



Associate Handbook



Dear Associate,

Welcome to O'Connor Hospital!

Every associate, regardless of work area or job function, touches the lives of patients, families and other associates. Each of you connects to our mission of serving the sick and the poor. Everyone has a responsibility to keep this mission alive in all that we do. Your skills and compassionate care with our patients and each other guarantee that the caring tradition of our Founders will continue to flourish.



Each day as you serve others, remember our Vincentian Values:

Respect Recognize our own value and the value of others

Compassionate Service: Providing excellent care with gentleness and kindness

Simplicity: Acting with integrity, clarity and honesty

Advocacy for the Poor: Supporting those who lack resources for a healthy life and full human development

Inventiveness to Infinity: Being continuously resourceful and creative

Living our mission, demonstrating our values and providing service excellence happens through the people of O'Connor. And when we do this together, we create an exceptional Local Health Ministry that provides an enriching experience for you and your fellow associates.

Thank you for choosing O'Connor Hospital. We trust you will find O'Connor a fulfilling and rewarding place where you and your coworkers are enthusiastically engaged each day. Thank you for all you will provide to our patients.

Sincerely,

A handwritten signature in black ink, appearing to read "J. F. Dover". The signature is fluid and cursive, written over a white background.

James F. Dover, FACHE
President & CEO

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Mission and Vincentian Values

Our Mission

In the spirit of our founders, St. Vincent de Paul, St. Louise de Marillac, and St. Elizabeth Ann Seton, the Daughters of Charity Health System is committed to serving the sick and the poor. With Jesus Christ as our model, we advance and strengthen the healing mission of the Catholic Church by providing comprehensive, excellent healthcare that is compassionate and attentive to the whole person: body, mind and spirit. We promote healthy families, responsible stewardship of the environment, and a just society through value-based relationships and community-based collaboration.

Vincentian Values

Respect

Recognizing our own value and the value of others.

Compassionate Service

Providing excellent care with gentleness and kindness.

Simplicity

Acting with integrity, clarity and honesty.

Advocacy for the Poor

Supporting those who lack resources for a healthy life and full human development.

Inventiveness to Infinity

Being continuously resourceful and creative.

EMPLOYMENT

Equal Employment Opportunity

The Hospital is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available people in every job. Hospital policy prohibits unlawful discrimination in employment opportunities or practices based on genetic characteristics or information, race, color, creed, sex, gender, gender identity, marital status, age, national origin or ancestry, physical or mental disability, medical condition, veteran status, sexual orientation or any other characteristic protected by federal, state or local laws. All such discrimination is unlawful.

The Hospital is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the Hospital and prohibits unlawful discrimination by any associate of the Hospital, including supervisors and co-workers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with disabilities, the Hospital will make reasonable accommodations for the known physical

or mental limitations of an otherwise qualified individual with a disability who is an applicant or an associate unless undue hardship would result.

Any applicant or associate who requires an accommodation in order to perform the essential functions of the job should contact the Human Resources department and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The Hospital then will engage in a good faith interactive process with the associate or applicant to determine what, if any, effective accommodations can be made and will investigate to identify the barriers that make it difficult for the applicant or associate to have an equal opportunity to perform his or her job. The Hospital will try to identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the Hospital will make the accommodation. If more than one accommodation exists, the Hospital reserves the right to select the appropriate accommodation to be offered.

If an associate believes that they have been subjected to any form of unlawful discrimination, they should provide a written complaint to the Director of Associate and Labor Relations or to their immediate supervisor. Such complaints should be submitted as soon as possible after any discriminatory act has occurred. The complaint should be specific and should include the names of the individuals involved and the names of any witnesses. O'Connor Hospital will immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation.



Standards of Conduct

To provide an environment conducive to the delivery of quality patient care, all associates must maintain professional standards of conduct and performance. Failure to adhere to these standards will result in disciplinary action up to and including termination of employment.

