against an employee for reporting a compliance-related concern. Any department leader who conducts or condones retaliation or harassment is subject to disciplinary action, up to and including, separation of employment.

Knowledge of actual or potential wrongdoing, misconduct or violations, by any employee, vendor, medical staff member, or any other outside party conducting business with UKSC must be immediately reported to Human Resources, the Integrity Officer, or UKSC's Integrity Hotline at 1-877-780-9373.

## DISPUTE RESOLUTION

UKSC encourages employees and their department leaders to work together to resolve any employment-related issues or disputes. If an employee has made reasonable attempts but was unable to informally resolve their concern, the employee may elect to proceed with the formal process. To initiate the formal Dispute Resolution process, the employee must complete and submit a Dispute Resolution form. No employee will be discriminated against because they sought resolution of an issue through the Dispute Resolution process.

The goal of the dispute resolution process is to provide processes that include the exchange and review of information in order to determine whether revision or rescission is warranted of discipline, separation of employment, or other application.

This process does not apply to employees in their transitional period of employment.



# ORIENTATION & PERFORMANCE GUIDELINES

## **GENERAL ORIENTATION** *Employee Orientation*

In order to provide employees with appropriate guidance and UKSC information, resources, and support for a successful transition to the organization, employees are required to attend General Orientation within 30 days of hire.

## **DEPARTMENT ORIENTATION**

In addition to General Orientation, new employees are provided Department Orientation at the department level within one week of hire or transfer which is intended to supplement General Orientation.

## **TRANSITIONAL PERIOD**

During the first six months of employment, full time, part time, and PRN employees are classified as being in a transitional period. The purpose of this period is to provide employees with an orientation to the new position and area of work. It also provides the department leader an opportunity to evaluate performance and identify developmental needs in the new position in a focused manner. Any performance or disciplinary problem results in the transitional employee being separated from employment as determined by Human Resources.

## **PERFORMANCE APPRAISAL** *Competency Assessment & Performance Appraisal*

We believe it is important to give periodic feedback regarding job performance in order to help employees grow, develop, and achieve career goals. The performance appraisal provides an opportunity for the department leader to communicate with employees regarding performance, evaluate employee job satisfaction and establish plans for future performance and development.

We encourage department leaders to have informal and formal performance conversations ongoing with their employees. Those discussions may include coaching, problem-solving, recognition, and progress reports on projects and assignments, as well as an assessment of the competencies and expected work behaviors specific to the job. Employees will have a more formal performance review discussion 60 days from the initial hire date and annually on their merit review date.

If employees do not meet performance standards set for their position upon initial 60 day, annual, and throughout the term of employment, the department leader may take the following action: the merit increase may be withheld or held until re-evaluation (may occur at 30, 60, or 90 days) with demonstrated improvement, or a performance improvement plan/goal setting may be collaboratively established.

## PROGRESSIVE DISCIPLINARY PRACTICES

### *Conduct and Performance*

UKSC expects employees to perform job duties and responsibilities in a manner that reflects the highest professional standards of conduct and performance. UKSC is committed to improving inadequate or inconsistent employee performance while maintaining accountability.

Department leaders are expected to communicate expectations, periodically review performance, discuss progress and address issues in meeting performance and/or conduct expectations. The department leader counsels employees on their commitment to meet organization requirements.

Success in demonstrating and maintaining the necessary improvement will require an employee commitment. Employees are encouraged to contribute by proposing types of support that will assist them.

The following steps may be followed by UKSC in disciplinary actions:

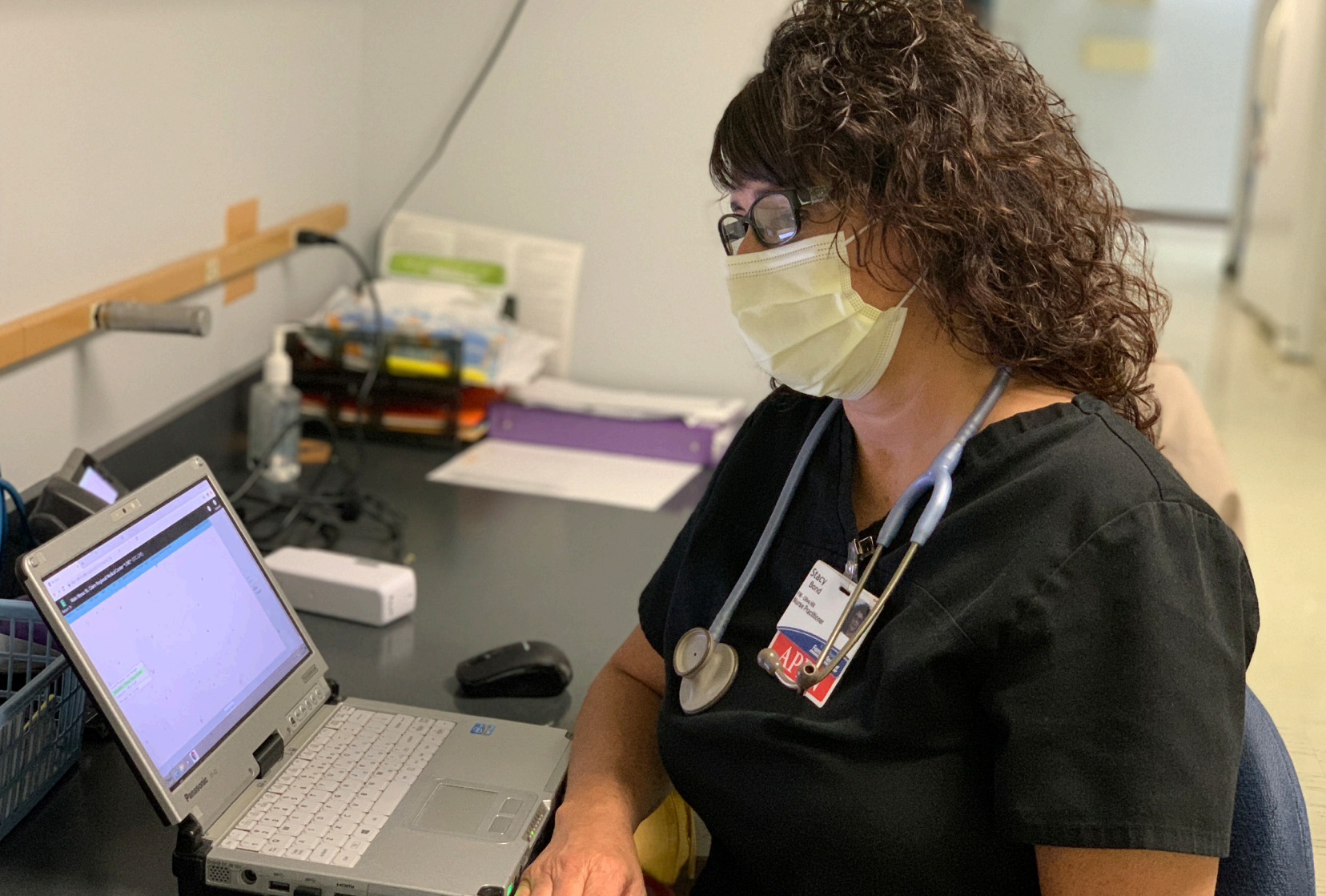
- **Verbal Warning:** Counseling session that is documented when employees fail to meet performance and/or conduct expectations. The counseling session specifies expected improvement, establishes a time period for improvement and advises that more severe disciplinary consequences will follow if the performance and/or conduct is not corrected.
- **Written Warning:** Follows an unsuccessful verbal warning or addresses new problems that have arisen and advises that more severe consequences will follow if the performance and/or conduct is not corrected.
- **Suspension:** Suspension without pay. The length of suspension varies based on the circumstances.
- **Termination:** When efforts to correct performance and/or conduct issues have failed or when warranted by the circumstances, the employee may be discharged. All separation decisions must be approved by Human Resources.

