

---

# ST. VINCENT MEDICAL CENTER HUMAN RESOURCES POLICIES AND PROCEDURES

---

1. Alcohol and Drug Misuse
2. Associate General Hospital Orientation
3. Attendance and Punctuality
4. Bereavement
5. Compensation and Salary Administration
6. Competency
7. Confidentiality
8. Conflicts of Interest
9. Cultural Diversity
10. Disability and religious Observance Accommodation
11. Disruptive Behavior
12. Distribution or Posting of Literature
13. Dress Code
14. Employment At-will
15. Employment Status
16. Equal Employment Opportunity
17. Extended Sick leave
18. Family Care and Medical Leave of Absence
19. Fitness for Duty
20. Gifts and Awards for SVMC Associates
21. Holiday Pay
22. Introductory Period
23. Jury Duty, Witness Duty, and Voting Leave
24. Language in the Workplace
25. Management of Deployed Emergency Staff
26. Medical, Dental, Vision, and Life Insurance Plans
27. Military Leave of Absence
28. Open Door and Problem Resolution
29. Organ and Bone Marrow Donation Leave
30. Overtime
31. Paid Time Off
32. Paid Time Off (PTO) Hardship Withdrawals
33. Paid Time Off Donation
34. Pay for Relief Work in Higher Classification
35. Performance Evaluations and Job Descriptions

36. Performance Management
37. Personal Leave of Absence
38. Personnel Records and Access to Records
39. Pre-Employment Backgrounds Check
40. Preservation of Documents
41. Privacy in the Workplace
42. Prohibition against Sexual Harassment and other Harassment
43. Proof of Right to work in the United States
44. PTO Cash Pay Out
45. Recognition of Service
46. Rehire and Reinstatement
47. Rideshare Incentive Program
48. Selection and Placement
49. Separation of Employment and Exit Interview
50. Smoke Free & Tobacco Free Environment
51. Solicitation and Distribution
52. Staff Rights
53. Standards for Conduct
54. Subpoena Process and Request for Employment Records
55. Time and Attendance Recordkeeping
56. Time off for Emergency Rescue Personnel
57. Time off for School Activities
58. Time off for Victims of Crimes, Sexual Assault or Domestic Abuse
59. Tuition Reimbursement
60. Unemployment Insurance
61. Use of Cellular Telephones and Wireless Devices
62. Use of Hospital Intranet and Email
63. Use of Medical Center Owned Assets
64. Verification of Employment of Medical Center Staff
65. Verification of Licensure and Credentials
66. Wage Assignments Garnishments and Collection Letters
67. Working Hours and Pay Practices
68. Workplace Violence