The following are examples of an associate's conduct that may result in discipline, action up to and including termination of employment:

- Falsifying or altering employment applications, physical examination questionnaires, work records, time cards or other O'Connor Hospital documents or records;
- Theft, deliberate damage, unauthorized removal or possession of O'Connor Hospital property or property of any person/patient whose property is within our facilities;
- Failure to observe safety rules and regulations;
- Misconduct in the discharge of standards of work behavior; insubordination, including refusal to respond to a reasonable request to perform work, or carry out a reasonable directive;
- Excessive tardiness and absenteeism or abuse of benefits and privileges; feigning illness or the misrepresentation of reasons in applying for a leave of absence, sick leave or other time off from work;
- Use of or being under the influence of or having work impaired by the use of drugs or alcohol during working hours;
- Conduct endangering life, safety or health of others; gambling, fighting, disruptive or other inappropriate conduct while on O'Connor Hospital premises;
- Possessing any firearms or weapons in or on facility premises;
- Unauthorized verbal or written disclosure, removal or release of information and/or records regarding our patients, associates and/or operations;
- Smoking in any facility;
- Removal of any O'Connor Hospital literature on facility premises without authorization from a department manager or appropriate management official;
- Sleeping on the job, wasting time (loafing), leaving one's assigned work area and/or duties without permission from a supervisor, intentional slowdown of productivity or intentional disruption of the workplace;
- Excessive performance of personal business on O'Connor Hospital premises without proper authorization, including, but not limited to, the following:
 - » the use of O'Connor Hospital equipment for personal reasons; or
 - » improper or unauthorized use of O'Connor Hospital property or facilities.
- Other actions which, in the judgment of management, could result in serious adverse consequences to O'Connor Hospital, the department, another associate, or the welfare of a patient.

Any level of discipline deemed appropriate may be used when implementing disciplinary actions.



Drug Free Work Place

The Hospital is concerned about the use of alcohol, illegal drugs or controlled substances as it affects the work place and working time. Use of these substances whether on or off the job can adversely affect an associate's work performance, efficiency, safety and health and therefore seriously impair the associate's value to the Hospital. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other associates and exposes the Hospital to the risks of property loss or damage or injury to other persons.

The rules and standards of conduct apply to all associates either on Hospital property or during the workday (including meals and rest periods).

The following are strictly prohibited by the Hospital:

- Possession, use, or being under the influence of alcohol or an illegal drug or controlled substance while on the job.
- Driving a Hospital vehicle or associate's own vehicle for a Hospital-related purpose while under the influence of alcohol or an illegal drug or controlled substance.
- Distribution, sale or purchase of or offer to sell or purchase an illegal drug or controlled substance while on the job.

Violation of the above rules and standards of conduct will not be tolerated and will be grounds for disciplinary action up to and including termination. The Hospital may also bring the matter to the attention of appropriate law enforcement authorities (refer to the Alcohol and Drug Free Workplace Policy).

In order to enforce this policy, the Hospital reserves the right to conduct searches of Hospital property and to implement other measures necessary to deter and detect abuse of this policy.

Harassment-Free Workplace

In accordance with applicable law, the Hospital prohibits sexual harassment and harassment because of race, color, national origin, ancestry, religion, creed, physical or mental disability, age, or any other basis protected by applicable federal, state, or local law. All such harassment is unlawful and will not be tolerated.

Sexual Harassment Defined

Applicable state and federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when:

- submission to the conduct is made a term or condition of employment;
- submission to or rejection of the conduct is used as basis for employment decisions affecting the individual;
- the conduct has the purpose or effect of unreasonably interfering with the associate's work performance or creating an intimidating, hostile, or offensive working environment. This definition includes many forms of offensive behavior.

The following is a partial list:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;

- Threats and demands to submit to sexual advances or conduct as a condition of continued employment, or to avoid some other loss;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters;
- Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any associate's body or dress;
- Verbal sexual advances or propositions;
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations;
- Physical conduct such as assault, unwelcome touching, assault, impeding or blocking normal movements or otherwise interfering with another associate's work; and
- Retaliation for reporting harassment or threatening to report harassment.

Other Types of Harassment

Prohibited harassment on the basis of race, color, national origin, ancestry, religion, physical or mental disability, marital status, medical condition, age, or any other protected basis, includes behavior similar to sexual harassment, such as:

- Verbal conduct such as threats, epithets, derogatory comments, or slurs;
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching, or blocking normal movement; and
- Retaliation for reporting harassment or threatening to report harassment.

The Hospital's Complaint Procedure

The Hospital's complaint procedure provides for an immediate, thorough, and objective investigation of any claim of unlawful or prohibited harassment, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies for any victim of harassment. A claim of harassment may exist even if the associate has not lost a job or some economic benefit.

If an associate believes to have been harassed on the job, or if associates are aware of the harassment of others, he/she should provide a written or verbal complaint to their supervisor or to any other supervisor with the Hospital or to Human Resources, or to the Values Line as soon as possible. Complaints should be as



It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a supervisor, or harassment by persons doing business with or for the Hospital.