All disciplinary actions are considered active for a period of 12 months immediately following issuance.

Employees who receive a documented discipline may be exempt from receipt of certain eligibilities/privileges for a period of 12 months immediately following the date of disciplinary issuance.

UKSC encourages a process of progressive discipline. However, UKSC reserves the right to forgo any steps in the process or proceed immediately to the separation of employment. All employees are employed at-will and can be separated at any time for any reason.





## GENERAL GUIDELINES

### CONDUCT AND PERFORMANCE

All UKSC employees are expected to meet the standards outlined within the Conduct and Performance policy. Adherence to certain rules and expectations governing employee behavior is necessary to reflect the highest professional standards of conduct and performance. UKSC is committed to improving inadequate or inconsistent employee performance while maintaining accountability.

The standards outlined in the Conduct & Performance policy are by no means all inclusive, and it does not preclude any UKSC employee from being required to comply with additional rules or standards as set by their department and/or UKSC. Appropriate disciplinary measures will be taken as needed.

### PROFESSIONAL IMAGE/HYGIENE

UKSC recognizes that the presentation of its employees in the workplace contributes to a professional environment and UKSC's image to those we serve. UKSC employees are expected to present a professional, businesslike image and maintain good personal hygiene to convey professionalism in much the same way as the actual services employees perform.

# TOBACCO/SMOKE-FREE ENVIRONMENT

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UK St. Claire is committed to the promotion of health, which includes prevention as well as treatment of diseases. Smoking-related illnesses (including those related to environmental tobacco smoke) comprise the largest proportion of preventable diseases. For this reason, UKSC prohibits smoking of all kinds including, but not limited to, cigarettes, e-cigarettes, pipes, vape pens, and the use of smokeless tobacco on all UK St. Claire properties. The policy applies to all properties owned and leased by UKSC, including all buildings, parking lots, sidewalks, green spaces, and vehicles.

## IDENTIFICATION BADGE

All UKSC employees must wear an identification badge in a prominent, visible area of their upper chest and/or attached to a lanyard. Picture, first and last name, title, and the UKSC logo are to be visible and badges are to be free of decoration. Employees are responsible for contacting security if they are made aware of anyone working without a badge. The primary reason for wearing an identification badge is to identify you to patients and visitors.

In the event, an employee does not have their badge or it has been lost or stolen, they must report to HR during business hours to have a new one printed. If the employee is within a reasonable proximity to their badge, they may be asked to retrieve it before starting their shift. Security will have access to print badges after normal business hours. Verification of identity and status must be obtained by the Nursing Coordinator or the Administrator on Call before a badge is issued. Employees with reoccurring ID badge replacement requests may be issued the appropriate level of corrective action.

## INTERNET USAGE

UKSC provides its employees with electronic mail (e-mail) and Internet access under management discretion, intended for UKSC-related matters. These resources aim to facilitate seamless communication within the organization and with external contacts.

Access to the Internet is granted with the expectation that employees align their usage with UKSC's values. Prohibited content includes sites with pornographic, sexually explicit, or any other unlawful, unethical, or inappropriate material. While limited personal Internet use is allowed, it must not disrupt job responsibilities, productivity, or create distractions among coworkers. Notably, social media use is only permitted if directly related to an employee's designated work duties.

It's essential to understand that e-mail and Internet usage should not be considered private or confidential, as all electronic communications are subject to monitoring and review by UKSC.

Any deviation from UKSC's Internet usage policies may lead to the loss of Internet privileges and potential disciplinary action.

UKSC is dedicated to providing these resources for professional use, urging employees to uphold the organization's standards and values in their use of electronic communication and the Internet, knowing that all communications are subject to monitoring.

## TELEPHONE/CELL PHONE USAGE

UKSC telephones are intended exclusively for professional purposes. Personal cell phone usage should be significantly limited and strictly prohibited in patient care areas.



## SOCIAL MEDIA

UKSC ensures that UKSC's reputation, patient confidentiality, and professional standards are upheld in all online interactions. This policy outlines the guidelines for the appropriate use of social media platforms by employees and affiliates of UKSC.

All employees and affiliates contribute to maintaining a positive online presence for UKSC and upholding our commitment to professionalism.

## SUBSTANCE ABUSE

UKSC is committed to maintaining a safe work environment for employees, patients, and the general public.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs, illegal controlled substances, or alcohol.

Employees are not prohibited from the lawful use and possession of prescribed medications. However, employees must consult with their providers about medication effects on their fitness for duty and ability to work safely and must promptly disclose any work restrictions to their department leader.

Applicants being considered for hire must pass a drug test prior to beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

Employees are subject to submit to drug and/or alcohol testing if causes exist to indicate that the employee is impaired or when an injury to themselves or others occurs or an accident that causes damage to a vehicle, machinery, equipment, or property.

UKSC reserves the right to conduct reasonable inspections of employees, work areas, and property that might conceal a drug, alcohol, or other contraband. Employees who possess

such contraband or refuse to cooperate with such inspections are subject to appropriate discipline, up to and including, separation of employment.

Employees and applicants are required to disclose any arrests or convictions for any criminal drug statute. Any individual who fails to report the arrest or conviction may be subject to disciplinary action, up to and including, separation of employment.

## CONFLICT OF INTEREST

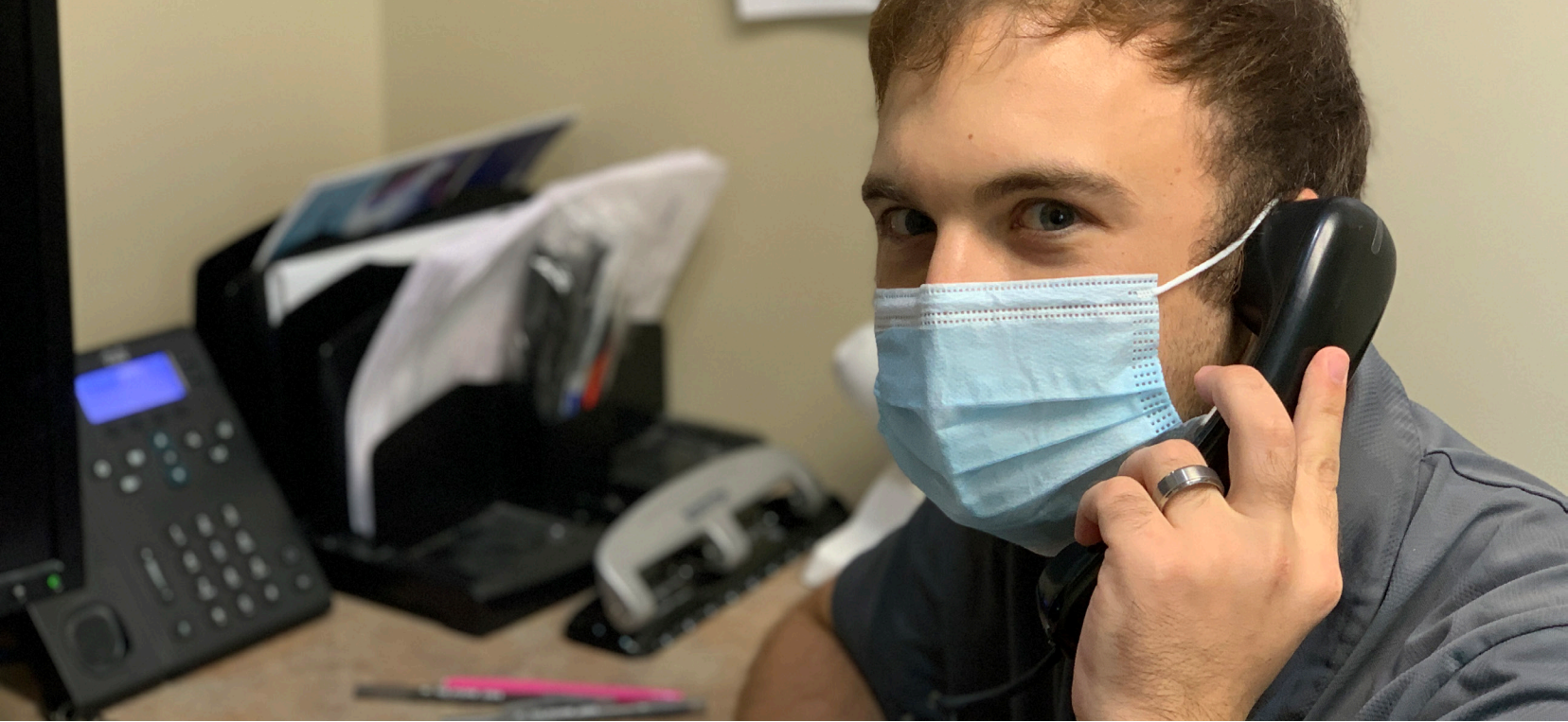
Generally, a conflict of interest arises when employees directly or indirectly:

- Stand to gain because of a transaction in which UKSC engages (i.e., the purchase of goods or services from a member of your immediate family or yourself)
- Have an opportunity to engage in a transaction in which UKSC might engage if it were given the opportunity

While it is impossible to list all circumstances that could be considered conflicts of interest, below is a list of guidelines. If any of these should ever apply, employees should discuss them immediately with their department leader, Human Resources, or UKSC's Integrity Officer.

Outside employment or activities that interfere with your ability to do your job at UKSC; holding directly or indirectly a position of significant financial interest in an outside company or organization that provides goods or services to UKSC or that competes with UKSC; competing directly or indirectly with UKSC in the purchase or sale of property rights, interests, or services; providing directive, managerial, or consulting services to any outside organization that does business with or competes with UKSC; providing any other services that compete with UKSC; accepting gifts, excessive entertainment, or other favors if it might appear that such





actions were intended to influence a business transaction.

## SOLICITATION AND DISTRIBUTION

Soliciting or distributing literature in any form is prohibited on UKSC premises, except when in conjunction with a UKSC-sponsored event. UKSC reserves the right to approve certain fundraising and/or promotional activities that either directly benefit, or directly relate to the mission, values, and philosophy of UKSC.

## LOITERING

Employees are prohibited from being on UKSC premises or property if not actively working. When employees are finished with their shift they are expected to clock out and leave the premises, unless they are visiting patients, receiving medical treatment, or completing functions associated with employment. No loitering on UKSC premises or property is permitted at any time.