COMPENSATION

Wage and Salary Administration

A review of salary ranges for all positions is conducted periodically. Each job classification is assigned a broad market competitive salary range to appropriately compensate different levels of job responsibility, experience and performance. For bargaining unit associates the terms of the collective bargaining agreement determine wage adjustments.

Human Resources is responsible for conducting salary surveys and assuring that our salary ranges and actual pay rates remain competitive. As necessary, wage adjustments may be made from time to time to maintain market competitiveness and equity. However, all wage adjustments

are within the sole discretion of management (except for unionized associates).

Hours of Work

O'Connor Hospital provides care to patients every day of the year, 24 hours per day. Therefore, our work force is scheduled appropriately to

provide coverage over the entire 24-hour period every day of the week. Our official workweek begins at 12:01 a.m. Sunday and ends at midnight the following Saturday.

Shift Differential

Shift differentials are intended to provide additional compensation to accommodate for hours working on shifts other than day shifts. Compensation for shift differentials is explained in the Human Resources Policy and Procedures on the intranet, and in applicable collective bargaining agreements.

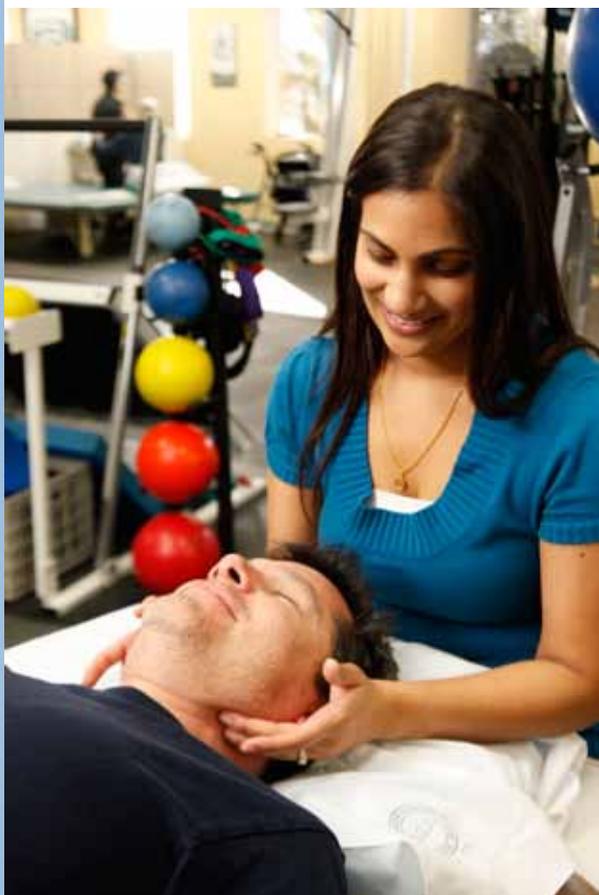
Meal and Rest Periods

A regularly scheduled shift is normally eight and one-half hours long, including an unpaid 30 minute meal period. If an associate works a shift of five or more hours, he/she will be provided with a 30 minute unpaid meal period unless:

The associate completes a shift in no more than six hours, and both associate and supervisor agree to waive the meal period.

Due to the nature of a position associates are required to work a shift of eight consecutive hours and are authorized to have a meal at the workstation, in which case the associate will be paid for the one-half hour meal period.

The associate is an "exempt" associate. Please contact the supervisor if associates have any questions regarding this status.



Associates receive a 15-minute paid rest break for every four (4) hours of work or major fraction thereof, unless the work is a total of less than three and one half (3.5) hours in a day, in which case there is no paid rest break for that shift. For example associates will receive two (2) fifteen (15) minute paid rest breaks per eight (8) hour shift and three (2) fifteen (15) minute paid rest breaks per twelve (12) hour shift. Meal periods and rest breaks cannot be combined and will be scheduled by associate’s supervisor. Examples:

Hours of work	Rest breaks
0–2	0
Over 2–6	1
Over 6–10	2
Over 10–14	3

Associates who work an Alternative Work Week (12-hour shifts) are entitled to two (2) thirty (30) minute unpaid meal periods. However, the associate may voluntarily waive their right to the second of their two meal breaks. See the supervisor for the appropriate form to waive one of these meal periods. Represented associates should refer to specific language in associate’s collective bargaining agreement.

Work Schedules

Regular full-time associates generally work eight hours per day five days a week. Associate’s days off are generally two consecutive days in the week and are subject to staffing requirements. Other alternative work schedules may exist to meet staffing needs in various departments and, if utilized, will be explained by the supervisor. Represented associates should refer to their collective bargaining agreement.