## ATTENDANCE

### *Attendance and Punctuality*

Timely and regular attendance is an expectation of performance for all UKSC

employees. To ensure adequate staffing, positive morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule. In the event an employee is unable to meet this expectation, they must obtain approval from their department leader in advance of any requested schedule changes. This advance approval includes requests to use Paid Time Off (PTO), as well as late arrivals to or early departures from work.

UKSC's Attendance policy is based upon the number of occurrences of unscheduled time off or tardiness within a rolling 12-month period. Absenteeism occurs when an employee does not report for work as scheduled. Tardiness occurs when an employee does not report for work at the scheduled time.

All written disciplinary actions related to attendance will be retained in the employee's personnel file. The disciplinary action is considered active for a period of 12 months immediately following its issuance. While disciplinary action associated with attendance remains active for a period of 12 months, an employee's overall attendance history may

be given consideration in the determination of disciplinary action associated with the Conduct & Performance policy.

Employees who receive a written warning or suspension may be exempt from receipt of certain eligibilities/privileges for a period of 12 months immediately following the date of disciplinary issuance. Such exemptions may include salary increases, transfers or promotions, and tuition assistance.

### NOTIFICATION OF ABSENCE

Employees who are unable to report for work as assigned must personally notify their department leader or other designated employee as defined by departmental policy.

Such notice must be given at least two hours prior to the time the employee is scheduled to report to work, or as defined by departmental policy.

Four incidents of failure to timely provide proper and timely notification within a 12 month period will be subject to disciplinary action, up to and including, immediate separation of employment.

Employees who fail to notify their department leader of their inability to report to work as scheduled for two consecutive shifts, or two separate shifts within a 12-month period will be subject to disciplinary action, up to and including, immediate separation of employment.

### TARDINESS

Employees are expected to be prepared for work and at their work station at their scheduled starting time. Failure to report for a scheduled work shift within five minutes or as defined by departmental policy, of the beginning of the shift is considered tardiness.

### SCHEDULED TIME OFF/ UNSCHEDULED TIME OFF

Scheduled time off is defined as time off that has been requested by an employee with no less than 24 hours advance notice and is approved by the employee's department leader. All scheduled time off is paid as outlined in the Paid Time Off (PTO) policy.

Time off is considered unscheduled when the request is made less than 24 hours in advance and is not approved by the department leader, no matter how far in advance the request is made. Employees unable to report to work as scheduled for ANY reason must report each absence and/or tardy by notifying their department leader using the procedures established for their department. In an emergency situation, employees are expected to notify their department leader within a reasonable time. Unscheduled time off should be used only in cases of illness and emergencies. It is the employee's responsibility to be aware of their department's call-in procedure.

Periods of unscheduled time off may not result in an occurrence of unscheduled time off providing the absence occurs in accordance with an approved UKSC leave.

If an employee arranges for another employee to work a shift for them and receives advance approval from their department leader prior to the scheduled work shift, per departmental policy, then the absence does not count as an occurrence of unscheduled time off.

### ADVERSE WEATHER CONDITIONS

#### *Attendance and Punctuality*

UKSC needs to provide essential services to our patients during emergency weather conditions. Any employee scheduled to work during a declared state weather emergency is expected to make every reasonable effort to be at work and/or remain at work until their relief arrives.





## COMPENSATION

### **PAY PERIODS** *Compensation - Premium Pay*

Employees are paid every other Friday. The pay periods run from 7:00 a.m. on Sunday to 6:59 a.m. on Sunday two weeks later. UKSC has 26 bi-weekly pay periods each year. Payroll deductions for insurance plans are taken from the two checks each month. Each year, there are two months in which three payrolls occur and insurance plan deductions do not occur on the third payroll (exception - medical/dependent care accounts and retirement).

### **DIRECT DEPOSIT**

Paychecks are direct deposited into bank accounts every other Friday at the financial institution of the employee's choice. Employees are able to retrieve a detailed summary of their pay via Employee Self Service. Employees must notify HR and/or Payroll immediately if there are any discrepancies on their earnings statement. We commit to correct any legitimate issue within a reasonable time frame.



# MEAL AND REST BREAKS

Employees are entitled and required to take a 30-minute meal break if they work a shift of five or more consecutive hours. All non-exempt employees will need to clock out if they are leaving the premises and clock back in once they have completed their meal period and are ready to resume their work activities. Due to the possibility of emergencies, clinical employees are requested to take meals on the premises unless prior approval has been obtained from their department leader.

Under normal circumstances, employees are entitled to one 10-minute rest break for every four hours worked. Regular rest breaks are intended for those employees who cannot easily get away from their work area as needed. Typically, exempt (salaried) employees can normally take a break when necessary and therefore are not automatically entitled to a rest break. However, there are exceptions depending on your particular job responsibilities.

Employees should consult with their department leader regarding meal and break schedules. Combining breaks for extended periods away from your work area or station is prohibited.

## RECORDING OF WORK TIME

Non-exempt (hourly) employees are required to clock in and out of the system at a time clock closest to their work area at both the start and end of their assigned shift. Employees are required to clock in no earlier than five minutes before the start of their shift, and clock out no later than five minutes following the end of their shift, unless specifically requested to do so by their department leader.

Unpaid meal breaks of 30 minutes are automatically deducted. Any deviations from regular work schedules must be documented and authorized by department leaders.

Falsification of time records is a serious offense and may result in disciplinary action, up to and including, separation of employment. This includes clocking another employee in or out on the Time and Attendance System.

All employees are required to authenticate their biweekly time every payroll to ensure accuracy prior to the department leader approval.

## LEAVING THE PREMISES DURING A WORK SHIFT

If an employee needs to leave their work area for any reason other than a scheduled meal break, they must get permission from their department leader.

## PREMIUM PAY

UKSC recognizes that certain work-related circumstances call for additional compensation in the form of premium pay in addition to an individual's base salary. The purpose of premium pay is to identify those circumstances, the criteria to qualify for the premium payments, the amount of premium payments, and the general guidelines for administering the premium pay.

**On-Call Pay** - On-Call pay compensates non-exempt employees who are required to be available and return to the hospital within a specific period of time to cover for an emergency or staffing situation.