Overtime

If overtime work is necessary, the department manager or supervisor must provide authorization in advance. Overtime is normally defined as any time worked in excess of eight hours in a day, 40 hours in a week, or 80 hours in a pay period, depending on work schedules and collective bargaining agreements.



Non-exempt associates are those covered by the provision of the Fair Labor Standard Act and state wage and hour requirements. Non-exempt associates are compensated for overtime at one and one-half times their regular hourly rate of pay after 8 hours worked in one day, and double time after 12 hours worked in one day. Double time is also paid for time worked in excess of 8 hours on the seventh consecutive day of work in one workweek. Associates who work in certain direct patient care positions are paid overtime at time and a half for hours worked in excess of eighty (80) in a two week pay period.

Exempt associates are those who are exempt from provisions of the Fair Labor Standards Act (FLSA), and State Wage and Hour Laws, and are not entitled to overtime pay.

On-Call / Stand-By and Short Call Pay

Certain departments have associates in an on-call/stand-by and short-call capacity. Payment in this category differs depending on the needs of the department and applicable collective bargaining agreements.



Recording Work Time in Kronos

O'Connor Hospital, state and federal laws require that an accurate record be kept of all the hours associates have worked. Associates are responsible for their own time keeping, to include swiping appropriately as required.

Unless prior approval is obtained from associate's supervisor, please do not swipe in on Kronos or begin work earlier than seven minutes before the start of the shift or end work seven minutes beyond scheduled quitting time. This refers to time keeping only. For

attendance requirements (i.e. tardiness) refer to the Attendance Policy.

If an associate works on a unit/department other than the regularly assigned unit/department, he/she will need to note this in Kronos. Any other changes to Kronos are to be approved by the supervisor.

If an associate fails to swipe in at the beginning or end of a shift or for meal breaks appropriately, the associate is required to manually record these incidents in the "Punch Change Information Requiring Authorization" form provided in associate's department/unit each pay period. Repeated failure to swipe may result in disciplinary action. Exempt associates are not required to swipe into Kronos unless they are recording PTO or other time. Any exceptions must be noted and approved on the Punch Change Information Requiring Authorization form.

Those associates who complete time sheets must submit them to their supervisor no later than the Monday following the end of the pay period.

Payday and Paychecks

Payday is every other Friday for the two-week period ending the previous Saturday at midnight.

If associates have a question about a paycheck, please discuss this with a supervisor who will follow up with the Human Resources or the Central Business Services Payroll Department. Any errors on checks will normally be corrected within twenty-four (24) to forty-eight (48) hours. Special payroll calendars are available in Human Resources.

Paycheck Advances

It is our policy not to give advances on salary; however, associates may request and receive pay for Paid Time Off, such as scheduled vacation, with **two weeks advance notice before associate's scheduled time off.**

Payroll Deductions

Required Deductions

There are five payroll deductions **required by law:**

- Federal Income Tax
- State Income Tax
- Federal Insurance Contribution Act (FICA) (Social Security and Medicare)
- California State Disability Insurance (SDI)
- Family Temporary Disability Insurance (FTDI)

Voluntary Deductions

Associates may elect, with written authorization, to have the following **voluntary** deductions:

- **Credit Union**

Payments on loans or savings plans will be deducted in accordance with the amount agreed upon by the associate and the Credit Union

- **Benefit Deductions**

Contributions for healthcare benefits, Flexible Spending Accounts, Life Insurance, Accidental Death and Dismemberment, Long Term Disability

- **Union Dues**

If an associate is a union member, union dues may be deducted from the paycheck with written authorization

- Tax Sheltered Annuities
- Savings Bonds
- Associates in Action dues
- Donations to the O'Connor Hospital Foundation

Garnishment of Wages

We are required by law to withhold legally garnished wages. Upon receipt of a judgment for a debt, paychecks will be garnished until the judgment is satisfied or the garnishment expires, or until a release is obtained from the garnishing agency.

BENEFITS

O'Connor Hospital provides a variety of benefit packages to all its eligible associates. The benefits described in the following sections provide a general overview of what is offered to associates. Human Resources will provide associates with specific details on each of the benefit plans during the new associate orientation period.

O'Connor Hospital reserves the discretionary right to change, replace, or eliminate some or all benefits currently provided.