**Call-Back Pay** - Call-Back pay compensates non-exempt employees that are on-call and called to report back to work.

**Charge Pay** - Charge pay is a differential added to an employee's regular pay rate for hours worked in a charge role.

**Weekly Overtime** - All non-exempt employees are eligible for Weekly Overtime pay. Weekly overtime is paid for hours actually worked in excess of 40 hours in any work week.

**Weekend Differential** - Weekend Differential compensates non-exempt employees regularly required to work weekend hours. Eligible employees receive a flat dollar amount in addition to their base hourly rate and any other differentials for eligible worked weekend hours.

**Holiday Premium Pay** - Holiday Premium pay is available to non-exempt employees who are required to work hours on holidays as designated by UKSC. Holiday Premium pay is provided for the following designated holidays: Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Day.

**Holiday Pay** - Eligible full time employees will receive Holiday Pay for the following designated holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, and Christmas Day.

**Shift Time Differential** - UKSC recognizes the demands and inconveniences of working an evening or night shift. In order to help compensate employees for this inconvenience, UKSC provides shift differential opportunities for eligible employees who work in departments with regular operating hours of at least two shifts. Eligible employees receive

a flat dollar amount in addition to their base hourly rate. Shift differential becomes applicable only when the eligible employee:

- Clocks in after 10:00 am and works past 3:00 pm
- Works a minimum of three hours within a shift that differential applies

If the above criteria is met, the employee receives shift differential for all hours worked between 3:00 p.m. and 6:59 a.m.

**Shift Differential** - There are three categories for shift differential, Nursing - RN/DI, professional, and nonprofessional. Shift differential is paid in addition to any other applicable differentials for the same time period. Shift differential is not included as part of an employee's paid benefit time.

**RN PRN Plus Program** - PRN RN employees working three or more shifts are eligible to receive a higher base rate depending on the days worked. Only PRN employees working 12-hour shifts in inpatient areas are eligible. Employees in their orientation period are not eligible for the PRN Plus Program pay.

**Unit Premium Pay (Registered Nurse/LPN)** - In order to maintain adequate staffing, UKSC pays Unit Premium Pay for the Emergency Department (RN/Paramedic), Medical/Surgical Units (RN/LPN), and ICU (RN) if the following criteria is met:

- Must be in a full time status.
- Must work a minimum of seven shifts per pay period and complete assigned weekend and holiday rotation shifts.
- Any absences in any given pay period would forfeit Unit Premium Pay.
- If a shift is canceled due to low census and reassignment unavailable (resulting in < 7 worked shifts), premium pay will be granted. If reassignment is offered and the employee refuses, premium pay will not be granted.

# EMPLOYEE CLASSIFICATION

## FULL TIME

Employees who are in a status to work a minimum of 30 hours or more per week are designated as full time. Full time employees are eligible to participate in UKSC sponsored benefit plans subject to the provisions of each separate policy.

## PART TIME

Employees who are in a status to work 16 up to 30 hours per week are designated part time. Part time employees are eligible to participate in UKSC sponsored benefit plans subject to the provisions of each separate policy. If a part time employee routinely works over 30 hours per week, over a 90 day period, their status should be reclassified to full time.

## PRN

PRN employees work on a contingency or “as needed” basis and must work a minimum of two days per month which may include weekends and/or holidays as determined by the department leader. Failure to adhere to the PRN schedule may result in separation of employment. PRN employees are not eligible to participate in UKSC sponsored benefit plans or annual merit increases. If meeting eligibility, PRN employees will be included in the retirement plan for each calendar year they work 1,000 or more hours. If changing to part time or full time status from PRN status the employee receives a hire date reflecting the effective date of their change of status, as temporary employment is not included in total UKSC service time. Length of service as a PRN employee is not credited toward benefit accrual in the event the individual changes to part time or full time status. If a PRN employee routinely works over 16 hours per week, over a 90 day period, their status should be reclassified to part time/full time. The established standards of conduct per UKSC’s Conduct & Performance policy will apply to PRN employees, however, the grievance and appeals processes included in UKSC’s Dispute Resolution Policy will be reserved for part time and full time status employees.

## TEMPORARY

Temporary employees are hired into a part time or full time position for a specified period of time not to exceed 12 months. Temporary employees are not eligible to participate in UKSC sponsored benefit plans. The established standards of conduct per UKSC’s Conduct & Performance policy and the Dispute Resolution policy do not apply to temporary employees. Any performance or disciplinary problem results in the temporary employee being separated from employment as determined by the department leader in consultation with Human Resources. Temporary employees applying for part time or full time positions will be considered an “external applicant.” If changing to part time or full time status from temporary status the employee receives a hire date reflecting the effective date of their change of status, as temporary employment is not included in total UKSC





service time. Length of service as a temporary employee is not credited toward benefit accrual in the event the individual changes to part time or full time status.

### TRANSITIONAL

During the first six months of employment, full time, part time, or PRN employees are classified as being in a transitional period. The purpose of this period is to provide the individual with an orientation to the new position and area of work. It also provides the department leader an opportunity to evaluate performance and identify developmental needs in the new position in a focused manner. Any performance or disciplinary problem results in the transitional employee being separated from employment as determined by Human Resources.

### RE-EMPLOYMENT

#### *Talent Acquisition and Onboarding*

An employee's service date will be bridged if an employee returns to a full time or part time position in less than 12 months.





## BENEFITS

UK St. Claire provides consistent procedures for employee enrollment, continuation, and termination of sponsored insurance and benefit plans and programs.

UKSC offers health, dental, vision, supplemental insurance, and flexible spending accounts for full time and part time employees (part time excludes health insurance). All health, dental and vision premiums, and flexible spending account deposits are not included in the taxable gross income of the employee, as part of a cafeteria plan in compliance with Section 125 of the Internal Revenue Code. Other supplemental premiums may or may not be included in the taxable gross income at the employee's discretion and in compliance with IRS regulations.

Eligible employees who complete enrollment within 30 days of eligibility will be enrolled in coverage effective the first day of the month after 30 days of eligibility. This also applies to employees who become newly eligible with a change of job status. Employees who have a qualifying event in family status (e.g. birth of a child, marriage, divorce, etc.) can change benefit elections within 30 days of the event.

Each year during the annual open enrollment period, eligible employees elect benefits for the following plan year.