Health Insurance, Dental Insurance, Vision Care, Life Insurance and Long Term Disability

These comprehensive benefits generally are available on the first of the month following

30 days of continuous employment. (Represented associates should refer to their collective bargaining agreement for eligibility dates and specific provisions.)

Retirement Plans

O'Connor Hospital currently makes available a pension plan for its eligible associates. This benefit is fully paid by O'Connor Hospital. Associates become fully vested after 5 years of service. A year of service is defined as at least 1,000 hours of paid time within a calendar year.

When combined with Tax Sheltered Annuities and Social Security, pension plan benefits will help associates prepare for living needs at the time of associate's retirement.



403 (b) Supplemental Retirement Plan

The 403(b) is a plan that provides additional retirement income. The plan has the advantage of tax-deferred savings. Currently O'Connor Hospital provides a matching credit to the plan.

The tax sheltered annuity program is provided for O'Connor Hospital associates. All associates are eligible to participate starting the first day of employment.

For additional information and details of the retirement plan, please contact Human Resources.

Tuition Assistance

We recognize that it is important for associates to have the opportunity to upgrade their skills and knowledge through training and education.

In learning new and better ways to work, associates experience increased job satisfaction and are better equipped for future positions within the organization. Patients, in turn, benefit from associates' increased ability and expertise.

Associates are encouraged to advance professionally by attending classes or workshops directly related to their jobs. Although associates are responsible for identifying educational opportunities related to their job, associates are encouraged to discuss needs and eligibility with the supervisor. Full-Time non-exempt associates are also offered the opportunity to take 40 hours of job-related education leave annually, as long as a written request for such leave is submitted in advance and approved by the associate's supervisor.



Tuition assistance for successfully completed job-related courses is available to regular full-time or regular part-time associates. Tuition is paid for courses at fully accredited institutions on either a quarter or semester basis. Funds are distributed on a first come, first served basis and the program's funding status will be reviewed each year at the end of the fiscal budget cycle. Applications are available on the intranet or from Human Resources. Represented associates should refer to their collective bargaining agreement for details.

Associate Recognition

The O'Connor Hospital Rewards and Recognition program provides a method of recognizing and rewarding mission-driven associates, volunteers, and physicians who exemplify our Vincentian Values and behavior standards, or who consistently perform their daily job functions above the highest level of expected performance, or who go above and beyond the call of duty to assist another person when in need.



Becoming a Star Associate

When an associate, physician or volunteer is recognized via a WOW Card, Press Ganey Survey, personalized letter, e-mail, etc. for **exemplary behaviors/values** (as determined by the Rewards and Recognition Team), they are acknowledged as follows:

Vincentian Value Pin

First time individual recognition.

Star Associate

Three or more individual recognitions within a 24-month period. Associates that receive six and nine individual recognitions within a 24-month period receive additional acknowledgement.

5-Star Associate

Twelve individual recognitions within a 24-month period.

Cornette Award

Nominated for exemplifying all five Vincentian Values.

Marillac Award

Determined by senior management to recognize O'Connor Hospital directors, managers and supervisors who exemplify the Vincentian Values.

Esprit de Corps Team Spirit Award

To recognize collaboration in meeting a challenging or crisis situation, improving a system/process or achieving a goal or special project.

Years of Service Awards Banquet

In recognition of long-term services, a special event is held each year honoring associates who attain five or more years of service. Awards are presented at five-year intervals starting at the completion of the fifth year of employment.

WOW Cup

Awarded to the Inpatient and Outpatient department with the highest quarterly patient satisfaction percentile rankings.

Paid Time Off (PTO)

Each eligible associate is provided with a Paid Time Off (PTO) account and begins accruing time on the first day of employment. PTO is an associate benefit program designed to provide regular full or part-time associates with paid personal time away from work. PTO can be used for vacations, holidays, religious observances, personal or family business, maternity, disability or illness, health or dental appointments, or any other reason deemed appropriate by associates, the associate, as approved by the supervisor. PTO may also be used when the department reduces operations or closes for the day. PTO should be scheduled and approved in advance whenever possible.

Additional information regarding PTO accruals and use is available in the Human Resources Policy and Procedures on the intranet. Represented associates should refer to their collective bargaining agreement.

Holidays

The following holidays are O'Connor Hospital recognized holidays:

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

Because it is necessary to continually provide care to our patients, it is not possible for all associates to be off work on a recognized holiday. Represented associates should refer to their collective bargaining agreements regarding time off provisions and holidays.

State Disability Insurance

The purpose of California State Disability Insurance (SDI) is to provide income in the event associates are unable to work as a result of any non-work related injury or illness. Associates are required by law to pay for this insurance through automatic payroll deduction. SDI becomes available on the eighth calendar day of injury or illness.

Disability benefits are not paid automatically. Associates must submit a claim to the State Employment Development Department in accordance with instructions on the claim form. Human Resources can provide associates the forms and assistance in applying for SDI benefits.

If associates are disabled for eight or more calendar days, paid time off leave will be calculated on the assumption that

associates have applied for SDI benefits. Represented associates should refer to their collective bargaining agreement.



Each associate is eligible to join our credit union, Alliance Credit Union. Alliance maintains a branch office inside O'Connor Hospital. Alliance offers competitive and convenient products and provides quality personal services such as savings accounts, checking accounts, real estate and auto loans. Alliance Credit Union is open Monday through Thursday from 9:00 a.m.–4:30 p.m. and Friday from 7:30 a.m.–3:30 p.m. Alliance Credit Union website: www.alliancecreditunion.org

SAFETY AND SECURITY

Safety Management

A safe work environment is essential to provide excellent patient care. We are committed to providing associates with the safest work environment possible. Associates are responsible for knowing and following safe work practices and procedures, and for using appropriate safety and personal protective equipment during the performance of their job duties.

Be alert for hazards that may cause accidents to patients or staff. Spilled water, and equipment failures are some examples of potentially dangerous hazards. Any conditions that may be dangerous or could cause an accident should be reported to a supervisor, department director, safety officer, Security or the Engineering Department for corrective action.

If associates observe an injury to a patient or visitor, immediately secure medical attention for the patient or visitor, and complete an on-line Risk Management Report.

Fire Safety

A fire plan is essential to minimize the potential loss of property or lives due to fire. Associates should become familiar with our facility's Fire Plan and be ready to implement it any time associates hear fire alarms or "Code Red" announced over the public address system.

Associates can help prevent fires by being alert to and correcting conditions that may

constitute a fire hazard. Items such as frayed electrical cords, broken electrical plugs, accumulation of combustible materials, and improperly stored flammable liquids are a few examples of situations that can lead to fires. In the event of a fire:

- R** Rescue patients from immediate area
- A** Activate the fire alarm (pull station) AND call extension 555
- C** Contain the fire by closing doors.
- E** Extinguish fire with a fire extinguisher if associates have been trained on the use of a fire extinguisher.

Emergency Procedures

We maintain emergency preparedness plans to manage all types of disaster situations that could impair normal operating conditions. Associates should discuss their departmental responsibilities with a supervisor and become familiar with their role in disaster situations.

Emergency Codes

We have a series of Emergency Codes that associates must become familiar with:

EMERGENCY CODES	DIAL "555"
CODE BLUE	MEDICAL EMERGENCY
CODE WHITE	MEDICAL EMERGENCY NEONATAL
CODE PINK	INFANT ABDUCTION
CODE PURPLE	CHILD ABDUCTION (PEDIATRIC)
CODE YELLOW	BOMB THREAT
CODE GRAY	COMBATIVE PERSON
CODE SILVER	PERSON WITH WEAPON/HOSTAGE
CODE ORANGE	HAZARDOUS MATERIAL SPILL/RELEASE
CODE TRIAGE INTERNAL/EXTERNAL	INT / EXT DISASTER
CODE RED	FIRE

Smoke Free Environment

For health and safety reasons, a smoke-free environment is maintained throughout O'Connor Hospital. Smoking is permitted only in designated outdoor areas. It is each associate's responsibility to educate and inform the public of this policy and direct the public to designated smoking areas.

Associate Lockers

Lockers are available for associates who need an area to change uniforms and who have no designated space to store necessary personal belongings. Because lockers are O'Connor Hospital property, they are subject to inspection without notice or authorization. However, associates will be informed, when possible, if an inspection of a locker is required.

Security

The security of our facilities, as well as the welfare of associates and patients, requires that every individual be constantly aware of potential security risks. Associates should immediately notify a supervisor or the Security Department when unknown persons are behaving in a suspicious manner in or around our facilities.

Employer Property

Desks, storage areas, work areas, lockers, file cabinets, credenzas, computer systems, office telephones, modems, facsimile machines, copy machines, and O'Connor Hospital vehicles are property of O'Connor Hospital. All such areas and items must be kept clean and are to be used only for work purposes. We reserve the right at all times, and without prior notice, to inspect and search any and all O'Connor Hospital property. Such inspections may be conducted during or after business hours and in the presence or absence of associates.