### UKSC BENEFITS INCLUDE:

- Paid Time Off (PTO), a comprehensive program for flexible scheduling of time away from work
- Retirement Plan, a 403b program that includes a discretionary UKSC contribution
- 457b Retirement Plan
- Educational funding
- UKSC cafeteria discount
- Employee Assistance Program (EAP)
- A one-time, 20% discount for employees at the UK St. Claire Gift Shop during their birth month
- Membership in the Morehead Community Federal Credit Union
- Medical, dental, and vision insurance coverage options
- Life and accidental death and dismemberment insurance options
- Long term disability insurance options
- Medical reimbursement and dependent care account
- Health Savings Account
- Supplemental insurance options also available

## PAID TIME OFF (PTO)

PTO is a flexible program made up of two components; Occasional Time Off (OTO) and Personal Disability Leave (PDL). OTO combines vacation and holidays, as well as sick days for occasional short-term illness. PDL is a bank of time intended to help reduce an employee's financial hardship during an extended illness before long-term disability benefits (if applicable) begin. Employees accrue PTO each pay period based on their length of service and paid hours for the pay period. PTO carries over from year to year, up to the maximum accumulation level. All PTO (both OTO and PDL) is paid at 100% of the employee's current base rate of pay, excluding all differentials and other pay premiums.

Upon leaving employment, employees are paid out their OTO balance at their current hourly rate of pay on the payroll following the final payment of active hours. Full time and part time employees changing to PRN status will be paid out any OTO balance on the payroll following the final payment of hours in their full time or part time status. Unused PDL time is not paid out upon separation and is forfeited upon moving to an ineligible status such as PRN.

## OCCASIONAL TIME OFF

*Attendance and Punctuality; Leaves of Absence; Paid Time Off (PTO)*

OTO is a bank of time that is used for an occasional time off away from work: vacation days, holidays, personal days, occasional sick days. OTO can be used for personal use. OTO can also be used for "called off" time - this is time the employee takes off work or is sent home early, at the request of UKSC. All full time and part time employees may begin using OTO upon hire. PRN and Temporary employees are not eligible for OTO.

OTO must be scheduled in advance and approved by the department leader. Employees must notify their department leader of planned vacation and holiday

time off according to the standard procedures of their department. In no circumstance should employees give less than a 24-hour notice when requesting a scheduled day off work, OTO benefits will not be provided to an employee whose requested time off has not been approved.

Any unapproved time off may be subject to disciplinary action. Total OTO/PDL paid in a single week cannot exceed the normal workweek up to a maximum of 40 hours.

## PERSONAL DISABILITY LEAVE

PDL is a bank of time that is used if you are on an extended approved leave for your own medical condition and is intended to help reduce the financial hardship during a leave. Full time or part time employees may begin using PDL after successfully completing 12 months of service and receiving leave approval for the employee's own medical condition. PRN and Temporary are not eligible for PDL.

## OTO/PDL PAY DURING MEDICAL LEAVE

### *Leaves of Absence*

The first normal workweek of approved leave is paid from OTO. If not enough OTO time is available the remainder of that week is unpaid. If the leave is for the employee's own serious health condition, after the first normal workweek or upon qualifying for the PTO hospitalization exception, the employee must use available PDL, then OTO for the remainder of the leave. If not enough PDL or OTO is available then the remainder of the leave is unpaid. In the event that inpatient hospitalization occurs within the first normal workweek of an approved Leave of Absence, PDL may be applied for that entire period.

## OTO CASH OUT

### *Paid Time Off (PTO)*

Employees are eligible upon one year of employment to cash out up to 80 hours annually of their accrued OTO time. You must have a minimum balance of 240 hours and the request must be made during the employee's birth month.



# ELIGIBILITIES & PROGRESSIONS

## *1<sup>st</sup> Day of Employment*

- OTO Accrual begins @ .0616/hr \*\*
- OTO becomes available for use (FT, PT) \*\*
- PDL Accrual begins @ .0462/hr \*\*
- 403b & 457b Employee contribution opportunity begins - all employees
- 403b UKSC 1 year of employment begins for plan entry eligibility
- 403b UKSC contribution - vesting time begins
- Jury duty leave eligibility begins
- Military leave eligibility begins
- Cafeteria discount available
- EAP eligibility begins - all employees
- Educational funding eligibility begins (FT & PT)

## *1<sup>st</sup> Day of the Month Immediately After 30 Days of Employment - REQUIRES ENROLLMENT*

- Health insurance becomes effective (FT)
- Dental insurance becomes effective (FT & PT)
- Vision insurance becomes effective (FT & PT)
- Supplemental insurance becomes effective (FT & PT)
- Flexible spending accounts become effective (FT & PT)

## *After 60 Days of Employment*

- Initial 60-Day Competency Assessment performed
- Medical (Non-FMLA) leave eligibility begins

## *After 90 Days of Employment*

- Bereavement leave eligibility begins

## *After 6 Months of Employment*

- Transitional employment status ends

## *1<sup>st</sup> Day of the Month Immediately After 6 Months of Employment*

- Long term disability insurance coverage begins (FT)
- Life insurance/ADD coverage begins (FT & PT)

## *After 12 Months of Employment*

- Annual Competency Assessment performed; consideration for pay increase
- PDL eligibility begins \*\*
- Eligible for retirement plan entry
- FMLA leave eligibility begins
- Personal leave eligibility begins
- Educational leave eligibility begins
- OTO accrual increases to .0847/hr \*\*
- 403b UKSC contribution - vested at 20%\*

## *1<sup>st</sup> Plan Entry Date After 12 Months of Employment*

- Entry dates of January 1, April 1, July 1, and October 1 - earnings after plan entry are considered for UKSC retirement contribution.

## *After 2 Years of Employment*

- 403b UKSC contribution - vested at 40%\*

## *After 3 Years of Employment*

- 403b UKSC contribution - vested at 60%\*

## *After 4 Years of Employment*

- 403b UKSC contribution - vested at 80%\*

## *After 5 Years of Employment*

- OTO accrual increase to .1039/hr \*\*
- 403b UKSC contribution - vested at 100%\*

## *After 10 Years of Employment*

- OTO accrual increase to .1231/hr \*\*

\*For "vesting" purposes "one year of service" requires a minimum of 1,000 hours worked on a calendar year basis.

\*\*Note: Your individual contract may contain specific vacation and sick time benefits that may substitute for the Paid Time Off (OTO – Occasional Time Off and PDL – Personal Disability Leave) benefits illustrated above.

This document is for informational and illustrative purposes only. All respective relevant and in effect UKSC Policy & Procedures, Plan Documents and/or insurance policies govern the administration of any and all actual circumstances.

## LEAVES OF ABSENCE

UKSC adheres to the provisions of the Family & Medical Leave Act. UKSC is committed to providing a work environment that meets the needs of our employees. We recognize that from time to time employees may need to request periods of time away from work for reasons other than typical vacation or holiday time off.

UKSC Leaves of Absence types:

- Family Medical Leave Act (FMLA)
- Medical Leave (Non-FMLA)
- Personal Leave
- Educational Leave
- Bereavement Leave
- Jury Duty Leave
- Military Leave

## HEALTH INSURANCE

Full time employees can choose from several health plan options. These plans are offered in four tiers: employee only, employee/children, employee/spouse, and family. A significant portion of this premium is paid by UKSC.

## DENTAL INSURANCE

UKSC offers full time and part time employees several dental plan options. One plan is offered in three tiers: employee only, two-person, and family. The second plan is offered in two tiers: two-person and family. A significant portion of this premium is paid by UKSC.

## VISION INSURANCE

UKSC offers voluntary vision coverage for full time and part time employees. This plan is offered in four tiers: employee only, employee/children, employee/spouse, and family.

## MEDICAL REIMBURSEMENT, HEALTH SAVINGS, & DEPENDENT CARE ACCOUNTS

UKSC offers voluntary Health Savings Account (HSA), Flexible Spending Account (FSA), and Dependent Care Accounts (DCA) for full time and part time employees. These accounts allow savings up to 30% on eligible healthcare and/or dependent care expenses every year by using pretax dollars. FSA, HSA, and DCA contributions are deducted from taxable pay on a pretax basis before federal, state and Social Security (FICA) taxes are taken out.

## RETIREMENT PLAN 403B

UKSC offers a 403b program that includes a discretionary UKSC contribution for eligible employees (employee participation not required). Employees also have the opportunity to add pre-tax contributions. These pre-tax elective contributions are subject to a combined maximum contribution level set by the IRS each year for employees under age 50 and an additional amount per year set by the IRS for employees age 50 and above. Employer contribution eligibility criteria; age 21 or older, one year employed, 1000+ worked hours, quarter plan entry dates.

## RETIREMENT PLAN 457B

UKSC offers an additional savings option with a 457b retirement plan. This plan allows employees to add pre-tax contributions, subject to a combined maximum contribution level set by the IRS each year for employees under age 50 and an additional amount per year set by the IRS for employees age 50 and above. While this plan offers a great opportunity to save for retirement, all contributions will be made by employees only.

## LIFE INSURANCE/ADD

UKSC offers full time and part time employees paid life insurance covering death due to accident or sickness equal to one time annual salary to a maximum of \$200,000.

Accidental Death Benefit (ADD): additional one-time's annual salary (additional \$200,000 maximum).

## LONG TERM DISABILITY (LTD)

UKSC offers full time employees paid long-term disability covering disabilities caused by accident or sickness. This benefit covers sixty percent of monthly gross pay to a maximum of \$6,000/month.

## SUPPLEMENTAL INSURANCE

UKSC currently offers full time and part time employees voluntary employee benefits. Current products include Accident Coverage, Cancer Coverage, Disability Coverage, Critical Illness Coverage, Voluntary Term Life, and Hospital Indemnity.

## TERMINATION OF BENEFITS (COBRA)

Termination of insurance benefits will be continued through the last day of the month of termination (contingent upon premium collection). Coverage may be extended under the group policy for a period allowed by Consolidated Omnibus Budget Reconciliation Act (COBRA) legislation, if certain requirements are met.

COBRA coverage may also be available for dependents. HR can provide additional details regarding COBRA coverage. Be sure to notify HR of any changes in your marital status or your dependents reaching an ineligible age for group insurance coverage within 30 days of the life event. To maintain COBRA coverage, participants will be required to pay the full monthly premium as determined by HR.

## EMPLOYEE ASSISTANCE PROGRAM (EAP)

Employee Assistance Program

UKSC has established an Employee Assistance Program (EAP) to provide employees with a confidential, affordable, and professional resource to assist them with emotional, interpersonal, and psychological problems that may interfere with their ability to perform their job.

## EDUCATIONAL FUNDING

UKSC supports employees in pursuit of educational opportunities for professional growth and development by awarding educational funding. Full time and part time employees are eligible for educational funding upon hire as long as eligibility requirements are met.

## EMPLOYEE RECOGNITION/AWARDS

UKSC offers various forms of UKSC employee recognition and award programs. Employees having over 10 years of continuous employment with UKSC are presented service awards at the annual Employee Recognition Celebration and will continue to be recognized in increments of five years while employed.

## PARKING

Free parking is provided. Please refer to UKSC's parking map located on the Intranet.





## HEALTH & SAFETY

### SECURITY

UKSC maintains security personnel for the protection of patients, visitors, and employees, as well as the buildings and equipment. Our goal is to prevent criminal incidents and avoid accidents. If you are coming and going at times other than normal change of shifts and cannot leave the facility in groups, or you have other reasons for concern, you may want to contact the security officer on duty to escort you. The Security department is located on the 1st floor. If you need immediate assistance from security personnel while working at UKSC call ext. 6767 (24 hours a day).

### SAFETY

Providing a safe environment for every patient, visitor, and employee is the responsibility of each employee. It is very important for you to be alert to unsafe conditions, equipment, or operations. Take corrective action immediately when possible (e.g. broken glass, spills, obstructed walkways or hallways, etc.) or report them immediately to Environmental Services, Facilities Mgt., Bio-Medical, your department leader, or a member of the UKSC Environment of Care Committee. Broken, malfunctioning or defective equipment or supplies must be labeled and taken out of use immediately and reported to Bio-Med. Report any unusual event to your department leader.





### VALUABLES

UKSC is not responsible for lost or stolen items. Employees must protect and secure their own personal items. Please report all lost or missing items to your department leader and security.

### INSPECTIONS

A function of security, as well as safety and risk management, is the prevention of loss whenever possible. UKSC reserves the right to inspect an employee's belongings (e.g. packages, badges, purses, boxes) upon suspicion. Failure to consent to the search may be grounds for separation of employment. All lockers, desks, cubicles, etc., are the property of UKSC and are subject to inspection at any time for any reason. All computers, media and

other data are property of UKSC, and are to be used only for business purposes, and are subject to inspection at any time. Employees should not have any expectation of a right to privacy on UKSC property. Inspections of UKSC property may occur without notice to or consent of employees.

### UKSC PROPERTY

Removal of UKSC property from the premises without proper authorization may result in disciplinary action, up to and including, separation of employment. To leave the premises with UKSC property or equipment, employees must first obtain approval from their department leader.

## WEAPONS

Possession of any weapons on UKSC premises or in facility-owned vehicles, with the exception of those kept in locked privately owned vehicles parked on facility premises, is strictly prohibited.

## WORKER'S COMPENSATION

### *Related Incident Reporting*

If an employee is injured on the job, the employee must notify their department leader immediately regardless of how minor the injury, and must complete a "First Report of Work Injury" form located in the Forms Library on ADP. Employees are protected by the Worker's Compensation Program at UKSC for on-the-job injuries or illnesses. Questions pertaining to the Worker's Compensation Program should be referred to Employee Health.

## END OF EMPLOYMENT

### *Separation of Employment*

It is the policy of UKSC to ensure that employee terminations, including voluntary and involuntary, are handled in a professional manner with minimal disruption to ongoing work functions.

- Hourly paid employees are required to give at least a two-week working notice.
- Salaried employees are required to give at least a one-month working notice.

When an employee ends employment the department leader is responsible for retrieving any UKSC property such as: ID badge, access cards, credit/gas cards, pager, parking tag, keys, uniforms/scrubs, computer equipment (make arrangements to retrieve any IS/IT equipment that may be at home or off-site), telephone, etc., and contact HR, IT, Accounting, Employee Health and Education to remove any additional access and authority.

## WORKPLACE VIOLENCE

### *Workplace Violence*

UKSC is committed to protecting the safety and wellbeing of its employees, patients, and visitors by ensuring individuals are aware of and understand that acts of workplace violence are considered serious offenses and violations will be investigated and resolved appropriately.

UKSC does not tolerate any acts of workplace violence by any individual and such behaviors are taken seriously. The prevention of workplace violence is everyone's responsibility.

It is critical that employees of UKSC understand that any incident where retaliation can be related to an employee reporting a problem or concern is not tolerated. Reports of this nature are investigated thoroughly and timely, with appropriate disciplinary actions taken, up to and including, separation of employment.

Any incidents involving workplace violence should be reported to your department leader, Human Resources (HR), Security, UKSC's anonymous Hotline at 1.877.780.9373 or by utilizing the Safety Event link available on every UKSC computer.

## HEALTHSTREAM®

HealthStream® is the most widely adopted health care-specific learning management system in the U.S. Healthcare providers use the system for scheduling, assigning, tracking, delivering, and reporting on classroom and online learning to support improved outcomes.

Employees are required to complete learning modules on hire, as needed and annually, designed to enhance their skills, knowledge, and awareness of industry updates. These modules cover a range of topics, from safety to patient-centered care strategies and compliance updates.



# EMPLOYEE HEALTH

## SERVICES

Employee Health provides employee health services to all employees of UKSC. These services include screenings, immunizations, education, and monitoring required by various agencies and regulatory guidelines. Employees with injuries or an illness of a serious nature should immediately report to the Emergency Department. All work-related injuries, including exposures to blood-borne pathogens or sharps injuries, must be reported immediately to Employee Health at 6649 or 7512, or the Nursing Coordinator.

### TUBERCULOSIS MONITORING

#### *Employee Screening*

All employees are required to have an annual TB risk assessment performed in their birth month. Employees required to receive the TB skin test based on their risk assessment will have the test read prior to the end of their birth month. Employees that have had a previous positive skin test will be evaluated for signs and symptoms of TB.

### IMMUNIZATION REQUIREMENTS

#### *Employee Screening*

UKSC requires new employees to provide written documentation regarding immunity to certain infectious diseases. Current employees may need to meet other immunization requirements as determined by the Infection Control Team and/or appropriate regulatory agencies.

If employees cannot obtain required proof of immunity, they may obtain vaccinations free of charge from Employee Health or have corresponding lab tests completed to determine immunities. Employees will not be allowed to work until the verification of required immunizations are complete. Continued noncompliance with this requirement may result in disciplinary action up to and including separation of employment.

## POLICY REFERENCE:

- Anti-Discrimination and Anti-Harassment
- Attendance & Punctuality
- Compensation
- Competency Assessment & Performance Appraisal
- Conduct and Performance
- Dispute Resolution
- Educational Funding
- Employee Assistance Program
- Employee Classifications
- Employee Health
- Employee Orientation
- Employee Record-Keeping
- Employee Screening
- Identification Badges
- Leaves of Absence
- Non-Retaliation
- Paid Time Off (PTO)
- Personal Relationships
- Professional Image and Hygiene
- Reduction in Force
- Separation of Employment
- Social Media
- Solicitation/Distribution
- Sponsored Benefits
- Substance Abuse
- Talent Acquisition and Onboarding
- Workplace Violence
- Work-Related Incident Reporting



## EMPLOYEE ACKNOWLEDGMENT

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By my electronic signature, I hereby acknowledge that:

- I agree to thoroughly read the contents of this Handbook and to acknowledge my responsibility for following all of the policies and procedures described with-in.
- I understand that the Handbook is only intended as a guide to the work rules, policies, and procedures at UKSC.
- I understand that nothing contained in this Handbook is intended to create an expressed or implied contract between UKSC and myself for either employment or the provision of any benefits.
- I understand that I remain an at-will employee.





UK St. Claire • 222 Medical Circle • Morehead, KY 40351  
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